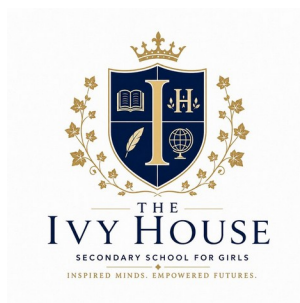




THE IVY HOUSE

Secondary School for Girls

VOLUME 1 . GOVERNANCE

GOV02 Admissions Policy

How pupils are admitted to The Ivy House

Aligned with the Equality Act 2010 and the Education (Independent School Standards) Regulations 2014

Owner: Zara Rahman (Rena), Headteacher and Proprietor

Version 1.0 . July 2026

Next review: July 2027

1. Purpose

This policy sets out how girls are admitted to The Ivy House Secondary School for Girls. It is designed to be fair, transparent, and lawful, and to welcome pupils and families to a school with a strong Islamic ethos and high expectations. The Ivy House is an independent school and sets its own admission arrangements; it is not bound by the School Admissions Code that applies to maintained schools and academies, but it applies the same principles of fairness and non-discrimination.

2. Scope

This policy applies to all applications for admission, in the normal admission round and in-year, and to prospective and current pupils and their parents.

3. Ethos and inclusion

The Ivy House is a girls-only Islamic school. It welcomes applications from families who want their daughter to be educated in a school with our ethos. The school is not academically selective and does not admit or refuse on the basis of ability. The school is committed to inclusion: a girl is not refused admission because of disability or special educational need, and reasonable adjustments, including the ground floor learning zone described in the Accessibility Plan, are made so that pupils with a range of needs can be admitted and supported.

4. Legal and regulatory framework

- Equality Act 2010, including the single-sex school provisions (Schedule 11) and the provisions permitting schools with a religious ethos, applied lawfully.
- The Education (Independent School Standards) Regulations 2014, Part 6 (provision of information) and Part 3 (welfare).
- Education Act 1996 and Children and Families Act 2014 (SEND, including pupils with an Education, Health and Care plan).
- Consumer Rights Act 2015 as it applies to the parent contract.
- UK GDPR and Data Protection Act 2018.

5. Independent School Standards references

This policy supports Part 6 (information provided to parents and prospective parents) and Part 3 (welfare, health and safety) of the Independent School Standards.

6. Age range and the mixed-age model

The Ivy House admits girls from Year 7. In Key Stage 3 (Years 7 and 8) pupils are taught in mixed-age classes on a two-year Cycle A and Cycle B model, as set out in the Teaching and Learning Policy; from Year 9 classes are taught separately to support examination specialism. Parents are given a clear explanation of this model at application so that they understand how their daughter will be taught and assessed against the expectations of her own year group.

7. How to apply

1. Parents register their interest and are invited to visit the school and meet the Headteacher.
2. Parents complete the application form and provide the required information, including the pupil's date of birth, any education, health and care plan or record of special educational need, and any information relevant to safeguarding or medical needs.
3. The school acknowledges the application and confirms whether a place is available in the relevant year group.
4. Where a place is offered, parents accept in writing and sign the parent contract, which sets out fees and the terms of the place.
5. The school completes admission checks, agrees any reasonable adjustments or support, and confirms the start date.

8. Oversubscription

Where there are more applicants than places in a year group, places are offered using the following criteria in order, applied without discrimination on any protected characteristic other than the lawful single-sex and religious ethos basis of the school:

1. a girl who is looked after or previously looked after, or who has an education, health and care plan naming the school;
2. a sister of a pupil already on roll;
3. the date the completed application was received.

A waiting list is kept for each year group and ordered by the same criteria. A place on the waiting list does not lapse because a place was declined earlier in the year.

9. Pupils with SEND and disability

The school works with parents and, where relevant, the local authority to meet the needs of a girl with special educational needs or a disability. Admission is considered on the same basis as for any other pupil, with reasonable adjustments made under the Accessibility Plan and the SEND Policy. Where a pupil has an education, health and care plan, the school engages with the local authority process.

10. Roles and responsibilities

Role	Responsibility
Headteacher and Proprietor (Zara Rahman (Rena))	Owens admissions; makes admission decisions; ensures fairness and legal compliance.
SENDCo (Rhizlanne Ghesir)	Advises on admissions involving SEND or disability; plans reasonable adjustments.
DSL (Rhizlanne Ghesir)	Ensures safeguarding information is obtained and acted on at admission.
Admissions administrator	Manages the process, records, waiting lists, and

Role	Responsibility
	communications.

11. Appeals

A parent who is dissatisfied with an admission decision may ask the Headteacher to review it. A complaint about the handling of an application is dealt with under the Complaints Policy (GOV03). Admission decisions themselves are made at the discretion of the school within this policy and the law.

12. Records and data

Application information is held securely and used only for admissions and the safe education of the pupil, in line with the Data Protection Policy and the privacy notice for pupils and parents. Unsuccessful applicants' data is retained only as long as necessary.

13. Monitoring arrangements

- Admissions are reviewed annually by the Headteacher for fairness and for any pattern that could indicate unlawful discrimination.
- The policy is reviewed against the Equality Act and the Independent School Standards each year.

How this policy adheres

This policy is written to meet the requirements below. Each row states a requirement and how this policy meets it, so that adherence can be checked directly against the law and the standards.

Requirement	How this policy meets it
Equality Act 2010	single-sex and religious ethos bases are applied lawfully; no unlawful discrimination on other grounds.
ISS 2014, Part 6	information provided to parents and prospective parents.
Children and Families Act 2014	admission of pupils with SEND and Education, Health and Care plans.

How this policy connects

This policy does not stand alone. It interlocks with the wider Policy and Governance Manual as follows:

- **GOV05 Accessibility Plan:** a wheelchair or stair-access need triggers the ground floor learning zone commitment at the point of admission.
- **GOV06 SEND:** admission of a pupil with special educational needs is planned with the SENDCo.

- **SG01 Child Protection and Safeguarding:** safeguarding information is obtained at admission and the pupil file transfers in line with KCSIE 2026.
- **GOV11 Charging and Remissions:** the parent contract and fees are agreed at the point of admission.
- **IS01 Islamic Ethos and Character:** admission rests on the school ethos, applied lawfully under the Equality Act 2010.

Related policies

This policy is read alongside the following documents in the Policy and Governance Manual:

- GOV03 Complaints
- GOV04 Equality
- GOV05 Accessibility Plan
- GOV06 SEND
- GOV07 Data Protection
- GOV08 Privacy Notices
- GOV11 Charging and Remissions
- SG01 Child Protection and Safeguarding

Equality impact statement

This policy has been assessed for its impact on pupils, staff, parents, and visitors who share a protected characteristic under the Equality Act 2010. The Ivy House is a girls-only Islamic school and applies the sex of pupils as a lawful basis for single-sex provision under Schedule 11 of the Act. The policy is applied consistently and fairly to all, and adjusted where a reasonable adjustment is required for disability, or where a pupil, member of staff, or parent needs the policy delivered in an accessible format. No group is placed at a substantial disadvantage by this policy. Where the operation of this policy could affect a pupil differently because of disability, special educational need, or a protected characteristic, the school makes reasonable adjustments and records them. The single-sex and religious ethos basis of admission is applied under the relevant provisions of the Equality Act 2010; no applicant is treated less favourably because of a protected characteristic outside those lawful bases.

Version control

Version	Date	Author	Summary of change
1.0	July 2026	Zara Rahman (Rena), Headteacher and Curriculum Lead	First issue for the 2026 to 2027 manual, aligned to KCSIE 2026 and current statutory guidance.

Review schedule

This policy is reviewed at least annually by the Headteacher and Proprietor, and sooner if there is a change in legislation or statutory guidance, a change in the school's circumstances, a serious incident, or a recommendation from audit, inspection, or the Safeguarding Board Advisor.

Next scheduled review: July 2027.

Approval and sign off

This policy is approved for the period September 2026 to August 2027.

Headteacher and Proprietor:

Zara Rahman (Rena) . July 2026

Designated Safeguarding Lead:

Rhizlanne Ghesir . July 2026