



Policy Document:	ADMISSIONS POLICY & PROCEDURE Read in conjunction with the Attendance policy
Schools Lead Member of Staff:	HEADTEACHER
Lead Governors (monitoring):	FULL GOVERNORS
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Review Frequency:	3 YEARS
Date of next review:	MAY 2025
Publication date:	23 MAY 2022
Purpose:	To ensure that the Headteacher's admissions practice is in accordance with the school's vision.

Chair of Governing Body signature:

A handwritten signature in black ink, appearing to read 'Will Spence', is written below the signature line.

# Christian Fellowship School Admissions Policy & Procedure

## Introduction

At Christian Fellowship School (CFS), we welcome applications from families who seek to raise and educate their children from a biblical worldview perspective and are actively involved in the Christian faith.

When you join CFS you become part of a community where children are valued as made in the image of God and where they are nurtured and educated in a context where parents are an integral part of school life and learning.

## The Way We Operate

- We are not an academically selective school. Instead we prioritise our collaborative partnership with families who hold the same vision and aims for their children, namely a Christ-centred education from Reception to year 11.
- We particularly welcome applications from families for Reception and Lower school, i.e. years R to 3. We will also consider on a case-by-case basis interest from families with children in years 4 and above who are committed to the aims, vision, mission and values of the school, as detailed on our web site – [cfschool.org.uk](http://cfschool.org.uk).
- Consideration will be given to applications into years 9 and 10, only when, in addition to the above, it is considered that the student is likely to be able to transition successfully as far as academics and GCSE courses are concerned.

## Applications for Children with Additional Needs

Applications from parents with children with Additional Needs, including English as an Additional Language (EAL) will need to be considered carefully. It is important to ensure that school is able to fully meet all of the educational and social needs of the child (**see SEND policy**).

## School Fees

The school fees are structured in a way to encourage joining in Lower School. For new families joining us, we want to make the transition to paying fees easier. To support this the School has a "Reduced Fees" policy for one child in the first year that the family joins the school, as long as they join in Lower School.

## Admissions Procedure

Prospective parents are invited to book a 'Vision Tour' by contacting the school office. These tours cover a range of practical information and also aim to impart an understanding of why the school was established, our mission, values and aims. An application pack will be offered at the end of the tour, which includes a Parent and Educational Team Agreement.

After the tour, prospective parents are encouraged to contact school by email or phone to register their interest in admissions. A further appointment is then made for parents to meet with representatives from the Parents and Friends Collaborative (PFC). This is an opportunity to discuss any questions arising from the 'Vision Tour', the Parent and Educational Team

Agreement, and to elaborate on volunteering opportunities in the school. The prospective pupil will often be invited to spend a day in school.

A copy of the Parent and Education Team Agreement will also be given to parents at this point.

Finally, an application form, a church reference and previous school/nursery reports (where applicable) will be required. If the headteacher is confident that the pupil would educationally and socially benefit from what the school is able to offer, a formal interview will be arranged for the family to meet with the headteacher and a senior member of staff appropriate to the child/children's age. The purpose here is for parents to formally meet the headteacher to ensure that the parents' vision for education and the aims of school as explained through the tour and parent collaborative meeting are mutually understood. It will also be expected that parents will be comfortable with expectations as stated in the Parent and Education Team Agreement, including active participation in all aspects of school life.

If a place is not offered, and a family wishes to appeal, then this must be done in writing 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.

### **Admissions Register**

We are required by law to have an admission register and to place all pupils who are admitted to the school on this register.

The admission register contains the following information for every pupil admitted to the school:

- **pupil's name** in full - this should be the name on official documents, such as birth certificate or passport, with an option to indicate a preferred name for daily school use
- **sex** - which should be birth sex, as a gender recognition cannot be obtained by a person under 18
- **date of birth** (day, month, year)
- **name and address** of every person known to the school to be a **parent** of the pupil, along with an indication of which parent the pupil normally resides with and which parent(s) hold parental responsibility as defined by Section 3 Children Act 1989
- at least two **telephone numbers** at which the parent(s) with whom the pupil normally lives can be contacted in an emergency or where we can reach the other parent or a nominated relative (grandparent, aunt, uncle, etc) or friend in the event of us being unable to contact the parent(s); it is our practice to ask for **three emergency contact numbers** in the light of a recent serious case review and to assure ourselves that we can reach an appropriate person in the event of an emergency
- **date of admission** or re-admission to the school
- name and address of the **last school attended**, if any
- the name of the **destination school** (or additional school in the case of a dual registration) as notified by the parent together with the first date of attendance.

The pupil is entered on the admission register from the beginning of the first day on which the school has agreed or been notified that the pupil will enter the school; this will normally be the first day of the academic year. If the pupil fails to attend on the agreed date, it must be established the reason for absence and mark the attendance register accordingly.

The local authority must be notified within five days of adding a pupil's name to the admission register and must provide the local authority with all the information held within the admission register about the pupil. This duty does not apply to pupils who are added to the admission register in Reception, unless the local authority requests such information from the school. For all other pupils, their admission to the school would be deemed to be a 'non-standard transition' as the school's first year is Reception.

Where the parent of a pupil notifies school that the pupil will live at another address, we must record in the admission register: (a) the full name of the parent with whom the pupil will live, (b) the new address and (c) the date from when it is expected the pupil will live at this address.

Where a parent notifies school that the pupil is registered at another school or will be attending a different school, we must record in the admission register: (a) the name of the other school and (b) the date of when the pupil first attended, or is due to start attending, that school.

Entries to the register should be made in ink and any amendments must show the original and amended entries, the reason for the amendment, the date of amendment and the name and position of the person making the amendment. A computerised register counts as 'being in ink'.

Our admission register is kept digitally, so an additional back-up copy must be made either digitally or as a paper copy, not less than once a month. This requirement will form part of the protocols to be developed with the introduction of the MIS system in 2022-23. Backup/additional copies of the admission register must be retained for three years after the end of the school year in question.

A pupil can lawfully be deleted from the admission register on the grounds prescribed in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006, as amended.