Office use only

Name of Child..... DOB:.....

Class applied for:..... Academic Year:.....

Date Received:..... Signed:.....

Application For Admission

Al Risalah Secondary Schools

145 Upper Tooting Road, London, SW17 7TJ Tel: 020 8767 6057

Email: admin@alrisalahschool.co.uk www.alrisalahschool.co.uk

Email: admin@alrisalahboysschool.co.uk www.alrisalahboysschool.co.uk

SECTION 1 DETAILS OF CHILD

Child's Surname: …….. Date of Birth: ……..……

Child's First name: ……. Please tick: Male ☐ Female ☐

Child's present home address: (House number & street): ……

…… Postcode: …… Borough Council: ……..……..

Child's Language(s) spoken at home (apart from English: ……

Name & Class of siblings presently at Al Risalah Secondary Schools:

Name …….. Class Name …….. Class

Name …….. Class Name …….. Class

SECTION 2 DETAILS OF PARENTS/GUARDIANS

Father's Name ……..……..	Mother's Name ……..……...
Occupation: ……..	Occupation: ……..……..
Father's mobile: ……..…	Mother's mobile ……..
Father's Work Tel ……	Mother's Work Tel ……..
Home Tel ……..	Home Tel ……..
Father's Email: ……..……..	Mother's Email ……..……..
Father's Country of Origin: ……..……..	Mother's Country of Origin ……..……

Emergency Contact Name 1 …… Emergency Phone Number 1 …….

Relationship to Child 1 ……..

Emergency Contact Name 2 …… Emergency Phone Number 2 …….

Relationship to Child 2 ……..

SECTION 3 HEALTH NOTES

Name, Address & Phone number of GP/Surgery ……

……..

Medical Notes

(Please write down any allergies, asthma, any mental health issues, etc. or any medical conditions the school needs to know)

……

……

……

SECTION 4

Media Consent

I do give permission for my child to be photographed YES ☐ NO ☐

SECTION 5

Child's PRESENT School

Name of School …… Telephone Number ……

Full School Address ……

……

School Email Address (Admin) ……

You need to provide **ALL** of the following documents with the Application Form. **Please DO NOT submit originals**

1. The most recent copy of your utility bill (with current address shown) ☐
2. A copy of your child's birth certificate or passport ☐
3. A copy of the child's most recent school report ☐
4. **(As soon as you receive them in July in Y6)** Year 6 SATs results ☐

SECTION 6

Please sign and date the application form

We hereby make an application for admission of our child to Al Risalah Secondary School.

Signature of parent/Carer: ……

Date: ……

Admissions Process at Al Risalah Secondary Schools

Thank you for applying to the Al Risalah Secondary Schools. Our schools have a large number of pupils on the waiting list and therefore process all applications according to the admissions criteria.

Applications will open in September of each year.

Any application received after that date will only be considered subject to availability of space.

Applications can only be accepted if ALL the information and supporting documentation is provided. Data will not be entered on the system if any information or documentation is incomplete.

Please inform the school immediately of change in address or contact numbers.

Should a place be offered to you, this must be accepted by the date stated in your offer letter by paying the first term's fee and the registration fee of £100. If a response is not received by the given date, the offer will be withdrawn, and the place will be offered to the next child on the waiting list. Once you have made the payment, if you decide not to send your child to our school, the fee will be non-refundable.

An Open Evening will be held in October* every year for all those parents whose children have been accepted at our school.

The Entrance Examination procedure is as follows: We will write to you, giving you a date when to bring your child for our entrance exam. The examination fee is £60 and will be payable on the day of the exam. The exam consists of an English, Mathematics and Science test. Pupils have to attain a minimum pass rate of 60% in each paper to stand a chance of being accepted.

School Fees: Please call the school office to get the latest fees information. All new pupils have to pay a registration fee of £100 together with a term's fees in advance, as soon as they are accepted at the school.

Please note that school fees are non-refundable and are subject to change.

It is recommended that parents make other arrangements for their child's schooling in case a place cannot be offered. Please note that most LEAs and schools have a closing date in Early February prior to the September start.

ADMISSIONS CRITERIA

The admissions criteria for all those that pass the Entrance Examination is as follows:

(a) children who receive the highest percentage pass in the Entrance Examination.

(b) children with siblings at Al Risalah School

(c) children with siblings at Gatton VA School or Orchard Primary School

Please note that your child's previous school report and your commitment to paying fees plays a vital role in the acceptance of your child at our school.

May The Almighty (SWT) assist you in your desire for an Islamic education and environment for your children and bless them in this world and the Hereafter, Ameen.

* Subject to change