

# **New Horizon Community School**

## **Admission Policy**

**2018/19**

Updated: January 2019

Date of next Review: November 2019

New Horizon Community School is a faith based school and as such the school's admission policy reflects its purpose of serving the community. Therefore all Muslims and non-Muslims girls who have reached the age of entry for a particular academic year are welcome to make an application for entry and must visit the school for an informal interview.

The age for admissions is 11 to 16 years. Applications forms can be requested from the school office by telephone or email or collected directly.

They must be filled out and returned with an admission fee of £50 where each application will be considered favourably. New Horizon follows an inclusive approach to education and believes that all candidates should have an opportunity for entry. Once the application form has been returned and the interview completed, the application is processed within 10 working days and parents are notified in writing whether their daughter has acquired a place.

#### School Fees:

Fees for the 2017–2018 academic year is £1950 and are due on or before the first day of term.

We also offer three payment options as set out in our Fee Payment Agreement Form to be completed and signed at the time of registration. Fees can be paid in 3 instalments of £650 per term or £195 per month and reductions are available for parents with more than one child at the school.

Parents should pay school fees in cash, alternatively, cheques can be made payable to New Horizon Community School.

#### Admission to Year 7

The school provides high school education for pupils aged between 11 and 16. The age for admission is between the ages of 11 – 15. Pupils joining the school straight from primary school are admitted following the receipt of a completed Pupil Application Form, together with the £50.00 administration

fee, a passport sized photograph, a copy of the applicant's birth certificate and their most recent school report.

On occasions when the school is oversubscribed the following guidelines will be used to select pupils:

1. Commitment to the Islamic ethos of the school.
2. Position on the waiting list.
3. Consideration will also be given to applicants who have siblings already attending the school who have a good record for academic achievement, attendance and behaviour.

School fees do not cover textbooks that are recommended in addition to those used in the classroom, out of school activities and school trips.

#### Conditions for Transfer Admissions

Any applicants wishing to transfer to the school must submit a completed Pupil Application Form, together with the £50.00 administration fee, a passport sized photograph, a copy of the applicant's birth certificate and their most recent school report.

Applicants will be offered a place dependant on previous school reports and the school ability to accommodate the pupil.

No new pupils will be admitted to Year 11.

An applicant whose attendance at their previous school is below 85% and/or their behaviour was a cause for concern may be refused admittance.

S.E.N – Special Educational Needs

The school is able to cater for children with SEN under certain circumstances. The admission will be accepted under the discretion of the Head teacher.

EAL – English as an Additional Language

We recognise that pupils who are bilingual or have English as their second language may be working at a different level. With our teaching assistants we may consider EAL pupils. The decision will be made under the discretion of the head teacher.