



Darul Madinah will nurture our learners into model citizens that exemplify the Inherent values of Islam make a positive contribution to the community and are champions of their faith.

Admission and Attendance Policy

This policy is in line with the Mission Statement of the School

Document Control

This policy has been approved for operation within Darul Madinah Primary School

Date of last review: August 2025

Date of next review: August 2026

Review period: Annually

Policy Status: Statutory

Owner: Directors

1. Policy Statement

Darul Madinah is committed to offering high-quality early education and primary schooling within a caring, Islamic, and academically focused environment. Our Admissions and Attendance Policy ensures that all procedures are fair, transparent, compliant with legal requirements, and supportive of children's welfare. This policy explains how children are admitted to the nursery (ages 2–4) and to the independent primary school (Reception–Year 6), as well as our expectations around attendance, punctuality, and communication with parents.

We aim to provide families with clear information so that they can make informed decisions. Our practices reflect the Equality Act 2010, EYFS requirements, and the Independent School Standards. While we warmly welcome applications from all families, our provision is fee-based, and we do not receive government funding for SEND or inclusion support. Our admissions decisions therefore consider the needs of each child and whether the school has the facilities, staffing, and expertise to meet those needs safely and appropriately.

2. Nursery Admissions (Ages 2–4)

When families express interest in Darul Madinah Nursery, they are invited to complete an Initial Enquiry Form and attend a scheduled tour with the Nursery Manager or Headteacher. During this visit, families are shown the environment, introduced to our Islamic ethos and EYFS curriculum, and provided with information about online learning journals, routines, and settling-in procedures. Parents may take the registration form home or complete it during the visit.

Once parents decide to enrol, they must complete the full registration form and provide a copy of the child's birth certificate. Where a child may be eligible for funded two-year-old places, fifteen-hour entitlement, or extended thirty-hour entitlement, staff will assist parents with the required consent forms and eligibility checks. For privately funded places, the fees structure is explained clearly, including payment deadlines and accepted payment methods. All required documentation is stored securely in line with data protection requirements.

Places are offered strictly according to availability within each age group. We operate a **first-come, first-served** basis, but we also consider balancing groups by age, staffing levels, and statutory ratios. A welcome email or letter is sent before the start date, outlining what the child will need, the settling-in plan, and key information for parents.

3. Nursery Attendance Expectations

Young children benefit greatly from routine, continuity, and consistency. Regular attendance helps children settle securely, form attachments, and develop socially and academically. Parents are therefore expected to ensure that their child attends all agreed sessions and arrives on time.

Parents must notify the nursery of absences as early as possible. The morning register closes at **8:45am** and the afternoon register at **12:30pm**. When no explanation is received, the administrative team will contact parents to determine the reason. For children known to Social Care, any unexplained absence is reported immediately to the relevant professionals for safeguarding purposes.

If Darul Madinah receives no contact from parents for one week, the Manager will continue to follow up, including by telephone and written communication. After one month with no response, the child's place may be withdrawn, and the Local Authority will be informed.

Planned absences must be requested in advance using the Holiday Request Form. Authorised absence is usually limited to emergencies and essential medical appointments. Although nursery attendance is not statutory, we expect parents to work closely with us to resolve any barriers to consistent attendance.

4. School Admissions (Reception–Year 6)

Darul Madinah is a private independent school. We operate our own admissions procedures and do not receive government funding for SEND or inclusion support. Admissions are therefore based on a combination of academic readiness, pastoral suitability, and the ability of the school to meet the child's needs within the resources available.

4.1 Admissions Criteria

Applications are considered according to the following priorities:

1. **Siblings** of current pupils (priority placement where appropriate).
2. **Catchment proximity**, giving preference to families living closest to the school.
3. **Academic readiness**, assessed through **age-appropriate entry assessments** in English and Mathematics. These assessments are designed to be fair, supportive, and in line with typical developmental expectations.
4. **School capacity**, ensuring we can meet the needs of each cohort safely and effectively.

We warmly welcome applications from children with mild to moderate additional needs; however, because we do not receive SEND or inclusion funding, we are unable to meet the needs of children with **significant or high-level EHCP requirements** requiring specialist staffing, therapies, or equipment.

4.2 The Admissions Process

Parents first attend a school tour with the Headteacher. They are shown the classrooms, curriculum, Islamic studies framework, pastoral care system, and expectations for uniform and behaviour. After this, an application form is completed, and the child is booked for assessments in English and Maths.

Following assessment, parents receive written confirmation of the outcome. Offers are made in writing and must be accepted by paying the required deposit or first instalment of

fees. Once a place is confirmed, parents receive a welcome pack outlining school procedures, safeguarding information, and necessary forms.

5. School Attendance Expectations

Attendance at Darul Madinah School is essential so children can benefit fully from the curriculum. Punctuality is part of our expectations for behaviour and discipline. Frequent lateness or absence disrupts learning and may also indicate a safeguarding concern. Parents are expected to keep the school informed of any absences, and the school retains the right to request evidence for medical reasons when absences are frequent.

If a child's attendance becomes a concern, the Headteacher will contact parents to discuss barriers, offer support, and agree on an improvement plan. If no improvement occurs, the matter may be escalated as part of our safeguarding procedures.

Term-time holidays are discouraged and require completion of a Holiday Request Form. Approval is at the discretion of the Headteacher.

6. Record Keeping and Data Protection

All registration forms, assessments, attendance logs, and correspondence are stored securely in accordance with the Data Protection Act 2018 and GDPR. Parents have the right to access their child's personal records following the procedure outlined in our Confidentiality and Client Access to Records Policy.