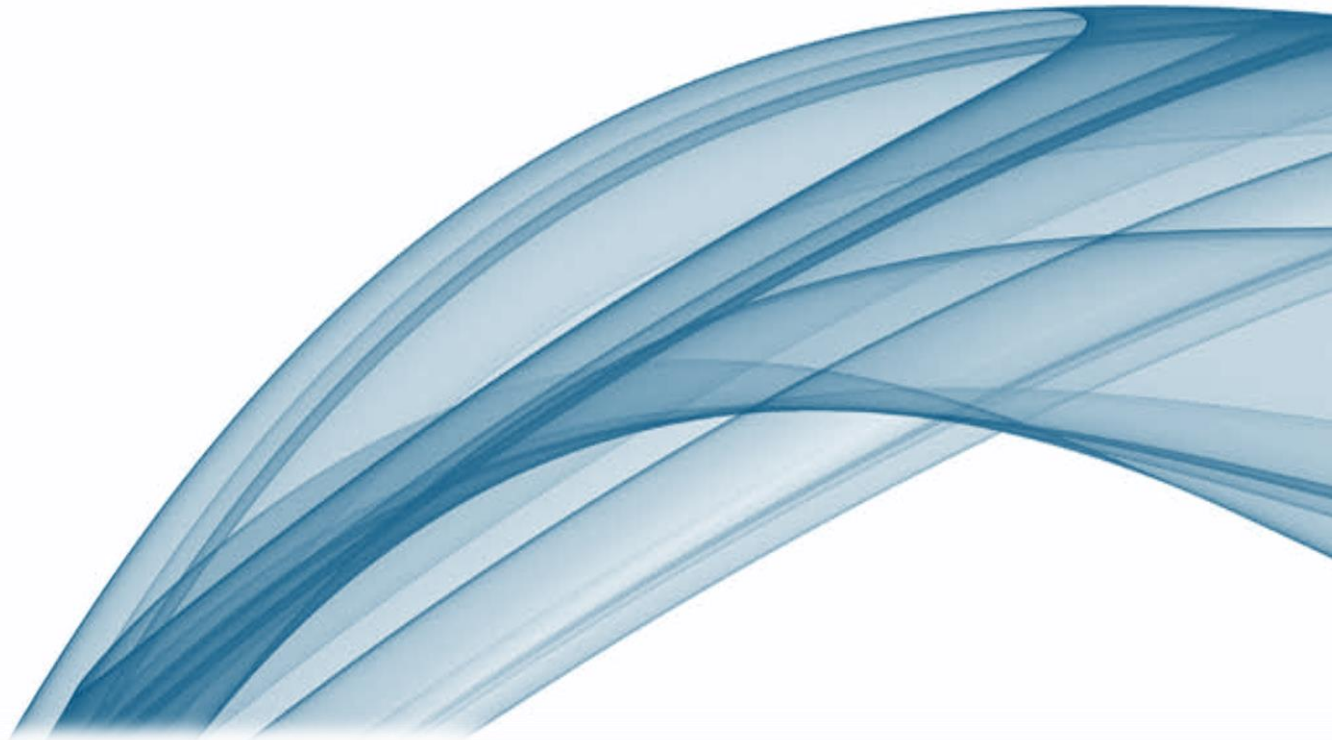


ADMISSION PROCEDURE

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ADMISSION

Manchester Islamic High School for Girls is an Independent Girls' School run by Manchester Islamic Education Trust (MIET).

Applicants who wish to join MIHSG do not have to reside in the boundaries of Manchester Local Education Authority.

Anyone who wishes to apply must obtain an application form from the school office and return it to the school registrar with a copy of your daughter's proof of identity (Passport/ Birth Certificate) and a £25.00 registration fee.

OPEN EVENING

Date: 12th October 2016 and 16th November 2016

TIME: 6.30PM - 8.30PM

ENTRANCE EXAM DATE

FRIDAY 6TH JANUARY 2017

MAKING AN APPLICATION

1. Complete the registration form sent to you by post or in the pack provided.

Please also send the following: -

- Copy of your daughter's proof of identity (Passport/ Birth Certificate)
- £25.00 Registration Fee (cheque or cash)

2. Post or hand deliver your application forms to:

Admissions Officer (Mrs F Khan)
Manchester Islamic High School for Girls
55 High Lane
Chorlton
Manchester
M21 9FA

Applications by e-mail or fax cannot be accepted

3. The closing date for applications will be **Monday 12th December 2016**.
4. The school is not able to guarantee that applications received after the closing date will be processed. Late applications will only be considered if the registrar considers it to be an exceptional circumstance.
5. The registrar will send you a letter to confirm details of the entrance exam, within three weeks of receiving your form.
6. The school cannot be responsible for lost forms.
7. Past papers for year 7 are available from the school office at a cost of £10.00.

GENERAL ADMISSION INFORMATION

- When completing the Common Application Form (CAF), received from your Local Education Authority it is not necessary to list MIHSG as one of your choices, as we are an independent school. As the school cannot guarantee a place, it is very important that you also apply for other schools in your area.
- The school receives a huge volume of application forms, for 50 places that are available in Year 7. Parents should be aware that places are not guaranteed and are awarded primarily on the basis of your daughter's entrance exam results and an interview with the Head teacher.
- Students are not allocated places under the distance criteria. This way, the opportunity to attend MIHSG is still offered to pupils who may live further afield and in neighbouring local authority areas.
- Siblings at any of the three schools run by Manchester Islamic Educational Trust are given priority .i.e. Manchester Muslim Preparatory School and Kassim Darwish Grammar School for Boys. Siblings are considered to be full brothers or sisters who live permanently with them at the same address.
- Reserve List – The school will hold a waiting list for applicants who have been successful in the assessment process, but have not been offered a place. If places become available they will be allocated using this reserve list, going strictly according to the admission criteria.
- Parents wishing to admit their daughters at MIHSG in others year groups (8 – 10) should follow the standard application process and complete a registration form. Year 10 admissions take place in the Autumn term. **Only** in exceptional circumstances would we offer places during the year. **MIHSG does not admit pupils in Year 11.**
- Parents/ guardians can appeal any refused application. Parents need to appeal in writing to Mrs M Mohamed (Head Teacher).

ASSESSMENT INFORMATION

Every applicant who applies to MIHSG must sit an Entrance Exam.

The number of intended admissions for the year commencing 1st September 2017 will be 50, at age 11. Applicants, who attain the required standard in the prescribed arrangements for selection, by reference to ability, will be considered for admission to the school.

Their arrangements require that, in order to be eligible for consideration for admission to this school, applications must have been assessed as suitable under the following admission criteria.

Your daughter must sit the following Exams: -

Year 7

Mathematics	(1hr)
English	(1hr 45 mins)

Year 8-10

Mathematics	(2hr)
English	(2hr)
Science	(3hr)

The Entrance exam will be spread over the course of a morning, afternoon or, in the case of pupils seeking admission into Year 10, this will take the whole day. All candidates are expected to bring their own stationery i. e, pen, pencil, rubber, and ruler. Year 8 – 10 candidates must also bring a calculator. There will be a break half way through the exam where pupils will be provided with a small snack. Should your child have a specific dietary need, you must provide your own snacks.

The school will write to you within 6 weeks of taking the exam, notifying you if your daughter has been successful. An applicant who is not successful will also be notified according to our admissions policy. If your daughter is offered a place at MIHSG and you wish to accept this offer you will be given an acceptance pack. This must be completed and returned to school within one week of the interview date with a deposit of £500 to reserve her place.

TRUSTEES

NAME	POSITION
Mr. Farroukh Zaheer	Chairperson
Mrs Farhat Javid	Vice-Chairperson
Mr. Nasar Mahmood	Treasurer
Maulana Habibur Rahman	Trustee
Mr. Salim Al-Astewani	Trustee
Dr. Haytham Al-Khaffaf	Trustee
Mr. Abdulkadir Kawooya	Trustee
Mr. Tamim Estwani	Trustee
Mr. Samer Salam	Trustee
Mr Tahir Awan	Trustee
Mr. Imad Al-Salam	Trustee
Mr Hayad Qureshi	Trustee

NON TEACHING STAFF

NAME	
Mrs Y Khan	PA to Headteacher /HR
Mrs F Khan	Office Manager/ Admissions Officer
Mrs N Akram	Secretary
Mrs G Bokhari	Secretary (Maternity Cover)
Mrs Aisha Shafiq	Bursar
Mrs M Penston	Assistant Bursar
Mr S Hussain	IT Manager
Mrs D Obaid	Librarian
Mrs H Stear	Exam Officer/ Sims Manager/Attendance Officer
Ms Amna Choudhry	Health and Wellbeing Lead
Mr B Lopez	Lab Technician
Mr H Rahman	Caretaker
Mrs S Idoos	Lunchtime Assistant
Mrs T Parvez	Lunchtime Assistant
Mrs S Brohi	Lunchtime Assistant

TEACHING STAFF

NAME	
Mrs M Mohamed	Head Teacher
Mrs C Pennington	Head of Humanities / SLT/ Curriculum Co / H&S Co
Mrs E Smart	Head of French/SLT / Assessment Co/ Head of Pastoral / CPD & T/L Co/PM Co
Miss J Kossar	Teacher of RS / Islamic Co / PSHCE Co / Designated Safe Guarding Lead (DSL)
Mrs M Ahmad	Head of English / Literacy Co / EAL Co
Miss E Jeremy	Teacher of History / Year 7 English
Miss R Warner	Teacher of English / Head of Year 11
Ms H Appleton	Teacher of English / SEN Co
Mrs A Marosevic	Teacher of English
Mrs S Tahir	Head of Year 10 / Career / Cover Co/ Marking Monitor
Miss M Rashid	Teacher of Science
Ms A Osman	Teacher of Science
Ms M Ashworth	Teacher of Science
Mrs T Anani	Head of Mathematics / Trips and ITT Co / Marking Monitor
Mrs T Vadiya	Teacher of Mathematics / Head of Year 7
Mrs M Vorajee	Teacher of Mathematics
Mrs N Hafiz	Teacher of Mathematics
Miss B Hockwart	Head of Art/ Display Co / Head of Year 8
Mrs A Hussain	Teacher of Arabic / Quran
Mrs M Mahmood	Teacher of Quran
Mrs S Noreen	Head of Urdu
Mrs N Malek	Head of Quran
Mrs S Malek	Teacher of Quran & RS / Assembly Co / School Council Rep
Mrs N Hafezi	Teacher of RS & Citizenship
Dr M Seddon	Teacher of RS
Miss S Hughes	Head of PE / Anti Bullying Officer / Head of Year 9
Mrs H Hassan	Teacher of French
Miss R Begum	Teacher of ICT / Computer Science
Mrs S Shaheen	ICT mentor

POLICIES

Below is a list of policies available from the school to view:-

- Admission
- Administration Medicine/ Asthma
- Anti bullying
- Behaviour
- Careers
- Child Protection
- Clubs/ Visitors/ Extra-Curricular Activities
- Complaints Procedure (number of complaints lodged under the formal procedure are available on request)
- Computer and Personal Internal
- Confidentiality (FOI and Data Protection)
- Curriculum
- Drugs
- Every Child Matters
- First Aid and Sick Pupils
- GCSE
- Health and Safety
- Healthy Eating
- Homework
- Information Communication Technology
- Internet
- Islamic Policy
- Literacy and Numeracy
- Pastoral
- Physical Contact with Children
- PSHCE
- Citizenship
- Pupil Attendance
- School Council
- Special Educational Needs (dyslexia)
- Suspension, exclusion and Procedures
- The School Library

FINANCIAL MATTERS

By the grace of the Almighty Allah (swt), the school has made great strides over the last few years to achieve a place in the top ten schools in Manchester. This achievement has come a long way in meeting the school's objective of providing all its pupils with the highest level of academic and Islamic education, in an Islamic environment at the lowest possible cost.

The cost of educating each one of our girls is approximately £5500.00 per annum. However, despite the school fees, each girl is subsidised by the school. The cost on the other hand has continued to increase; this is because we are still constantly striving to improve our efficiency and reduce our costs, to enable us to maintain our relatively low fees and subsidise as much as possible. In this respect we would appeal to you to assist us by ensuring that the following procedures applicable to the fees are complied with, so that administrative costs can be controlled.

The fees for the academic year 2017/2018 are as follows:

- | | | |
|--|----------|----------------|
| • First Child | £5500.00 | (Full Fees) |
| • Second Child: | £4420.00 | (15% Discount) |
| • Third Child and any siblings thereafter: | £3900.00 | (25% Discount) |

The fees must be paid by direct debit. You have an option to either pay three equal instalments or ten equal monthly instalments. Payments by cheque and cash will only be allowed by agreement from the Head Teacher in exceptional cases and only on written request from parents.

Please note

School fees only cover your daughter's tuition, books, a locker key and a homework diary. In addition, parents are still expected to pay for the uniform, calculator, educational trips, GCSE examination fees, school bus service (if relevant) and school meals.

SCHOOL CALENDAR - 2016-2017

AUTUMN TERM 2016		
School Starts	Wednesday 7 September 2016	8:45am
School closes for Eid ul Adha	Monday 12 th & Tuesday 13th September 2016	
School closes	Friday 21 October 2016	3:45pm
Half Term	MONDAY 24 OCTOBER - FRIDAY 28 October 2016	
School Re-opens	Tuesday 1 November	8.45am
School closes	Friday 23 December	12.00noon
Winter Holidays	MONDAY 26 DECEMBER - FRIDAY 6 JANUARY 2017	
SPRING TERM 2017		
School Re-opens	Monday 9 January	8:45am
School closes	Thursday 16 February	3:45pm
Half Term	FRIDAY 17 FEBRUARY - FRIDAY 24 FEBRUARY 2017	
School Re-opens	Monday 27 February	8:45am
School Closes	Friday 31 March	3:45pm
Spring Holiday	MONDAY 3 APRIL - MONDAY 17 APRIL 2017	
SUMMER TERM 2017		
School Re-opens	Tuesday 18 April	8:45am
School Closed (Bank holiday)	MONDAY 1 MAY 2017	
School Re-opens	Tuesday 2 May	8.45am
School Closes	Friday 26 May	3:45pm
Half Term	MONDAY 29 MAY - FRIDAY 2 JUNE 2017	
School Re-opens	Monday 5 June	8:45am
School closes for Summer	Friday 21 July	3:45pm

WHERE TO FIND OUR SCHOOL

Manchester Islamic High School for Girls, 55 High Lane, Chorlton, Manchester, M21 9FA.

Telephone: **0161 881 2127** Fax: **0161 861 0534** Email: admin@mihsg.co.uk Web: www.mihsg.co.uk

You can use either of these websites and type in our postcode to get a comprehensive map:

<http://www.streetmap.co.uk>

<http://www.multimap.com>

