



Policy Document:	ADMISSIONS
School's Lead Member of Staff:	HEADTEACHER
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Chair of Governing Body signature:

A handwritten signature in black ink, appearing to read 'G. Milliner', written in a cursive style.

Christian Fellowship School Admissions policy

1. Purpose of the policy

Christian Fellowship School is an independent Christian school whose educational vision is rooted in Christian discipleship. Our aim is to partner with families who desire an environment where their children can grow academically, socially, and spiritually within a community shaped by Christian belief and practice. When a child joins the school, the family becomes part of the school community, and parents are expected to engage as partners in school life and learning.

This Admissions Policy sets out the principles, processes and responsibilities for admissions to the school, including nursery provision. It explains how applications are considered and the criteria used for decisions. It should be read alongside the school's Admissions Procedure, which details the operational steps of the admissions journey and the principles that guide our approach.

It is designed to ensure that admissions are fair, transparent, lawful and aligned with the school's Christian ethos.

The policy applies to all admissions across the school's registered age range, including Nursery.

2. Legislative and regulatory framework

This policy complies with the following legislation and statutory guidance:

- Education Act 2002
- Education and Skills Act 2008
- Equality Act 2010
- The Education (Independent School Standards) Regulations 2014 (ISSR) Part 6
- Early Years Foundation Stage statutory framework 2025
- Data Protection Act 2018 and UK GDPR (lawful processing)
- Keeping Children Safe in Education (statutory guidance)
- Education (Pupil Registration) (England) Regulations
- Children Act 1989 (parental responsibility)
- The SEND Code of Practice 2015
- The school's own Christian ethos and the Christian Fellowship School Trust's charitable aims

The school does not unlawfully discriminate on the basis of disability, SEND, race, sex, sexual orientation, gender reassignment, pregnancy/maternity, marital status, or religion/belief.

Under the Equality Act's religious ethos exemption, the school is permitted to give priority in admissions to families who actively support its Christian character and aims.

3. Ethos and educational framework

The school is a Christian school whose educational model is rooted in a biblical worldview and centred on the lordship of Jesus Christ. The curriculum, teaching and learning, pastoral life, behaviour expectations, collective worship, culture and community life of the school are shaped by Christian faith and practice, and by the conviction that education forms character in the way of Jesus Christ.

Our purpose is not only academic achievement, but the formation of children who grow in Christian character, grounded in grace and truth.

Parental partnership in Christian discipleship

The school exists to support families who are seeking to raise their children as disciples of Jesus Christ. This vision depends upon active partnership between school and home. Parents are therefore expected to uphold, reinforce and model the school's Christian teaching and values within family life, recognising that Christian formation is a shared responsibility.

Admission is offered to families who are seeking Christian discipleship education for their child and who are willing to enter into partnership with the school to achieve that. Parents must confirm their intention to support and uphold the school's Christ-centred teaching and educational framework.

As part of the admissions process, parents are required to attend a vision tour and participate in discussion with staff and representatives of the parent collaborative in order to understand the school's educational approach. Children may be invited to one or more taster days. Applications are progressed once parents have confirmed their agreement to the Parent and Educational Team Agreement, thereby demonstrating a clear commitment to partnership in the Christ-centred education and Christian formation of their child.

4. Principles and aims of the admissions process

Our admissions process is deliberately collaborative and exploratory. Its purpose is to ensure that (as identified in the Parent and Educational Team Agreement):

- Families understand the school's Christian ethos and discipleship model
- Parents can meaningfully support the school's aims
- The school is satisfied on the basis of professional judgment that the child is likely to flourish academically, socially, and spiritually
- The school has the realistic capacity to meet the child's needs
- Expectations are aligned on both sides.

This approach reflects our desire for strong partnership with parents and a clarity of expectations by both parties at the point of entry.

We aim to manage the admissions process in a way that is open, fair, transparent, consistent with our admissions criteria.

An application is considered to have been made when a completed Application Form has been submitted following the admissions exploration stages described in this policy.

5. Criteria for admission

Admission is subject to availability of places, the school's ability to meet the child's needs, and the school's capacity to deliver its curriculum faithfully within the context of its ethos and available resources.

In order to build a full picture of each child and family, the school may consider information including application forms, meetings with parents, previous school reports, information relating to pastoral, safeguarding, SEND or EAL needs and, where available, a reference from a church leader or other appropriate referee.

School reports are used to understand learning history and support needs and are not used to select pupils by attainment.

In line with the principles set out above, admission decisions are made against the following criteria (as identified in the Parent and Educational Team Agreement):

- The parents are committed to and supportive of the Christian ethos and discipleship education model
- The school can meet the child's educational, pastoral, and where relevant SEND needs
- The child is likely to flourish within the school's environment
- The year group has capacity within the logistical and SEND limitations of the classroom
- The child can engage positively in the life of the school community.

These criteria apply to nursery as well as compulsory school age provision.

Consideration may be given to applications into Years 9, 10 and 11 where, in addition to the criteria set out above, it is considered that the pupil is likely to be able to transition successfully into the academic programme, including engaging with the level of catch-up required for GCSE courses which begin in Year 9.

Admission is conditional upon parents providing the information required by law for safeguarding, pupil registration and welfare purposes. Where this information is not provided, the school may be unable to confirm or proceed with an offer of a place.

6. SEND and reasonable adjustments

Christian Fellowship School welcomes pupils with SEND and will make reasonable adjustments where possible. The school does not refuse admission on the grounds of disability where reasonable adjustments would enable the child to flourish.

Admission decisions consider:

- Whether the school has the realistic capacity, expertise, and resources to meet the child's needs
- Whether admitting the child would be compatible with the provision of efficient education for other pupils
- Whether the school can implement the reasonable adjustments required.

Where a child has an existing EHC Plan, the school will carefully assess whether it can deliver the provision specified.

7. English as an additional language

The school welcomes applications from pupils for whom English is an additional language. The school does not provide intensive in-house EAL provision. Where additional specialist support is required, parents are expected to arrange and fund this support, with the school facilitating access where appropriate.

8. Oversubscription and priority

When applications exceed available places, priority is given to:

1. Siblings of current pupils
2. Families where at least one parent or carer is actively engaged in Christian mission or ministry work
3. Other applicants, in date order of receipt of completed application.

9. Stages of the admissions process

The process includes four core stages:

1. Explore

- Initial enquiry
- Background information gathering
- Vision Tour, exploring curriculum, community, and discipleship ethos
- Discussion of expectations and aims
- Taster day(s) for child (where relevant)

2. Review

- Review of behaviour, social interaction, learning profile, and adjustment to the school environment
- Meeting with governors or designated parent representatives to discuss collaborative expectations
- Consideration of any SEND or pastoral needs.
- Parental confirmation of agreement with the Parent and Educational Team Agreement.

3. Apply and join

- Parent(s) submits application form, together with the last school report and references.
- Explanation of fees, bursaries, and parent partnership agreement
- Head Teacher interview with both parents
- Final decision
- Offer letter (as appropriate)
- Completion of joining documents and agreements

This process is described more fully in the Admissions Procedure (internal) document.

10. Circumstances where an application may not be progressed

An application may not be progressed if:

- The parents do not support or are not comfortable with the Christian ethos or discipleship model
- The school cannot meet the child's SEND or pastoral needs even after reasonable adjustments
- Behavioural or social indicators suggest the environment may not be suitable for the child's flourishing
- The child requires interventions beyond the school's capacity, specialist expertise and/or physical constraints
- Aspects of the family's expectations are inconsistent with the school's approach.

Decisions are always based on lawful, legitimate and consistently applied criteria relating to ethos compatibility and the welfare of the child and the wider school community.

11. Waiting lists

Where places are not immediately available, applicants may be placed on a waiting list. Priority is ordered in line with Section 8 above.

12. Fees, bursaries, and financial expectations

The school is a fee-paying institution with affordability considerations. Means-tested bursary support may be available, subject to eligibility criteria and available bursary funding, and is reviewed separately from admissions decisions. Details of fees, payment arrangements, and bursary processes are provided in the Fees Policy and Admissions Pack.

The school may request evidence that parents are able to meet fee commitments.

13. Appeals and feedback

Parents may request feedback if an application is unsuccessful. Any formal appeal should be addressed in writing to the Head Teacher or Chair of Governors within 2 weeks. Appeals are considered within 2 weeks by the Board of Governors, on the same basis as the initial application. During this time a further interview may be required. The Governors' decision is final.

14. Roles and responsibilities

Governors are responsible for ensuring the admissions policy is lawful, aligned with ethos, and supports growth.

The Head Teacher holds overall responsibility for admissions decisions. Professional advice informs decisions, but admissions decisions are not delegated. The Head Teacher is accountable to the Governors.

The Admissions Officer manages the admissions process, conducts vision tours, supports families, and coordinates consultation with Heads of School, SENDCo, EAL co-ordinator and safeguarding team.

Heads of School provide advisory input on curriculum and pastoral considerations and support integration planning.

Designated parent representatives may meet with applicants to share lived experience of the school community and to explain the practical realities of active parental partnership.

Professional advice from safeguarding, pastoral and SEND staff informs admissions decisions. However, admissions decisions are not delegated.

Advice must be based on lawful, evidence-based considerations relating to the applicant child, the school's capacity to meet identified needs, and the welfare of the wider school community.

15. Publication and review of policy

This policy is published on the school website and is reviewed every two years by the Head Teacher and Governors to ensure continued:

- Alignment with the school's Christian ethos
- Compliance with legal and regulatory requirements
- Clarity and fairness of process.

16. Nursery admissions

The nursery admits children from the age specified in the school's registered age range. Nursery provision is optional and does not form part of compulsory education.

The nursery forms an integral part of the school community and supports early engagement with the school's ethos, values and educational approach.

Attendance at the nursery does not guarantee a place in Reception, but it may provide evidence of parental engagement and support when a separate application is made.

Appendix A – Admissions register and required information

Christian Fellowship School is required by law to maintain an admissions register and to hold specified information for each pupil admitted to the school. This information is essential to enable the school to fulfil its safeguarding, welfare and regulatory duties.

Parents are required to provide, as a condition of admission, information including:

- The pupil's full legal name and date of birth
- The pupil's home address
- The full names and addresses of parents or carers with parental responsibility
- Emergency contact details
- Details of the pupil's previous school or early years setting, where applicable.

Where parents raise safeguarding concerns, including concerns relating to domestic abuse, the school will respond sensitively and in line with statutory safeguarding guidance. However, the school must be satisfied that it holds sufficient verified information to enable it to meet its safeguarding responsibilities and to keep the child safe.

If required information is not provided, or if safeguarding arrangements cannot be appropriately established or verified, the school may be unable to confirm or proceed with an offer of a place.

All personal data is processed in accordance with the Data Protection Act 2018, UK GDPR and the school's safeguarding and child protection policies.