



## **ADMISSIONS POLICY**

### **1. INTRODUCTION**

At The Vine Christian School (TVCS) we consider the moral and spiritual development of all our students as being of great worth. Alongside this we aim to provide an excellent Christian education for children from Christian families, who believe and are committed to the school's Christian ethos. To that end it is of the utmost importance that families show unequivocal commitment to the school's Christian faith and principle of Christian education to aid the ongoing success and harmony of the school.

### **2. ADMISSION**

The Vine Christian School does not discriminate based on race, colour, nationality or ethnic origin in any area of the school programme, therefore admission is open to students of any race, colour, nationality or ethnic origin.

The school welcomes applications from students of varied academic abilities, including students with learning difficulties or special needs. However, the Governors reserve the right to decline applications from students with behavioural, psychological or learning difficulties where the impact of accepting such an application is deemed to have a detrimental impact on the broader school student's populace, or where staffing levels are inadequate and/or suitably experienced staff are not in post to support the needs of such a student.

#### **Admission requirements:**

Admissions will be limited to:

- Families where at least one parent/guardian satisfies the Governors of a clear personal Christian testimony.
- Where both parents/guardians are supportive and fully committed to the principles of Christian education for their children and,
- Where students above the age of 12 are willing to sign the student commitment form.
- All parents must commit to attend Parent Teacher Fellowships and the End of Year Awards Ceremony (each July).
- All parents commit to assist at parent work parties as and when necessary (1-2 times per year) to improve and develop the school environment and facility.

- All parents are asked to make known at interview what skills they have and what they would like to offer to support the school.
- The school's involvement in International Christian Certificate of Education, Student Convention, its uniform policy, general ethos and requirement of parental involvement are made clear at interview before a student is accepted.
- Parents must ensure that school staff can contact them in an emergency. *The school holds a 'parents list' with addresses etc to help communication (this requires the school to register as a holder of information-because of the Data Protection Act)*
- Parents must give one term's notice should they decide to withdraw their children from the school or pay one term's fees in lieu of notice. For the avoidance of doubt this means giving notice to the end of the term following the term in which notice is given.

### **3. APPLICATION FOR ENROLMENT**

An application is considered properly submitted once the application forms are completed and returned, together with the appropriate non-refundable application fee. No child will be assigned a position on the enrolment lists until the application is complete.

### **4. PARENT/STUDENT INTERVIEWS**

An interview of the applicant's parents/guardian and the applicant (above the age of 11) will be conducted by the Head Teacher alongside members of the board of Governors.

#### **The purpose of the interview is to:**

- Establish the parents/guardian's commitment and belief in the school's Biblical ethos and scriptural principles.
- Confirm a genuine desire on the parent/guardian's behalf for a Christian education for their child.
- Ensure the parents/guardians have a clear understanding of Christian education, and the ACE programme. That their expectations are compatible with what the school can provide.
- Ensure the family beliefs and practices are consistent with the standards and values of TVCS.
- Ascertain if, where the child is over the age of 11, the child has a desire to attend the TVCS and agrees to uphold the school's ethos and standards.
- Review academic records of previous schoolwork, health records and references to ensure they are acceptable under the standards set by TVCS.
- Discuss the school, church and family history of potential applicants, including any behavioural, social and character problems.
- Gain a good understanding of the child's spiritual position.
- Discuss parental commitment and relevant forms needing to be returned and signed.

- Answer any questions parents/guardians/students may have.

## **5. DIAGNOSTIC TESTING**

All students are required to undertake a diagnostic test before enrolment can be granted.

## **6. ADMISSION DECISIONS**

Admission is offered to those students who meet all requirements for enrolment at TVCS, however some decisions will be based on individual circumstances where necessary. All students will be offered 1 terms probation period where their progress will be monitored throughout the probation period, with full evaluation being made at the end of the agreed period, to reach the final decision whether to allow the placement to continue permanently. The Trustees/Governing Body and Head Teacher reserve the right to have the student permanently excluded where it's been concluded that the student is consistently undermining the wellbeing of their Learning Centre or the school environment.

## **7. SCHOOL AGE**

TVCS accepts students between the ages of 3 to 14. Students above the age of 14 will be considered on an individual basis.

## **8. SCHOOL FEES PAYMENT**

A deposit of £450 is payable with application and will be refunded once the student leaves the school, having given a full term's notice of leaving, ie. to the end of the following term.

All school fees are payable in full and in advance by the week prior to the start of each term. Payment by instalment is not offered.

Policy Adopted by Governors/Trustees: 11 January 2019

Policy Due for Review: September 2019

Reviewed: 6 October 2019