



**HERITAGE
ACADEMY**

Admissions Policy

The Messenger of Allah (ﷺ) said: "Whoever takes a path upon which to obtain knowledge, Allah makes the path to Paradise easy for him." (Jami` at-Tirmidhi 2646)

Written/ updated: September 2026	Next Review: September 2027 (or sooner if required)
Person Responsible:	Headteacher
Approved by	The Proprietor Body

This policy should be read in conjunction with our:

Equal Opportunities Policy
Curriculum Policy
Behaviour Policy

Heritage Academy is a boys' 11-16 Islamic independent school.

All schools have admission criteria to decide which children can be allocated places. While all pupils are welcome to apply, admission will be granted based on our admissions criteria and our ability to meet their needs, taking account of reasonable adjustments where required.

Admissions decisions are made by the Headteacher in accordance with this policy. The school has regard to the Equality Act 2010 and the Education (Independent School Standards) Regulations 2014.

You can find out about Heritage Academy by:

- Visiting the school via appointment
- Looking at the school website
- Reading the school's most recent inspection report
- Reviewing the school's published examination results
- Talking to other parents about what they think of the school

The school may request the applicant's most recent school report and, where appropriate, a confidential reference from their current school.

Pupils will be given priority for admission to the school on the following guidelines:

1. Entrance test performance
2. Academic performance
3. Having a sibling who is already at the school
4. Application position (determined by the admissions criteria above and, where applicants are otherwise equally ranked, the date the completed application was received)

In the event of oversubscription, the offer of places will be prioritised, where applicants are otherwise equally ranked, by the date the completed application was received.

Conditions for Admission:

- The minimum age for admission is 11 years. We consider entry to Years 7-9, including mid-year entry where places are available. Year 10 and 11 admission is not normally accepted except in exceptional circumstances at the Headteacher's discretion.
- Applications should be submitted in writing using the school's standard application form. The application form is available at reception upon request.
- Pupils must sit and pass an entrance examination in Mathematics and English (Year 7) and Mathematics, English and Science (Years 8-9). Reasonable adjustments will be made to entrance assessments for pupils with SEND or disabilities where required.
- We strongly advise visiting the school prior to making an application.
- Upon the successful admission test results and confirmation of a place by the headteacher in writing, parents will be required to complete the school's enrolment documentation and comply with the school's fees and notice arrangements.

We welcome applications from pupils with SEND and will work with parents to understand their child's needs and how we can support them. Applications will be considered in accordance with the Equality Act 2010, including any reasonable adjustments required.

Upon formal enrolment, parents must provide relevant information about SEND, disability, medical conditions, allergies and English as an additional language (EAL) so that appropriate support can be considered.

Pupils who are below the expected level at KS2 may be offered a place with an agreed programme of additional academic support.

Parents must agree to school policies and procedures. These are in place in the interests of the safety of all our staff and pupils in and outside of school.

In determining whether to offer a place, in addition to entrance assessment results, the school will take into account previous school reports and references, including relevant information concerning behaviour. Each application will be considered individually, taking account of the school's duties under the Equality Act 2010 and any reasonable adjustments required.

Once admitted, a pupil will not be permanently excluded because of SEND/disability or poor academic attainment. Permanent exclusion will only be considered by the Headteacher for serious or persistent disciplinary breaches where continued attendance would risk serious harm to welfare or education (see our Behaviour Policy). Relevant safeguarding, equality/SEND factors and the pupil's views will be considered; informal exclusion or pressure to withdraw will not be used.

All documentation relating to applications and admissions will be treated in confidence and in accordance with the Data Protection Act and GDPR.