



## **Admissions Policy**

### **Introduction**

Watchorn Christian School acknowledges that all children are made in the image of God and are precious to Him. The school welcomes applications from families of all faiths and none. However, parents need to be made aware of the Christian ethos of the teaching and their responsibility to share in the education of their children. Parents are encouraged to visit our website where they can find lots of information about the School or attend one of our Open Evenings to help make an informed choice about further enquiring.

### **Initial Enquiry**

1. Parents can complete the enquiry form from the website and email it to the School or they can call the School Office for details
2. Parents will be invited to school for a meeting with the Head Teacher who will explain how Watchorn Christian School works, including the Parent/School agreement. They will be offered a short tour of the school.
3. All enquiries and information are to be recorded in the School Office.

### **Application**

1. After the initial visit an application form pack will be given.
2. All applications are to be sent to the School Office for processing.
3. All applications received are to be recorded by the School Office.
4. Following the school visit and application, the Head Teacher will receive and review each application.
5. Applications for September entry should be submitted by the end of February of that year.
6. If the school is oversubscribed, places will be offered in the following order of priority:
  - Children of members of Watchorn Church.
  - Siblings of families already in school.
  - Children from other churches.
  - Children from non-church homes in the local community.
  - Children from non-church homes in the wider community.

### **Information about the child**

1. Prior to being admitted to the school, parents are required to complete an 'all about me' form to give the teachers as much information about the child as possible. This will assist a smooth transition into the school and ensure the child's needs are catered for.
2. Children with Special Educational Needs would normally be introduced to the SENCO during the initial visit so that they can get to know the needs of the child and speak to parents thoroughly.
3. Given the limited scale of Watchorn Christian School and its resources, there may be times when the school will struggle to meet certain complex needs, especially since Watchorn, as an

independent school, cannot access Government SEND funding for such students. In such circumstances, the Head Teacher will have a full and supportive discussion with parents about how best to meet the child's needs and what part Watchorn can play in their education.

### **The final decision**

1. A final decision to accept the application will be made by the Head Teacher and Governing Body. This decision will be communicated to the family. It is the responsibility of the Head Teacher to inform the family and the School Office of the decision to accept or reject an application.
2. A start date will be agreed by the Head Teacher who will inform the School Office who will then send out the Acceptance letter to the family and prepare the usual documentation for their arrival/first day.
3. A 5% non-refundable deposit is required from parents in order to secure their place.
4. The contracts and fee related information will be sent with the acceptance letter.
5. The Head Teacher will notify the class teacher of any new pupils to their Year group.

### **Reception**

Children do not have to attend the school nursery unit to ensure a Reception place but also a place in Nursery does not guarantee a place in Reception. Statutory legislation states *that a child enters Reception in the academic year in which they are 5 years old before the 31st August of the following year.*

This means that a child will have reached the age of 4 on or before 31st August in order to start Reception in the September of that year

### **Responsibilities:**

The governing body is responsible for ensuring that the school complies with legislation, and that this policy and its related procedures and strategies are implemented. The Governing body, have responsibility for monitoring & reviewing the on-going impact of this policy.

The Headteacher is responsible for implementing the policy; for ensuring that all staff are aware of their responsibilities and are given appropriate training and support.

Reviewed February 2019