



Rochdale Islamic Academy
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G I R L S ' S C H O O L

ADMISSIONS POLICY

Reviewed: August 2023

Next Review: August 2024

Responsible: Mr Mohammed Zarafat

Approved by Board of Trustees August 2023

POLICY STATEMENT

The purpose of this policy is to outline the admission requirements for RIAG and to make parents of prospective pupils aware of some basic rules and regulations.

Please note that the list of rules and regulations contained within this policy is by no means comprehensive or exhaustive.

ADMISSION CRITERIA

- 1 Applicants must be between the ages of 11 and 16 (Year 7 – Year 11)
- 2 Applicants must meet our criteria for the Cognitive Abilities Test and entrance exams that RIAG will set after they have completed their application. A fee of **£50** must be paid before the CAT's and entrance exams.
- 3 Applicants must meet our criteria for the Entry Test.
- 4 Applicants must provide all the necessary pre-admission documents.
- 5 Applicants must agree to follow all our rules and regulations.

RULES AND REGULATIONS

1. Attendance of all examinations for advancement into the proceeding academic year is compulsory.
2. Disclosure of all previous character and conduct is necessary including all behaviour logs from previous school. All In-year transfer students must provide a recent school report from their existing school.
3. The medical history of the applicant, if any, must be disclosed.
4. Any false information given will make the applicant liable for immediate dismissal.
5. All Islamic laws and regulations must be adhered to in all aspects of life – particularly prayers, dress, and social affairs.
6. Whilst in RIAG, all lessons must be attended except when excused by the Headteacher or senior management.
7. Pupils are not allowed time off during term time for holidays and Umrah, However, in cases of emergency or necessity an extended leave form must be completed. If authorisation is not given by the headteacher a fine of £50 will be imposed for each day the pupil is absent. This must be paid before the pupil returns to school.
8. At the end of all holidays every pupil must return to the school on the appointed day, except when extra leave is granted.
9. To insult a member of the Board of Trustees or any member of staff in RIAG employment will be judged as inexcusable; any pupil found guilty of such conduct will be liable for dismissal.
10. RIAG reserves the right to expel any pupil when deemed necessary. Anyone expelled will have the right to appeal; the decision of the appeal panel is final.
11. If in any event a pupil must be sent home, their parents will have to, without objection or delay, make the necessary arrangements for the pupil to return home.
12. The admission fee is non-refundable in all circumstances.
13. The annual school fees are non-refundable, bar exceptional cases (the assessment of which is at the discretion of RIAG senior management staff). GCSE fees will be included in the year 11 instalments. All instalments must be paid. Failure to do so will result in students not being entered for their GCSE exams.

All the above, and any other policies, rules, and regulations of RIAG are to be fully complied with.

Payment Agreement

School fees must be paid quarterly. We expect all parents to set up a standing order by the **first week of September**. If you feel you may struggle financially, please make an appointment to see the Headteacher.

Fee Structure 2023-2024

Year 7

Quarterly	Deposit	5 th September	5 th December	5 th March	5 th June	Total
Year 7	£300	£400 -Deposit Deducted	£700	£700	£700	£2800

Years 8- 10

Quarterly	5 th September	5 th December	5 th March	5 th June	Total
Years 8-10	£700	£700	£700	£700	£2800

Year 11 fees including exam fee

Termly	5 th September	5 th December	5 th March	Total
Year 11	£1185	£1185	£1185	£3555

Setting up a Standing Order

Setting up a standing order is the best way to pay as it saves a lot of time for both the school and the parents/guardian. This also ensures that payments are made on time, and you do not incur any charges for late payments. We do not accept any cash payments in school.

1. Use the school's bank details provided below to set up a standing order.
2. Set the standing order for the dates mentioned above, ensure you have entered the correct amount based on your daughter's year group.
3. Include your daughters full name and form class as reference.
4. If you have any further questions, please contact the school admin office.

Certain points to bear in mind:

- The management reserve the right to increase the fee at the start of each school year in accordance with rising costs and demands. Fees are always kept as low as possible to ensure we can cater for the community's needs.
- The school fees do not cover items such as uniforms, stationery, lunches, school trips and outdoor events.
- We also require payment for GCSE exams as we are an independent school, the year 11 fee structure includes the payments needed for your daughter's GCSE Exams.
- The management reserves the right to remove your daughter from lessons if fees are not paid on time, particularly if this becomes a regular problem.

- Refusal to pay fees will lead to your daughter being removed from the school roll and legal action will be taken where the parent/guardian will be responsible for the legal costs.

RIAG Bank Details

Bank Name: **Virgin Money**

Account Name: **Rochdale Islamic Academy**

Account Number: **24953502**

Sort Code: **05-07-22**

Reference: **Daughter's name and form class OR Student Reference Number** (If this has been issued to you by the school)

Declaration

I agree to pay my daughter's fees on time, and I understand the implications on her education if payments are not made.

Name of Child:		Year/Form:	
Parent/Guardian Name:			
Parent/Guardian signature:		Date of Agreement:	