



Application Form for Primary

Head Teacher: Dr Arshad Gul-Shafi
Deputy Head Teacher: Mr Mevludin Sahinovic

FOR ADMINISTRATIVE USE ONLY

Full Name of Child:

Date Application received:

Copy of Birth Certificate attached:

Date Acknowledgement Letter sent: Date of Assessment:

Previous school reports received: **Date of Admission:**

Action Taken: 1) Assessment 2) Admitted 3) Waiting List 4) Apologised

Admission Number:

If on waiting list, date of proposed admission:

Registration Fee Paid: Yes No

School Fee Paid: £.....

Date of payment:

Date of payment:

Date of Termination:

Head Teachers Signature:

Name of current school:.....

.....

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COMPANY REGISTERED IN ENGLAND AND WALES. REGISTERED NUMBER 6410625
OFSTED URN. 135539 - DCSF No. 821/6011 - CHARITY No. 1123924



PERSONAL DETAILS

Pupil Details:

Full Name of Child:

Date of Birth: **Gender:** Male / Female *(please circle)*

Age of child:

Address:

.....

Town: **Postcode:**

Home Telephone: *(with STD)*

Nationality: **Place of Birth:**

Religion: **No. of children in family:**

Legal Status/ Visa Status / Immigration Status:

Father's Details:

Full Name of Father / Guardian:

Country of Origin: **E-mail:**

National Insurance Number: **Date of Birth:**

Legal Status/ Visa Status / Immigration Status:

Address with postcode:

.....

Home / Work: *(with STD)* **Mobile:**

Occupation:

Mother's Details:

Full Name of Mother / Guardian:

Country of Origin: **E-mail:**

National Insurance Number: **Date of Birth:**

Legal Status/ Visa Status / Immigration Status:

Address with postcode:

.....

Home / Work: *(with STD)* **Mobile:**

Occupation:

Who does the child normally live with?

Who has legal contact and parental responsibility for the child?

INFORMATION IN CASE OF EMERGENCY

Place where Parents / Guardians can be contacted during the day

Full Name of Parent / Guardian:

Workplace Full Address:
..... Postcode:

Work Telephone: (with STD)

Please provide details of someone whom we could contact (other than the Parent/Guardian) should your child become ill and we cannot contact you.

First point of Contact

Full Name: Telephone:

Address:
..... Postcode:

Relationship to Child?

Second point of Contact:

Full Name: Telephone:

Address:
..... Postcode:

Relationship to Child?

Present/Previous School Details

Full name and address of present school:

.....
.....

Date of joining present school:

Telephone number:

Name of Head teacher Mr/Mrs/Ms/Miss:

Please list all other primary/home education institutes attended (if any):

.....
.....
.....
.....

Basic Practice of Islamic Faith

1. Please tick one of the following statements:

- My child reads Quran slowly
- My child reads Quran with some assistance
- My child reads Quran very fluently with Tajweed rules
- My child does not read the Quran

2. Would you like to explain further?

.....

.....

3. How much of the Quran has your child memorised? *List surahs below:*

.....

.....

.....

4. Does your child attend a Masjid? Yes No

Name and address of a Masjid

.....

Post code:

5. Has your child studied the Arabic language before, apart from reading Arabic? Yes No

If yes, where

What course & textbook was used?

Parents Legal marital status:

Married Divorced Single

Any outside agency involved, for example:

Special Education Needs (SEN), Health Visitor, Social Care Services, Hospital Consultant, Dietician, Speech & Language Therapy (SALT), IDVA/ MARAC, Early Help Assessment team (EHA)

If yes, please describe:

.....

.....

Who has parental responsibility? Mum Dad Both

Any other cases related to your child:

Child Protection Looked After

Name of key person/ lead professional in case work and contact details:

.....

.....

MEDICAL INFORMATION

Full Name of Child's Doctor:

Full Name / Address of Surgery:

Postcode :

Telephone:

Circumstances relating to you child of which the school should be aware:

ADHD	<input type="checkbox"/>	Asperger's Syndrome	<input type="checkbox"/>	Autism	<input type="checkbox"/>
Dyslexia	<input type="checkbox"/>	Dyspraxia	<input type="checkbox"/>	Visual Impairment	<input type="checkbox"/>
Asthma	<input type="checkbox"/>	Diabetes	<input type="checkbox"/>	Hearing Impairment	<input type="checkbox"/>
Epilepsy	<input type="checkbox"/>	Nut Allergy	<input type="checkbox"/>	Eczema	<input type="checkbox"/>

Does your child suffer from any illness, disability or allergy? Yes No

If Yes, please give further details:

Does your child have any special dietary requirements? Yes No

If Yes, please give details, particularly of the foods to avoid:

Does your child wear glasses? Yes No

Does your child wear a hearing aid? Yes No

Will your child be bringing any medication to school? Yes No

If Yes, please give details:

Any other important medical information?

I / We hereby give permission for any member of school staff who is a Paediatric First Aider to administer emergency medicine, advise or treatment, and to take my child to hospital should the need arise.

I / We will not hold the school responsible for the implementation of the above.

Full Name of Parent / Guardian:

Signature: **Today's Date:**

DENTIST INFORMATION

Full Name of Child's Dentist surgeon:

Full Name / Address of Surgery:

Postcode:

Telephone:

When was your child last visit at the dentist?

Has your child had any dental treatment/ surgery? Yes No

If Yes, please give details, particularly of the foods to avoid:

.....
Any other important information?
.....

Transport

Main mode of transport to school:

Walk

Train/ bus

Private Car

Car-share

Other

We encourage applications from non-Muslims who along with their families support the high moral values of the Islamic faith.

If you are not a Muslim, please detail your moral and life values on a separate sheet of paper and attach it to this application form, also clearly writing down your child's name and date of birth.

Please indicate you have attached information to be considered for this category by ticking the box.

Please detail any social problems the child experiences, e.g. if the child is from a single parent family, or is an orphan, or is being fostered and so on; on a separate sheet of paper and attach it to this application form, also clearly writing down your child's name and date of birth.

Please indicate you have attached information to be considered for this category by ticking this box.

Are any of the parents of the child you are applying for a member of staff at the school?
 Yes No

Please give the name of the member of staff and their relationship to the child below:

.....
.....

Please supply any relevant information in support of your application. Feel free to tell us more about yourselves. Please write neatly and do not attach additional sheets to this application form.

Safeguarding Statement

“At our school, the health, safety and well-being of every child is our paramount concern. We listen to our pupils and take seriously what they tell us. Our aim is that children will enjoy their time as pupils in this school. We want to work in partnership with you to help your child to achieve their full potential and make a positive contribution.

To promote a safe environment for pupils, our selection and recruitment policy includes all checks on staff and regular volunteers’ suitability, including Vetting and Barring Checks, as recommended by Luton Borough Council in accordance with current legislation.

In accordance with our responsibilities under section 175 {Section 157 for Independent Schools and Academies} of the Education Act 2002, we have a Designated Person for Child Protection who is a member of the senior management team, and has received appropriate training for this role. It is her responsibility to ensure that all staff in contact with children receives child protection awareness training on a regular basis.

On rare occasions our concern about a child may mean that we have to consult other agencies. Unless it is not safe for a child, we would always aim to achieve this with a parent's consent. The procedures, which we follow, have been laid down by the Luton Safeguarding Children Board (LSCB), and the school has adopted a Child Protection Policy in line with this for the safety of all.

If you want to know more about our procedures, please speak to the Designated Safeguarding Officers for Oakwood Primary School:

Mr Syed Anwar Ali (LSCB Safeguarding Level 3) – Primary Class Teacher
Miss Sanah Saleem (LSCB Safeguarding Level 2) – Early Years Manager

Our Safeguarding procedures involve keeping confidential records of any concerns a staff member may have about a child, which may range from an unexplained mark, scratch, bruise or cut to something more serious.

I have read and understood the following statement.

Parent/ Carer Name: _____

Parent/ Carer Signature: _____

Date: _____

DECLARATION

Please read the terms and conditions below and tick to confirm acknowledgement:

- Submission of a completed application form does not guarantee a place;
- The school's up-to-date School Prospectus in its entirety has been read and understood and I/we understand the procedure by which the application will be assessed;
- I/we understand that should our child be offered a place we must pay a non-refundable Registration Fee of £100 to secure the place;
- The information submitted in the form is correct and that any misleading information or contradictions will have negative implications on the application and if the child has already been admitted to the school, could lead to his/her withdrawal;
- Only children of the correct age will be admitted into each class;
- Unsigned and incomplete applications will not be accepted. We may not contact you to inform you your application has been rejected;
- A copy of our child's birth certificate is attached with this form

I agree to pay a sum of £1000 holding deposit for each child admitted to school. This deposit will be returned when a child leaves school unless there is no notice provided to school to withdraw a child/ren. In such a case the deposit(s) will NOT be returned.

By signing this application form we confirm agreement to the above:

Signature of applicant: Date:

Signature of joint applicant: Date:

I/We apply for admission of my child to this school and certify that all the above details are correct to the best of my knowledge. I/We undertake to honour in full the requirements of my child's agreed study programme, and all school rules, regulations and policies.

I/We have returned this completed form with a £100 deposit/or registration fee (non-refundable and not part of the tuition fees) to reserve a place for my child along with a copy of his/her birth certificate. (Cheques payable to: 'Oakwood Primary School')

I/We agree to pay the school fee at the beginning of each term in full. I/We acknowledge and agree that all monies paid to Oakwood Primary School are non-refundable. In the event that my child is withdrawn from the school or taken on an extended holiday during a school term, I/We agree to pay the school fee in full for that term.

Signature of Parent/Guardian _____ Date _____

Signatory's name: _____

Signatory's relation with the child: _____

Please return completed application form to:
OAKWOOD PRIMARY SCHOOL, 117 TENNYSON ROAD, LUTON, BEDFORDSHIRE, LU1 3RR

Thank you for your co-operation. Please remember to keep us informed of any changes in your circumstances so that records can be updated. All personal information is kept strictly confidential and will only be passed on in an emergency or official situation

OAKWOOD PRIMARY SCHOOL

Registration procedure & conditions of entry:

Registering for a Place at Oakwood Primary School

All Primary school children applying for a place at Oakwood will undertake an initial assessment to ascertain the pupil's level of Numeracy and literacy. A completed Admissions Form should be sent to the Admissions Secretary at the address below, along with the registration Fee of £100 (this fee is non-refundable). Application forms and the school information pack can be obtained from the school administrator by phone, letter, email or through our web-site. The school allocates a registration number to the application and acknowledges its receipt within two weeks of receipt. The admissions form is a legally binding contract between parents and the school and must be signed by both parents unless one parent has sole custody.

Offer & Acceptance of a Place

Upon completion of the admission form offers will be made subject to availability and on the candidate satisfying the school's entrance criteria. An offer letter will subsequently be sent along with an acceptance form. Parents should complete the Acceptance Form if they wish to take up the offer, and return this along with a copy of your child's birth certificate or passport.

Admission at Oakwood is generally based upon first come first serve basis. In order to secure a place parents must pay the required registration and admission fee. It is only then we can guarantee a place.

It is school policy to request all new parents (applying from the summer term 2017/2018 academic year) to pay £1000 holding deposit for each child admitted to school. This deposit will be returned when a child leaves school unless there is no notice provided to school to withdraw a child/ren. In such a case the deposit(s) will NOT be returned.

General Terms & Conditions of Admission

Islamic Ethos

Oakwood Primary School is an independent Muslim school founded upon the Islamic ethos. Teachers, Pupils and parents are expected to demonstrate the appreciation and commitment to the Islamic faith.

Payment of Fees

The tuition fees are £3,695 for academic year 2017/2018, for the first child. All other siblings pay £3,195 for the academic year. This is the only discount available. Should there be a position available in school in the middle of a term and parents wish to apply, you will be required to pay the whole terms fee.

The Fee Structure

	Autumn Term	Spring Term	Summer Term	Total fees
First Child	£1250	£1250	£1195	£3,695
Second	£1100	£1100	£995	£3,195

***Please note fees are subject to change at the discretion of the Board of Trustees.**

Signature of Parent/ Guardian

Date

Signatory's Name: _____

Reception Class

The Reception class is part of Oakwood Primary School and follows the latter part of the Early Years Foundation Curriculum. Children are given opportunity to learn both through play and structured teaching.

Each child is entitled to 15 hours of free nursery/ Early Years education per week and this is claimed for all 3 and 4 year olds up until they are 5 years old. Declaration forms are sent out each term for parents to sign to agree to Oakwood Primary School claiming the 15 hours early years education grant for their child. The cost per child in Early Years education in Reception is £5.00 per hour for every hour over 15 hours a week.

There is only one admissions date for Reception class per year. This is at the start of the academic year, early in September. We will only admit children who are aged four years before the 1st September of that year.

Priority is given to Oakwood Nursery children who are encouraged to apply first for a place in our Reception class. Should there be additional places available after Oakwood Nursery parents have applied then we offer the local community the chance to apply.

Parents who would like their child to be admitted to Oakwood's reception class must ensure that they complete and return the application form for their child from April of the year preceding admission and by the end of December of that year.

To secure a place parents must sign a contract for award of school place and pay a Non- refundable deposit of £100. Parents will also be required to pay £1000 holding deposit (as advised above)

Breakdown of Reception Class School Fee

All Reception children attend 35 hours per week at school (Monday – Friday: 8.30am – 3.30pm). 15 hours free education up to age of 5 years covered by Luton Borough Council Nursery Education grant.

Once the child turns 5 years old, Oakwood Primary School continues to provide these 15 hours free.

20 hours at £5.00 per hour for 38 weeks in the school year = £3800.00.

Reception class parents are asked to pay the same fee as the rest of the primary school, **£3,695 per annum**. Most of the children will receive the grant for the autumn and spring terms, and none for the summer term as they turn 5 years old during the school year. This means once children have passed their 5th birthday, although the early years grant stops, the children still continue receiving 15 hours of free education as the school fee only covers 20 hours per week. We do not ask parents to pay for the remaining 15 hours no longer covered by the grant.

Persons Responsible for Payment of Fees & Extras

Parents and/or any other person who undertakes payments of fees will be jointly and severally liable to pay fees notwithstanding any charges in family circumstances for the entire period the pupil is on the school register. Fees can be paid on a yearly or a termly basis.

Non-Payment of Fees and/or Extras

The school may suspend a pupil from attending, or require the parents to withdraw the pupil permanently, if fees are not paid promptly by the due date. Fees due are payable in full in such circumstances.

Signature of Parent/ Guardian

Date

Signatory's Name: _____

Deferment of Fees

Fees must be paid in full and on time. If there are genuine reasons for deferment, any request must be made in writing with supporting evidence and given to the Head teacher. A Trustees meeting will then be called and a decision made as to whether a deferment can be accommodated without damaging the school and children's education. Any deferment will only be made in the most exceptional compassionate circumstances and no parent should have an expectation that their request will be approved.

Withdrawal / Change of Status

A full terms notice of intention to withdraw a child from the school must be given in writing to the Head Teacher, otherwise you will be liable to pay the next terms fees and complete the withdrawal form. **All Fee Payments are non- refundable.**

Dates withdrawal notice must be given to the Head Teacher:

Term	Date notice must be given to Headteacher
Autumn Term	1 st day of summer term
Spring Term	1 st day of Autumn term
Summer Term	1 st day of Spring term

Absence during Term Time

Accept in the case of illness, no pupil may be absent from school without prior permission in writing from the Head Teacher. Parents who remove their children from school during term time will still be liable to pay school fees while their child is on the school roll.

Exclusion & Suspensions

The Head Teacher has the right, if considered appropriate in the interests either of the pupil or of the school, to exclude a pupil permanently or for a limited period. In the case of temporary exclusions the Head Teacher's decision is final. In case of permanent exclusions parents may choose to appeal.

Special Educational Needs (SEN) policy

In our school we aim to offer excellence and choice to all our children, whatever their ability or needs. We have high expectations of all our children. We aim to achieve this through the removal of barriers to learning and participation. We want all our children to feel that they are a valued part of our school community. We request all SEN children to come to school for initial screening. It is at this stage that we can negotiate with the parents the terms and condition of admission.

I have read and understood the 'Registration Procedure & Conditions of Entry', and I will abide by them.

Signature of Parent/ Guardian

Date

Signatory's Name: _____

Head Teachers Signature: _____

Part 9 – Admission procedure

1. *The completed admission form along with the copies of birth certificates the registration fee of £100 (non-refundable) and £1000 holding deposit must be submitted to the school office.*
2. *After the admission from has been processed, a date is given for applicant's assessment.*
3. *Parents are informed of the outcome within one week of the written test date. If a place is offered, the child's admission / enrolment must be confirmed and all dues paid within 3 days of date of offer.*
4. *If, within three days, enrolment is not confirmed, the child's place is offered to another candidate.*

FOR OFFICE USE ONLY

Form Check By Registration Fee Paid On:

Birth Certificate Provided Yes: Cash

Cheque No:

Literacy/Numeracy Test Pass: Fail:

Application received on:

Child Interviewed By:

Acceptance / Rejection

Green text

Email added on outlook

Administrator Signature

Head Teacher Signature

Reason For rejection: