



**PRESTON MUSLIM GIRLS**  
— HIGH SCHOOL —

Education with Patience Modesty Gratitude Humility Sincerity

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# PROPOSED ADMISSION POLICY 2024-2025

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## ADMISSIONS POLICY 2023/2024

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: Mr R Patel  
No. on Roll: **578**  
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 admissions 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 admissions 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 2023 and can be accessed via [www.lancashire.gov.uk](http://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 admissions 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 2024.

## Supplementary Information Form

Parents/carers who wish their application to be considered against the staff, siblings, affiliated primary school, faith or special medical and social circumstances criteria **MUST** in addition fill our school's Supplementary Information Form (SIF) which can be found on our school website.

**A Supplementary Information Form must be filled for ALL applications made.**

**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 daughter's place within the oversubscription criteria.**

A completed hardcopy of the Supplementary Information Form should be returned to our school before the statutory closing date of 31st October 2023. The Supplementary Information Form will **NOT** be accepted after this date.

## Admissions Arrangements 2024-2025

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 TWO or more years at the time when the application 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 supplementary information form.** (See note 3)
- 4) Girls who attend our affiliated primary school - The Olive school Preston. **Applications under this category must fill the school's supplementary information 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 supplementary information form** (See note 5)

- 6) Muslim girls who themselves or their parents regularly attend a masjid/madrasah from the list below, showing a commitment to faith. **Applications under this category must fill the school's supplementary information form** . (See note 6)

**Please note: Girls admitted under EHCP and categories 1,2,3,4 and 5 are taken out of the masjid/madrasah allocations.**

|   |  |   |   |   |   |
|---|--|---|---|---|---|
| Quwwatul-ul-Islam Masjid and Education Centre | Maahadus Shuhada                                 | Masjid-e-Falah<br>(Madrasah Taleemul Quran)                 | Masjid-e-Noor<br>(Madrasah Noor-e-Raza) | Raza Mosque                               | Madani Institute  |
| 18 Spaces                                     | 9 Spaces   | 5 Spaces  | 6 Spaces                                | 3 Spaces                                  | 4 Spaces  |
| Masjid Bilal<br><br>Madrasa-E-Talimul Islam   | Masjid Salaam<br><br>(Madrasah Hid ayatul Islam) | Al-Ansaar Welfare & Education<br>(Madrasah Tajweedul Quran) | Darul Arqam Education and Tarbiyah      | Jamea Masjid<br>(Madrasah Taleemul Islam) | Al-Huda Education Academy<br>(Madrasah Kashiful-UI-Uloom) |
| 2 Spaces                                      | 10 Spaces  | 5 Spaces  | 5 Spaces                                | 13 Spaces                                 | 5 Spaces  |
| Masjid-e-Aqsa                                 | Masjid-e-Quba<br>(Madrasah Takweeyatul Iman)     | Madina Masjid<br>(Madrasah Naqeebul Islam)                  | Zakariyya Masjid                        | Masjid-e-Saliheen                         | City Mosque<br>(Al Furqan Islamic School)                 |
| 3 Spaces                                      | 3 Spaces   | 7 Spaces  | 3 Spaces                                | 2 Spaces                                  | 4 Spaces  |

- 7) Girls who have a parent/carer of other faiths and regularly attend public worship there. Christians, Hindus, Sikhs, other 'non-Christian faiths. The faith groups listed in category 7 reflect their representation in Preston City as determined by the 2011 Census. **Applications under this category must fill the school's supplementary information form**. (See note 7)
- 8) All applications that have been unsuccessful for the above criteria, will be considered under distance criteria. Priority will be given to those girls who live closest to the school.

### 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 supplementary information form. In this instance, the staff parent, must fill their details in section 4 of the supplementary information form. 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 supplementary information form. 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 the feeder school if the parents complete the relevant section on the supplementary information form. 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 supplementary information form. It is important that you state on the supplementary information form and 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 2023. 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 supplementary information form. The form must then be appropriately annotated and signed by the imam of the masjid or the headteacher of the madrasah or the authorised person. A maximum number of places will be offered to the Masjid/Madrasah's mentioned in the table previously, once previous categories have been deducted from each masjid/madrasah quota.

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

(A) The Parent/Carer/Pupil has attended the Masjid/Madrasah **Daily** for **5 years** leading up to 1st September 2023

(B) The Parent/Carer/Pupil has attended the Masjid/Madrasah **Daily** for **2 years** leading up to 1st September 2023

(C) The Parent/Carer/Pupil has attended the Masjid/Madrasah **Weekly** for **2 years** leading up to 1st September 2023

(D) The Parent /Carer/Pupil has attended the Masjid/Madrasah **Daily/Weekly** for less than **2 years** leading up to 1st September 2023

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

- The most weighted category A is 1st considered from ALL the masjid/madrasah applications.

If there are still spaces left, then the 2nd weighted category B from ALL the applications is considered

If there are still spaces left, then the 3rd weighted category C from ALL the applications is considered.

If there are still spaces left, then the 4th weighted category D from ALL the applications is allocated.

- If a masjid/madrasah has more applications than spaces available in each weighted category (after its previous categories have been allocated) then its remaining spaces will be allocated by random selection.

Once Random Selection has taken place for a particular masjid/madrasah's weighted category, and if later the offered place is not accepted, then LCC will offer the next girl in that category of that masjid/madrasah, (via random selection if there is more than one), a place at the school from their reserve list. If there is not a girl left in that category for that masjid/madrasah, then that space will be considered from the heaviest weighted category A, then category B, then category C and then category D.

Applications that are not allocated a place in this category will later 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 supplementary information form. 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 distance criteria and priority will be given to those girls who live closest to the 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, which will be measured in a straight line and will be the determining factor. 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 girl and parents live permanently. It must not be the child minder's, grandparent's or other relative's address.

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

If there is joint custody for the girl, 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 address, 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 the same, 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 2023.** Any applications received after this date will be considered after all other applications that were received on time.

### **Waiting list**

Parents of girls who have been unsuccessful for admission into year 7, 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.

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. She 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 by 30<sup>th</sup> September.**

### **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 Appeals E-form on the school's website or by going onto the Lancashire County Council's website. Parents have at least 20 school days to prepare and submit their written case to the independent appeal panel. Parents will normally receive 14 days' notice of the place and time of the hearing, so they can attend to present the case in person. The decision letter from the independent appeal panel, 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 and Health 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 and health 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.

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 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 Admission 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. They 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 the girl is currently or has previously been educated outside the normal age group.

Whether girl has naturally fallen into a lower age group if it were not for being born prematurely.

Where relevant, her medical history and the views of a medical practitioner.

Information about the girl's academic, social, and emotional development.

Where relevant, the views of an educational psychologist.

The Admissions Authority will consider the views of the Headteacher on the application as well as the information from the parents. The Admission Authority will make their decision based on the circumstances of each individual case, and in the best interests of the pupil concerned. They 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 2024-2025 PLEASE COMPLETE THIS FORM USING CAPITAL LETTERS. THANK YOU

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

|  |   |
|--|---|
| <b>2. Supporting evidence for Application</b> Please note section 6a & 6b will also be required to be completed for each category below. |   |
| Are you applying for a place because of: (you may tick more than one box)  | <input checked="" type="checkbox"/>   |
| Child of school staff, please state full name and position of staff member.  | Full Name .....<br>Position .....   |
| Siblings in school at the time of admission, please state full name and D.O.B of sibling attending PMGHS.                                | Name .....<br>D.O.B .....   |
| Feeder primary School, child attends The Olive School, Preston.  | Headteachers Name .....<br>Headteachers signature .....                                   |
| Special Social/Medical needs, please attach evidence.  | Official supporting evidence attached <input type="checkbox"/>                            |
| Faith commitment, Muslim   | Other world faith please specify and complete section 7<br>..... <input type="checkbox"/> |

| 4. Family Details    |  | Please complete section below |  |
|----------------------|--|-------------------------------|--|
| Name of Parent/Carer |  |                               |  |
| Address              |  | Postcode                      |  |
| Telephone Number     |  |                               |  |
| Email Address        |  |                               |  |

| 6a. Please complete sections 6a & 6b WITH the authorised person from Masjid/Madrasah where the Parent/Carer/Child attends. |          |
|--|----------|
| Name of Authorised person from place of worship  |          |
| Name of Place of Worship   |          |
| Address  | Postcode |
| Telephone number   |          |
| Email Address  |          |

| 6b. How has the Parent/Carer/Pupil attended this place of worship (please only tick one box and circle appropriately)                        |  |   |   |
|--|--|---|---|
| The Parent/Carer/Pupil has attended <b>Daily</b> for <b>5 years</b> leading up to 1 <sup>st</sup> September 2023<br><input type="checkbox"/> | The Parent/Carer/Pupil has attended <b>Daily</b> for <b>2 years</b> leading up to 1 <sup>st</sup> September 2023<br><input type="checkbox"/> | The Parent/Carer/Pupil has attended <b>Weekly</b> for <b>2 years</b> leading up to 1 <sup>st</sup> September 2023<br><input type="checkbox"/> | The Parent/Carer/Pupil has attended <b>Daily/Weekly</b> for less than <b>2 years</b> leading up to 1 <sup>st</sup> September 2023<br><input type="checkbox"/> |
| Signature of Authorised person   |  |   |   |
| 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   |  |
| Telephone Number  |  |
| Email Address   |  |
| Signed by Minister/Leader   |  |

This is in addition to the online application form, that is required to be completed through Lancashire County Council. access to this is via [www.lancashire.gov.uk](http://www.lancashire.gov.uk)  
 It is the responsibility of the Parent/Carer to complete the Supplementary Information Form and return to the school, no later than 31 October 2023.