



Admissions Policy

Rewritten January 2026 – Review date February 2027

1. Our Mission and Admissions Aims

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.

We welcome all children who will benefit from learning in a caring, Christian environment.

This policy ensures compliance with the Education (Independent School Standards) Regulations 2014, the Equality Act 2010, and Keeping Children Safe in Education (September 2025).

2. Legal Compliance

As an independent Christian school, we have a distinctive religious character. We teach Christian faith perspectives as part of our curriculum and are clear when delivering content that reflects religious belief.

We comply with the Equality Act 2010 and must not unlawfully discriminate against pupils, parents or staff because of protected characteristics (sex, race, disability, religion or belief, gender reassignment, pregnancy and maternity, or sexual orientation). We have a duty to make reasonable adjustments for disabled children and young people.

3. Who We Admit

We admit children whose parents/carers:

- Can agree with our mission and vision
- Are able to embrace our policy and practice to provide a Bible-based education to all pupils regardless of background
- Can demonstrate the ability to pay the school fees

Priority Order

When demand exceeds places, priority is given to:

1. Children of staff or governors
2. Children with siblings already in the school
3. Christian/missionary families

Class Size Limits

- Maximum 25 students per class
- Maximum 12 students in a single year group (except in exceptional cases at SLT discretion, provided the combined class doesn't exceed 25)

4. SEND Admissions

We are committed to inclusive Christian education. We consider each SEND application individually, working closely with parents/carers to understand each child's needs and assess whether we can make reasonable adjustments within our setting.

Our Assessment Process

When considering a SEND application, we will:

- Request relevant information (EHCPs, professional reports, assessments)
- Meet with parents/carers to discuss needs in detail
- Work with our SENCO throughout the process
- Assess our current resources, staffing and expertise
- Consider reasonable adjustments we could make
- Use the 'graduated approach' (assess, plan, do, review)
- Consult with external specialists when necessary

Decision-Making

We can decline admission where:

- The child's admission would be incompatible with the efficient education of other children, AND
- Sufficient reasonable adjustments could not be made

Any such decision will be made by SLT in consultation with the Head Teacher and SENCO, with full written reasons provided to parents/carers.

Children with EHCPs

We work closely with the local authority and parents/carers to determine whether we can meet needs specified in the plan.

Our usual practice is to accept one child with an EHCP per year group (two per class). Further places within year groups are unlikely even if spaces exist.

Transition Reviews

EYFS to Primary: Enrolment from EYFS into Primary is conditional on our ongoing ability to meet the child's needs through reasonable adjustments. Where significant SEND needs are identified during EYFS, we will conduct a review meeting to assess whether we can accommodate those needs.

Primary to Middle/ Middle to Upper School: Places granted in Primary are granted to the end of Year 4. At the end of Year 4 (and again at the end of Year 8), we will review whether we can meet the student's needs in the next phase, considering their progress, the nature of provision required, our capacity to make reasonable adjustments, the student's views and aspirations, parents'/carers' views, and any clinical advice available.

Autism Provision

For children applying to our Autism Provision, a meeting will be held with the SENCO. All students allocated places will have an EHCP. Placements are sought through and formally approved by Bradford Local Authority in consultation and final agreement with the school.

5. Admissions Process

Stage 1: School Tour

Parents are recommended to tour the school and meet a member of SLT to discuss our Christian aims and ethos. Contact the school office on **01274 532649** or **office@bxs.org.uk**. We encourage both parents/carers (where applicable) and the child to attend.

Stage 2: Application

Parents must complete the Application Form and pay the **non-refundable £50 Application Fee**. By submitting this form, parents consent to us contacting the child's previous school for safeguarding and educational records.

We require:

- Fully completed application form
- £50 non-refundable application fee
- Proof of residency (if outside the UK)
- Birth certificate or passport

Stage 3: Initial Meeting

An SLT member will meet with applicants to discuss:

- The child's interests and what they want in a school
- Why they want to attend Bradford Christian School
- The family's schooling history and faith position
- Our vision and mission
- Any SEND concerns
- Likely fees and bond
- The Partnership Agreement

Stage 4: Assessment (Year 5+)

Applicants for Year 5 and above will sit a Cognitive Ability Test (CAT). This is not a pass/fail exam but helps us understand each child's learning profile, identify support needs, and ensure we can provide appropriate academic challenge.

If the CAT indicates significant SEND provision is required, we will discuss our capacity to meet those needs. We will also contact the child's current/last school for relevant information.

Stage 5: Taster Experience

If the application proceeds, the child is invited for a taster period:

- **EYFS:** Half-day experience session observed by the EYFS staff
- **Primary (Year 3+):** Typically 3 days to assess social integration, behaviour and academic level (including maths and English tests)
- **Younger students (under Year 3):** At least a full day in school

Stage 6: The Decision

SLT will gather staff and applicant opinions during the taster and communication from the existing school, then agree a decision with the Head Teacher.

Without both taster feedback and communication from the existing school, a place cannot be offered.

If a place is offered, parents are invited to a Partnership Interview. If declined, this will be communicated in writing with reasons.

Stage 7: Partnership Interview & Enrolment

We cannot confirm a place until a meeting has been held between parents/carers and SLT to sign the Partnership Agreement.

Fees: Discussed at the partnership interview. First month's fees are due upon acceptance.

The Bond:

- £500 per child to secure the place
- If applying for multiple children simultaneously, subsequent children are charged £250 each
- If children apply separately, £500 bond per child
- Does not apply to children transferring from our EYFS provision

Parental Responsibility: Where parents/carers are separated, we strongly prefer that both parents/carers with parental responsibility attend the interview where possible and are in agreement. However, we recognise this may not always be possible, and we will work with families to ensure appropriate consultation has taken place with all those holding parental responsibility.

Stage 8: Office Administration

Once a place is accepted, the decision is communicated to the office, the Management Information System is completed, the School Business Manager is informed, the previous school is contacted for handover, and the deposit is paid.

6. Safeguarding and Data Protection

We take safeguarding responsibilities seriously throughout admissions. All concerns, discussions and decisions are recorded in writing, kept confidential and stored securely. We request information from previous schools about safeguarding concerns and work closely with our designated safeguarding lead where concerns are identified.

We handle all personal information in accordance with the Data Protection Act 2018 and UK GDPR. We will only use information for processing applications and safeguarding, keep it secure, and retain it according to our retention policy (successful applications: transferred to pupil file; unsuccessful applications: retained for 6 months then destroyed).

Full details of your data rights are in our privacy notice, available on our website and from the school office.

7. Financial Commitment

The school is entirely dependent on fees for its income. The requirement to pay fees will be discussed at the partnership interview, including consequences if families get behind with payments. Every new family must pay fees through standing order.

If your child fails to start school within one term of the confirmed date, you will forfeit the bond and be required to pay this amount again. Your application will then need to be reconsidered by SLT.

EYFS: Families with children in Reception will pay fees throughout the Reception year (less than a full year's fee, based on 12 monthly payments calculated on the remainder of the school year once the child has turned 5).

Support for Families: Where parents/carers struggle to keep up with fees, they will be approached to discuss what can be done. As a guideline, we contact parents/carers on the second occasion of non-payment. We retain discretion to work with any family experiencing difficulty paying fees and recognise some families will experience an inability to pay at certain points through no fault of their own.

Parents/carers may apply for a fee reduction by providing evidence of income at the partnership interview. Each application is considered on its individual merits.

8. Right to Request a Review

If your application is unsuccessful, you may request a review on the grounds that:

- The school's admissions policy was not applied correctly
- The decision was unreasonable in the circumstances
- The decision was in breach of the Equality Act 2010
- There are exceptional circumstances that were not properly considered
- The decision-making process was flawed

How to Request a Review

Submit your request in writing to the Head Teacher **within 10 school days** of receiving notification, setting out clearly why you believe the decision should be reviewed, including any supporting evidence and indicating if you require reasonable adjustments.

Review Panel

The review will be conducted by a panel consisting of:

- The Chair of Governors (or another governor not involved in the original decision)
- At least one other governor not involved in the original decision
- Where appropriate, an independent education professional

No panel member may be directly involved in the original decision, an employee involved in the original decision, or connected to the applicant/school in a way that might raise doubts about impartiality.

Review Process and Outcome

You will receive at least **5 school days' notice** if a meeting is held. You may submit written evidence, attend in person, bring a friend/representative, and present your case. The school will also present its case.

You will receive a written response **within 15 school days** of your request, setting out whether the original decision stands or is overturned, a summary of relevant factors considered, reasons for the panel's decision, and information about the complaints procedure if you remain dissatisfied. **The panel's decision is final and binding on the school.**

If you believe there has been maladministration in the handling of your review, you may make a complaint to the Chair of Governors in accordance with our complaints policy.

9. Information Available

In accordance with the Education (Independent School Standards) Regulations 2014, we make the following information available:

- This admissions policy
- Our complaints procedure
- Safeguarding policies and procedures (including child protection policy)
- Information about our curriculum
- Details of our fees
- Our most recent inspection report
- Our accessibility plan
- Our behaviour policy
- Information about our SEND provision

All information is available on our **website (bradfordchristianschool.com)**, in hard copy free of charge from the school office, and for inspection at school during normal hours (**8:30am-4:00pm, Monday-Friday during term time**).

10. Policy Review and Monitoring

This policy will be reviewed annually by SLT and the Governing Body, considering changes to legislation/guidance, feedback from stakeholders, effectiveness in practice, issues arising, and

best practice. Proposed changes will be subject to consultation with parents before approval by the Governing Body.

SLT will monitor implementation to ensure consistent and fair application, staff understanding, effectiveness, and legal compliance. We will monitor admissions data to ensure we are not discriminating against any group with protected characteristics.

11. Related Policies and Legislation

This policy should be read alongside:

- Child Protection and Safeguarding Policy
- Equality and Diversity Policy
- SEND Policy
- Behaviour Policy
- Complaints Policy
- Data Protection and Privacy Policy
- Accessibility Plan
- Partnership Agreement

This policy complies with:

- Education (Independent School Standards) Regulations 2014
- Equality Act 2010
- Children and Families Act 2014
- Keeping Children Safe in Education (September 2025)
- Data Protection Act 2018 and UK GDPR
- SEND Code of Practice: 0 to 25 years (2015)

12. Contact Information

Bradford Christian School

81 Livingstone Road
Bradford, BD2 1BT

Telephone: 01274 532649

Email: office@bxs.org.uk

Website: bradfordchristianschool.com

Office Hours: 8:30am-4:00pm, Monday-Friday during term time

13. Version Control

Date of Adoption of this Policy	23 February 2026
Date of last review of this policy	June 2025
Date of next review of this policy	January 2027
Policy Owner (SLT)	Jane Prothero

Policy Owner (Governors)	Zeilah Chadwick
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