



Rochdale Islamic Academy  
*inspire - believe - achieve*

BOYS' SCHOOL

# ADMISSIONS POLICY

## V.1.0

Reviewed: September 2020  
Next Review: August 2021  
Responsible: Mr Arshad Ashraf

Governing Body Approved: September 2020  
Approved: Mr Javaid Kashif (Chair of Governors)

## ADMISSIONS POLICY

### **POLICY STATEMENT**

The purpose of this policy is to outline the admission requirements for RIAB 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**

- a) Applicants must be between the ages of 11 and 16 (yr. 7 – yr. 11)
- b) Applicants must pass the entrance examinations of English, Maths and Science that RIAB will set after they have completed their application
- c) Applicants must provide all the necessary pre-admission documents
- d) Applicants must agree to follow all of 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.
3. The medical history of the applicant, if any, must be disclosed.
4. All special education needs & disabilities (SEND) must be disclosed, and documents shared with RIAB
5. Any false information given will make the applicant liable for immediate removal from school.
6. All Islamic laws and regulations have to be adhered to in all aspects of life – particularly prayers, dress and social affairs.
7. Whilst in RIAB, all lessons must be attended except when excused by the Headteacher or senior management.
8. Pupils are allowed only 4 days leave of absence during term time for each academic year, subject to prior permission and due to extenuating circumstances
9. However, in cases of emergency or necessity, parents must contact RIAB.
10. At the end of all holidays every pupil must return to the School on the appointed day, except when extra leave is granted.
11. To insult a member of the Board of Trustees and /or Governing body or any member of staff in RIAB employment will be judged as inexcusable; any pupil found guilty of such conduct will be liable for dismissal.

12. RIAB 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.
13. If in any event a pupil has to be sent home, their parents will have to, without objection or delay, make the necessary arrangements for the pupil to return home.
14. The admission fee is non-refundable in all circumstances.
15. The annual school fees are non-refundable, bar exceptional cases (the assessment of which is at the discretion of RIAB Headteacher).
16. All the above rules and regulations, and any other rules and regulations of RIAB are to be fully complied with.