

Hujjat Primary School

Admission Arrangements for 2025/2026

Introductory Statement

Opened in September 2020, Hujjat Primary School is an inclusive Muslim faith school and welcomes applications from families of all faiths and beliefs or those of non-faith, who are able to respect the School's ethos and its importance to our school community.

For more information about the school, please visit our website at www.hujjatprimary.org.

Hujjat School Trust is the Admission Authority for Hujjat Primary School and is responsible for determining and implementing the admission arrangements.

Reception admission number

Hujjat Primary School has a published admission number of 60 for entry in Reception September 2025.

All applicants will be admitted if 60 or fewer apply.

In cases where the 60th child is the first twin or a multiple birth, the other twin or siblings will be admitted as an exception to the infant class size rule.

Application process for admission into Reception

All applicants must complete an online eAdmissions Form from their own local authority by January 15th 2025

For more information please visit the Harrow Local Authority website by clicking on the link below:

https://www.harrow.gov.uk/schools-learning#id-school_admissions

For applications to be considered under the Muslim faith criteria parents must also complete and return a [Supplementary Information Form](#) to admissions@hujjatprimary.org by the published closing date for applications.

Inaccurate or false information given on either the Application Form or the Supplementary Information Form could result in the offer of a place being withdrawn.

Failure to complete the home Local Authority's common application form, even if the supplementary information form has been completed by January will mean the application will not be considered.

Parents will receive notification on the outcome of their application in April.

Allocation of Places

Children whose statement of Special Education Needs (SEN) or Education, Health and Care Plan (EHCP) names Hujjat Primary School, will be admitted to the School under separate statutory procedures, rather than under this policy. Details of this separate procedure are set out in the Special Educational Needs Code of Practice. If your child has an EHC Plan, you must contact your local authority SEN Officer. Children with this Hujjat Primary named in their EHC Plan will be admitted as a priority. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

Following the admission of children with an EHCP, a maximum of 30 of the remaining places are allocated to children whose parents completed the supplementary information form, using the criteria listed under Priority Group A.

Following the admission of Muslim children under Priority Group A, the remaining places are allocated to all children under Priority Group B. This will include children under Priority Group A, and children whose parents did not complete the supplementary information form, using the criteria listed under Priority Group B, until the admission number is met.

If the school is oversubscribed, children will be admitted in accordance with the oversubscription criteria in the order listed below.

Oversubscription criteria

Group A

30 places will be allocated to children whose parents completed the Supplementary Information form in the following order:

1. Looked after Muslim children and those who were previously looked after Muslim children who have been adopted or have become subject to a child arrangements' order or special guardianship order including those who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted.¹
2. Muslim children with a sibling who will be in attendance at the school at the time of application and admission.²
3. Children of a member of the School's staff in either or both of the following circumstances at the time of application and admission:
 - a. Has a permanent contract and has been employed at the School for two or more years; and/or
 - b. Was recruited to fill a vacant post for which there was a demonstrable skill shortage.

¹ A looked-after child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in their exercise of their social services functions. See the definition in Section 22(1) of the Children Act 1989.

² Siblings refers to full, half, adopted, step, foster children or the child(ren) of the parent's partner. In every case, the child must be living in the same family unit at the same address.

4. Muslim children whose parent/carer regularly participates in prayers or religious observances organised by the KSIMCoL Islamic Centre.
5. Muslim children whose parent/carer regularly participates in prayers or religious observances organised by any Mosque/Islamic Centre.
6. All other Muslim children.

Parents/carers who wish their child to be considered under Priority Group A (the Muslim faith criterion), are required to complete a Supplementary Information Form which is available from the school website www.hujjatprimary.org/apply.

Children for whom a certified SIF is not received by the closing date for applications, and children falling into this category who do not achieve a place, will be considered under Group B

Group B

The remaining places will be allocated to other applicants including those who were not offered a place in group A in the following order:

1. Looked after children and those who were previously looked after children who have been adopted or have become subject to a child arrangement order or special guardianship order.
2. Children with a sibling who will be in attendance at the school at the time of application and admission. (See Note 2)
3. Children of a member of the School's staff in either or both of the following circumstances at the time of application and admission:
 - a. Has a permanent contract and has been employed at the School for two or more years; and/or
 - b. Was recruited to fill a vacant post for which there was a demonstrable skill shortage
4. Remaining places will be allocated to children who live nearest to the school from their permanent home.

Tie-break

If any criteria within Priority Group A and/or Priority Group B becomes oversubscribed, then priority will be given to those children who live nearest to the school. Distance is measured in a straight line using the LA's computerised distance calculator. If the distance is the same, then an independently verified random computer selection will be used as a tie-breaker.

Address

The address given for the child must be where the child lives permanently with their parent/carer. Permanent Address is defined as an address the child lives at and (i) the family own the property or (ii) have a tenancy agreement for a minimum of 12 months or (iii) for military families or crown servants, a letter from the relevant person (e.g. Commanding Officer or employer) confirming the address to which the family will be relocating.

If parents share custody, the Admission Authority may require evidence to determine where the child resides during the week. If there is joint custody, the address at which the child is registered with their GP will be used.

Late applications

All applications received after the deadline will be considered as late applications. Late applications will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

Deferred entry for infants

Parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group if, for example, the child is gifted and talented or has experienced problems such as ill health. Parents of Summer born children (born between 1st April and 31st August), may also choose not to send their children to school until the September following their 5th birthday and request that they are admitted out of their normal age group – to Reception rather than Year 1.

When such a request is received, the admissions authority will make a decision on the basis of the circumstances of each individual case and in the best interests of the child concerned, taking into account the views of the head teacher, parent's views, information about the child's academic, social and emotional development, their medical history and the views of a medical professional where relevant, whether they have previously been educated out of their normal age group and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

Parents of children seeking admission to Reception in the September after their 5th birthday should submit an application form for the correct year group and also submit a written request to the school Admission Authority.

All decisions will be made based on available information so parents should provide professionally supported evidence to explain why their child's needs cannot be met in the chronological year group.

A response to a request will be provided before the primary national offer day.

Where a parent's request is agreed, they must make a new application the following year as part of the main admissions round, providing a copy of the decision as part of the application. **Please note that the decision to agree the request to make an application outside a child's normal age group does not guarantee that a place will be available. If there are more applications than places, the oversubscription criteria will be applied to all applications.**

Parents do not have the right of appeal against a decision not to accept a request to admit outside of their child's year group.

In-Year Admissions

Applications for in-year admissions should be made to the Local Authority. If more applications are received than there are places available, applications will be ranked by the admissions authority in accordance with the admissions/over-subscription criteria as outlined above. Applicants will be notified of the outcomes by Harrow Admissions.

Waiting lists

Children who do not gain admission for the school's Reception year group each September will automatically be included on the waiting list for the school, where the school is a higher preference than the school where your child was allocated a place. Parents who wish their child's details to be included on the waiting list for the school, even though a place has been allocated at a higher preference school should contact Harrow School Admissions Team.

The position on the waiting list is determined by the priority order of the admission policy for Priority Group A and Priority Group B. Children eligible for admission under Priority Group A and Priority Group B will be included on the waiting list for Priority Group A and Priority Group B.

When the number of children admitted to the school drops below the published admission number, a place is offered to the child who is at the top of the waiting list from the relevant priority group. For example, if a place becomes available from Priority Group A, a place is offered to the child who is at the top of the waiting list for Priority Group A. Where a place becomes available from Priority Group B, a place is offered to the child who is at the top of the waiting list for Priority Group B.

The position of your child on the waiting list may change. They may move up or down each time a child is added or removed, or when the change in circumstances of the child requires them to be considered against a different priority order of the school's oversubscription criteria. Looked after children, previously looked after children, and those allocated a place at the school in accordance with the Fair Access Protocol must take precedence over those on the waiting list.

When a place becomes available, the School will re-rank the list in accordance with the oversubscription criteria and make an offer.

Parents applying under Group A with a Supplementary Information Form are required to update the form annually.

Withdrawing an offer of a place

The school 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;
- Parents decline the place offered;
- It is established that the offer of a place was obtained through a fraudulent or misleading application.

Where parents fail to respond to the offer of a place, the school will give the parents a further opportunity to respond and explain to them that the offer of a place will be withdrawn unless they respond by the specified date. Where an offer of a place is withdrawn based on misleading information, the school will consider the application afresh, and will offer a right of appeal if admission cannot be offered. In order to address the potential issue of offers being obtained through fraudulent or intentionally misleading applications, the School reserves the right to ask for additional information to check the veracity of the address and other information provided in the application.

Appeals

All applicants who are refused a place have a right of appeal to an independent appeal panel, constituted and operated in accordance with the School Admission Appeals Code.

Information on the appeals process will be posted on our website at www.hujjatprimary.org