



PRESTON MUSLIM GIRLS
— HIGH SCHOOL —

Education with Patience Modesty Gratitude Humility Sincerity

DETERMINED ADMISSION POLICY

2022-2023

01772 651906 | www.pmghs.com | info@pmghs.com

The Crescent, Deepdale Mill Street, Deepdale, Preston, PR1 5BY



ADMISSIONS POLICY 2022/2023

Preston Muslim Girls' High School is a Voluntary Aided School.

Address: Preston Muslim Girls' High School
The Crescent Building
Deepdale Mill Street
Preston
PR1 5BY

Headteacher: Mufti Javid
No. on Roll: **540**
Planned Admission No: **120**

Preston Muslim Girls' High School (PMGHS) is a progressive, inclusive and outstanding Muslim faith school for 11-16-year-old Muslim girls. The admission arrangements for PMGHS are in line with the Vision and Ethos of the School which is to provide an excellent educational establishment that allows the girls to develop their Islamic character.

The school enables the girls to achieve their full spiritual, moral, social and educational potential through a deep appreciation of their faith that prepares them to undertake their responsibilities as well- rounded Muslimahs in the wider society - Patient, Modest, Gratitude, Humility, Sincerity.

The school asks all parents applying for a place to respect this ethos and its importance to the school community. This does not affect the rights of parents who are not of Muslim faith and wish to apply for a place at PMGHS.

The admissions process is part of the Lancashire County Council's determined scheme for co-ordinated admissions to secondary schools. The arrangements for admission have been agreed following consultation between the Lancashire County Council, the governing body of PMGHS and all other relevant authorities.

Application Forms

Applications for Secondary School places are made online by 31st October 2021 and can be accessed via www.lancashire.gov.uk. On this form you will be asked to give THREE equal preferences for the three high schools that you would like your daughter to attend. However, if you want your daughter to attend PMGHS, it is vital that you place our school as your highest preference on this form because if you satisfy the admission criteria of all your three preference schools, you will be offered a place based on your highest preference school. It is not possible to change the order of your preferences for schools after the closing date. Parents will be advised of the outcome of their application on 1st March 2022.

Supplementary Information Form

The Supplementary Information Form will assist the admission's authority in deciding where your daughter ranks according to the admission policy and whether she qualifies for a place.

Failure to complete the form will affect your daughters place within the oversubscription criteria. Therefore, a supplementary admission form must be filled for ALL applications made.

Parents/carers who wish their application to this school to be considered against the staff, siblings, affiliated primary schools, faith or special circumstances criteria **must** in addition fill our school's Supplementary Information Form (SIF) which is available from our school office and can also be found on our website.

The completed form should be returned to our school before the statutory closing date of 31st October 2021. The Supplementary Information Form will **NOT** be accepted after this date.

Admission Arrangements 2022-2023

All applicants to the school will be offered a place if there are no more than 120 applications.

If the school is oversubscribed, girls will be considered in priority according to the oversubscription criteria below.

Girls with an Education Health Care Plan (EHCP) that names PMGHS, will be offered a place before the application of the over-subscription criteria. (see note a)

- 1) Looked after girls who were previously looked after, but immediately after being looked after became subject to an adoption, child arrangements or a special guardianship order or those girls who appear to the school to have been in state care outside of England and ceased to be in state care as a result of being adopted.. (see note 1)
- 2) Daughters of staff employed at PMGHS for 2 or more years at the time when the application for admission is made and is still employed at the time of admission. Also, daughters of members of staff who have been recruited to fill a post where there is a demonstrable skill shortage. This applies to all staff, full and part time, who are employed by the school. Applications under this category must fill the school's SIF form. (see note 2)
- 3) Girls with a sibling who is a pupil attending PMGHS at the time of application. Applications under this category must fill the school's SIF form. (see note 3)
- 4) Children who attend our affiliated primary schools - The Olive school Preston. Applications under this category must fill the school's SIF form. (see note 4)

- 5) Muslim girls who have exceptionally strong special, medical or social circumstances, which are directly relevant to attendance at PMGHS. Applications under this category must fill the school's SIF form. (see note 5)
- 6) Muslim girls who themselves or their parents regularly attend a mosque/madrasah from the list below, showing a commitment to faith. Applications under this category must fill the school's SIF form. (see note 6)

Quwwatul Islam, Peel Hall St.	Maahadus Shuhada, Deepdale Rd,	Falah Mosque, Kent St,	Noor Hall, St Pauls Rd,	Raza Mosque, St Pauls Rd,	Madni Institute, Deepdale Rd,
Deepdale	Deepdale	Deepdale	Deepdale	Deepdale	Deepdale
19 spaces	9 spaces	6 spaces	6 spaces	3 spaces	4 spaces
Bilal Mosque, Eldon St,	Salaam Mosque, Wating St Rd,	Al Ansar Mosque, Garstang Rd,	Darul Arqam, Garstang Rd,	Jamea Mosque, Clarendon St,	Al-Huda Mosque, Avenham Rd,
Plungington	Fulwood	Fulwood	Fulwood	Frenchwood	Avenham
3 spaces	10 spaces	6 spaces	6 spaces	14 spaces	6 spaces
Aqsa Mosque, Fishwick Parade	Quba Mosque, New Hall Lane	Madina Mosque, William Henry St	Zakariyya Masjid, Ribbleton Ave	Saliheen Mosque, Fishergate Hill	City Mosque, North Rd
Fishwick	Fishwick	Fishwick	Ribbleton	City Centre	City Centre
3 spaces	4 spaces	8 spaces	3 spaces	3 spaces	4 spaces

- 7) Girls who have a parent/carer of other faiths and regularly attend weekly public worship there. Christians, Hindus, Sikhs, other 'Non-Christian faiths. The faith groups listed in category reflect their representation in Preston City as determined by the 2011 Census. Applications under this category must fill the school's SIF form. (see note 7)
- 8) All applications that have been unsuccessful for the above criteria, will be considered under ward allocations. The ward allocation will be allocated in numerical order of the wards.

The wards are listed below:

WARD 1 Deepdale

WARD 2 Fulwood

WARD 3 Frenchwood & Avenham

WARD 4 Fishwick & Ribbleton

WARD 5 City Centre

WARD 6 Outer areas

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These wards have been decided upon information from the ordnance survey maps. (see note 8)

9) All other girls

Notes:

a. By law, children who have an EHCP have their applications considered separately. Where places are allocated within this category, they are counted within the school's published admission number and are deducted from the relevant masjid/madrasah quota.

1. A 'looked after girl' is a girl who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989) at the time of making an application to a school. This includes Muslim girls who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and Muslim girls who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders). Under the provisions of S14 of the Children and Families Act 2014, which amend section 8 of the Children Act 1989, residence orders have now been replaced by child arrangement orders. Section 14A of the Children Act 1989, which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians). Where places are allocated within this category, they are counted within the school's published admission number and are deducted from the relevant masjid/madrasah quota.

2. A girl will be eligible for consideration under category of staff if the parents complete the relevant section on the SIF. Where places are allocated within this category, they are counted within the school's published admission number and are deducted from the relevant masjid/madrasah quota.

3. A girl will be eligible for consideration under category of siblings if the parents complete the relevant section on the SIF. Siblings refers to full, half, adopted, step, foster or the daughter of the parents' partner. In every case, the girl must be living in the same family unit at the same address. Where places are allocated within this category, they are counted within the school's published admission number and are deducted from the relevant masjid/madrasah quota.

4. A girl will be eligible for consideration under category of feeder schools if the parents complete the relevant section on the SIF. Where places are allocated within this category, they are counted within the school's published admission number and are deducted from the relevant masjid/madrasah quota.

5. A girl will be eligible for consideration under category of special, medical and social circumstances if the parents complete the relevant section on the SIF. It is important that you state on the SIF and if required, attach a letter, clearly setting out your reasons for requesting admission under the medical or social criteria. Parents must provide the professional supporting evidence from e.g. a consultant, doctor, psychologist, social worker or from another professional. This evidence should set out the reason why PMGHS is the most suitable school and the difficulties that would be caused if the child had to attend another school. A place will only be offered, if the admissions authority accepts the view of the

professional, which confirms that the existing medical or social difficulties will be exacerbated if admission is not offered at PMGHS. The supporting evidence from the professional must be submitted by 31st October 2021. Where places are allocated within this category, they are counted within the school's published admission number and are deducted from the relevant masjid/madrasah quota.

6. A girl will be eligible for consideration under category of masjid/madrasah if the parents complete the relevant section on the SIF. The form must then be appropriately annotated and signed by the imam of the mosque or the headteacher of the madrasah. A maximum number of places will be offered to Masjid/Madrasah's mentioned in the table previously.

The masjid's appointed Imam or madrasah headteacher will countersign a parent's declaration in the following ways:

(A) The Parent /Carer has been affiliated / attended **daily** public worship at the above-mentioned Masjid, for the last **5** years leading up to the 1st September 2021.

(B) The Parent/Carer been affiliated / attended **daily** public worship at the above-mentioned Masjid, for the last **2** years leading up to the 1st September 2021.

(C) The Parent/Carer been affiliated / attended **weekly** public worship at the above-mentioned Masjid, for the last **2** years leading up to the 1st September 2021.

(D) Girls who regularly attend the above-mentioned Madrasah for the last **5** years.

Category A will weigh the heaviest, then category B, then category C and then Category D.

Where there are more applicants for the available places within **each sub-category**, then the distance is measured in a straight-line using Lancashire County Council's computerised mapping system. The distance between the Ordnance Survey address points for the school and the home measured in a straight line will be used as the final determining factor, nearer addresses having priority over more distant ones. This address point will be within the body of the property and usually located at its centre.

Where the cut-off point is for addresses within the same building, then the single measure between address points will apply and a random draw will determine which address(es) receive the offer(s).

Applications that are not allocated a place in this category will be considered under category 8.

7. A girl will be eligible for consideration under category of other faith commitments IF the parents complete the relevant section on the SIF. The Form must then be appropriately annotated and signed by their faith leader. A further letter can also be attached to show the parents commitment to the faith if so required.

8. All remaining applications will be considered under the wards criteria. If the number of girls requiring admission in any ward is greater than 2, then priority will be given to those girls who live nearest from home to school. The distance will be measured in a straight-line using the distance between the Ordnance Survey address points for the school and the home, this will be measured in a straight line will be used as the final determining factor, nearer addresses having priority over more distant ones. This address point will be within the body of the property and usually located at its centre.

Where the cut-off point is for addresses within the same building, then the single measure between address points will apply and a random draw will determine which address(es) receive the offer(s).

Address

The address given must be where the child and parents live permanently. It must not be the child minder's, grandparent's or other relative's address.

If parents share custody of a child, then the address given must be where the child resides majority of the time during the weekdays.

If there is joint custody for the child, then the address of the parents receiving the child benefit is used

Admissions' authority may request to see the court order, child tax credit letter, child benefit letter, medical card or other evidence to establish where the child is resident for the majority of the time during the weekdays. Parents will be required to provide proof of permanent address.

If there is dispute about the correct address to use, the admissions' authority reserves the right to make enquiries of any relevant third parties, e.g. the child's GP, Council Tax Office, Electoral Registration Officer, utilities provider.

Late applications

Unless there are exceptional reasons for the late submission of the application form, late applications will not be considered at the same time as applications that were received by the closing date.

When determining whether exceptional circumstances apply, the admissions' authority may consider the following information: Parents moving into the area after the closing date. Parents were abroad for the whole period between the publication of the Local Authority's composite prospectus and the closing date of the application form. Parental / child illness which required hospitalisation for a significant period between the publication of the Local Authority's composite prospectus and the closing date of the application form.

No late applications will be considered after 21st December 2021. They will only be considered after all the others that were received on time and been placed on the waiting list, then in order, according to the oversubscription criteria.

In Year Applications

It sometimes happens that a pupil needs to change school other than at the "normal" time; and these are considered as in year applications. Applications made after the start of the autumn term 2021 will be treated as an in-year application.

The in - year admission process is managed by the school. Parents wishing their child to attend this school should contact the school to complete the in- year application form, which is available from and returnable to the school.

If there is a place in the appropriate class, then the governors will arrange for the admission to take place. If there is no place, then the admissions committee will inform the parents and offer to add the child to the waiting list and information on appeal if required.

Please note that you cannot re-apply for a place at a school within the same academic year unless there has been relevant, significant and material change in the family circumstances.

Waiting list

Parents of girls refused admission for the school's year 7 group each September, can request Lancashire County Council to include their daughter's details on the waiting list for the school. The position on the waiting list is determined by the priority order of the admission policy. From January of each academic year parents must contact the school to add their daughter to the waiting list.

When the number of girls at the school drops below the published admission number, a place is offered to the girl who is at the top of the waiting list. The position of your daughter on the waiting list may change. They may move up or down each time a girl is added or removed, or when the change in circumstances of the girl require her to be considered against a different priority order of the school's oversubscription criteria.

Looked after girls, previously looked after children, and those allocated a place at the school in accordance with the Fair Access Protocol will take precedence over those on the waiting list.

Parents should complete an in-year application form thereafter if they wish their daughter's details to be kept on the waiting list for the remainder of the academic year.

For the in-year waiting list, parents must complete a new application form each year at the beginning of the new academic year.

Appeals

Parents have a legal right of appeal to an independent appeal panel against the decision not to offer admission at PMGHS. Lancashire County Council administer the appeals process, on behalf of the school. Parents can either complete the school's appeal form on Lancashire County Council's website or request an appeal form from the school. Parents have at least 20 school days to prepare and submit their written case to the independent appeal panel. They will normally receive 14 days' notice of the place and time of the hearing, so they can attend, in order to present the case in person. The decision letter from the independent appeal panel, which will include the reasons for the decision is communicated to all parties as soon as possible, but no later than 5 school days, after the hearing.

As the purpose of the appeals process is to consider whether a child should be admitted to a particular school, the right of appeal does not apply if they are offered a place at the school, but it is not in their preferred year group.

Appeals for children moving into the area will not be considered until there is evidence of a permanent address, e.g. exchange of contracts or tenancy agreement with rent book.

Parents **do not** have the right to a second appeal in respect of the same year group, unless there has been relevant, significant and material change in the family circumstances.

Education, health and care plans

Normal application rules do not apply. Parents should contact their home Local Authority's Special Educational Needs Team. The girl will be offered a place if the Local Authority's Special Educational Needs Team names the school in the education, health and care plan.

Withdrawing an offer of a place

The Admissions Authority reserves the right to withdraw an offer of a place if:

It was made in error.

Parents fail to respond to the offer of a place within a reasonable period of time.

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It is established that the offer of a place was obtained through a fraudulent or misleading application.

The Admissions Authority will not withdraw the offer of a place once the girl has started at the school, except where that place was fraudulently obtained.

Where an offer of a place is withdrawn based on misleading information, the Admissions Authority will consider the application afresh, and will offer a right of appeal if admission cannot be offered.

In deciding whether or not to withdraw the offer of a place, account will be taken of the length of time the girl has been at the school. Where the girl has been at the school for less than a term, the Admissions Authority may consider it appropriate to withdraw the place.

Multiple births

If children of multiple births (twins and triplets) require admission in the same year group and there is only a single place left within the published admission number, the Admissions Authority will consider using discretion to allocate all of the girls' places above the published admission number.

Admission of children outside their normal age group

Parents may seek a place for their daughter outside of their normal age group, for example, if a child is gifted and talented or has experienced problems such as ill health.

Parents of girls who are already of secondary school age are required to complete the school's relevant application form along with a letter requesting admission out of the normal age group and submit this with the required evidence outlined below. If their request is agreed and a place is available in the requested year group, the child will be admitted.

Parents of girls who wish to seek admission to Year 7 outside their normal age group (i.e. who are currently placed in a lower or higher year group) will need to submit the normal common application form to the Local Authority (in writing or online). Parents must do this at the same time as they submit a written request to the Governing Body for their daughter to be admitted out of the normal age group and submit this with the required evidence outlined below. If the request is agreed and a place is available in the requested year group, the child will be admitted.

Whilst the Admissions Authority will consider applications to Year 7 from parents of children outside their normal age group, please note that the Admissions Authority is not bound by decisions made by another admission authority. The Admissions Authority will make a decision on the request before the Secondary national offer date if the request for admission is received during the normal admissions round, if at all possible.

Parents should consider what evidence they wish to submit in support of their case with the application form, for example, evidence from a medical practitioner, educational psychologist, headteacher etc. Some of the evidence a parent may wish to submit could include:- - Whether they are currently or have previously been educated outside the normal age group; - Whether they may naturally have fallen into a lower age group if it were not for being born prematurely; * Where relevant their medical history and the views of a medical practitioner; *Information about the child's academic, social and emotional development; *Where relevant the views of an educational psychologist.

The Admission's Authority will take into account the views of the Headteacher on the application as well as the information from the parents. The Admission's Authority will make their decision based on the circumstances of each individual case, and in the best interests of the pupil concerned. The Admission's Authority will then inform the parents of their decision on the year group the child should be admitted to and will provide the reasons for their decision.



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Supplementary Information Form 2022-2023

PLEASE COMPLETE THIS FORM USING CAPITAL LETTERS. THANK YOU

1. Pupil Details	
Legal Forename	
Middle Name(s)	
Legal Surname	
Address (where she normally resides please note "normally" is more than four nights per week)	
	Postcode
Date of Birth (dd/mm/yyyy)	__ / __ / ____

2. Supporting evidence for Application			
Are you applying for a place because of: (you may tick more than one box)	<input checked="" type="checkbox"/>	If place is faith based, please indicate faith group	<input checked="" type="checkbox"/>
Child of school staff		Muslim	
Siblings in school at the time of admission		Christian	
Feeder School		Hindu	
Special Social/Medical needs		Sikh	
Faith commitment		Other world faith (please specify)	

3. Sibling Details	
Name of sibling attending the school at the time of application	
Address at which the sibling currently resides	
Date of birth of sibling attending the school	

4. Family Details	
Name of Parent/Carer	
Address	
Telephone Number	
Email Address	



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5. Primary School Attended	
Name of School	
Address of School	
Name of Headteacher	
Signed by Headteacher	

6. If Your Application is faith-based, please complete the following section WITH your Imam/Headteacher where one of the Parent/Carer/Child attends	
Name of Imam/Headteacher	
Name of Place of Worship	
Address	
Postcode	
Telephone number	
Email Address	

6a. How have you as a parent attended this place of worship (please tick appropriate box).			
The Parent/Carer has attended Daily for 5 years leading up to 1st September 2021 <input type="checkbox"/>	The Parent/Carer has attended Daily for 2 years leading up to 1st September 2021 <input type="checkbox"/>	The Parent/Carer has attended Weekly for 2 years leading up to 1st September 2021 <input type="checkbox"/>	The Pupil has attended the place of worship Regularly for the last 5 years <input type="checkbox"/>
Signed by Imam/Headteacher			
Date			

7. To be completed by minister of religion/faith leader where the child is of other faith other than Muslim	
Name of Minister/Leader	
Address	
Telephone Number	
Email Address	
Position held	
Signed by Minister/Leader	
Date	
Your Faith Leader may be contacted to provide further information	