

Admissions Policy

It is the policy of the school:

1. To admit children of parents who can agree with the aims of the school. (see prospectus).
2. To admit children whose parents are able to embrace the policy and practice of the school to provide a Bible based education to all pupils regardless of background.
3. To use discretion in cases of applications from parents with children with specific learning needs. If we feel we do not have the resources to meet the child's need, we will refuse the application. This is intended to safeguard both parents and the school equally.
4. To reserve the right to expel any pupil who consistently detracts from the aims of the school and the environment we seek to create.
5. Priority will be given to a) children of members of staff / governors
b) children with siblings already in the school.
6. To keep the maximum number of students in a class to 25.
7. To admit those families who can demonstrate realistically the ability to pay the fees of the school.

Admission procedure

The staff and governors feel that the Admissions statements and aims of the school must be considered very carefully by interested parents. If a child is given a place at Bradford Christian School, we will invite parents into a partnership to educate the child in terms made explicit on the partnership document

We would recommend the following procedure:

If possible attend an Open Day at the school. These take place at twice a year. The date of the next Open Day is advertised on the school website.

Make contact with the school office where staff will ensure you are given / sent a prospectus and invite you to make an appointment to view the school in session with a member of the Senior Leadership Team. The SLT member will discuss the aims of the school and answer any questions you may have. We would ask that both parents take the opportunity to view the school in session. We would then ask you to complete an application form should you wish to proceed further concerning a place for your child at the school. We require both parents to be present at the subsequent partnership interview.

Pupils applying to join the Middle and Upper School Departments will be asked to spend a number of days in the school prior to confirmation of a place. This is to enable staff to assess the pupil and how they affect the dynamics of the existing year group and for the child to get a 'taste' of the school.

We are not able to confirm a place for any pupil until a meeting has been held between the parents / guardians and a member of the senior management team. The meeting will be to discuss the points laid out in the partnership document a copy of which is included with the prospectus. Where parents are separated, we would insist that both parents attend the interview and are in agreement about the child being placed in the school.

The school will only show any kind of preference in the case of families who have older children already at the school or for children of staff and governors. However, we would still ask parents to read and agree by giving their signature to the points on the partnership document.

It is essential that parents carefully consider their ability to pay school fees once they have decided to place their child with us, recognising that this is a substantial, long term commitment and that the school is entirely dependent on fees for its income.

Reviewed September 2015 Next review: September 2017

Appendix 1: Guidelines the school should take in ensuring that parents can pay fees.

It is imperative that the running of the school is not undermined by families who cannot keep up with fee payments.

The fact that fees are to be paid (potentially for many years) should be discussed as part of the partnership interview. The consequences to the school should parents get behind on their fees should be pointed out at this interview. Every new family that joins the school will be asked to pay their fees through standing order.

Families in EYFS: Families with children in the Reception year of the EYFS will be asked to pay fees throughout the Reception year. This figure will be less than a full year's fee and will be based on 12 monthly payments calculated on the remainder of the school year once the child has turned 5. If a family shows signs of not being able to pay fees in the Reception year, they will be interviewed before we grant them a place in Year 1. We may refuse to grant a place to the family if we have sufficient evidence to suggest that the family will not be able to pay fees on a regular basis once their child is in Year 1.

If it becomes clear that parents with children in Year 1 are struggling to keep up with fees, then parents will be approached to discuss what can be done to ensure their viability as fee payers. This will also be the case with all new parents who quickly demonstrate an inability to pay their fees regularly. As a guideline, the school will contact parents on the second occasion of not paying.

The school retains the prerogative to use discretion with all and any family who manifest a struggle to pay fees. We recognise that this sometimes involves an unrealistic attitude and practice but in other cases, involves families who through no fault of their own will experience an inability to pay school fees at certain points in their time with us as a school. The responsibility to manage families fees lies with Mr Walker and Mrs Moffatt, however, Mr Walker will liaise regularly with Mr Moon as Head concerning the course of action the school should take on families in arrears with their fees.