

Olive Tree Study Support

ADMISSIONS / FEE / WITHDRAWAL POLICY

Admissions

Introduction

Our School applies the regulations on admission as fairly and equally as possible to all those who wish to attend this school. We only operate during term time.

Aims and Objectives

To Maintain an Islamic ethos and promote high standards and achievements.

- Provide your child with a high standard of education, implemented by rigorous national guidelines, within a balanced curriculum.
- Ensure that our learning environment is stimulating and challenging.
- Celebrate your child's academic and personal achievements.
- Provide the scaffolding needed to enable your child to achieve their full potential.
- Care for your child's safety and well-being by observation and listening.

Enrolment

The only restriction we place on entry is that of the number dependant on our class ratio. If the number of children applying for admission exceeds the places available, we enforce the procedure set out below to determine whether a child is accepted or not. It is our wish to allow Parents to the right to have a place at the school of their choice for their child. However, this is not always possible, due to the excess demand on the school places available.

We are an inclusive school that welcomes children from all backgrounds and abilities. Our school does have criteria for admission;

preference is given to families who have:

- * Other siblings in the school
- * Date of application
- * Islamic commitment
- * Live in the branch catchment area
- * Ability to pay the fees
- * Supportiveness by attendance at nursery/ other establishments.

How parents can apply for their child/ren to enrol at our school

An online registration form for each child must be completed via our website to register and enrol the child. The school notifies parents about the school place as soon as all the applications have been considered by way of emailing a copy of the student application form. Once space becomes available we the school will contact the parent to book an appointment. Identification documents are a requirement at the time of enrolment alongside a fully completed application form.

Admission appeals

If we do not offer a child a place at our school, it is more than likely because we do not have space available. Parents will then be placed on the waiting list and contacted when space becomes available.

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Class Size

We teach children (aged three to sixteen) in classes that have a maximum number of 30 Children. Some levels, however, will have a smaller maximum amount due to building restrictions.

Fees

Our fees are £3 per hour and £12 per session, and we ask parents to sign up for an ongoing monthly subscription calculated based on the annual figure, inclusive of all religious holidays.

Discounts

If you have more than one child attending the school, we offer a sibling discount. If you recommend a family, who is a successful candidate and attends the school for the minimum enrolment term, we offer £ to you for that recommendation.

Charges

Any delayed or failed fee payment incurs an additional charge of £6.00. The late fee is required to be paid immediately. If there are two consecutive failed payment fees in any one term, a charge of £20 will be applied automatically after that.

Homework

The school will:

Set differentiated and achievable homework to extend the curriculum and provide the opportunity for independent learning. Precise information will be provided so that you will be able to help your child if required.

Please support the school by making sure that homework tasks are completed and returned on time.

Please use your talents and experiences to enhance your child's learning at home. Your child will benefit greatly from what you can show them, discuss with them and teach them.

Enrolment Cancellations

If you would like to withdraw your child from the school, you are required to provide four weeks notice to give the school time to cancel the subscription and carry out all procedures. It is a part of our withdrawal process to review your account status to understand if any refund or charges are due on your account, we consider all subscriptions you have paid to date against the total number of sessions attended by your child/ren. A statement will be issued to show a breakdown of your account status within seven working days.

If you withdraw your child without any notice and would want to come back again, then a placement is not guaranteed, and you will be required to pay a new registration fee and may be placed on a waiting list.

Exclusions

For pupils for whom it is proven upon investigation, that they have been engaged in fighting or other forms of violent behaviour or gross misconduct towards others, the headteacher will resort to exclusion.

An investigation consisting of a series of interviews of principal witnesses to events will be conducted to ascertain the facts as far as is possible. Parents will be informed of exclusions by a phone call and email and invited to a meeting following the exclusion, when the pupil returns to school, to discuss the pupil's behaviour.

Exclusion may also be used for pupils whose continued poor behaviour over a sustained period has resulted in the escalation of sanctions up to the school's sanction ladder (details of which are available in the school's Behaviour Development policy).

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The length of the suspension will be left to the discretion of the headteacher. The severity of the incident(s) will play a part in determining this. Permanent exclusions may also be used on the third consecutive occasion of excludable behaviour or as a result of the above process, as a last resort when no other sanction, behaviour plan and rewards have worked to improve a pupil's very poor behaviour.

Review

This policy will be reviewed annually in the light of any changed circumstances in our school or the local area.