

Admissions Policy and Procedure

Emmanuel School exists to provide a Christian Education for the children of Derby and its surrounding areas.

Criteria

Places in the school are open to any family who will sign the agreement to uphold the ethos of the school and support the school in the education of their children. Emmanuel welcomes children of any race, religion or Christian denomination. Where the school is over-subscribed, priority will be given to siblings of current pupils.

General

Applications are made by completing the appropriate form and returning it to school with documentary evidence of the child's details i.e. passport or birth certificate and documentary evidence of address i.e. recent utilities bill.

The application will be processed and parents notified if a place is available. If no place is available the child's name will be put on the waiting list and the parents informed if any place becomes free. New admissions will normally be taken in September, with applications needing to be submitted before February 1st of the year of intended entry, but admissions will be considered at other times if places are available.

Please Note:

- a. The school recognises the value of a low pupil: teacher ratio.
- b. Children are eligible to enter the Nursery in the term following their third birthday.
- c. Children who are 5 years old during the school year are eligible for admission in to the Reception class in September. We will consult with parents and nursery schools to establish when the children are ready for entry.
- d. In the event of there being too many applicants who fall into the same categories, priority will be given according to the date of application, i.e. first come, first served.
- e. Children will be admitted in line with our equal opportunities policy. However, where the child has specific needs we will discuss with the parents whether we believe the school is the best place for their child's education.

Equal Opportunities

We believe that it is the right of all parents, carers and children, regardless of ethnicity, gender, sexuality, physical disability, ability, linguistic, cultural or home background, to be included in all aspects of school life, have access to school information and participate in all activities.

Pupils with special educational needs and physical disabilities will be considered on an individual basis as to whether Emmanuel School is the best place for that individual owing to the restriction of the current building and the facilities available. The governors will make the final decision regarding admittance for a child with special needs.

(see the Equal Opportunities Policy for more information)

Admissions Procedure

The following outlines the normal admission procedure:

- Initial enquiry;
- Visit to the school;
- Taster day/morning if necessary (school only);
- Application form completed (agreement of fees);
- Application accepted/rejected;
- Acceptance Form completed by parents, deposit paid;
- Contact current school/nursery for information if necessary;
- Home visit and induction etc. (nursery only);
- Pupil enrolled on start date; then
- Deposit refunded within 90 days of first fee payment.

Juniper Lodge
 43 Kedleston Road
 Derby DE22 1FP

Appendix 1 - APPLICATION FORM

for admission in September/ January/April * 202 (*delete as applicable)

THE CHILD	M/F		
First name(s)			
Surname			
Address			
Telephone No. - home			
D.O.B.			
Position in family			
Religion/Faith			
Nationality & home language			
Other language understood			
Previous school/nursery		From	To
Medical conditions of which staff should be aware			
Allergies			
Special dietary needs			
Family Doctor Surgery address Telephone no.			
Regular medication			

P.T.O.

PARENTS/GUARDIANS	
Mother : Full name	
Occupation	
Work address	
Work telephone	
Mobile no.	
Email address	
Father : Full name	
Occupation	
Work address	
Work telephone	
Mobile no.	
Email address	
Alternative contact in case of emergency	
Name & relationship to child	
Telephone no.	
Other information (other agencies e.g. speech therapist, physiotherapist etc.)	
Please add any other comments below which you feel may be helpful:	

I/we understand the aims and principles of the school and wish to see my child educated in a way that conforms with the Christian ethos of the school.

I/we agree to pay school fees on the 1st of the month.

I/we agree to giving a half term's notice should I withdraw my child from Emmanuel (NB this is a school half term e.g. to leave at the end of the summer term notice must be given **before** the summer half term)

Signed:.....(Father) (Mother)

Date:

Enquiries and Application Checklist - School

Child's Name: _____

DOB: _____

Parents' Names: _____

Contact No: _____

Initial Actions

Action	Date Completed	By whom? Initial	Comments
Contact Made			
Visit to school arranged			
Application Pack given <ul style="list-style-type: none">• Application Form• Lunch Policy• Uniform List• Prospectus• Fees• Terms Dates			

Application Process

Action	Date Completed	By whom? Initial	Comments
Application form received			
Child's ID Checked			
Parents' proof of address checked			
FEEE Form (for EYU children)			
Fee Consent form sent			
Fee Consent form returned			

Induction Process

Action	Date Completed	By whom? Initial	Comments
Entered in Admissions Register			
Added to Class List			
Added to Classroom Monitor			
Files received from/contact made with previous school (if relevant)			
Derby City Council informed (if non-standard transfer)			
Home Visit Arranged (for Nursery)			