

The Christian School (Takeley) Application Form

Name(s) of Child(ren)	DOB and Current School Year	Expected Date of Entry
Please give the names and dates of birth of any other children you may also think of sending to the school		
Is your child currently on a school SEN register or statemented Yes/No		
(Please detail if applicable)		
Are you/or your child's school aware of any learning difficulties? (Please detail)		
Names of Parents or Guardians:		
Address:		
Telephone:	Email:	

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<i>Before considering your application the Christian School will need to apply for references. This will affect our consideration of your application</i>			
<b>Church Referee (if applicable):</b>		<b>Previous school referee unless home-educating:</b>	
<b>Address:</b>		<b>Address:</b>	
<b>Telephone:</b>		<b>Telephone:</b>	
<b>Email:</b>		<b>Email:</b>	
Please give possible dates and times for a formal interview with the trustees of the school (evening times are possible).			
<b>Declaration:</b> I/We make this application to the Christian School (Takeley) having read and understood the current prospectus and the implications for my child. I/We agree to the above referees being contacted.			
<b>1<sup>st</sup> Signature</b>		<b>2<sup>nd</sup> Signature</b>	
Dated		Dated	

A £60.00 application fee is payable to The Christian School (Takeley).  
Thank you.

**Please indicate if you will be requesting a reduction in fees:**

**Yes**

**No**

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### Admissions policy and procedure

- Parents obtain a prospectus via the school office or school website.
- Parents contact the school and arrange to visit. They are shown round by a member of staff.
- Upon receiving an application with a fee of £50 and a test fee of £10 the child is required to sit an entrance test.
- If the results of the test show that the school is able to meet the child's needs then the application will proceed.
- The administrator then arranges for the child to come into school and join classes for a morning to see if he/she feels comfortable and fits in.
- References are requested and information from the child's present/previous school is obtained.
- KS3 & KS4 pupils will be asked to complete a simple questionnaire about their aspirations.
- If the Head teacher feels there is no educational reason why a child should not attend the school; there is room; the school could meet the child's needs. The Trustee responsible for admissions will arrange an interview involving him/herself, the parents, the Head teacher and at least one other Trustee. Interviews are held at the school. The purpose of this interview is to explain the ethos of the school and gauge whether the parents would be able to subscribe to the school ethos, support the school in educating their child, and participate fully in the life of the school.
- Those present at this interview report back to the Trustees' meeting (held once a month) and a final decision is taken.

Both parties may freely withdraw from this procedure at any stage. We do not like to see people disappointed, but it must be understood that the Trustees' decision is final and no explanations will be given.

A place at the school will only be offered if the school is able to meet the educational needs of the child. This provision is reviewed annually for each child and at each transition between Key Stages. Transition between Key stages is not automatic.

All new entries will be made for an initial agreed provisional period of up to 6 months when the school or the parents have the option to withdraw from the agreement. The school may do this if there are clear breaches of the ethos and values of the school and/or fees are not being paid. The terms of this agreement will be confirmed by letter, a reply to which, including a balance of the payment for the first month's fees and a month's fee as a deposit refundable when the child leaves school.

On accepting a place a term's notice is necessary to withdraw from this agreement; applicants agree to pay 1/3 of the annual fee.

Term 1: 1<sup>st</sup> September to 31<sup>st</sup> December. (Notice period for leaving in subsequent term 3)

Term 2: 1<sup>st</sup> January to 30<sup>th</sup> April. (Notice period for leaving in subsequent term 1)

Term 3: 1<sup>st</sup> May to 31<sup>st</sup> August. (Notice period for leaving in subsequent term 2)

The admission procedure is formally completed at the end of the 6 month period. This will be acknowledged by letter.