Admissions Policy

Statement of policy intent

The aims of this policy are:

- to ensure that all parents and prospective parents are aware of the process by which the school will admit pupils
- to set out procedures that reflect the school's stated aim and core values

Definitions

Parents include those with parental responsibility.

Early Reception is usually known as the nursery class in other schools. It is the academic year in which children turn four.

A. Introduction

1. London Christian School ("LCS") is an independent Christian day school in Borough, London, for pupils aged between 3 and 11. The school is fully co-educational.

2. LCS welcomes pupils from all backgrounds and it is entirely contrary to the Christian ethos of the school to discriminate against prospective pupils on the grounds of race, religion, gender or social background.

3. The selection criteria and interview procedure is determined and reviewed from time to time by the Governors of the School. Those involved in selection and interviewing are appropriately qualified.

B. Entry Points

1. The usual entry points are at Early Reception and Reception (3+ and 4+).

2. A few additional places may arise from time to time in other year groups. Parents are asked to contact the Registrar if they are interested.

3. Children are accepted into the Early Reception class from 3 years old and into the Reception class from 4 years old, at the discretion of the Head Teacher and subject to a nursery observation/taster visit. Entry is at the start of the Autumn Term.

4. A school year runs from 1st September to 31st August. We do not normally consider applications if the pupil would then be working in the year below expected. Very occasionally we may consider pupils working a year ahead but we will need to ensure that the pupil is of sufficient maturity to cope academically and socially.

C. Enrolment

1. Parents of prospective applicants are encouraged to arrange a visit to LCS. All visits to LCS will normally include a tour and a meeting with the Head Teacher. The aim of this part of the process is for parents to assess the suitability of the school for their child.

2. Parents who wish to apply for a place must complete an enrolment form for their child and send it to the school with the £100 non-refundable enrolment fee (£180 for any year group other than Early Reception or Reception). The form will be given during the tour. The school accepts enrolment forms at any point in the year.

3. Once a completed enrolment form and fee has been received by LCS, confirmation will be sent to parents and the enrolment process is then complete.

D. Admissions Process

1. As part of the admissions process for Early Reception and Reception, a nursery observation visit will take place. In the event that your child is not at a nursery, he or she will come into the school for a few hours (this is known as a taster visit). If such visits are not possible (for example, due to the family living overseas), the Head Teacher or a member of Early Years staff will, with you, meet your child informally online.

2. Nursery observation/taster visits/online meetings and interviews do not guarantee an offer of a place.

3. Offers are not made at one given time. If an offer is made, it will be made soon after the observation or the taster visit. Two weeks will be given in which that offer is to be accepted or refused. Once sufficient offers have been accepted, applicants still awaiting offers will be notified by email.

E. Entry at Early Reception (3+)

1. The admissions process for September entry will begin in the preceding September. Subject to a successful nursery observation/taster visit/online meeting (to be arranged between September and December preceding entry), most offers will be confirmed by the end of December.

2. Parents to whom a place in the Early Reception class (to start in September of the coming academic year) is not offered because their class is full will receive email notification as soon as possible. If parents wish, their child will remain on the enrolment list and they will be notified should a place become available in the pertinent year group.

3. Whilst we would expect most children in Early Reception to move into our Reception class it should be noted that a place in Early Reception does not guarantee transfer into Reception.

4. Parents are given the 'Transfer to Reception' application form soon after their child joins LCS and the completed form should be returned to the Registrar as soon as possible, and no later than the last day of the Autumn term.

Entry at Reception (4+)

1. The admissions process for September entry will begin in the preceding September. Subject to a successful nursery observation/taster visit/online meeting (to be arranged between October and December preceding entry), most offers will be confirmed by the end of December.

2. Parents to whom a place in the Reception class (to start in September of the coming academic year) is not offered because their class is full will receive notification as soon as possible and before the end of the Spring Term preceding the September entry. If parents wish, their child will remain on the enrolment list and they will be notified should a place become available in the pertinent year group.

F. Admission Criteria

1. The conditions for admission to LCS are as follows:
   - The applicant is of appropriate age and sufficient maturity.
   - LCS is able to provide adequately for any special educational needs that the applicant may have.
   - LCS, having made reasonable adjustments, has the capacity to cope with any disability the applicant may have.
   - The receipt of an applicant's current school and/or nursery reports.
   - The parents of the applicant are supportive of LCS's aim and core values.
   - A satisfactory nursery observation/taster visit/online meeting has also taken place.
   - If, during an informal observation, the best educational decision for the child is unclear, an offer of a place will not be made. Further evidence may be gathered from discussion with the parents and where necessary, a referral to an educational psychologist will be made. Parents should inform the school immediately if they are pursuing the referral for their child and should give an estimated time that reports will be made available. The report will be used to inform decisions regarding the offer of a place.

2. In the case where an application is unsuccessful, LCS is not obliged to state or explain its reasons.

G. Offers

1. Parents who receive an offer will be asked to accept it by completing and returning the Acceptance Form. If no response has been received within the time specified in the offer, the school will assume that it has been declined and the place may be offered to another applicant.

2. A deposit of one term's fees is required to be paid under the provisions of Clause 2 of the school's Terms and Conditions.

H. Admissions at other entry points

1. In the event of a short period of time between an initial enquiry and the pupil's start date e.g. a last minute holiday enquiry, the following applies.

2. Providing there are places in the appropriate year group LCS is happy to consider last minute applications.

3. The procedure for late admissions is as follows:

   - A tour will be arranged as soon as is reasonably possible.
   - Last minute enquiries are expected to fill in an enrolment form.
   - The prospective pupil will be invited to an observation/taster visit.
   - Subject to the above procedure an offer may then be given and payment of the school deposit will be required by return.

4. If a place is confirmed, full fees will be required by return.

I. Special Educational Needs and Disability

1. LCS has limited facilities for the disabled but we welcome pupils with special education needs or physical disabilities, providing we can support them appropriately to access the curriculum. We hope to be able to cater adequately for pupils with disabilities by making reasonable adjustments to the school facilities.

2. Parents of an applicant who has a disability and/or a special educational need should provide the school with full written details when applying for admission. Where possible, this information should be sent to the school at least one week before the applicant's first visit to the school.

3. LCS will use this information to assess the applicant's needs and make sure the school can provide adequately for the applicant throughout the admission process.

4. LCS will consult with parents about the adjustments which can reasonably be made for the applicant both during the admission process and later as a pupil.

5. In the event that LCS decides it cannot sustainably provide for the long term needs of a pupil who attends the school, the classroom teacher and Head Teacher will consult with the parents on the best course of action for the pupil's education, which may include transfer to an alternative school.

J. Bursaries

1. Bursaries may be available on entry to LCS. Current parents who are experiencing genuine financial difficulties may apply for a bursary.

2. Bursaries are means tested and parents will be required to give detailed financial information online, which may then be forwarded to Bursary Administration Limited (BAL). Should a bursary application be provided to BAL, parents will meet with a representative from BAL online or by telephone in relation to their application. Parents may also be interviewed by the Governors in relation to their application.

3. The award of a bursary is for 12 months, but may be renewed thereafter. The terms of the bursary may change mid year if financial circumstances change. The award of a bursary is entirely at the discretion of the Governors. If the financial situation of a family remains similar to the previous year, it is expected that the bursary award will continue at the same level as the previous year.

K. Fees

Fees must be paid in accordance with the School's Terms and Conditions.

L. Child Care Vouchers

Child care vouchers can be used to pay for any after school clubs.

M. Sibling Policy

Many siblings join us and so priority is given to siblings of existing children. However, a place is not guaranteed to siblings and will often depend on the availability of places in a particular year group. Furthermore, we may recommend a different school environment if we feel that that would be in the best interests of the child.

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