

## **Admissions Policy**

### **Aims**

- To ensure that all parents & prospective parents are aware of the process by which the school will admit pupils.
- To ensure that the process is clear and is always followed correctly.

### **Principles**

At Trinity Christian School we seek to teach pupils an understanding of the world from a Biblical perspective and to equip them to live in a way which honours God and serves other people.

As such we welcome children from all faiths and none and from all types of backgrounds.

Mark 10v14

*“Jesus said ‘Let the little children come to me, and do not hinder them, for the Kingdom of God belongs to such as these. I tell you the truth, anyone who will not receive the kingdom of God like a little child will never enter it.’”*

### **Conditions**

The following conditions apply:

- Pupils and parents must respect the Christian ethos and teaching of the School.
- Parents must show a financial commitment to the agreed fees.
- Priority will be given to children whose siblings already attend the School.
- The school will assess the educational needs of each child and determine whether the school is able to meet those needs. In all instances where the school feels unable to do this they will advise the parents either:
  - That the school is unable to admit the child; or
  - The additional cost of providing the required help.
- There must be available places.

### **Admission Procedures**

Before a decision is made as to whether or not to admit a child the following steps must be undertaken:

1. The parents will be required to read through the details of the School provided on the website and to accept that the School operates with its aims, the Statement of Belief, and the School rules contained therein.
2. Parents will be informed that School policies are available on the internet and they are encouraged to read them. Copies of policies can be made available to parents without access to the internet.
3. Parents should complete an application form and return it to the school.
4. The Head Teacher will request two referees and may contact the child's existing or previous school for a reference if they are of school age.

5. The parents and child will be interviewed by the Head Teacher and a governor.
6. The school will wish to see examples of the child's recent work and the child will usually be asked to attend the school for half a day for an informal visit.
7. The parents will be asked to sign the Annual Commitments Agreement.
8. Once a decision is made the school will send a letter offering a place to the child.
9. The parents should then sign the acceptance forms and return it to the school along with the relevant documentation and a non-refundable registration fee of £250<sup>1</sup>.
10. The parents will record whether they have parental responsibility for the child on the application form. A parent without parental responsibility will be recorded in the admissions book using the code N.P. circled in green.
11. A parent living at a different address to the child will have their address noted in the admissions book.

### **Decision Making**

The Head Teacher will make the decision whether or not to accept a new pupil and will report on new pupils to the School Governors. Where the Head Teacher is unable to reach a decision as to whether to accept a pupil or not, the Head Teacher will refer the matter to the School Governors who will make the final decision.

An applicant may be turned down for the following reasons:

- The School has reached the permitted maximum number of pupils.
- The specific class for which the child is applying is full.
- The School is unable to meet a child's specific needs.
- The procedure set out in this policy has not been followed.
- Wherever the Head Teacher feels that it is not in the best interests of the school for the child to be admitted.

### **Class Groupings**

The Head Teacher and Governors of Trinity School are committed to providing small teaching groups.

If the Head Teacher is of the opinion that a pupil should be placed in a class above or below their year, this will only be done with parental agreement and after consultation with staff members.

Fluctuating numbers of pupils may warrant an increase or decrease in the number of classes. In this case the make-up of the classes in terms of year groups is flexible and will be decided by the Governors after hearing the recommendation of the Head Teacher.

Reviewed by governors: March 2015

Reviewed by governors: April 2016

Reviewed by governors: May 2019

Updated: January 2022

Next review: May 2023

---

<sup>1</sup> The fee is refundable in the event that the school determine that they cannot admit the pupil onto the school's roll. It is not refundable in the event that the parents decide not to continue with the application.