

## Admissions Policy

Written September 2015 – Review date July 2022

### 1.0 **Aims of this Policy**

1.1 To outline the policy of Bradford Christian School regarding admissions onto the school roll.

1.2 **Our mission** is to provide a holistic Christian education for all and to inspire discipleship

**Our vision** is to be a Christian community in which everyone grows in character, faith, knowledge, understanding and wisdom.

Our vision is based on two Bible verses:

‘That person is like a tree planted by streams of water, which yields its fruit in season and whose leaf does not wither— whatever they do prospers.’ (Psalm 1 v3)

‘Jesus grew in wisdom and stature, and in favour with God and man.’ (Luke 2 v52)

### 1.3 **How do we achieve this?**

**Faith in Christ** - Through sound biblical knowledge and a belief in the power of prayer, BCS provides a discipleship opportunity for students to apply the Word of God to their lives, laying a solid foundation for a personal relationship with Jesus Christ. Everyone is committed to a lifestyle of lovingly serving others.

**Christian Education** - Our curriculum reflects our vision. We provide a holistic Christian education through passionate and dedicated staff, developing each child’s whole character alongside their academic learning. BCS students develop critical thinking and problem-solving skills to be independent learners. We encourage our students to take ownership of their learning experience.

**Christian Community** - Through partnership with parents, churches and the wider community, all BCS students are loved, valued and respected. Each child is accepted, nurtured, challenged and encouraged. They are inspired to discover and develop their unique God-given abilities as they grow in confidence to see themselves the way Christ sees them.

1.4 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 mission and vision 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.
  - Enrolment of children into Primary from EYFS will be conditional on no significant SEN needs arising causing unreasonable adjustments. Where SEN needs are identified there will be a review and a place further in the school will be dependent on
    - The level of need identified and whether the school can accommodate those needs through reasonable adjustments.
    - That the child is a pre-existing student and the family supports our school mission and vision
    - Where a significant level of SEN need has been identified we will consult the Range Guidance when considering reasonable adjustments, and would require parents to be working with us to obtain an EHC Plan and potentially DSP funding from the LEA.
  - Places where granted will only be granted to the end of Primary with a further review at the end of Year 6 to consider whether it is possible to meet the student’s needs in upper school.
- 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. There will be a maximum of 12 students in a year group except in exceptional cases at the discretion of the SLT with any combined class not exceeding 25.

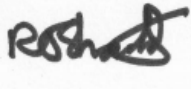

### 4.0 **Admission procedure**

- 4.1 For all admissions, staff will follow the document at Annex 1 when considering the admission of a child into the school.
- 4.2 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.
- 4.3 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 an experience 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. The student will be tested before a decision is made re enrolment. The cost of this will be included in the £50 application fee.
  - g. 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.
  - h. 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.
- 4.4 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.
- 4.5 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.
- 4.6 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 the Head Teacher 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 September 2020 as a result of a procedure change. SLT and the governing body have been involved in agreeing and ratifying this policy.

Formally agreed through Governors compliance:	<b>7<sup>th</sup> October 2020</b>
Signed Richard Shackleton – Chair of Governors	
Signed Jane Prothero – Head Teacher	
Review Date:	<b>July 2022</b>

**Enrolment Checklist September 2020**

<b>Task</b>	<b>Who?</b>	<b>When</b>	<b>Complete</b>
<p><b>1 - Initial contact and show around</b></p> <ol style="list-style-type: none"> <li>Initial contact made via web page or phone call, or visit. Office Record details, include telephone number and e-mail address on enrolment file on Drive to record all details</li> <li>Arrange show around, with Shaun or HoPS/MS/US/DSP. If Shaun does show around, then HoPS/MS/US/DSP must meet with applicants to ask questions below as a minimum</li> <li>At end of show around issue application pack if parents wish to proceed - this contains application form, fee schedule, holiday dates, uniform details, Ofsted Report, parent testimonials</li> <li>Before further action we must receive a completed application form, a £50 non-refundable application fee, and proof of residency and birth certificate/passport. Once we see that we decide whether a trial is appropriate</li> <li>SLT ask office to contact current/last school for relevant information</li> <li>Arrange to meet children prior to any trial if they are not already accompanying parents on first visit.</li> <li>EYFS to spend time with class - teachers to report views to Head of Primary</li> </ol>			
<p><b>Questions for HoPS/MS/US/DSP to ask parents</b></p> <ol style="list-style-type: none"> <li>History of schooling</li> <li>Can we contact existing school for records - if not we cannot proceed</li> <li>Any SEN concerns by you or school? (If yes, what are they and do they have/need an EHCP?)</li> <li>Target grades this year.</li> <li>Communicate likely fees and bond.</li> <li>Mention Partnership</li> </ol>	<p><b>Questions for HoPS/MS/US/DSP to ask child</b></p> <ol style="list-style-type: none"> <li>Likes and dislikes</li> <li>What they want in a school</li> <li>Why they want to be here</li> </ol>		
<b>Task</b>	<b>Who?</b>	<b>When</b>	<b>Complete</b>
<p><b>Stage 2 - Consideration of a trial</b></p> <ol style="list-style-type: none"> <li>If applicant wishes to continue after Stage 1, HoPS/MS/US/DSP chases up current school either in person or via Gill / Heather</li> </ol> <p><b>Questions to ask school</b></p> <p>Is there anything you think we should know before we take this child? Document a summary of what school say and date it</p> <ol style="list-style-type: none"> <li>HoPS/MS/US/DSP decide whether to continue with a trial or not</li> <li>If a trial is appropriate, and once completed application form has been received, HoPS/MS/US/DSP agrees trial dates with parents and communicates with staff</li> <li>Any students requiring a DSP place or mainstream with support must have an EHCP and an agreement from the LA that they will fund a DSP place or Mainstream place. This must be done through a formal consultation from</li> </ol>			

<p>the LA. Parents must name BCS as the nominated school to the LA SEN Assessment team who will then send us a consultation.</p> <p>5. Once we have all the above information we offer a trial - three days from year 3, half a day or a full day for younger students. A trial is not offered without all the above covered.</p> <p>6. Maths and English tests (Year 3 onwards) are part of the trial at earliest opportunity. Under Y3 the child may go into class for half a day to a day while Jane meets with parents</p>			
<b>Task</b>	<b>Who?</b>	<b>When</b>	<b>Complete</b>
<p><b>Stage 3 - Post trial decision</b></p> <p>1. During trial HoPS/MS/US/DSP gathers staff and applicant opinions key part of the process. Staff don't make the decision but their professional observation informs SLT. Can staff be asked to email comments to the appropriate Department head for consideration as well as staff room free for all.</p> <p>2. HoPS/MS/US/DSP comes to an opinion as to whether to offer a place or not based on trial and communication from existing school or other agency. Without both of these a place cannot be offered.</p> <p>3. HoPS/MS/US/DSP agrees this decision with Head.</p> <p>4. If no place is offered, HoPS/MS/US/DSP communicates this to parents</p> <p>5. If a place is offered, HoPS/MS/US/DSP convenes Partnership Meeting.</p> <p>6. If the year group is full, we may offer a waiting list place</p>			
<b>Task</b>	<b>Who?</b>	<b>When</b>	<b>Complete</b>
<p><b>Stage 4 - Partnership Meeting</b></p> <p>Once child is offered a place and accepts it:</p> <p>1. Fees must be discussed at the partnership interview, when parents are informed of the highest fee level but can provide evidence of income to apply for reduction.</p> <p>2. The bond is discussed. This is £500 per child. If a family is applying for more than one child at the same time subsequent children will be charged a £250 bond each. If they apply separately, there will be a £500 bond payable. <b><i>This bond does not apply to children transferring from our school EYFS provision. We do not charge an admin fee or require a bond for EYFS, just a payment for additional hours</i></b></p> <p>3. Parents and SLT members sign partnership agreements.</p> <p>4. Decision communicated with Gill, including result of partnership interview, bond and fee level</p>			
<b>Task</b>	<b>Who?</b>	<b>When</b>	<b>Complete</b>
<p><b>Stage 5 - Office admin</b></p> <p>1. MIS completed for contact information and classes - these will automatically appear in the dropdown menu when the correct year group is entered as a number only E.G. All Y4 classes become available if 4 is</p>			

<p>entered as the year, not Y4. For Upper School, MP will enter classes based on options</p> <ol style="list-style-type: none"> <li>2. School Business manager informed</li> <li>3. School contacted for hand over</li> <li>4. Deposit paid</li> </ol>			
<b>Task</b>	<b>Who?</b>	<b>When</b>	<b>Complete</b>
<p><b><u>For students leaving school</u></b></p> <ol style="list-style-type: none"> <li>1. Staff informed including Zeilah</li> <li>2. Ongoing school required - details forwarded</li> <li>3. Outstanding fees cleared</li> <li>4. In MIS, student year group changed to Left, and all classes deselected, including register</li> </ol>			

**Web page text:**

Welcome to Bradford Christian School. We thank God for your interest and involvement as together we build a place of learning that will be part of preparing your children for life. The following information aims to provide you with the steps and tools you need to complete the admissions process.

PLEASE NOTE: There will be a maximum of 12 students in a year group except in exceptional cases at the discretion of the SLT with any combined class not exceeding 25.

Your enquiry regarding placement for new students is important to us therefore please contact our **Admissions Department** for additional information regarding admission and for an appointment to tour Bradford Christian School School.

**New Student Application Process****Step 1 - Initial contact**

You can contact our office team on 01274 532649 / [office@bxs.org.uk](mailto:office@bxs.org.uk) or book a show round slot [here](#).

Attend a pre-booked show-around of Bradford Christian School. It would be great if you could organise for your child to attend as well. This is your opportunity to see specific departments and ask vital questions.

**Step 2 - Application**

We'll give you a Parent Pack with loads of information for you and your child(ren), including an application form. This should be filled in and returned to school as soon as you can. You can download / upload an application form [here](#).

When we've received your application form, we need to do some necessary checks and we'll get back to you as soon as we can. If you can include a copy of the latest school report and any relevant assessment information that would be helpful.

If your child(ren) could not attend the initial show-around, we'll arrange to meet them with you in school.

**Step 3 - 3 day experience**

Now we can arrange a 3 day experience for your child(ren). Some schools call this a trial. This gives us a chance to get to know your child(ren) and to see how the fit works for school and for the child (ren). It also gives us time to carry out some standardised academic testing. After this experience we will talk to you about whether your child can enrol in our school.

The student will be tested before a decision is made re enrolment. The cost of this will be included in the £50 application fee.

**Step 4**

You are now required to attend a Partnership meeting with one of the Senior Leadership Team where the admission decision is made and fees are agreed.