



Admissions Policy

Introduction

Emmanuel Christian School 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. However, 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 Days to help make an informed choice about further enquiring.

Initial Enquiry

1. Parents can complete the enquiry form from the website and email it to the school or they can call the school office for details
2. Parents will be invited to school for a meeting with the Head Teacher who will explain how Emmanuel Christian School works, including the Parent/School agreement. They will be offered a short tour of the school.
3. All enquiries and information are to be recorded in the School Office.

Application

1. After the initial visit prospective parents will be given an application form and prospectus.
2. All applications are to be sent to the School Office for processing.
3. All applications received are to be recorded by the School Office.
4. All applications will be reviewed by the Head Teacher
5. All applications will be subject to a trial day before an offer is made.
6. If the school is oversubscribed, places will be offered in the order that they were added to the waiting list.

Information about the child

1. After application from received children with Special Educational Needs will be introduced to the SENCO so they can get to know the needs of the child and speak to parents.
2. Given the limited scale of Emmanuel Christian School and its resources, there may be some instances when the school will be unable to meet certain complex needs, as the school is unable to access Government SEND funding. 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 Emmanuel can play in their education.

The final decision

1. A final decision to accept the application will be made by the Head Teacher and SLT. This decision will be communicated to the family. It is the responsibility of the Head Teacher to inform the family and the School Office of the decision to accept or reject an application.
2. Once a start date has been agreed, an acceptance letter and all the relevant paperwork will be sent to the family.
3. The first fee payment needs to be made prior to the children starting.
4. The contracts and fee related information will be sent with the acceptance letter.

Statutory legislation states

'that a child enters Reception in the academic year in which they are 5 years old before the 31st August of the following year'.

This means that a child will have reached the age of 4 on or before 31st August in order to start Reception in the September of that year.

This policy was reviewed by the schools Governing Body on 29/06/2026 and will be reviewed annually.