

Document Title: Summary Terms & Conditions for Parents

Admission Criteria

- Parents must agree to 95% attendance
- Application Fees must be made with the application form
- School fees must be paid through direct debit
- Parents must agree to schools' policies
- Parents must not have any payment overdue from previous years
- Pupils must not have any record of exclusions or truancy

We are fully inclusive and will do our utmost to support every child on their learning journey. For children joining beyond P2 we expect basic skills in literacy and numeracy. However, if your child has complex additional support needs we will meet with you and the children prior to offering a place. We need to be sure we can fully meet your child's needs before we offer them a place.

Fees Criteria

- Parents must pay fees on time as agreed with the application terms
- The discounted fees including bursary is subject to admission criteria met and maintained throughout the year
- Any breach of admission criteria or schools' policies will result in withdrawal of any bursaries or discount. Under such circumstances parents must pay full published fees of £9,600.00/year per child
- Parents must pay full annual fees irrespective of their attendance at school.
- In the event of parent withdrawing children mid-term, parents must pay full published fees of £9,600.00/year per child

Unauthorised absences

- All absences must be requested in advance for purposes approved by school
- Any other absences will be classified as unauthorised absences
- Unauthorised absences will be charged at £50/day of absence and will constitute as truancy
- Unauthorised absences will impact child's fees the following year. Entirely at management's discretion discounts may not be applied to future academic year

Qalam Academy Policies

Parents must agree to following school policies

- Positive Behaviour Policy
- Child Protection & Wellbeing Policy
- School Ethos and Discipline Policy
- Admissions Policy
- Holidays and Absences Policy
- Data Protection & Confidentiality Policy
- Curriculum, Homework & Attainment Policy
- Internet Usage Policy

Copy of above policies are available upon request