

Bradford Christian School

Admissions Policy

Written June 2018 – Review date August 2020

1.0 **Aims of this Policy**

- 1.1 To outline the policy of Bradford Christian School regarding admissions onto the school roll.
- 1.2 The school vision is 'Discipleship as part of a Quality Christian Education'. Our school is a learning community where:
 - Every child grows in character, faith and wisdom to achieve their full potential
 - An inspirational curriculum is delivered by passionate and dedicated staff
 - Home and school work in partnership to bring each child up in the knowledge of God
 - Each child is accepted, nurtured, challenged and encouraged
 - Everyone is valued and respected
- 1.3 We welcome all children who will benefit from learning in a caring, Christian environment.

2.0 **Admissions policy of the school:**

- To admit children of parents who can agree with the aims of the school. (see above 1.2).
- 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.
- 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.
- To reserve the right to expel any pupil who consistently detracts from the aims of the school and the environment we seek to create.
- To admit those families who can demonstrate realistically the ability to pay the fees of the school.

3.0 **Priority Places**

- 3.1 When demand exceeds places within the school, priority will be given to
 - a. children of members of staff / governors
 - b. children with siblings already in the school.
- 3.2 In considering intake into Bradford Christian School the maximum number of students in a class will be maintained at 25.

4.0 **Admission procedure**

- 4.1 The staff and governors of the school 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. (See Annex 1)
- 4.2 We recommend that parents:
 - a. 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.
 - b. 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.
 - c. EYFS children will be asked to complete a trial session in the setting observed by the head of Primary followed by a meeting with parents.
 - d. Primary school parents will be asked to attend a meeting with the Head of Primary with their children before we enrol them in the school.

- e. 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. This will be followed by an interview with either Mr Matt Walker or Mr Mark Prothero.
 - f. For DSP children a meeting will be held with Mrs Sharon Horton. All students allocated places will have an Education Health Care Plan (EHCP). Placements will be sought through and formally approved by Bradford Local Authority in consultation and final agreement with the school.
 - g. 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.
- 4.3 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.
- 4.4 Where families already have other siblings placed in the school or are children of staff and governors, they will still be required to read and agree by giving their signatures to the points on the partnership document.
- 4.5 It is essential that parents carefully consider their ability to pay school fees once they have decided to place their child at Bradford Christian School, recognising that this is a substantial, long term commitment and that the school is entirely dependent on fees for its income.
- 5.0 **Steps Bradford Christian School will take to ensure parents can pay fees.**
- 5.1 It is imperative that the running of the school is not undermined by families who cannot keep up with fee payments.
- 5.2 The fact that fees are to be paid (potentially for many years) will be discussed as part of the partnership interview. The consequences to the school should parents get behind with their fees will be pointed out at this interview. Every new family that joins the school will be asked to pay their fees through standing order.
- 5.3 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.
- 5.4 Where a family evidences not being able to pay fees in the Reception year, they will be interviewed prior to a Year 1 place being granted and the school may refuse to grant a place to the family if there is 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.
- 5.5 Where it becomes clear that parents with children in Year 1 are struggling to keep up with fees, they will be approached to discuss what can be done to ensure their viability as fee payers. This will also be the case with new parents to the school who quickly demonstrate an inability to pay fees regularly. As a guideline, the school will contact parents on the second occasion of not paying.
- 5.6 Bradford Christian 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.
- 6.0 **Review**
- 6.1 This policy was first written in September 2015 and has been reviewed bi-annually. This latest review being conducted in June 2018. SLT and the governing body have been involved in agreeing and ratifying this policy.

Formally agreed through Governors compliance:	28th August 2018
Signed Andrew Taylor – Chair of Governors	Andrew Taylor
Signed Phill Moon – Head Teacher	Phill Moon
Review Date:	August 2020