






CARE | OPPORTUNITIES | RESPECT | EXCELLENCE

Admissions Policy

2025-2026

Headteacher	Mr Gulam Abbas Hussain 
Deputy Headteacher	Ms Hanila Ali Syed 
Chair of Trustee	Mr Amran Hussain Ruhel 
Reviewed	September 2025
Next review date	September 2026

1. Introduction

Read Academy is an All-Through Muslim Independent School for girls and boys age 3-16. We aim to provide **‘an outstanding educational experience’; the highest quality, all-round learning opportunity to our pupils**, where Islamic teachings and practices permeates every aspect of the school’s activity.

All applicants are expected to give their committed, unreserved support for the moral code, principles, character and aims of the school.

We ask all parents/carers applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents/carers who are not of the faith of this school to apply for and be considered for a place here.

- The school exists to provide education for children.
- Read Academy admits up to 24 children in each year group.
- Read Academy is an Independent All-through School which charges fees for the education it provides.
- As an Independent School, Read Academy determines its own admission arrangements.
- Read Academy accepts children between ages 3 and 16.
- Read Academy is an inclusive school that welcomes children from diverse backgrounds and abilities whom it can reasonably support.
- Entry is subject to a preliminary assessment visit for the child at the appropriate age level as well as a space being available for them in their year group.
- Children are encouraged to progress through the school at the best of their ability; however, progress is not automatic to the next year. Reviews of the children’s progress will be monitored carefully, and any concerns about this progress will be communicated with parents, when an alternative educational experience may be suggested.
- It is expected that children at Read Academy will conduct themselves with positive application. Should their behaviour be considered to be impacting adversely on their own progress, or that of other pupils, then the school will reserve the right to recommend an alternative education.
- All applications will be treated on merit basis and in a sensitive manner.

2. Pre-admission

The following are required before admission:

- A completed application form
- The school records from the previous school
- A copy of the child’s passport or birth certificate
- Proof of address
- An interview with the parents and child
- Payment of holding deposit, admission fee and first term school fee.

Documents required:

For all new admissions the following documents are required and must be taken with you to the admissions meeting. If you do not take these documents with you, your child's admission may be delayed. If you are having difficulty obtaining all the documents, do not miss the admissions meeting, take along with you what you have and explain to us why you cannot produce the other documents at the time so we can tell you what to do next.

It is to be noted that only original copies of documents can be accepted at the meeting, photocopies are not permissible, required documents are: -

Proof of your child's legal name and date of birth

- UK Birth Certificate – short or long versions.
- Valid Current Passport (the child may be included on their parent's valid current passport)
- European Economic Area* (EEA) identity cards.
- Official Documentation from the National Asylum Seeker Service indicating they are supporting your family e.g. ARC application registration card

Proof of your child's main address

Documentation to confirm your child's current home address must be addressed to the parent/carers detailed on your application form, who must live at the same address as your child.

If your child changed their address when the application form was completed, proof of both their new address and the address on the application form must be provided. We must be notified of any address change since the admission form was completed to ensure the place has not been secured by fraudulent means.

- Council tax bill for the current financial year (residential not commercial)
- Current Housing Benefit Entitlement Letter (financial details will be deleted on the copy in your presence)
- Current Tenancy Agreement from Licensed Landlord
- Gas bill/payment schedule/reminder-dated for the current financial year
- Electricity bill/payment schedule/reminder –dated for the current financial year
- Water bill/payment schedule/reminder–dated for the current financial year
- Telephone bill/reminder-dated for the current financial year
- Mobile phone bill/reminder-dated for the current financial year. Medical contacts

3. Application criteria

The school would like to be able to take every pupil who would like to attend, but local demand makes this impossible for some of the classes. In admitting new pupils, the following categories will receive priority.

1. Parents and pupils who are most aligned to the school's ethos and character
2. Children of staff working at the school
3. Pupils with siblings at the school
4. Pupils who score the highest mark in the entry tests
5. Pupils whose previous school reports show that they are hard-working and well-behaved.

In the event of a tie after all other criteria have been applied then the final place will be allocated randomly by the way of a lottery observed by an independent person. However, if the applicants in the tie are twins or other multiple births they will be admitted.

The school is a fee-paying independent school; hence the ability to pay fees will also be considered.

4. Making an application

The headteacher has the responsibility for admissions to the school. Places will be allocated solely on the admission criteria.

Application

- All parents need to complete an application form and send it to the school together with a copy of your child's passport/birth certificate.
- Parents wishing to enrol their child for future entry into the school, register their child's name and details. The child's name is placed on the school's waiting list for the required term/year-of-entry.
- Parents must fully disclose any learning support assessment or identified need, medical condition or disability, which could require specialist treatment, support or equipment, and any behavioural or disciplinary issues. This information is essential to assist with any interview or other pre assessment screening. Please note that specialist, behavioural and/or disciplinary support may incur additional fees", so that appropriate adjustment can be made.
- If any pupil requires extra time or supervision during exams, any associated additional costs will need to be covered by parents, in accordance with the school's policy for such accommodations.

School Visit [Open Day/Tour/Admission Meeting]

- Prospective parents and pupils are invited to attend one of our Open Days held during the year and/or can arrange a school visit that includes a personal tour followed by a meeting with Headship. The tour will allow parents to see the school in action, in addition to allowing parents the chance to talk to teaching staff and meet pupils.

Assessment and Taster Day

- **Secondary:** All pupils applying for a place in Secondary will undergo an entrance assessment in the following subjects: English; Mathematics; Science; Quran (oral) where applicable.
- Successful applicants will be invited for a taster day where they spend a day in the school setting and in their age-appropriate class.
- **Primary:** Pupils are invited for a taster day. This gives the child an opportunity to experience our lessons and the atmosphere at the school before making up their minds. This also gives the school an opportunity to observe the child throughout the day, and assess their

behaviour, their academics and social interactions. During the course of the day, the visiting child will be given an assessment which may include numeracy and literacy using standardised tests.

- **Early Years:** Pupils spend 1-2 hours in either the Nursery or Reception class accompanied by the parent / carer. Most Read pupils join in the Nursery or Reception, between the ages of 3 and 4. Informal assessment at this level is conducted during the initial visit. If any concerns are identified subsequently, the EYFS Manager will inform parents.

A 'buddy' for the day is assigned to act as a guide and friend.

During the visit, staff will assess the child, and a feedback report is created. Findings from the day recorded and assessments taken, as well as relevant information will be collated from previous school reports.

Verbal feedback is given to parents at the end of the school day.

Staff will inform Headship if they feel the child would benefit from being offered a place at Read Academy, If the staff feel otherwise, they will communicate with Headship. This may result in the suggestion that the child makes another visit, or visits, being arranged at the same level, or at a different level, before a decision is made about offering a place.

Offer & Confirmation

- On completion of a successful taster day, an offer of a place is sent to parents. The admission fee, holding deposit and first term fee is also requested in this letter to secure the child's place.
- Once the Fees have been received, the child's place is confirmed and held for the term requested. An Admissions Pack is sent, detailing everything from uniforms to daily routines, as well as forms for completion. These include medical information and emergency treatment and photographic permissions.
- The admission is officially acknowledged by the school, and a letter of confirmation is sent to parents/carers with a copy of the Condition of Contract.
- Read Academy reserves the right to withdraw the offer of a place if information becomes available that contravenes the criteria for admission.
- If, in the opinion of the school, a child is not flourishing (because of a previously known, but not disclosed by parents or guardians, learning or behavioural difficulty), an alternative educational experience may be suggested. **If reasonably possible a term's notice for Reception, Primary and Secondary would be given by the school; and 4 weeks notice for Early Years.**

Over-subscription

- In the event of oversubscription, a child may be placed on a waiting list. Parents will then be informed if a place becomes available.
- **"All those joining the school must agree to abide by the Standard Terms and Conditions of Read Academy and adhere to school rules and policies".**

5. The application timetable

Applications for enrolment may be submitted at any time during the year.

- Admissions will be open from 1st October – 30th June for the next academic year's intake.
- Tests and interviews will take place following the applications receipt
- Results of interviews and assessments will be informed thereafter and enrolment confirmed.

Unsuccessful applicants can re-apply for a place at the school in the next academic year. (Multiple applications for the same year are not permitted).

Mid-Year admissions: applications can be made at any time. Admission depends on whether places are available.

6. Accurate Information

The school will take such action as it can if information provided to it is found to be wrong or misleading. This may include withdrawing the child's place at the school. Parents/carers should therefore provide full and accurate information and notify the school of any change of address or circumstances.

7. Fees

The school is an independent school, and such receives no external funding for the provision of running of the school. Hence the school relies on fees for each pupil to run the school. If parents fall behind payment of fees and cannot give the school assurance that money owed will be paid by an agreement date, the school will regrettably have no option but to exclude their children.

The school fees guide is available from the school admin office.

8. Anti-discrimination policy

Read Academy is open to all pupils. We do not discriminate on the basis of ethnicity, race, culture or colour. We expect from all our pupils an adherence to all of our policies including uniform and high a degree of moral behaviour including modest dress code.

9. Specific Legal Requirements – Free Entitlement to Early Years Provision

Read Academy must record and submit the following information to its local authority about individual children receiving the free entitlement to Early Years provision, as part of the Early Years Census:

- Full names
- Date of birth
- Address
- Gender

- Ethnicity* (Collected on a voluntary basis and only when identified by the parents)
- Any Special Educational Needs or Disability status
- The number of funded hours taken up during the census week
- Total number of hours (funded and unfunded) taken up at the setting during the census week

For complaints and appeals about Read Academy's admissions process, the school's complaints procedure can be viewed online at www.readacademy.co.uk

Monitoring and review

This policy will be monitored by the Head Teacher or Deputy Headteacher and reviewed every year, or earlier in the light of any changed circumstances, either in our school or in the local area. The policy will always take due note of guidance provided by the Independent Schools Council.