



LANTERN OF KNOWLEDGE  
EDUCATIONAL INSTITUTE

# LoK Admissions Policy

February 15

# 2021

Revised by S. Ahmed

		Next Review Date	30/11/2023
<b>Approved By</b>	<b>Position</b>	<b>Date</b>	<b>Sign</b>
Shakil Ahmed	Headteacher	18/02/2021	
Mol. Usman Butt	Governor	18/02/2021	

## **Application Procedure**

Parents are required to complete an application form for the child and this must be accompanied together with a copy of a valid Birth Certificate and all other information requested by the school.

All new admissions will be enrolled on a probationary period of one School Term, which may be extended if required. Upon satisfactory performance of the child, permanent enrolment will be granted at the Managements discretion. A child may be put onto a probationary period at any time during the academic year in the event of unsatisfactory attitude, behaviour, attendance, punctuality, organisation, presentation and lack of cooperation. The child will be monitored and will need to make significant improvement to continue. In the event of unsatisfactory progress made the school has the right to take the child off roll or refuse admission in the following academic year.

## **Admissions – Guidance Notes**

It is vital that parents ensure that their applications are submitted by the deadline set by the school's management.

Places will be offered in the following order of priority:

- A satisfactory report from the prospective pupil's previous school.
- The successful completion of entry assessments for all pupils entering.
- The completion of a signed declaration by all parents of the prospective pupil, which informs the school of all known special educational needs of the prospective pupil concerned.
- Completion of the entrance procedure.
- Interview with Pupil and Parents.

In the event that the school is oversubscribed, the management will decide the successful applicants based on the test score, previous school report and performance at the interview. Unsuccessful applicants will be placed on the waiting list for a period of one year.

The school policy is not to admit any pupils from Year 8 onwards. However the management reserves the right and will accept pupils at its discretion.

## **Making An Application**

The head teacher has the responsibility for admissions to the School. Places will be allocated solely on the admissions criteria.

The School will always aim to fulfil its duty and have the resources and the expertise to provide a full education for pupils:

- who have an EHC plan or have yet to transition from a Statement of SEND
- who are at the early stages of English as an additional language (EAL) in Key Stage 3 or above.

Pupils in these categories will be assessed by the School and Management will make a decision on the appropriateness of admission (in consultation with Parents).

A pupil is defined as having a Special Educational Needs and Disability (SEND) if he or she has a learning difficulty which requires special educational provision to be made to them.

Should a pupil be diagnosed as SEND, once admitted, the School will support parents to have the child assessed by the appropriate authorities and follow the SEND code of conduct which includes requesting the preparation of individual educational health and care plans (EHC) from the local authority. The EHC plans will be shared with parents and reviewed termly. The School will also support parents in liaising with outside agencies such as speech therapists where applicable.

Parents should ensure that they have the financial means to pay for the School fees. Pupils may be off-rolled if the fees are not paid on time.