



ABU BAKR BOYS SCHOOL

ADMISSIONS POLICY

Policy Review

This policy will be reviewed in full by the Board of Trustees on an annual basis unless circumstances require policy update in the interim.

The policy was last reviewed and agreed by the Board of Trustees on 29th August 2025

It is due for review on 29th August 2026.

Reviewed by: Maulana Ziaulqasimi Date: 29th August 2025

Any one among you who does not become efficient in religious jurisprudence *The Holy Prophet of Allah (S.A.W.) has said: "Attainment of knowledge is a must for every Muslim."*

1 *Introduction*

The Trustees of Abu Bakr Boys School apply all regulations on admissions fairly and equally to all applicants seeking to attend the school. We fully embrace our responsibilities under the Equality Act 2010 to eliminate discrimination, advance equality of opportunity, and foster good relations within our school community. Abu Bakr Boys School comprises of a boys secondary section for pupils aged 11 to 16, providing a learning environment that is inclusive, faith-based, and tailored to the developmental needs of both boys and boys in the primary phase, and boys in the secondary phase.

We regard all prospective learners and their parents or carers as equal in worth and dignity, regardless of any protected characteristics as outlined in the Equality Act 2010, including disability, ethnicity, gender, religion, or belief. Further details on our commitment to equality can be found in the school's Equality Policy.

2 *Aims and objectives*

- 2.1 We are an inclusive school that welcomes pupils from all religions, backgrounds and cultures provided they respect the Islamic ethos of the school as stated in the mission statement.
- 2.2 All applications will be treated on merit and in a sensitive manner. Admission to the secondary school is dependent on the pupil sitting and achieving the required standard in an entrance examination in English and Mathematics. All applications are considered on individual merit and handled sensitively and fairly.

Where a pupil achieves the required standard, admission is granted subject to the availability of places. If the number of eligible applicants exceeds the number of places, the school will apply a set admissions procedure to determine which applicants are offered a place.

3 *How parents can apply for their son to be admitted to our school*

- 3.1 As our school is an independent school, the school determines the admission arrangements in agreement with the Trustees.
- 3.2 Pupils typically enter the secondary school at the start of the academic year in which they reach the age of eleven. Admissions are usually made in the first week of September. However, in-year admissions may be accepted if places are available.
- 3.3 Parents who wish to apply for a place during the academic year should contact the school office or visit the school website to obtain the relevant registration forms. Applications should be submitted at the earliest opportunity.
- 3.4 Priority is given to siblings of pupils already in the school. Further information related to admissions can be obtained from school office.

3.5 *Application Procedure*

All applicants must complete the school's **application for [Abu Bakr Boys School Application Form](#)** .

The **application procedure must be completed every year**. Pupils are **not guaranteed a place** for the whole of the primary or secondary phase.

Re-applications will be processed based on:

- Attendance levels
- Attitude to learning
- Academic progress
- Fee payments
- Contribution of both pupil and parent

Entrance Assessments:

- All new pupils will be required to sit an entrance assessment to determine their academic level.

The results will be considered when a decision is made on whether to offer a place

4 *The standard number*

While the long-term standard enrolment number for the school is 160, the current maximum intake, due to premises limitations, is restricted to 100 pupils. This figure is reviewed regularly, and the Trustees will consider applying to increase the intake if circumstances permit.

5 *Special Educational Needs*

Admission Arrangements

The school endeavours to provide appropriate support for pupils with a range of learning difficulties when it is reasonable to do so. Hence, each application will be treated on its own merits. Abu Bakr Boys School aims to provide appropriate support within the scope of its resources and facilities.

6 *Year Group Admissions*

We **do not enrol pupils in Year 11**. This is because pupils will have already completed a substantial part of their GCSE learning and any new pupil would be at a disadvantage.

Pupils already at the school will also be following their chosen option subjects, which would be difficult to accommodate for new entrants.

Applications for Year 11 will only be considered in exceptional circumstances and assessed on a case-by-case basis. The Head teacher's decision will be final.

7 *Waiting List*

Appeals Process

- If an applicant is unsuccessful, parents may appeal in writing to the school address.
- Appeals must be lodged within 20 days of the refusal letter.
- Appeals will be reviewed in line with the school's procedures, and the outcome will be final.

Pupils with Education, Health and Care Plans (EHCP)

- Applicants with an EHCP will be considered on the basis of whether the school can adequately meet the child's needs.

- The decision will take into account resources, staff expertise, and the school's capacity to provide appropriate support.

Final Authority

All admissions decisions lie with the Headteacher, whose decision is final.

8 Fees Information

Academic Year 2025–2026

Registration Fee

A non-refundable registration and assessment fee of **£200** is required when applying for a place at the school. This fee covers administrative costs associated with registration and the entrance examination.

9 School Fee Structure

Payment Schedule

Payments must be made via standing order, either on the 1st or the 15th of each month, beginning **August 2025**. The final payment is due in **July 2026**. If the first payment is not received by **15th August 2025**, it will be assumed that the place is no longer required.

Late or Missed Payments

If school fees remain unpaid for more than two weeks after the due date, the pupil's place may be withdrawn. Continued non-payment will result in recovery action, including legal proceedings and the addition of recovery costs.

Bank Details for Standing Orders

Bank Name: Anna

Account Name: Abu Bakr Boys Ltd

Account Number: 41561607

Sort Code: 23-11-85

Annual Review of Fees

School fees are subject to an annual review. Parents will be given at least one term's notice of any changes to the fee structure.

Withdrawal from School

Parents must give a **minimum of two months' written notice** if they intend to withdraw their child from the school. If notice is not given, two months' fees must be paid in lieu.

Fees Enquiries Contact Information

For all enquiries related to school fees, please contact the school office.

10 Standing Order Timelines

Years 7, 8, and 9 (12 Monthly Payments)		
Month	Payment Due Date	Amount Due
August 2025	1st or 15th August	£250.00
September	1st or 15th September	£250.00
October	1st or 15th October	£250.00
November	1st or 15th November	£250.00
December	1st or 15th December	£250.00
January 2026	1st or 15th January	£250.00
February	1st or 15th February	£250.00
March	1st or 15th March	£250.00
April	1st or 15th April	£250.00
May	1st or 15th May	£250.00
June	1st or 15th June	£250.00
July	1st or 15th July	£250.00
Total		£3,000 inc. VAT

Year 10 (12 Monthly Payments + Exam Fee)		
Month	Payment Due Date	Amount Due
August 2025	1st or 15th August	£250.00
September	1st or 15th September	£250.00
October	1st or 15th October	£250.00
November	1st or 15th November	£250.00

December	1st or 15th December	£250.00
January 2026	1st or 15th January	£250.00
February	1st or 15th February	£250.00
March	1st or 15th March	£250.00
April	1st or 15th April	£250.00
May	1st or 15th May	£250.00
June	1st or 15th June	£250.00
July	1st or 15th July	£250.00
GCSE Exam Fee (due before 15th December 2025)		£500
Total		£3,500 inc. VAT

Year 11 (10 Monthly Payments)		
Month	Payment Due Date	Amount Due
August 2025	1st or 15th August	£300.00
September	1st or 15th September	£300.00
October	1st or 15th October	£300.00
November	1st or 15th November	£300.00
December	1st or 15th December	£300.00
January 2026	1st or 15th January	£300.00
February	1st or 15th February	£300.00
March	1st or 15th March	£300.00
April	1st or 15th April	£300.00
May	1st or 15th May	£300.00
Total		£3,000 inc. VAT

Payment of Fees

Parents are expected to pay school fees according to the agreed payment plan.

Where payments are not received, the following procedure will apply:

1. Initial message will be sent to the parent as a reminder.
2. If payment is still not received, a formal reminder letter will be issued requesting payment within 5 calendar days.
3. If unpaid, a further letter will be sent advising that the discounted fees are withdrawn. Fees will revert to the previous structure:
 - **Secondary (Years 7, 8, 9, 11):** £4,300
 - **Secondary (Year 10):** £4,800
 - Any payments already made will remain valid, but instalments will be adjusted on a pro-rata basis. A new payment plan will be issued immediately.
4. If payment is still not received within 3 calendar days of this letter, a final notice will be sent. Parents will be informed that the pupil will no longer be able to attend school from the following Monday unless fees are settled in full.