



## **Admissions Policy**

At Immanuel Christian School pupils will be admitted as follows:

- Children of school age year R to Year 11.
- Children will not be required to pass an entrance examination to secure admission to the school.
- Children of any race, religion or Christian denomination.

### **Conditions**

The following conditions apply:

- Pupils and parents must accept and respect the Christian ethos and teaching of the School.
- All new pupils starting at the school in any year other than reception will be admitted on the understanding that they will be on one term's trial period. An unsuccessful trial period will result in the parents being required to withdraw their child from the School. A trial period will be judged to have been unsuccessful if the School feels that it is not able to meet the needs of the pupil or that the admission of the pupil would cause the School to be unable to meet the needs of existing pupils.
- 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:
  - i. That the school is unable to admit the child; or
  - ii. The additional cost of providing the required help.
- It is important that parents are open about additional needs at the point of application. They must disclose any known or suspected circumstances relating to health and development. Otherwise the school may be unable to meet the child's needs which could be very disruptive for the child if a new placement is needed.
- The school will endeavour to provide a means tested bursary scheme for children whose parents are unable to pay full fees.

### **School Admission Procedures for all year groups**

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

- The parents will be required to read the School Prospectus and to accept that the School operates with its aims, the Statement of Belief, and the School rules contained therein. Parents will be required to sign a statement to this effect.
- Parents will be informed that all the 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.
- The Head Teacher may contact the child's existing or previous school for a reference if they are of school age. If a child has been home-schooled an appropriate reference may be requested.
- The parents and child will be interviewed by the Head Teacher.
- The parents will be asked to bring with them examples of the child's recent work to the

interview.

- The child will usually be required to attend the school for half a day.

## **Application Process for Parents**

### ***For Reception aged pupils:***

- Parents/ carers must make an official application to the school a year before they are due to start (cut off date 31<sup>st</sup> August). Eg. Parents of a child due to start school in reception in September 2024 will need to return the completed application form to [info@immanuelsschool.org.uk](mailto:info@immanuelsschool.org.uk) by 31<sup>st</sup> August 2023 at the very latest.
- Priority is given to reception siblings (whose parents/carers have submitted an application form).
- After 31<sup>st</sup> August, available places will be allocated to non-siblings including pupils in other year groups.
- Places will be confirmed as soon after this date as possible and no later than 31<sup>st</sup> October. Induction information will be sent out the following June.

### ***For Year 7 pupils and all other year groups for a September start:***

- Please apply for a place as much in advance as you can.
- Spaces may become available once our reception intake is confirmed. These will be allocated on considering the size and needs of a cohort going through.

### ***Waiting List:***

- Pupils not allocated spaces will be added to a waiting list, if the parents request this.

## **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 communication from the previous school highlights areas of concern in terms of behaviour.
- The School has reached the permitted maximum number of pupils.
- The specific class for which the child is applying is full. Priority will be determined by a range of factors such as: evident commitment to the school and duration of contact with the school.
- 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 Immanuel 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.

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Immanuel Christian School  
Admissions Policy – version 1.2  
Adopted at Governors Meeting on 11/10/2013.  
Reviewed – 26/01/2016  
Reviewed & addendum made 09/07/19  
Reviewed and amended 20/07/22

## **Addendum to Admissions Policy**

(Agreed by the Governors on 09/07/2019)

### **Admission of Home Schooled Pupils**

Immanuel Christian School operates to assist parents in their responsibilities to educate their children and who are committed to the ideal of a God-centred education. The school recognises that there are a number of different ways in which parents may fulfil their responsibilities including home-schooling and sending their children to Christian schools.

Our experience as a School has shown that the majority of pupils who transition from being home-schooled to joining the School often struggle to adapt to the school environment for the first 12 months. The structured nature of the school day is more often than not unfamiliar to them.

This difficulty in adapting not only causes distress and anxiety to the child concerned, but also increases the workload of the teachers and negatively impacts the learning of existing pupils.

Unless exceptional circumstances apply the School will therefore not admit pupils from a home-schooled setting after they have reached the age of 10. In ordinary circumstances any pupil wishing to embark on KS3 with the school must have spent their Yr.6 in a structured school environment (whether that be Immanuel Christian School or another school).

Exceptions to this standard practice will be at the sole discretion of the Headteacher.

The general provisions of the School's Admissions Policy will also apply.