



Al-Burhan Grammar School

*Dedicated to learning as the
foundation of life*

Admissions Policy

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1. Introduction

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 other 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.

2. Overview of the 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:
 - a. One passport sized photograph with the name and date of birth at the back;
 - b. A copy of the birth certificate or the identification pages of the passport (if birth certificate is not available);
 - c. Latest school report;
 - d. Latest SATs results (if applicable);
 - e. Non-refundable administration fee of £50.00 (cash or bank transfer).
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 four weeks. You may be 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:
 - a. Admission fees & deposit;
 - b. Tuition fees (at least for one term).
6. 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.

Please note:

When completing the Common Application Form (CAF) for your Local Education Authority, it is not necessary to list Al-Burhan Grammar School 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.

3. Selection

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.

3.1 Entrance test

Selection is primarily based on the Entrance Test.

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.

Our papers are not 11+ style. Rather, we aim to assess pupil's understanding of the knowledge and skills they should have learnt by their age.

Exam results are given as percentages and results are collated within four weeks.

1. Students who have clearly passed or not passed the exam, will be sent a letter informing them of this.
2. For borderline students, parents and students may be invited to an interview with the Headteacher and another teacher.
3. Other factors (see below) may be taken into consideration, depending on the specific circumstances.

3.2 Interviews

Interviews may be held with parents and/or pupils to see whether they are the right fit for the school and whether the school is the right fit for them.

For parents, questions can include: parent's occupation, family's social activities, health of the child, motivations for enrolling their child at the school and understanding of our vision and ethos. Parents will also be asked as to how they expect to pay the fees.

For pupils, she may be asked about her present schooling, hobbies, English reading and maths.



3.3 Information from current school

We will ask for information from the current school, such as the latest school report. We may also send a form to the school for a reference.

3.4 Siblings

Siblings are considered to be full sisters who live permanently with them at the same address.

Attendance of siblings at the school may be considered. However, where a pupil's entrance test is too low, this will not be sufficient reason for us to offer a place.

3.5 Admission outcomes

All admission outcomes are determined by a panel of teachers, which includes the Headteacher.

These are the possible outcomes to the admission outcomes =

1. Offer
2. Waiting list
3. Place not offered.

Place not offered

For pupils who have unfortunately not been offered a place due to poor entrance test results, there may be the possibility of a re-sit.

Waiting 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.

Offer

Families who are successful will be informed by a letter welcoming them to the School Community. To secure the place, the admission fees and deposit will need to be paid by the provided deadline. Following this, an acceptance pack will be sent out containing further information and forms, to help ease the family into joining the school community. Induction day is held on the same day as the Birmingham Local authority induction day for all Year 6 students in July.

3.6 Appeal

Parents/guardians can appeal any refused application. Parents need to appeal in writing to Dr Mohammad Nasrullah (Headteacher).