

# Trinity Christian School Nursery, Primary & Secondary



**TRINITY  
CHRISTIAN SCHOOL**

## Admissions Policy

---

SLT Review Date:	Jan 2023
To be reviewed by SLT:	Spring 2025
Policy sent to Governors Date:	23/01/23

# Admissions

Trinity is an Independent Christian school that 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.

On first approaching the school, 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 applying.

We offer small class sizes as we feel children benefit from being in an environment where they can be nurtured and known. Our Primary classes are mixed with two year groups working together. Across the school we aim to keep our class size to the maximum of 18 pupils but we will look at the demand case by case.

We welcome applications from all families who fully support our aims and ethos.

We accept midyear transfers up until end of May.

New enquires after Easter holidays (beginning May time) will be accepted but due to the lengthy admin and process time required we cannot guarantee a September start date.

## Intake Procedure

### **Nursery**

Trinity Treasures offer three intakes during the school year.

Intake One September: To be admitted children must be three years of age by September 1<sup>st</sup>

Intake Two January: To be admitted children must be three years of age before Jan 1<sup>st</sup>

Intake Three April: To be admitted children must be three years of age before April 1<sup>st</sup>

Days in will be reviewed as requested on the application and in confirmation letters. All Nursery children are eligible for 15 free Government funded hours and can choose how to spread them across the week. Ideally we suggest 5 mornings, 5 afternoons or 3 full days. Some families may be eligible for a further 15 hours. Parents will need to enquire themselves - please refer to <https://www.gov.uk/apply-30-hours-free-tax-free-childcare>.

If you do not qualify for the 30-hour funding and would like nursery education over the FEF 15 hours per week, a charge will apply. This cost is subject to change on an annual basis.

*Refer to the EYFS Policy*

### **Reception**

Children do not have to attend the school Nursery to ensure a Reception place and equally a place in Nursery does not guarantee a place in Reception. Every application is taken on an individual approach and by the processes outlined in this document.

Statutory legislation states that a child enters Reception in the academic year in which they are 5 years old before the 31<sup>st</sup> August of the following year. This means that a child will have reached the age of 4 on or before 31<sup>st</sup> August in order to start Reception in the September of that year.

To request a place in our Reception we ask all families to complete an application pack for a place and the process in this document will start. New families to the school will need to complete our full School Application pack whereas families currently in our Nursery can obtain our Moving up to Reception Application pack.

### **Primary & Secondary School**

Families are encouraged to enrol pupils at the beginning of the school year, but admission at other times will be considered depending on circumstances. Admissions will be considered

according to the particular year/class the pupil is hoping to enter and on review of both the fully completed application pack, trial period and any additional queries or concerns.  
Current families wishing to enrol other siblings still need to complete a full application pack.

### **INITIAL ENQUIRY STAGE**

1. Parents must complete the enquiry form on the website

All enquiries will be stored electronically and information logged by the Office on the New Enquiry spreadsheet.

2. The prospective new family will be invited to visit the school for a meeting with a Senior Leader who will get to know the family and explain how Trinity Christian School works, including the Parent/School contract, fees and any other relevant information. This meeting will be followed by a tour of the school.

Enquiries will still be taken in Term 3 but it will be made clear that a September start date can be guaranteed due to the admission processes needed.

### **APPLICATION STAGE**

1. After a visit, parents can request an application form to be emailed or they may wish to take in all considerations before applying. Families will not be chased if they do not ask for or send in an application form.
2. All completed applications forms must be sent to the School Office for processing in the first instance and assessing for any queries. Enquiries will not be processed until the form is fully completed and returned. NB: Any fee related queries must be presented to the Governing bodies to review by the prospective family. Families must send a request to the Office for assistance at application stage.
3. The application form is dated, scanned, and logged on the New Enquiry spreadsheet as well as on the Summary of possible New Starters spreadsheet, by the Office Staff.
4. All applications are sent by email to the SLT for review and a taster/Assessment date will be arranged by the Office. The Office will communicate this officially with the family.
5. Where there is a fee enquiry the Office can send a Reduced Fee application to the family and the Governors will process and request income paperwork.
6. The Office will request the completion of our Pupil transfer information form from the pupil's previous school, to obtain key information to help in reviewing the application.

### **ASSESSMENT STAGE**

1. As part of our admission process and review of all applications, children applying for Secondary school are required to spend up to five assessment days in school to enable as many staff as possible to teach them, and thereby give an informed opinion in the consultation process. In the case of a Nursery or Primary school pupil, there will be a minimum of one full day in school.
2. The Office, in consultation with class teacher / SLT, will arrange a date and will inform the family of the taster / assessment date/s and communicate to all relevant staff. A temporary register will be put in the Class folder to mark them in and out on their conformed date/s.

3. During the assessment day/s, as much information as to the ability and needs of the children will be obtained. It also gives the opportunity for the pupil/s to have experience of the school, the class they will be in, and to meet Staff and classmates.
4. Children with Special Educational Needs would normally be introduced to the SENDCO during the initial visit so that early assessments can be made. This may have implications, should a Special Needs teacher be required, or more 121 support required and this will be considered in the outcome.
5. Given the limited scale of Trinity and its resources, there may be times when the school will struggle to meet certain complex needs, especially since Trinity, as an independent school, cannot access Government SEN 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 Trinity can play in their education.
6. Where there is a possible new student for Year 10 or Year 11, there should be careful consideration of staff and student pressures, and relevant staff consulted before such an application is considered. This is especially relevant in an emergency such as a local school closing. There is also an additional entry fee for Y10 & Y11 entries which should be noted at visit stage.

### **THE FINAL DECISION**

1. On the last day or end of the day of the assessment, a final decision on the place will be made by the SLT in consultation with the class teacher/tutor. It is the responsibility of the Head Teacher to inform the School Office of the decision to accept or reject the application. Governors will be notified of admissions by the Head Teacher at their regular meetings.
2. The family will be informed of the decision by the Office using the official and relevant letter and, where accepted, will be sent the schools forms to fill in a complete prior to offering a start date.
3. Once all forms are in and complete a letter of acceptance be sent informing families of the start date and where applicable, the required deposit. School information (Family info pack) will sent alongside the letter. Where a place cannot be offered a letter, stating the reasons, will be sent. Letters are sent by email where possible and kept on file electronically and in pupil's personal files with the application form.
4. The finance secretary will prepare the contracts and any fee related information and will send these to the family.
5. The Head Teacher will notify the Staff of any new pupils to their Year group.

### **ON ADMISSION**

1. Prior to any Pupil starting, the pupil will be enrolled onto the register (Studybugs) and the Office will enter them on to the various school lists. All forms should have been completed prior, ready for them starting (Family Record, IHCP, Permissions, E-Safety etc). These forms are stored electronically and IHCPs are kept in a locked cupboard for Staff access only. The Family Record and IHCP will also be printed and stored in folders for quick access, and locked away at the end of the day.
2. On the Pupils first day, they will be greeted by a teacher and buddied up with a class mate.

3. The Office will inform the relevant LA admissions department, by email, of the pupil/s starting: Full name, D.O.B., address and date they started. The Admissions register is kept electronically in Office docs and includes contact details of the LAs.
4. All relevant information is shared between staff and it is the Staffs responsibility to know their pupils in terms of Health care issue, permissions, previous school records and any other important information that is relevant in keeping all children safe whilst at our school.

### **FURTHER PROCESSES**

1. Class sizes are kept to a maximum of 16 in infants, and 18 from Juniors up to Y11 where possible, and in the event of over subscription to a class, SLT consider each application carefully and prayerfully.
2. We encourage family commitment to the school and its various meetings, as this is vital to cement home and school relationships.
3. Every pupil will have a personal file which is kept secure in the Office. This file will hold previous school information and any specific letters or information in relation to that pupil.

### **Special Arrangements for Part-time Schooling**

Trinity School requires that pupils should be in school full time in order to benefit from the full curriculum offered. As a Christian school we also recognise and encourage the responsibility of parents for their child and that they may wish to suggest alternative arrangements.

The parent should arrange a meeting with the Head Teacher to discuss the plans and reasons for any new arrangement. This remains a proposal until it is approved by the Governors, having taken note of any financial or other considerations and will then be confirmed to the parent.

We reserve the right to reconsider these arrangements if circumstances change.

### **Information to the Local Authority**

In keeping with KCSIE we are required to inform the relevant local authority of enrolment, within five days of admitting a child to Trinity Christian School.

In the event of a child leaving Trinity Christian School (and being removed from the Admission Register) we are required to inform the relevant local authority within five days of leaving.

Parents must notify school with 3 months' notice, in writing, of children leaving or transferring to other schools. We must be informed of the child/ren name/s who are leaving, why they are leaving, when they are leaving (last date in school) and where they are transferring to if possible (school name or place relocating). This exclude Y11 leavers but we do require information of where they are moving onto for inspection reasons - i.e. college, work etc.

All admissions and leavers information to the local authority are sent by email in order that we have a robust record and evidence of this. Any telephone calls and emails in this respect will need to be logged on the admissions register in the relevant area.

NB: Pupils that have been at Trinity for a longer period may still be in our previous Admissions book which is stored securely in the Office filing cabinet.