



# Admission Policy

Future Leaders Academy (FLA) gives a fair and equal chance to all applicants who fulfil the admission requirements, dependent upon space availability.

The school receives a large volume of application forms so parents should be aware that places are not guaranteed and are on the basis of your child's entrance assessment results and an informal meeting with the Head Teacher.

We place children in our stages according to their level of Arabic reading skills and memorisation of the Quran, not according to their age. Providing the pupil achieves the required standard in the entrance assessment, the main restriction we place on entry is that of number. The standard number of our class size is 15. If the number of pupils applying for entry exceeds the places available, we enforce the procedure set out below in order to determine whether a pupil is accepted or not.

Applicants with parents working at FLA will be given first priority (because we have a duty to help our teachers with childcare) and priority will also be given to siblings of pupils already in the school, for whom a fee discount is also applicable. Siblings are considered to be full brother or sister who will be living permanently with them at the same address. Priority to get a place in our Stage 1 will also be given to our pre-FLA pupils. If a choice is to be made between a 4-year old and a 5-year old to enter Stage 1, the elder child will be given the priority.

The school will hold a waiting list of applicants who have been successful in the assessment process but have not been offered a place. If a place becomes available, places will be allocated from the reserve list that has been vacated and strictly in order of the admissions criteria.

Parents wishing to admit their children at FLA in other stages (Stage 2, 3 etc.) should follow the standard application process and should be aware that an informal

meeting and assessment will be carried out to determine the level of the child, regardless of the age of the child.

New Stage 1 assessment takes place at the end of the academic year (June), before the summer break. Assessments for any stage may take place any time, but allocation of spaces is always dependant on the number of pupils in the stage.

In the case where the applicant has been successful in admission procedure but there is no space in the relevant stage, we can offer a space in FLA Weekend School. Children attending FLA WE School will have a priority over non-attending children, in case a space in the relevant stage becomes available.

If a pupil is absent for more than a month with no prior consent from Head Teacher, or if due fees are late for more than a month, the pupil will be erased from FLA pupils' list and lose the right to attend FLA classes. If parents wish to re-enrol their child, a new admission test will need to take place and new enrolment forms filled and signed. Obtaining a space will once again be dependent on current available spaces. As we are a private school, we cannot keep pupils' spaces if fees are not paid and / or pupils are not attending.

**Reviewed and agreed by the FLA Co-ordinator / Head teacher: January 2019.**