

Admissions Policy

The School attracts pupils from Birmingham and the surrounding area. Pupils enter Al-Burhan Grammar School at 11+, with a few coming in at 12+ and 13+. These candidates enter at the beginning of the academic year in September.

Parents wishing to admit their daughters at Al-Burhan Grammar School in others year groups (8 – 10) should follow the standard application process and complete a registration form. We do not admit pupils in Year 11.

There may also be a place available, irrespective of age or time of the year, for pupils whose families are relocating from outside the Birmingham area.

Admission Procedure

- 1) Complete the admission form. This can be found in an admission pack (available from the school office) or can be downloaded from our website.
- 2) Return the completed form along with the following documents:
 - One passport sized photograph with the name and date of birth at the back;
 - A copy of the birth certificate or the identification pages of the passport (if birth certificate is not available);
 - Latest school report;
 - Latest SATs results (if applicable);
 - Non-refundable administration fee of £50.00 (cheque or cash). Cheques must be made payable to “Al-Burhan Grammar School”. Cash payment can be made in person.
- 3) Once all documents are received, you will be sent a letter inviting your daughter to sit an independent entrance assessment.
- 4) You will be informed about the outcome of the assessment within two weeks. You will be then invited to discuss her results before the final decision is made.
- 5) Once your daughter is offered a place, the following must be paid by the date stated on the offer letter:
 - Admission fees & deposit;
 - Tuition fees (at least for one term).If no communication is received from the parents by the due date, the School has the right to withdraw the offer assuming that you do not wish to proceed.
- 6) Once we have received all of the above, we will send out a letter with the details of the Year 7 Induction Day.

When completing the Common Application Form (CAF) for your Local Education Authority, it is not necessary to list Al-Burhan Grammar School for Girls as one of your choices, as we are an independent school. As the school cannot guarantee a place, it is very important that you also apply for other schools in your area.

Entrance Assessment

We hold two entrance tests during the school year. The entrance test consists of two papers: one English paper and one Maths paper. We do not provide sample tests.

Exam results are given as percentages and results are collated within two weeks. Students who have passed the exam will be sent a letter informing of this. Parents of students who have failed will be sent a letter informing them of this and asking if they wish to be kept on the waiting list.

Depending on the application, some parents and students may be invited to an interview with the Headteacher and another teacher:

a) Parents' Interviews

A set number of questions will be asked ranging from parent's occupation, family's social activities and the health of the child. During the interview parents will be asked as to how they expect to pay the fees (i.e. annually or termly or monthly).

b) Student's Interview

The child is given a short interview where she is asked about her present school (if applicable) hobbies and their English reading and Math

Selection

Selection is primarily based on the Entrance Test results. Other criteria which may be taken into account include:

- Outcome of the parent/student interviews
- Fees situation
- Sibling pupils. Siblings are considered to be full brothers or sisters who live permanently with them at the same address.

Students are not allocated places under the distance criteria. This way, the opportunity to attend Al-Burhan is still offered to pupils who may live further afield and in neighbouring local authority areas.

Reserve List – The school will hold a waiting list for applicants who have been successful in the assessment process, but have not been offered a place. If places become available they will be allocated using this reserve list, going strictly according to the admission criteria.

Acceptance

Families who are successful will be informed by a letter welcoming them to the School Community. Additional documents will also be sent out such as a School Fees Agreement as well as information regarding Induction arrangements. At this stage, any outstanding paperwork will need to be completed and processed in order for the place to be secured.