



ADMISSIONS POLICY

Table of Contents

1.	Introduction
2.	Initial Enquiry
3.	Application
4.	Information about the Child
5.	The Final Decision
6.	Reception

1. Introduction

Kingdom 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 Days to help make an informed choice about further enquiring.

This is a **statutory policy** and will be reviewed by the Governing Body annually.

2. Initial Enquiry

Parents can email the school to register their interest or phone the school office. Parents will be invited to school for a meeting with the Headteacher who will explain how Kingdom Christian School works, including the Parent/School agreement. They will be offered a tour of the school and any questions answered. All enquiries and information are to be recorded in the school Office.

3. Application

After the initial visit prospective parents will be given an online application form and prospectus. All applications received are to be recorded on the online log. All applications will be reviewed by the Headteacher.

Applications for September entry should be submitted by the end of January of the spring term of that year.

Families are required to apply to enroll all children eligible to join the school.

If the school is oversubscribed, places will be offered in the following order of priority:

- 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

4. Information about the Child

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.

After receiving an application from a child with Special Educational Needs the family will be introduced to the SENCO so they can get to know the needs of the child and speak to parents.

Given the limited scale of Kingdom Christian School and its resources, there may be some instances when the school will be unable to meet certain complex needs. 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 if any Kingdom Christian School can play in their education.

5. The Final Decision

A final decision to accept the application will be made by the Headteacher 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.

Once a start date has been agreed, an acceptance letter and all the relevant paperwork will be sent to the family. A non-refundable deposit of £200 is required from parents to secure their place. The contracts and fee-related information will be sent with the acceptance letter.

6. Reception

Children do not need to attend the school Nursery to ensure a place in the Reception class and likewise a place in Nursery does not guarantee a place in Reception. Children in the Nursery /Reception class are eligible for government funding up to the term of their fifth birthday. 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 to start Reception in the September of that year.

Version Control Table

Version	Date	Changes	Approval
1	2026	Re-branded to KCS and updated references in text	SO