



LANTERN OF KNOWLEDGE
EDUCATIONAL INSTITUTE

LoK Health & Safety Policy

September 2

2024

Revised by S. Ahmed

		Next Review Date	Sept 2025
Approved By	Position	Date	Sign
Shakil Ahmed	Headteacher	02/09/2024	
Imran Sidyot	Governor	02/09/2024	

Admissions Policy

The Aims of this Policy

- To ensure compliance with the School's charitable purpose. Lantern of Knowledge provides independent education for pupils from the age of 11 - 16
- To set selection criteria and procedures that are consistent with this charitable purpose and that are fair to applicants.
- To identify pupils who's academic and other abilities will enable them to benefit from the opportunities the School has to offer and to contribute to the School community.

Equal Treatment

We welcome children from many different ethnic and racial groups, backgrounds and creeds. All candidates for admission will be treated equally, irrespective of their, or their parents' race, colour, language, religion, political or other opinion, national or social origin, association with a national minority, orientation, property, birth or other status. We expect all of our pupils to attend our Mosque, Congregational prayers and School assemblies which are fundamental to our ethos and to attend lessons in religious education.

Disability

At present, our facilities for children with disabilities are limited but we will do all that is reasonable to ensure that the School's culture, policies and procedures are made accessible to children with disabilities. When a disability is made known to us we will consult with parents and make reasonable adjustments to our admissions procedures to enable a pupil, if he is able, to satisfy our admission requirements.

Procedures

Our admission procedure includes:

- Competitive entry tests
- An interview
- Character and academic reference from the current/ previous School

Entry Points

- Year 7 - The School accepts approximately 30 pupils
- Year 8, 9, 10 - The School accepts some pupils at each of these stages, and is dependent on spaces per year group

Admissions Timetable

It is usual for a pupil to be registered by the beginning of the academic year prior to that of entry. We will, however, consider applications after that date.

Examinations

Years 7, 8, 9 and 10

An assessment day / Open day is held at Lantern of Knowledge in the early stages of the New Academic Year. All pupils are interviewed either on the day, or at a later date, this will be decided by the school Headteacher prior to the open day, In addition pupils sit entrance papers in English, Mathematics and Science. A reference/report is requested from each applicant's current school prior to entry.

Places are offered in once the forms and the relevant paperwork is filtered through with letters being sent out before the within four weeks after the final open day.

Please note that Year 8, 9 and 10 entry is only possible if spaces are available. Parents are advised to consult with the Admissions Office.

We are happy to make individual arrangements for any age group as long as there are vacancies.

Interviews

Interviews are conducted usually by the Head of Admin and/or the Headteacher and Safeguarding Lead.

In all cases the interview will explore matters such as the applicant's interests, attitude to school, personal qualities, ability to contribute to the school community, support available at home and any relevant connection with the school. The interview does not include questions that imply racial or religious bias and is conducted in an objective manner.

References

A confidential report may requested from the applicant's current school. Comments are invited on the pupil's academic ability, co-curricular interests, personal characteristics and family background and circumstances. When appropriate, examination results/predicted grades are requested.

Applicant's Age

Occasionally we may offer places to pupils one year ahead or behind their standard Year group if we consider, as a matter of professional judgment that this would be in the best interests of the pupil and of the school. However, this may only be applied in very rare and extreme circumstances, and may be discussed with the local authorities education board.

Special Circumstances

We recognise that an applicant's performance may be affected by particular circumstances, for example:

- If he is unwell when taking the examinations or has had a lengthy absence from school.
- If there are family circumstances such as a recent bereavement.
- If there is relevant educational history, for example education outside the British system.

- If the candidate has a disability or specific learning difficulties.
- If English is not the applicant's first language.

If there are such circumstances, we may request further information, such as a medical certificate or an educational psychologist's report.

The school should be notified of any special circumstances before the examinations or on the examination day.

Responsibility for Admissions

The Principal is responsible for admissions and the operation of this policy.

The selection criteria and interview procedure are determined and reviewed from time to time.

Documents supporting each application for admission, together with selection and interview notes are retained by the School for at least one year after the interview, whether or not the applicant is offered a place.

Selection

The pre-conditions for admission are that:

- The applicant is of the appropriate age and sufficient maturity.
- The applicant enjoys satisfactory general health.
- The applicant's learning difficulties and other special needs (if any) can, be managed within the school's provision.
- The present school of the applicant reports satisfactory attitudes and conduct.
- Fees (if applicable) at the present school have been paid and the parents are able, if required, to satisfy the Admission team that they are in a position to pay the fees for Lantern of Knowledge.

The academic criteria for selection are:

- Satisfactory exam results.
- A good report from the pupil's current school.
- A positive interview.

Lantern of Knowledge is looking for well-rounded pupils and all the above criteria will be taken into account when considering applications.

The applicant's skin colour, race, nationality or ethnic or national origin, area of residence or socio-economic group will not be taken into account when assessing a pupil for admission to Lantern of Knowledge.

The Offer of a Place

Parents are informed in writing of the outcome of the application as soon as possible after the pupil has sat the examination and been interviewed, and the school report has been received. The school is not obliged to state its reasons for rejection of an applicant.

Disclosures

Parents must disclose, as soon as possible, and certainly in advance of publication of results, any particular known or suspected circumstances relating to their child's health, allergies, disabilities or learning difficulties.

Additional Factors

When the School is oversubscribed and we have to decide between two or more applicants who meet our admissions requirements, we may give preference to:

- A pupil with a particular skill, talent or aptitude.

Intention to add a pupil on the school register

Changes occurred in Pupils Registration Regulations which became effective from September 1st 2016.

This means all schools (including independent schools) must notify the local authority within five days of adding a pupil's name to the admission register. The Notification of a Pupil Added to the School Roll form allows schools to provide such information to Waltham Forest Local Authority.

The changes have been brought about to strengthen the LA's legal duties to safeguard and promote the welfare of all children in their area and to ensure that those children are receiving suitable education.

File transfer

Where children leave the school or college (including in year transfers) the designated safeguarding lead should ensure their child protection file is transferred to the new school or college as soon as possible, and within 5 days for an in-year transfer or within the first 5 days of the start of a new term. This should be transferred separately from the main pupil file, ensuring secure transit, and confirmation of receipt should be obtained.

Receiving schools and colleges should ensure key staff such as designated safeguarding leads and special educational needs co-ordinators (SENCO's) or the named person with oversight for SEND in colleges, are aware as required. (KCSIE 2024)