



**BARNSLEY CHRISTIAN SCHOOL  
POLICY AND PROCEDURES**

Application, Assessment,  
Interview and Admissions Policy

## Contents

1. DOCUMENT AIMS
2. ENVISIONING
3. ASSESSMENT PERIOD
4. INTERVIEW - AIMS AND FORMAT
5. ACCEPTANCE/REJECTION
6. ADMISSION DETAILS
7. PAYMENT OF FEES
8. APPENDICES

1. ENVISIONING EVENING INVITE LETTER TO PARENTS
2. ENVISIONING CHECKLIST
3. ENVISIONING EVENING OUTLINE FOR PANEL
4. ENVISIONING EVENING FOLLOW UP LETTER TO PARENTS
5. APPLICATION PROCEDURE OUTLINE FOR PARENTS
6. VISION STATEMENT
7. HOME SCHOOL PARTNERSHIP AGREEMENT

## **Document Aims**

This document aims to outline the complete admissions policy & procedures from initial enquiry to first day in school.

## **Initial Enquiry & Look Round School**

When an initial telephone enquiry is made the office records in the prospectus request book the parents name and address, pupil's sex and year group and when the pupils would like to start. A prospectus is then sent first class either on the day of the enquiry or at the latest the next day. An appointment to look around the school with the Headteacher will be made at this point if the inquirer is willing, otherwise the look round appointment can be made on receipt of the application form.

## **Application Form Received**

If the parents have not looked around school then an appointment for this should be made as soon as possible. The application fee should have been forwarded with the application form, if this has not happened this should be mentioned at the Envisioning Evening. The 'office only' box of the application form should be completed and copies made for the Headteacher and Primary Deputy Headteacher. Once a look around appointment has been completed the office will write to the applicant with a date for an Envisioning Evening if the application is to continue.

## **Envisioning Evening**

At the start of the evening all panel members will be supplied with an Envisioning Evening Panel Outline, copies of the Application Form, a Home School Partnership Agreement and a master checklist for the chair to complete.

Parents will be supplied with an outline of the application procedure and a copy of the Home School Partnership Agreement.

The Envisioning Evening is a meeting for parents / guardians with the Headteacher, Primary Deputy Headteacher, a Governor and an Elder from Barnsley Christian Fellowship. This is an informal presentation of the school's ethos, history, vision and a time for further questions and answers.

Parents / guardians may wish to ask questions arising from the visit and from reading the Home-School Partnership document which outlines the school's responsibilities to parents / guardians and vice versa.

For those wishing to continue the application process a date will be set to attend one of the Sunday meetings of Barnsley Christian Fellowship and for the Assessment Week.. These details will be written on the Envisioning Evening checklist and passed to the office. The office will then confirm these dates in writing to the parents.

At this point the Headteacher for secondary pupils or Primary Deputy Headteacher will contact the applicants present school for details about the pupil, any special needs etc. A specific pro-forma requesting details of pupils ability, SATs results etc. will also be sent to the school.

## **Assessment**

Assessment is normally one week in school. During this period the class teacher, and where applicable subject teachers, will have the opportunity to assess the child's academic development, any indication of special needs or abilities (this may not be apparent over a short period); the ability to establish relationships with class mates and their ability to 'fit in' with the class. It is hoped during this period potential problems may be identified which may be shared with the parents during the interview. Teachers should seek the advice of colleagues as necessary e.g. help with special needs assessment. Occasionally pupils may be asked to attend for a further week's assessment.

Following the assessment week the School Management Team should meet to discuss the application. If the recommendation is made to reject the application then the Headteacher should ring and inform the parents. This should be confirmed in writing. If the application is to proceed then a final interview date should be arranged, this will be done in writing via the office.

## **The Final Interview**

The interview should be arranged as soon as possible after the SMT meeting.

The aim of the interview is to;

- formally meet parents
- establish reason for application
- confirm that both parents are in agreement with the child attending school
- informally establish extent of both child's and parents faith
- review assessment period
- discuss curriculum issues
- explain discipline policy
- explain need for parental involvement in school life
- allow relevant questions from both interview panel and parents
- explain 'first day' requirements
- exchange signed copies of the Home School Partnership Agreement
- establish ability to pay fees and inform of bond requirements.
- Notify parents of any part month fee payments due on commencement
- Set a date for the pupil to start

The interview should be arranged with a view to establishing the pupil in school as soon as practical. This should be explained to the parents during the interview.

Attendance at interviews is mandatory for both parents of the child.

Interview should only be arranged with one parent if good cause can be established e.g. working away.

The interview panel will consist of a Governor, Headteacher, Primary Deputy Headteacher, HHC Elder.

Copy(s) of the pupils application form and any class work deemed suitable, may be made available to the panel for reference as necessary.

The prospective pupil will not be required to attend the interview. Parents should attend the interview alone.

If it is not possible to offer a place at school this will usually become evident during the assessment period. Reason for the school not being able to offer a place will usually be due to the severity of special needs. It will be not be necessary to arrange a formal interview in these circumstances and an informal discussion should be arranged with parents to review the situation and offer recommendations as appropriate.

## **Admission**

Verbal notification of acceptance will normally be made at the interview. This will be followed by written confirmation of the offer of acceptance. Written acceptance will be a standard letter detailing the scale of fees and bond payment, this will be confirmed to the office by the Finance Team.

An "admission pack" of documents to reflect the following aspects of joining school will be provided to parents prior to the start date.

Contents of the admission pack will be as follows -

- A letter thanking the parents and welcoming the pupil to school
- Details of start date for the pupil.
- Details of monthly fees payable and bond fee payment.
- Details of any part fees for month prior to start of standing order payment.
- Standing order form for fees
- School Handbook
- Calendar for academic year
- An introductory letter from the Friends of Barnsley Christian School
- Pupil details form (sos etc.)

### **Payment of Fees**

Payment of fees will be required to commence at the beginning of the month and before the 15th of the month, following the start date. Payment should be made via bank/building society standing order. A calculation will be made to determine any part fees up to this point. This figure will be notified to parents as part of the written acceptance.

# APPENDICES

## Appendix 1.

Dear

Thank you for your application to Barnsley Christian School

I have made you an appointment to look around the school on Friday 25<sup>th</sup> March at 1.30pm.

Also as part of the application process to the school we ask the pupil's parent(s)/guardian(s) to attend an 'Envisioning Evening' which is:

- a) A meeting for parent(s)/guardian(s) with the Head Teacher, Primary Head Teacher, Chair of Governors and a Church leader. At this meeting the history of and the vision for the school will be explained and discussed. Parents/guardians may wish to ask questions arising from the visit and from reading the Home-School Partnership Agreement.
- b) Arrange the church visit and set the date for those who wish to continue with the application process.

The next 'Envisioning Evening' is on Wednesday 21st April, 6.00pm – 7.00pm and we would like you to attend if possible. Please ring or email the office to confirm whether or not you are able to attend either appointment.

If you have any questions please do not hesitate to contact us.

We look forward to seeing you.

Yours sincerely

Mike Stead  
Administrator





Envisioning Evening – School Panel Outline

**Christian**<sup>BARNSELY</sup>  
**SCHOOL**

School Panel: Garrie-John Barnes – Headteacher

Paul Bedford – Leading Elder Hope House Church / Governor

Chair - Paul Bedford

Welcome everyone and introduce evening  
Confirm parent's names  
Invite questions during session

Introduce yourself in a little more detail  
Speak about origins / history of school (supported by GJB as required)  
Development since 1986  
Relationship to and links with, Hope House Church.

Introduce Garrie-John Barnes

Garrie-John Barnes

Introduce yourself in a little more detail  
School Vision Statement, aims, future plans.  
Application Process  
Home School Partnership Agreement  
Hand back to Paul Bedford

Paul Bedford

CST & Evangelical Alliance Links

Finances:

Redemption Policy,

Fees (£310 Primary, / £335 Y7-Y9, /£360 Y10 & Y11)

Bond (2x full monthly rate = £670 Primary, £650 Y7- Y9, £720 Y10 & 11)

F.B.C.S

Invite questions

Round up the session,

Next Steps – set assessment week and church visit

## Appendix 4

Dear \_\_\_\_\_

Re: Application for \_\_\_\_\_

I am writing to confirm the next stages of the application procedure.

- Sunday 25<sup>th</sup> April 2004 - Visit to Hope House Church, 10.00am
- Monday 17<sup>th</sup> - Friday 21<sup>st</sup> May - Assessment week.
- Final Interview (To be confirmed) - Thursday 20<sup>th</sup> May 2004.
- Monday 6<sup>th</sup> September 2004 - Start date, dependent on final interview.

Thank you for attending the recent Envisioning Evening, I hope you found it helpful. If you have any further questions please do not hesitate to contact me on the above number.

Yours sincerely

G-J. Barnes  
Headteacher

## Appendix 5.

### APPLICATIONS PROCEDURE

#### STAGE 1: School Visit

- a) Application form and application fee is received.
- b) Parents / guardians will be invited to visit the school (usually during the course of a school day) and will have the opportunity to ask questions.

#### STAGE 2: Envisioning Session

- a) A meeting for parents / guardians with the Headteacher, a Governor and an Elder from Hope House Church. This is an informal presentation of the school's ethos, history, vision and a time for further questions and answers.
- b) Parents / guardians may wish to ask questions arising from the visit and from reading the Home-School Partnership document which outlines the school's responsibilities to parents / guardians and vice versa.
- c) A date will be set to attend one of the Sunday meetings of Barnsley Christian Fellowship.

#### STAGE 3: Church Visit

- a) Parents / guardians will have an opportunity to meet Barnsley Christian Fellowship's leadership, founder members of the school and experience the Christian community from which the school was born. This is designed to help parents in their understanding of the Christian tradition the School belongs to.

#### STAGE 4: Assessment Period

- a) An assessment period of five days for all pupils will be arranged. Although there is no entrance examination pupils' Literacy, Numeracy and Social skills will be assessed.
- b) Class and subject teachers will be consulted by the respective department Heads about the child/ren's progress in school during that time.

#### STAGE 5: Formal Interview

- a) A formal interview will then take place. The Headteacher, a Governor and an Elder from Barnsley Christian Fellowship will be present. Parents / guardians will be given any feedback from the assessment period and any final questions and discussions may be held.
- b) The Home-School Partnership document will then be signed by both parties and the parental application accepted.

#### STAGE 6: First Day at School

- a) An agreed date will be set for the child/ren to start attending school.

*Please note that the application process normally takes approximately four weeks to complete.*



Appendix 6  
Vision Statement

*Christian*<sup>BARNSELY</sup>  
S C H O O L

*To provide a "Christ-centred" education for pupils 4 years to 16 years -within the context of a worshipping community.*

*AIMS*

To be a Christ-centred learning community where pupils can fulfil their potential both spiritually and academically.

To build a loving and secure environment where all pupils, irrespective of their ability, can learn effectively and develop a relationship with Jesus.

To provide pupils in our care with a framework of holistic Christian values and principles upon which they can build their lives in preparation for adulthood.

To value each person's unique qualities and to promote a sense of self-worth for every pupil and to nurture every individual in our care.

To disciple the pupils according to the teaching of Jesus Christ so that they become mature and fully aware of God's plan for their lives.

To share the Gospel of Jesus Christ with parents and the wider School Community and to support and encourage anyone who is considering the Gospel of Jesus for themselves.

# *Christian* BARNESLEY S C H O O L

## **HOME SCHOOL PARTNERSHIP**

Our aim is to establish a good partnership between home and school in order that the aims and vision of the school are achieved.

### **INTRODUCTION**

The education of our children is of paramount importance and decisions regarding their future should not be taken lightly. Parents clearly have a crucial role in this process and as a school we want to work in partnership with you.

### **OUR COMMITMENT TO YOU.**

1. To take pastoral responsibility for all children in a loving, caring and well disciplined environment.
2. To provide a broad and balanced Christ-centred curriculum for all children regardless of ability, age, race or gender.
3. To encourage all pupils to explore the Christian faith for themselves.
4. To encourage all pupils to fulfil their potential academically.

### **YOUR COMMITMENT TO US.**

1. To support the vision and ethos of the school and to support your child's decision to become a Christian should they decide to do so after exploring the Christian faith for themselves.
2. To attend Hope House Church for the 'School Sunday' meeting and on at least one other occasion in the school year.
3. To support the policies and procedures of the school outlined in the School Handbook.
4. To be involved practically in the cleaning and maintenance of the premises by attending at least one of the three maintenance days of the academic year.
5. To ensure that holidays are not arranged during school time. The school will permit a maximum of five days only in *exceptional* circumstances up to Year 9. Any holidays taken above five days will be noted as unauthorised absence and a fine of £10 per day will be imposed. Any holidays taken in Years 10 and 11 will be noted as unauthorised and a fine of £10 a day imposed.
6. To ensure that fees are paid by the 15th of each month from September to August inclusive.
7. To ensure that pupils attend the mandatory annual school trips.
8. To ensure that a full six weeks written notice is given if pupils are to be withdrawn from the school.

Please note that if six weeks written notice is not given your bond fee will be retained. If a bond fee has not been paid then you will be required to pay two months extra fees. If full notice is given then the bond fee will be returned on receipt of all fees due.

9. To agree to the school's Redemption Fee policy attached.

The School has a policy not to admit pupils after Year 8, should you withdraw your child from school during or after Year 7 then you will be liable to incur charges, as noted below, in order to offset the loss of budgeted income. See attached sheet.

This agreement is reviewed occasionally and if appropriate new copies will be issued and will be binding.

**Redemption Fee Policy**

**For September 2009–  
August 2010  
Academic Year**

The School tends not to admit pupils after Year 8, should you withdraw your child from school during or after Year 7 then you will be liable to incur charges, as noted below, in order to offset the loss of budgeted income.

NB. Charges will not be incurred if withdrawal is for legitimate purposes such as leaving the area. Charges are levied at the discretion of the Governing Body. The redemption charges will automatically change each academic year to reflect the current fee structure.

<b>Year in which child is Removed</b>	<b>Annual Fees</b>	<b>Annual Fees</b>	<b>Annual Fees</b>	<b>Annual Fees</b>	<b>Annual Fees</b>	<b>Budgeted Income</b>	<b>Redemption Fee</b>	<b>%</b>
	<b>2009-2010</b>	<b>2010-2011</b>	<b>2011-2012</b>	<b>2012-2013</b>	<b>2013-2014</b>			
<b>Year 7</b>	<b>£3,840 Y7</b>	<b>£3,840 Y8</b>	<b>£3,840 Y9</b>	<b>£4,140 Y10</b>	<b>£4,140 Y11</b>	<b>£19,800</b>	<b>£1,980</b>	<b>10%</b>
<b>Year 8</b>	<b>£3,840 Y8</b>	<b>£3,840 Y9</b>	<b>£4,140 Y10</b>	<b>£4,140 Y11</b>		<b>£15,960</b>	<b>£3,990</b>	<b>25%</b>
<b>Year 9</b>	<b>£3,840 Y9</b>	<b>£4,140 Y10</b>	<b>£4,140 Y11</b>			<b>£12,120</b>	<b>£6,060</b>	<b>50%</b>
<b>Year 10</b>	<b>£4,140 Y10</b>	<b>£4,140 Y11</b>				<b>£8,280</b>	<b>£6,210</b>	<b>75%</b>
<b>Year 11</b>	<b>£4,140 Y11</b>					<b>£4,140</b>	<b>£4,140</b>	<b>10%</b>



