



# Admissions Policy

Approved by: LIA Governing Board

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Year

Next Review: December 2025

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## Statement of Intent

At Leicester Islamic Academy, we strive for excellence in all areas of academic and spiritual development. Through educating, enabling and empowering young people we are growing the leaders of tomorrow in our school today. The ethos of LIA is based on the principles of Islamic through the guidance of the Quran and the Sunnah. We endeavor to provide a journey that fosters true Iman in the hearts and minds of our pupils, staff, parents and school community.

In Leicester Islamic Academy every child develops a strong DEEN; a school where your child is:

**D**evelopment of a social and emotional character that is resilient when facing challenges.

**E**ducated to achieve their full academic potential and therefore grow to be a responsible British citizen who gives back to society through hard work and service.

**E**ncouraged to have an enquiring mind and a problem-solving outlook that allows them to achieve success in their chosen path thus allowing them the ability to serve their family, the Ummah and global society as a 21<sup>st</sup> Century Muslim.

**N**urtured to develop a strong Muslim identity that gives them the confidence, beliefs and actions that will lead to success in this life and the hereafter.

## **1. Introduction**

The Leicester Islamic Academy is a non-selective school and has the capacity to have 400 children in the school. The school has an Islamic character and upholds Islamic values and morals. The admissions policy is intended to meet the needs of the large Muslim community in the Leicestershire area.

## **2. Aims**

To provide children with an Islamic education alongside all National Curriculum subjects

To give every child the opportunity to succeed in achieving a high level of education in order to be a productive member of the community and the wider society

## **3. Implementation**

Pupils will be admitted on a first come first served basis.

Pupils with siblings already attending the school will be given priority in the event of oversubscription.

Pupils are currently admitted at any time of the school year and parents are responsible for paying fees from the month their child is admitted to the school (please refer to the fees policy)

We admit pupils between the ages of 3 and 11.

When a child is admitted, further details are recorded in their personal files and in an admissions' register.

Each child is allocated to a class by the Headteacher according to their age and number on role in the relevant class groups.

## **4. Admission Procedure\***

\*Refer to Annex A

All applications to the school will be made in writing via the LIA Application Form found on the school website.

The LIA Application Form will be completed by the parents and submitted to the school.

Incomplete or missing forms will not be considered, and the application will be unsuccessful.

Any questions regarding the form or the admissions process in general will be answered by the Admissions team.

Once the form is submitted, and a place becomes available pupils will be invited to sit an entrance test. The test will assess pupils' abilities and provide the school with a good understanding of what support is required for each pupil. Pupils will sit a Reading and Maths test.

The school will consider what support the pupil will need before accepting any application and enter into dialogue with relevant persons, parents and bodies to ensure the pupils' academic and educational needs are met.

Thereafter pupils and parents/carers will be invited for an interview with the SLT.

All pupils who pass the interview stage successfully will be offered a place by the school. At the time the offer is made a non-refundable £100 Admission Fee and a £229.50 fee deposit is payable.

Any missing payments may subject a child to lose their place at the school.

The fees for the academic year 2024/2025 are\*\*:

£110 – Resource Fee

£2295.00 – School Fees

\*\*Please refer to Annex B (Fee Policy 2024/2025) and Annex C (Fee Payment Schedule 2024/2025)

### **Disclosing Information**

During the admissions process, and definitely prior to the start date at the school, it is the responsibility of the main carer to provide details of:

- Full name, address, contact details of both biological parents of the applicant/child
- The carers/legal guardians/adults with parental responsibility who the child lives with or visits at any point in their day to day lives.
- Information about court orders in which the child is named and/or where restriction of contact is mentioned.

Any safeguarding disclosures/concerns/issues regarding the applicant must be reported to our DSL either in person at the school reception, speaking to the DSL on 0116 2705343, or via emailing: [dsl@lia.leicester.sch.uk](mailto:dsl@lia.leicester.sch.uk).

Failure to report or disclose this information can lead to the child's place at the school being compromised, retracted or removed.

During the child's time at Leicester Islamic Academy, any permanent or temporary changes in the situation mentioned above, or in any family circumstances or living arrangements must be communicated to the school with immediate effect in the best interest of the wellbeing and safeguarding of the child.

### **Providing documentation and information:**

We expect our parents/carers to only share with us authentic documents when requested: i.e. Passport copies, birth certificates and residency documents (where required). Submitting false or misleading information, or with-holding information is a serious breach of our regulations and can put the school into disrepute in legal terms. Such actions can lead to the child being withdrawn from the school register.

These expectations have been reinforced via: our application form, at interview stage, at place offer stage and in our relevant policies: The Safeguarding Policy which is accessible on the school website, the Schools Admission Policy which is available to view on request.

## **5. Equal Opportunities**

The Governing Body is committed to following this policy, irrespective of a child's

- age
- disability
- race
- religion or belief
- sex or sexual orientation

## **6. Waiting List**

For admission to our Nursery and primary school, we will keep a waiting list and when a place becomes available in any class, the first name on the list will be offered a place and if they do not wish to accept, the next child on the list will be offered the place and so on.

People who do not wish to accept an offered place for any reason will be put back on the waiting list if they so request (each individual case will be considered separately).

## **7. Monitoring Arrangements**

This policy will be reviewed by the headteacher every year. At every review, the policy will be approved by the full governing board.

## **8. Legal Framework**

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- Education Act 1996
- Equality Act 2010
- DfE (2019) 'The Independent Schools Standards'

This policy operates in conjunction with the following school policies:

- Fees Policy
- Equal Opportunities Policies
- Attendance Policy
- Data Protection Policy
- Complaints Policy

## **9. Oversubscription Policy**

In the event that the school becomes oversubscribed, the school will accept pupils based on the criteria below:

- Applications for children with siblings attending LIA
- Applications for children transitioning from LIA Gems to the LIA Nursery/Reception
- All other applications in date order

Unsuccessful application may be given the opportunity to be kept on the school's waiting list.

## **10. The admissions register**

The school will keep an up-to-date admission register of pupils in attendance at the school.

The admissions register will be stored in line with the school's attendance policy.

## **11. Monitoring and review**

This policy will be updated annually by the headteacher.

All changes to the policy will be communicated with all relevant stakeholders.

The next review date for this policy is October 2025.

## Annex A. Admissions Procedure

Leicester Islamic Academy is an independent day school for pupils in Nursery-Year 6. We are a small school with double form entry, and places in each year group are very limited. We appreciate that choosing the right school for your child is important, therefore we encourage you to explore our website and you may email or ring the school for more information. We hold an Open Day in the Autumn Term which gives a general introduction to the school.

The aim of the process is to gain a good understanding of the support needed to think within the school community.

Please be aware that applications are usually oversubscribed, and we recommend that applications for school places are made as early as possible to avoid disappointment.

The stages are outlined below:

### **Stage 1: Application Form**

We must receive a completed application form that can be found on the school website.

There is no fixed time for when the admissions window may be opened for an in-year application.

For all applications for a new academic year, admissions are considered from the Spring Term.

### **Stage 2: Admissions Test**

Applications which pass Stage 1 of the procedure will be invited to an Admissions test. For Keystage 1 applications the test will consist of a phonics, maths and reading screening.

For Keystage 2 this is a test that yields a standardised age score for key areas of learning for Maths and English.

### **Stage 3: Interview**

All successful applications will be invited for an in-person pupil and parent/carer interview with members of the school leadership team.

### **Stage 4: Decision**

Successful applicants will be offered a place.

## Annex B. Fee Policy 2024-2025

### RECEPTION FEES

### POLICY FOR THE YEAR 2024/2025

#### NEW ADMISSIONS:

£100 Admission Fee (non-refundable) – payable upon application of a school place

#### ALL PUPILS:

£110 Resource Fee - Due at the start of the year irrespective of when school fees commence

£229.50 Fee Deposit (refundable subject to terms & conditions\*)

School Fees become payable for children the term after the child turns 5

#### IF A CHILD TURNS 5 AS FOLLOWS:

During Term 1 (between August and December), following due from Term 2:

£229.50 Fee Deposit

£1,197 School Fees

During Term 2 (between January and March), following is due from Term 3:

£229.50 Fee Deposit

£598.50 School Fees

#### \* TERMS AND CONDITIONS

Minimum of 4 weeks term notice required of termination in writing  
Leavers Forms must be obtained from Admin, filled in and returned back in time

If the above notice is not provided then a full month's fees will be charged in lieu

#### FEE DEPOSIT

The deposit will be refundable providing the termination policy has been adhered to and the fees are paid up to date

If fees are in arrears then the deposit will be deducted and any surplus balance will then be returned

#### PAYMENT DETAILS:

Bank: Barclays

Account Name: Leicester Islamic Academy

Account Sort Code: 20-49-11

Account Number: 60327786

Reference: Please request this from Admin as this will be a unique identifier for each pupil

**PAYMENT TERMS:**

1. Fees to be paid in advance in **FULL at the start of the academic year – DUE 27.08.24**  
£110 Resource Fees  
£1,197 School Fees OR £598.50 School Fees
  
2. Termly – Fees to be paid in **advance at the start of each Term**  
£110 Resource Fees Term 1 **DUE 27.08.24**  
£598.50 Term 2 **DUE 07.01.25**  
£598.50 Term 3 **DUE 28.04.25**
  
3. Monthly Standing Order/Direct Debit Method – Fees to be paid over **10 months in equal installments at the start of each month**  
£199.50 per month due at the start of each month **DUE 1<sup>ST</sup> OF EACH MONTH**

**Failure to make payments on time may result in your child's place at the school being at risk.**

The management of Leicester Islamic Academy reserve the right to change the terms and conditions/fees as and when necessary. Any changes will then be notified to the parents.

**YEARS 1 TO 6**  
**POLICY FOR THE YEAR 2024/2025**

**NEW ADMISSIONS:**

£100 Admission Fee (non-refundable) – payable upon application of a school  
place

£229.50 Fee Deposit (refundable subject to terms & conditions\*)

**ALL PUPILS:**

£110 Resource Fee - Due at the start of the year

£2,295 School Fees

**\* TERMS AND CONDITIONS**

Minimum of 4 weeks term notice required of termination in writing

Leavers Forms must be obtained from Admin, filled in and returned back in time

If the above notice is not provided then a full month's fees will be charged in lieu

**FEE DEPOSIT**

The deposit will be refundable providing the termination policy has been  
adhered to and the fees are paid up to date

If fees are in arrears then the deposit will be deducted and any surplus  
balance will then be returned

**PAYMENT DETAILS:**

Bank: Barclays

Account Name: Leicester Islamic Academy

Account Sort Code: 20-49-11

Account Number: 60327786

Reference: Please request this from Admin as this will be a unique identifier for  
each pupil

**PAYMENT TERMS:**

1. Fees to be paid in advance in **FULL at the start of the academic year –  
DUE 27.08.24**  
£110 Resource Fees  
£2,295 School Fees
  
2. Termly – Fees to be paid in **advance at the start of each Term**  
£110 Resource Fees (due with Term 1) **DUE 27.08.24**  
£918 Term 1 **DUE 27.08.24**  
£688.50 Term 2 **DUE 07.01.25**  
£688.50 Term 3 **DUE 28.04.25**

**3. Monthly Standing Order/Direct Debit Method – Fees to be paid over 10 months in equal installments at the start of each month FROM AUG 2024 TO MAY 2025**

£110 Resource Fees (due with the initial monthly payment) **DUE 27.08.24**

£229.50 per month due at the start of each month **DUE 24<sup>TH</sup> OF EACH MONTH**

**Failure to make payments on time may result in your child's place at the school being at risk.**

The management of Leicester Islamic Academy reserve the right to change the terms and conditions/fees as and when necessary. Any changes will then be notified to the parents.

## Annex C. Fee Payment Schedule 2024-2025

### **ANNUAL FEES FOR YEARS 1 TO 6**

The annual school and resource fees for this year (2024 – 2025) is £2,405.

Parents are advised to adhere to the payment options and send fees on time on the dates mentioned below.

All fees to be paid via bank transfer.

#### **PAYMENT DETAILS:**

BARCLAYS  
LEICESTER ISLAMIC ACADEMY  
SORT CODE: 20-49-11  
ACCOUNT: 60327786  
SWIFTBIC: BUKBGB22  
IBAN: GB03 BUKB 2049 1160 3277 86

#### **OPTION 1** **ANNUAL PAYMENT (LUMP SUM)**

Payment 1	27 <sup>th</sup> August 2024	£2405
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#### **OPTION 2** **TERMLY PAYMENTS**

Payment 1	27 <sup>th</sup> August 2024	£1028
Payment 2	7 <sup>th</sup> January 2024	£688.50
Payment 3	28 <sup>th</sup> April 2024	£688.50

#### **OPTION 3** **MONTHLY PAYMENTS**

<b><u>Payment</u></b>	<b><u>Due Date</u></b>	<b><u>Amount Due</u></b>	<b><u>Date payment made (for your records)</u></b>
Payment 1	27 <sup>th</sup> August 2024	£339.50	
Payment 2	27 <sup>th</sup> September 2024	£229.50	
Payment 3	25 <sup>th</sup> October 2024	£229.50	
Payment 4	29 <sup>th</sup> November 2024	£229.50	
Payment 5	27 <sup>th</sup> December 2024	£229.50	
Payment 6	31 <sup>st</sup> January 2025	£229.50	
Payment 7	28 <sup>th</sup> February 2025	£229.50	
Payment 8	28 <sup>th</sup> March 2025	£229.50	
Payment 9	25 <sup>th</sup> April 2025	£229.50	
Payment 10	30 <sup>th</sup> May 2025	£229.50	

**Any queries relating directly to fees should be emailed to:**  
**accounts@lia.leicester.sch.uk**