



BIA ADMISSION POLICY & PROCESS

Narrated by 'Uthman رضي الله عنه: The Prophet said, "*The best among you (Muslims) are those who learn the Qur'an and teach it.*" (Sahih Al-Bukhari)

Updated: May 2020

Content page

Contents

1. Education at BIA and fees:.....	3
2. Discounts:.....	3
3. Equal opportunities:.....	3
4. Our criteria for admission are:.....	4
5. Admission Process:.....	5
5.1. Academic baseline requirements:.....	5
A. Year 4 and above:.....	5
B. Admission requirements:.....	5
6. Personal Information and Validity.....	6
7. Assessment for Entry (might also be valid for current applicants)	6
8. Interviews.....	6
9. Existing students:.....	7
10. Informing parents of outcome.....	7
11. Waiting Lists.....	7
12. How to Apply.....	7

1. Education at BIA and fees:

Next year, BIA offers education to:

EYFS: Reception.\$60

KS1&2: 1, 2, 3, 4, 5 & 6 Boys and Girls (fully segregated from year 3).....\$110

KS3: Boys Year 7&8.....\$120

Payment schedule: Fees are paid before the end of each month to 1st of the month latest.

Paid	July	August	Sep	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July	→
Fee	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Aug	\$ 0	→

NOTE: Fees are paid not later than the 1st of the month. Late fees will result in: No bus and no access to classes until fees are paid in full.

2. Discounts:

All previous discounts are cancelled. *However, 5th (youngest) child pays %50*

If you think that you are entitled to a discount, then parent MUST contact the BoD via email explaining his/her personal circumstances. Director, school admin or management do not have the authority to decide on this matter.

3. Equal opportunities:

BIA is fully committed to equal opportunities in education. No applicant to BIA should be discriminated against on the basis of race, nationality, colour or ethnic origin.

At BIA, we very much look at the whole child and base our decision not only on the academic results but also through the interview process. Our vision is to take the children who we believe will truly benefit from our environment and who will benefit themselves and their surroundings in turn.

The appropriate year group that a child enters the school is usually determined by their **age** on 1st August in any year. However, the Head teacher may decide to accept the child for a different year based on assessment and interview.

As a matter of policy we do not admit pupils into Year 6 and above (although places can be awarded to pupils in Year 6 (and above) at the discretion of the Head teacher, subject coordinators, and admission coordinator. This decision is based on **practical grounds and social considerations as well as Islamic and other academic aspects.**

4. Our criteria for admission are:

1. Admissions are only accepted during the summer holiday until the begin of the autumn term (4th August), subsequently at the beginning of each term.
2. New students must pay the admission fee of \$20 each (Entry exam expenses).
3. The prospective pupil reaches a sufficiently good standard in the School's Entry assessment to satisfy the Head teacher, subject coordinators, and admission coordinator.
4. That the prospective pupil is judged to have **sufficient aptitude, commitment and willingness to cope with the general pace and demand of learning** within the School.
5. That the Academy will meet the needs of the prospective pupil.
6. Household situation will be assessed.
7. Applicants from abroad must have resided in Somaliland at least for **12 months**. (Proof must be provided)
8. Both or at least 1 parent (unless orphan) must be residing permanently with the applicant.
9. Parent-Academy contract must be read, understood and signed for agreement and returned to the administration office.
10. ALL parents and guardians must register for ClassDojo before student starts the Academy.
11. Uniform must have been bought before attending the school. This includes **HEAR CUTS! Hair must be cut evenly all round.**
12. Homework policy must be observed. Main homework will be given to the students on Wednesdays. Parents MUST send a message to the individual teacher who gave the home on ClassDojo stating that "Maths/English/Arabic/Science/Islamic Studies Homework is done" by Friday before 3pm. If message is NOT received, then this will count as 1 stroke against the No-homework-done log.
13. Three strikes of **NO homework done** will possibly result in **referral or disciplinary action.**

5. Admission Process:

5.1. Academic baseline requirements:

A. Year 3 and above:

- a) **Preferably**, Must have successfully finished the **Hijaa'** (reading and writing the **Alphabet**) and is able to read the Quraan independently and correctly.
- b) **MUST** speaks and understands sufficiently the English language.

B. Admission requirements:

Information about the application process is available on the school website (www.britishislamicacademy.com) along with the application form. Please complete the form and submit it to the school office with the following items:

- Colour copy of child's Birth Certificate or Passport (ID)
- Colour copy of parents' proof of identity (ID card, passport)
- Proof of residence (if from the abroad)
- Latest School Report (Academic)
- We might ask for: Akhlaaq report from the latest school.
- Registration fee (non-refundable) of \$20 (new students only)
- 2 recent photographs (not older than 3 months)
- Fee of August paid in full by 1st July.
- Books costs upfront payment.
- Obtainment of official school uniform.
- Have all required materials and equipment (pens, exercise books, Al-Qaa'idah, a Mis'haf etc)

The building constraints limit the intake of admissions and therefore, the order in which applications are received is relevant when offers of places are being considered, first-come-first-served and full is full.

Reports from a school previously attended by an applicant are not always available and thus do not form part of the selection procedure.

If an applicant has a brother or sister who is already at the school then, provided that the applicant satisfies the minimum criteria for selection, an offer is made.

6. Personal Information and Validity

BIA Academy respects the privacy rights of parents/carers and is committed to ensuring that it protects personal details and other information made available to the School.

It will be assumed that the information provided by the parent/carer is true to the best of the individual's knowledge and belief. If a parent/carer submits false or deliberately misleading information or deliberately withholds any relevant information, the application becomes invalid and the place is withdrawn.

Parents who do not provide evidence of their child's residence as requested, or provide conflicting or inconclusive information, may have the place withdrawn, even if it has already been accepted.

No pupil will be admitted into the School until all formalities have been completed and all required documentation has been provided and verified.

7. Assessment for Entry (might also be valid for current applicants)

All prospective pupils are assessed for entry as follows:

- **Reception to Year 3 entry:** The assessments for Reception are designed to look for the child's potential rather than what has already been learnt, and assess readiness to learn in a more formal context. Might also cover Maths and English.
- **Year 1 to 3:** The assessment covers language and social skills, mathematics, physical and creative skills, as well as understanding of the world (Science).
- **Years 4 – 8:** The prospective pupils are required to sit an English paper and Maths paper.

8. Interviews

BIA Academy places great importance on **parental support** and their belief in the ethos and values of BIA as crucial for a child's academic (Islamically and Worldly) success. **All parents/carers will be interviewed.**

We don't accept new applications for year 7,8&9 but we reserve the right to examine some applications for year 7. Pupils applying for Year 7 onward must bring to the interview a piece of work of which they are particularly proud of and they should be prepared to discuss the work with the interviewer. They must also bring their **school report and a character reference**. Candidates are interviewed by the Head teacher. The interview will concentrate on

their strengths at school and their interests. It will also assess communication skills, creativity, general (Islamic and Worldly) knowledge and logic.

9. Existing students:

There is no automatic enrolment.

The process is the same as for new candidates excluding the admission fee. If we require to do assessments (for example due to weak performance previous year) some fees might be applicable.

10. Informing parents of outcome

Offers are made after the Entrance Examination and the Interview. Parents/carers will be notified of the outcome of their application as soon as is reasonably possible.

When a place is being offered the School office will contact the parent/carer by telephone and arrange an admission date. An offer letter will be sent with the school contract.

Where an applicant has not achieved a satisfactory standard, a school place will not be offered.

11. Waiting Lists

A waiting list will be held and all applicants on the list are considered to have qualified for entry to British Islamic Academy should a vacancy become available.

Should a place become available the School will offer the place to the next candidate on the list.

12. How to Apply

The BIA Admissions Office is open from 9:00am to 12:00pm, Saturday to Wednesday, from 1st of July during the summer holiday and online on WhatsApp, Facebook and email.. Please enquire with Reception for more details and confirmations.

Before applying, **please call school to check Admissions availability 063-6961785** for the relevant year group and academic year.

Thank you and Welcome.

BIA reserves the right to amend the content of this document without prior notice.