



*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.*

Admissions and Attendance Policy

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

Document Control

- **Policy Status:** Statutory
- **Owner:** Directors
- **Date of Last Review:** August 2026
- **Date of Next Review:** August 2027
- **Review Period:** Annually

Admissions and Attendance Policy

Mission Statement

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.

1. Introduction

Darul Madinah is committed to providing high-quality early years education and primary education within a caring, inclusive, Islamic environment.

This policy outlines:

- Admissions procedures for the nursery and school
- Attendance expectations
- Procedures for monitoring attendance and punctuality
- Safeguarding procedures relating to attendance
- The school's commitment to equality and inclusion

The school and nursery aim to ensure that all admissions and attendance procedures are fair, transparent, lawful and centred around the welfare and educational needs of the child.

This policy is written in accordance with:

- Equality Act 2010
- SEND Code of Practice (2015)
- EYFS Statutory Framework
- Independent School Standards
- Keeping Children Safe in Education (KCSIE)
- Working Together to Safeguard Children
- Data Protection Act 2018 and UK GDPR

2. Equality and Inclusion

Darul Madinah welcomes applications from families of all backgrounds.

Admissions decisions are made fairly, consistently and in accordance with the Equality Act 2010. The school does not unlawfully discriminate on the basis of protected characteristics.

The school and nursery are committed to inclusive practice and will consider reasonable adjustments where appropriate.

As an independent fee-paying setting, Darul Madinah does not receive government SEND funding or additional inclusion funding. Admissions decisions therefore also consider whether the school can reasonably meet a child's needs within the staffing, facilities, expertise and resources available.

3. Nursery Admissions (Ages 2–4)

3.1 Initial Enquiries and Visits

Families interested in Darul Madinah Nursery are invited to:

- Complete an Initial Enquiry Form
- Attend a nursery tour
- Meet with the Nursery Manager or Headteacher

During visits, parents are introduced to:

- The nursery environment
- The Islamic ethos
- EYFS curriculum provision
- Daily routines and expectations
- Safeguarding procedures
- Settling-in arrangements
- Online learning journals and communication systems

Parents may complete registration documents during the visit or take them home.

3.2 Registration and Documentation

To secure a nursery place, parents must:

- Complete a registration form
- Provide a copy of the child's birth certificate
- Provide emergency contact information
- Share relevant medical, safeguarding or SEND information
- Complete consent forms where required

All information is stored securely in line with data protection legislation.

Where children are eligible for funded places, staff will support families with the necessary eligibility checks and consent procedures.

3.3 Allocation of Places

Places are allocated according to:

- Availability within age groups
- Staffing ratios
- Operational capacity
- The ability to meet the child's needs safely and appropriately

The nursery generally operates on a first-come, first-served basis.

Parents will receive written confirmation of the outcome of their application.

3.4 Settling In

The nursery recognises the importance of supporting children to settle successfully.

Settling-in arrangements may include:

- Transition visits
- Gradual introduction sessions
- Parent meetings
- Individual support arrangements where appropriate

4. Nursery Attendance Expectations

Regular attendance supports children's learning, development, wellbeing and emotional security.

Parents are expected to:

- Ensure children attend agreed sessions regularly
- Inform the nursery promptly of absences
- Arrive and collect children on time
- Maintain regular communication with staff

The morning register closes at 8:30am and the afternoon register closes at 12:10pm.

Where a child is absent without explanation, staff will make reasonable efforts to contact parents/carers.

For children known to Social Care or other safeguarding professionals, unexplained absences may be shared with relevant agencies in line with safeguarding procedures.

Repeated unexplained absences may be treated as a safeguarding concern and followed up appropriately.

If the nursery receives no contact from parents for an extended period, further follow-up procedures may be implemented, including written communication and welfare checks where appropriate.

After prolonged unexplained absence, the nursery reserves the right to withdraw the child's place.

Planned absences should be requested in advance using a Holiday Request Form.

Although nursery attendance is not statutory, parents are expected to work in partnership with the nursery to support good attendance and punctuality.

5. School Admissions (Reception – Year 6)

Darul Madinah is an independent fee-paying school.

Admissions decisions are based on:

- Academic readiness
- Pastoral suitability
- School capacity
- The school's ability to meet individual needs appropriately

The school warmly welcomes applications from children with mild to moderate additional needs.

Where a child has identified SEND or medical needs, the school may request additional information to determine whether appropriate support can reasonably be provided.

The school does not receive government SEND or inclusion funding and therefore admissions decisions may also take into account whether the school can reasonably meet need within the staffing, facilities, expertise and resources available.

5.1 How to Enrol a Child

Families interested in enrolling their child at Darul Madinah School are invited to contact the school office to arrange a visit.

Parents/carers will:

- Attend a school tour with the Headteacher or senior leader
- Receive information about the curriculum, Islamic ethos, safeguarding procedures and behaviour expectations
- Be shown classrooms and facilities
- Receive information about school routines, communication systems and uniform expectations

Parents are then required to:

- Complete an application form
- Provide a copy of the child's birth certificate or passport
- Provide previous school reports where appropriate
- Share relevant medical, safeguarding or SEND information
- Complete emergency contact and consent forms

Where appropriate, children will complete age-appropriate assessments in English and Mathematics.

An admissions assessment fee applies. Parents/carers will be informed of the current assessment fee during the admissions process.

Assessments are designed to be fair, supportive and age appropriate and help the school determine academic readiness and appropriate placement.

Parents will receive written confirmation regarding the outcome of the application.

Where a place is offered, parents must:

- Accept the offer in writing
- Pay any required deposit or agreed fees
- Complete all admissions documentation

Once enrolment is complete, families will receive a welcome pack containing:

- School procedures
- Safeguarding information
- Uniform guidance
- Key policies and forms
- Communication expectations
- Information regarding attendance and punctuality

5.2 Admissions Criteria

Applications are considered using the following criteria:

1. Siblings of existing pupils where appropriate
2. Distance from the school where relevant
3. Academic readiness through age-appropriate assessments
4. Availability of places within the year group
5. The school's ability to meet the child's needs safely and appropriately

Entry assessments are designed to be fair, supportive and age appropriate.

5.3 Admissions Process

The admissions process generally includes:

- School tour with the Headteacher or senior leader
- Completion of an application form
- Review of educational history and reports where appropriate
- English and Mathematics assessments
- Review of assessment outcomes and readiness for the year group applied for
- Parent meeting where necessary

Following assessment and review, parents will receive written confirmation of the admissions decision.

Places are confirmed once:

- The required documentation has been completed
- Any deposit or agreed fees have been paid
- All relevant admissions procedures have been completed

The school reserves the right to refuse admission where:

- Places are unavailable
- The school is unable to reasonably meet need within available resources
- Required information has not been provided
- There are safeguarding or welfare concerns that require further consideration

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- Key policies and forms
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6. School Attendance Expectations

Good attendance and punctuality are essential for safeguarding, educational progress and wellbeing.

Parents/carers are expected to:

- Ensure children attend school regularly
- Inform the school of absences promptly
- Ensure children arrive on time
- Avoid unnecessary absence during term time
- Work in partnership with the school to resolve attendance concerns

Registers are completed twice daily.

Pupils arriving after the register closes may be marked late.

Persistent lateness may be monitored and discussed with parents/carers.

Absences are recorded as authorised or unauthorised at the discretion of the Headteacher.

The school may request medical evidence where absences are frequent or where concerns arise.

Attendance is monitored as part of the school's safeguarding procedures.

Persistent absence, repeated lateness or irregular attendance patterns may indicate safeguarding concerns and will be followed up appropriately.

Where attendance concerns arise, the school may:

- Contact parents/carers
- Hold attendance meetings
- Implement attendance support plans
- Monitor punctuality and attendance more closely
- Seek support from external agencies where appropriate

Term-time holidays are discouraged and require completion of a Holiday Request Form.

Approval of leave requests remains at the discretion of the Headteacher.

7. Children Missing Education

Darul Madinah recognises that children missing education may be at increased risk of:

- Abuse or neglect
- Exploitation
- Radicalisation

- Forced marriage
- Emotional harm
- Other safeguarding concerns

Unexplained and prolonged absences will therefore be followed up rigorously.

Where appropriate, the school may:

- Contact parents/carers by telephone, email or written communication
- Conduct welfare checks
- Liaise with safeguarding professionals or external agencies
- Inform the Local Authority where safeguarding concerns arise

Attendance concerns are managed in line with:

- Keeping Children Safe in Education (KCSIE)
- Working Together to Safeguard Children
- The school's Safeguarding and Child Protection Policy

8. Withdrawal or Removal of a Place

Darul Madinah reserves the right to withdraw or refuse continuation of a place where:

- Fees remain unpaid
- There is prolonged unexplained absence
- A child's needs cannot reasonably be met within the resources available
- There is a serious breach of school policies
- There is an irretrievable breakdown in the partnership between home and school

Any such decisions will be made fairly, proportionately and in the best interests of the child and wider school community.

9. Safeguarding

Darul Madinah recognises that attendance and admissions procedures form part of safeguarding practice.

The school and nursery will:

- Maintain accurate attendance records
- Follow up unexplained absences promptly
- Share safeguarding concerns appropriately
- Maintain accurate contact information
- Ensure staff understand safeguarding responsibilities linked to attendance

All safeguarding concerns will be managed in line with the school's Safeguarding and Child Protection Policy.

10. Record Keeping and Data Protection

All registration forms, assessments, attendance records, safeguarding information and correspondence are stored securely in accordance with:

- Data Protection Act 2018
- UK GDPR

Access to records is restricted to authorised personnel.

Parents have the right to request access to personal data in accordance with the school's data protection procedures.

11. Monitoring and Review

Admissions and attendance procedures are monitored by the Headteacher and Directors.

The school may review:

- Attendance trends
- Persistent absence data
- Safeguarding concerns linked to attendance
- Admissions procedures
- Equality and accessibility considerations

This policy will be reviewed annually or sooner where legislation or operational requirements change.

12. Linked Policies

This policy should be read alongside:

- Safeguarding and Child Protection Policy
- SEND Policy
- Equality Policy
- Behaviour Policy
- Complaints Policy
- Health and Safety Policy
- Confidentiality and Data Protection Policies
- Missing Child Procedure
- EYFS Policies and Procedures