



Greater Grace School of Christian Education

Admissions Policy

The primary aim of the school is to provide a programme of Christian education that will enable each child to develop personal skills, build character, and reach their potential both academically and spiritually, preparing them for eternity as well as for citizenship and life in modern Britain. In this way we desire to help Christian parents fulfil their God-given responsibilities to “*train up a child in the way he should go.*” (Proverbs 22:6)

Therefore we accept children from any family where at least one parent is a born-again Christian who regularly attends their own local church, as long as both parents are willing to respect the school’s leadership and abide by its decisions and policies.

Prospective parents are encouraged to “Come and See!” We always enjoy showing parents around our school and sharing our ethos, vision, and values as we introduce you to our distinctive programme of Christian education. Please contact the Office to make arrangements to view the school. Parents may bring their child on the first or a later visit as they think best.

An informal interview with the parents will take place for initial discussions. We encourage parents to ask questions and to keep in touch during their decision-making progress, engaging with us in an ongoing dialogue in order to gain a greater understanding of the school and whether it is the right school for their child. An informal interview with the child will also be arranged.

Before admitting a child, his/her aptitudes are considered on an individual basis.

All children need to complete diagnostic tests so that the appropriate level of curriculum for each child can be determined. Admission is **not** based on the test results. However, since children are **not** graded by chronological age or on the basis of previous levels of achievement, it is often helpful for both staff and parents to do this as part of the admissions process.

Younger children will be assessed using the *Reading Readiness* diagnostic tool (and *Coordination Development Test* where appropriate) to determine whether he/she is placed in the Reading Readiness programme or in the *ABCs with Ace and Christi Learning to Read* programme.

There is a non-refundable application fee, £30 per child, which covers diagnostic testing and administration. This can be submitted with an Expression of Interest Form to enable us to plan a place for your child/ren, which will be reserved once confirmed by us, or it can be submitted later with the parental commitment form, enrolment agreements, and student application forms.

A formal interview with the headteacher and the pastor will be arranged where the school’s policies and ethos are discussed and compliance agreed by the parents. This includes an introduction to the International Certificate of Christian Education (ICCE) and Student Convention, their benefits and costs. The requirement for parental involvement is also made clear before a student is accepted.

Parents sign a form confirming their commitment to the School including payment of current fees and charges:

- The fees are **annual** fees, but they can be paid over 12 months preferably by standing order on the 1st of each month. Fees include 60 PACEs which form the standard curriculum for the year. Many high-achieving pupils will have completed extra PACEs which will be charged at the end of the school year. Fees are revised annually at the beginning of each new academic year.
- Bills for additional PACEs and any other items should be paid within a month.
- 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.
- All parents are expected to make every effort to attend Parent Teacher Evenings, the Christmas presentation, and the Annual Awards Ceremony (each July), as well as Parent Orientation (each September). This includes a short workbook (PACE) that will help parents support their child through gaining a better understanding of the procedures and benefits of our programme of Christian Education.
- Parents are expected to be available for work parties by mutual arrangement (3-4 times per year) to improve and develop the school environment and facility.
- In order to keep fees as affordable as possible, parents are encouraged to consider volunteering in whatever capacity they can best serve.

The parents confirm that they have read and agree with the school procedures detailed in the Prospectus by signing an Enrolment Agreement.

Students also sign an Enrolment Agreement confirming that they desire to participate in Christian education as a student at Greater Grace School, and that they acknowledge what is expected of them (the Student Code of Conduct) and understand the School's policies and objectives (at a level appropriate to their age and personal development).

Both parents and pupils agree to participate in encouraging and promoting the atmosphere of grace, loving acceptance, and respect which is both conducive to learning, and to each one reaching their potential, both academically and spiritually.

Consent forms and Privacy Notices must be completed in line with the most recent Data Protection Act. Parents must also ensure that they keep us updated concerning their contact details so that school staff can contact them in an emergency. The school is registered as a holder of information in compliance with the Data Protection Act. (See our Data Protection Policy for more details).

Completed application forms will be checked, and the school will confirm verbally that the child/ren will be enrolled. The start date will be agreed with the parents. This will usually be at the beginning of a term, however, we are flexible and can arrange a mid-term start when that is most appropriate.

Upon successful admission students will be granted a term's probation. Within the probation period parents may withdraw their children without notice; if the Trustees or headteacher concludes that the student is consistently undermining the well being of their Learning Centre or the school environment, they reserve the right to ask the parents to withdraw their child.

Greater Grace School has an equal opportunities and access policy whereby we will not discriminate against anybody regardless of background, colour or race.

The school will consider admission of children with Special Educational Needs and Disabilities (SEND) on an individual basis. The school does not yet have the facilities to work with pupils with considerable additional needs. Where there are additional needs, a parent may be asked to come in and assist one or more mornings a week.

Within the ACE curriculum, provision is available for pupils who speak English as an additional language which could be used, subject to availability of the necessary resources and staff.

Other relevant documents

This procedure should be read alongside the Equal Opportunities Policy, and the Student Code of Conduct.

Policy Adopted by Trustees on: 21 April 2016 by S. Titlow (Chair)

Policy Last Reviewed on: 22 January 2020 by A. Mulligan

Policy Due for Review on: 30 January 2022