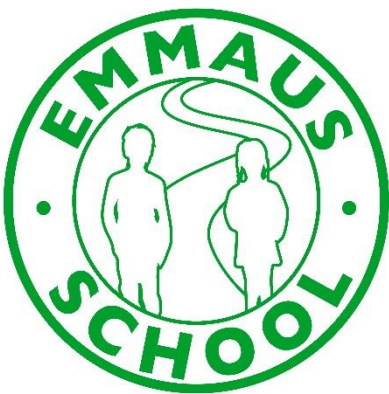


Admissions Policy



EMMAUS SCHOOL

School Lane, Staverton, Trowbridge,
Wiltshire, BA14 6NZ

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1. Introduction

Emmaus School has been formally designated by Order of the Secretary of State as an independent school with a religious character (Christian).

At Emmaus School, pupils will be admitted as follows:

- Boys and girls
- Pupils from the age of 4 years old to 16 years old. (4 year olds will be admitted in the September or January nearest their 5th birthday)
- Pupils of parents who support and uphold the School's Christian ethos and Statement of Faith.

2. Conditions

The following conditions apply:

- Pupils and parents must accept and adhere to the Christian ethos and teaching of the School.
- Pupils will be admitted on the understanding that they will be on one term's trial period which can be extended at the Headteacher's discretion. An unsuccessful trial period will result in the parents being asked to withdraw their child from the School.
- Consideration will be given to pupils with learning difficulties, disabilities, or those for whom English is not their first language. Each pupil's application is considered on its own merit, taking into account whether the School is adequately staffed and resourced to meet the individual pupil's needs. Where a child has special educational, physical or pastoral needs, the School will discuss with the parents what the School is able to offer, which may involve additional cost to the parents. Applications from pupils with an EHC Plan will be considered subject to funding from the Local Authority.

3. Admission Procedures

Before a decision is made as to whether or not accept a pupil, the following procedures will be implemented:

- The parents will be asked to read the Admissions Policy, the School Prospectus and to agree to the aims of the School, the Statement of Belief, and the School Rules contained therein.
- The parents will be asked to provide copies of previous school reports
- The Headteacher will request a reference from the child's existing or previous school if he/she is of school age. If the child is home-schooled, another appropriate reference may be requested.

- The child will be asked to attend the School for a taster day which will involve some diagnostic tests.
- The parents and child will be interviewed by the Headteacher

4. Decision Making

The Headteacher will make the decision whether or not to accept a new pupil and will report on new pupils to the School Governors. Where the Headteacher is unable to reach a decision as to whether to accept a pupil or not, the Headteacher will refer the matter to the Governors who will make the final decision. Each pupil's application is considered on its own merit.

An applicant may be turned down for the following reasons:

- The child's reference from his/her previous school highlights areas of concern in terms of behaviour
- The School has reached the permitted maximum number of pupils
- A specific class or year group is full
- The School is unable to meet the child's specific needs
- The procedure set out in this policy has not been followed.
- Wherever the Head Teacher feels that it is not in the best interests of the school for the child to be admitted

5. Class Groupings

The Headteacher and Governors of Emmaus School are committed to providing small teaching groups. The maximum size of each class will vary slightly according to staffing, accommodation and pupil numbers.

Pupils will only be placed differently to their year group if:

- The class is full and there is an **appropriate** space in another class
- The Headteacher is of the opinion a pupil should be placed in a class above or below his/her chronological age for social or educational reasons. This will only be done with parental agreement and after consultation with staff members, taking into account the pupil's standardised test scores.
- The number of pupils warrants an increase or decrease in the number of classes. In this case the make-up of the classes in terms of year groups is flexible and will be decided by the Governors after hearing the recommendation of the Headteacher.