

ADMISSIONS POLICY

Updated: September 2020

Ratified: October 2020



Aim

The aim of this policy is to ensure a clear procedure for admission to the school.

Admissions Process

1. Initial contact via (website, phone call, personal contact, open morning etc.)
2. Meet the Headteacher and tour the school
3. Complete application form and pay application fee
4. Taster day(s) where appropriate/possible i.e. not for prospective reception class
5. Reference taken from current school, including latest school report
6. If applicable meet with SENCo
7. Application confirmed or rejected
8. Fees agreed and deposit paid (immediately or six months before starting date whichever is soonest)
9. Complete admissions forms

Waiting List and Closing Date for Applications

Applications can be made for prospective pupils at any time. The Admissions Process, steps 1-6, should be completed if possible. Pupils will then be placed on the waiting list. The closing date for applications for a given year will be 31st January of the preceding academic year. Places will be offered by 28th February. Applications received after the closing date will be considered subject to the availability of places. Names can remain on or be added to the waiting list after the closing date in case a place becomes available.

Standard Admissions Number (SAN)

The Trustees and Governors agree the standard admissions number for each year group. This is the number that will not normally be exceeded except by special consideration at the request of the Headteacher. Whilst the number of pupils remains below the SAN, admissions will be considered by the school in line with the Admissions Policy. All admissions will be subject to the conditions regarding priority and other specific clauses outlined below.

The following maximum number of students in each year group has been agreed:

Reception, Years 1 – 3:	Maximum 15 students per year group
Years 4 – 6:	Maximum 20 students per year group
Years 7 – 9:	Maximum 35 students per year group
Years 10 – 11:	Maximum 40 students per year group

Priority

Applications will be allocated in the following priority order, providing that the School can meet any additional needs of the child without negatively impacting other students within the school:

- Applicants whose parents are teachers at, or Governors/Trustees of, the school.
- Applicants who are siblings of pupils already on role at the school.
- Applicants from Christian families who have chosen the school because they want Christian education for their children and are prepared to pay full fees. A reference may be requested from their local church. However the Trustees reserve the right in exceptional circumstances to allocate assisted places at their discretion.
- Where the number of Christian family applicants paying full fees exceeds the number of remaining places priority will be given to those who have been on the waiting list the longest.
- Where the number of Christian family applicants paying full fees does not fill the remaining places, applications from Christian families requiring assisted places will be considered next, subject to the clause below on assisted places.
- Where the number of Christian families who are considered for assisted places exceeds the remaining available places, priority will be given to those who have been on the waiting list the longest.
- If, after considering all those above, the number admitted still remains below the SAN, applicants from the wider community who are in sympathy with the school's values and ethos will be considered.
- The number of admissions from the wider community will not usually exceed 20% of any one year group.

Assisted Places

In considering the granting of an assisted place, the Trustees must be satisfied that the financial viability of the school is not compromised in any way. Where the Trustees feel that the school cannot afford to offer any more assisted places in any one year group, the application for such a place may be declined even if the SAN is not yet reached. Assisted places will be considered on individual merit and the final decision regarding the admission will lie with the Trustees. Assisted places will be reviewed on an annual basis.

Additional Needs

Some pupils require educational and/or pastoral support over and above the normal entitlement provided to all pupils. We will usually admit such pupils up to a limit of 15% of the SAN in any one year. They may be drawn from Christian families or the wider community and we will make a commitment to providing a suitable education for them although parents may be required to commit to funding additional resources. Applications will be considered on a case by case basis at the discretion of the Admissions Team.

Appeals

A sub-committee of Trustees and/or Governors responsible for admissions will hear any appeals from parents who feel that they have not been dealt with according to the policy as outlined above. The decision of this committee in all cases will be final.