



MANCHESTER
ISLAMIC
GRAMMAR SCHOOL
FOR GIRLS
FAITH • LEARNING • LIFE

ADMISSIONS POLICY

Document Control

This policy has been approved for operation within:	Manchester Islamic Grammar School for Girls
Date of last review:	February 2026
Date of next review:	February 2027
Review period:	1 year
Policy status:	Statutory
Owner	MIGSG

Manchester Islamic Grammar School for Girls (MIGSG) is an independent, academically selective school from ages 11 to 16. Selection is based upon academic merit which is assessed in a number of ways. Our selection process is designed to identify students who are able to benefit from the education we offer and to make a positive contribution towards the life of the School. The school follows the Islamic faith and implements it throughout its curriculum and day to day life.

Deciding on the right school for your daughter is very important, and we believe that a personal visit is invaluable. We very much hope that you and your daughter will visit MIGSG. We hold an open evening during the year, which provides you with an opportunity to tour the school, meet staff and students and see what the School can offer your daughter. Details of all open events are published on our website. We are also very happy to welcome prospective parents and their children at other times. Please contact Mrs F Khan, the School's Admissions Officer on 0161 881 2127 or email admissions@migsg.miet.uk to arrange a visit.

Admissions Procedures

The School admits students into Years 7-10 (inclusive). Admission is always subject to the availability of places. Full details of the assessment arrangements in place at the different entry points can be viewed on the School's website (www.migsg.miet.uk).

Upon receipt of an application, we seek copies of recent school reports from the girl's parents and a reference from the Head Teacher of the applicant's current school. The reference asks for comment upon academic ability, attitude and behaviour, involvement in the school community, talents and interests, and any other special circumstances, such as any special education needs or disability. Where relevant, the reference request may also ask for the results of tests taken at the school.

The Assessment Process

Applicants for admission undergo an initial assessment and testing appropriate to the age of each applicant so that we can be confident that the students we admit will cope with, and benefit from, the academic nature of our teaching.

The aim of the process is to identify potential. We are looking for well-rounded students with a genuine interest in education in the broadest sense of the word, with interests that stretch beyond the confines of the academic curriculum. No specific preparation for the entrance tests is needed: all candidates start on an equal footing, with identical opportunities to display their academic aptitude and extra-curricular skills. Students come to us from a wide range of educational systems, but must have demonstrated a potential to achieve well in their studies.

Students who meet the entrance requirements based on the assessment results will be invited for interview. This stage of the process helps us to identify those girls who have a genuine love of learning and an interest in life beyond the classroom, showing the potential to develop into well-rounded individuals who will contribute positively to all aspects of school life.

Equal Treatment

Social diversity is a fundamental component of the School's ethos. The School's aim is to encourage applications from girls with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our students for today's world. A small number of means-tested bursaries may be available to families of students who meet the School's admissions criteria to attend the School, but are unable to afford the full fees.

We welcome girls from different ethnic groups, backgrounds and creeds. Human rights and freedoms are respected but must be balanced with the lawful needs and rules of our school community and the rights and freedoms of others. The School is non-discriminatory, in line with the Equality Act (2010). All applicants for admission will be treated equally, irrespective of their or their parents' race, culture, language, religion, national or social origin, association with a national minority, disability, sexual orientation, political or other opinion, property, gender at birth or other status.

Applications from Non-British Nationals

The School welcomes applications from all non-British nationals who are or who will be lawfully resident in the United Kingdom prior to the commencement of their studies, without the need for the School to apply for a Confirmation of Acceptance of Studies certificate (CAS) from the Home Office. In exceptional; circumstances, however, an application for a CAS might be submitted. This will be determined on a case-by-case basis and is solely at the discretion of the Acting headteacher.

Special Needs

The School does not discriminate in any way other than academic regarding entry. It welcomes students with special educational needs, providing that its Special Educational Needs and Disabilities (SEND) Department can offer them the support that they require. We welcome students with disabilities provided that our site can accommodate them.

Our policy is to apply our admission criteria to all potential students. We require parents of children with special educational needs, disabilities or allergies to discuss their child's needs with the School before they sit the entry assessment so that we can make adequate provision for them.

Parents must provide with the Application Form full details of all relevant information, including a copy of an educational psychologist's report or a medical report if they have one. This is so that the School can assess their child's needs and consult with parents about the adjustments which can reasonably be made and so that the School can ensure, for example, that their child will be able to access the education offered and that we are able to ensure their health and safety, and the health and safety of others.

Where a prospective student is disabled, the School will discuss with parents (and their child's medical advisers, if appropriate) the adjustments that can reasonably be made for the child if they become a student at the School, to ensure that the prospective student is not put at a substantial disadvantage compared to a student who is not disadvantaged because of a disability.

There may be exceptional circumstances in which we are not able to offer a place for reasons relating to a child's disability. For example, if, despite reasonable adjustments, we feel that a prospective student is not going to be able to access the education offered, or that their health and safety or those of other students or staff may be put at risk, we may not be able to offer a place at the School.

Sometimes, the situation of students with disabilities and/or special educational needs changes between an offer of a place being made and the student starting at the School. The School requires parents to be pro-active in updating the School as to any significant changes which mean that the information provided during the application process is out of date or incomplete.

In the vast majority of cases, this will not affect a student's place at the School. However, the School may, in exceptional circumstances, need to reconsider the offer of a place if a student's circumstances change materially. It is in the student's interests that any such decision is made as early as possible to avoid any disruption to their education, so parents are urged to be forthcoming in their communications with the School about any material change to their child's circumstances.

Means-tested Bursaries

We aim to admit applicants who meet our entry requirements, regardless of their financial background, subject to the availability of bursary funding. We provide financial support to a very small number of students through our means-tested bursaries.

Details of eligibility, the application process, and required supporting documentation are available from the School Bursar. All applications are treated in the strictest confidence.

For further information, please contact the School Bursar at [**bursar@misgsg.miet.uk**](mailto:bursar@misgsg.miet.uk)

The family of any student offered a bursary is required to provide fresh information about its financial circumstances every year that their daughter attends the School. Levels of support may vary with fluctuations in income.

The Integrity of the Admissions Procedure

MIGSG relies on the truthfulness of the information provided by the applicant and her parents/carers in the course of the application procedure. Where any such information proves to be both false and deliberately misleading, the School reserves the right to deny the applicant admission or, where a student has already entered School, to require that her parents/carers remove her immediately.

Special circumstances

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

- If the applicant has a special educational need or disability;
- If she is unwell when taking tests or has had a lengthy absence from her school;
- If there are particular family circumstances such as a recent bereavement;
- If there is a relevant educational history, for example education outside the British system.

In any of these cases we may request further information to enable us to make a fair assessment, e.g. a medical certificate or educational psychologist's report, any associated correspondence or details from the student's current school (including samples of work), or details of any relevant family history. As a result, parents must, as soon as possible, disclose any particular known or suspected circumstances relating to their child's health, allergies, disabilities or learning and behavioural difficulties.

The Offer of a Place

Offers of places will be made in writing via email. The School is not obliged to state its reasons for rejection of an applicant or to provide the exam results.

Complaints

The School's Complaints Procedure is not available for use by prospective parents and appeals against admissions decisions are not accepted.

Any parent who wishes to raise a concern about the admissions process should do so in writing to the Acting Head Teacher, stating the nature of their concern.

School's Terms and Conditions

The terms upon which the School educates each child are set out in the School's Terms and Conditions which will be made available to parents as part of the admissions process.

Records and Review

Applicants' details will be held on file with due regard to data protection legislation, GDPR and the School's Privacy Notice.

The School will not hold the personal data of you or your child for longer than is necessary for a lawful purpose. This will generally be no more than **twenty-four months** following an unsuccessful application.

Re-applying for entry

An applicant who fails to gain an offer of a place at the School is able to re-apply for admission **three months later**.

Related policies

This policy should be read together with the School's policies for:

- Curriculum;
- SEND, including support for students with education healthcare plans;
- Provision of education and welfare to students for whom English is an additional language;
- Privacy Notice.

These policies can be viewed on the School's website.

Monitoring and evaluation

The monitoring and evaluation of the effectiveness of this policy and its implementation will be carried out by the Acting Headteacher, taking account of information provided by the Admission officer. The policy will be reviewed annually.

Policy lead: Acting Head Teacher

Policy last updated: February 2026