

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 statmented 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>			
Church Referee (if applicable):		Previous school referee unless home-educating:	
Address:		Address:	
Telephone:		Telephone:	
Email:		Email:	
Please give possible dates and times for a formal interview with the trustees of the school (evening times are possible).			
Declaration: 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.			
1 st Signature		2 nd Signature	
Dated		Dated	

A £50.00 application fee is payable to "The Christian School (Takeley).
Thank you.

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Admissions policy

The admissions procedure typically works as follows:

1. Parents hear of the school, get in touch and get a prospectus.
2. Parents contact the school again and arrange to visit. They are shown round by a member of staff.
3. Upon receiving an application the Head teacher may then arrange for the child to come into school for a morning to see if he/she feels comfortable and fits in. He may also seek information from the child's present/previous school
4. If the application is to proceed then the child would be required to sit an entrance test.
5. If the Head teacher feels there is no educational reason why a child should not come to the school (there is room; the school could meet the child's needs). He then asks the Trustee responsible for admissions to arrange an interview involving himself, the parents and one or more Trustees. 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.
6. Those present at this interview report back to the Trustees' meeting (held once a month) and a final decision is taken, subject to references.

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 detailed 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.

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 not to continue with the agreement. The school might do this if there are clear breaches of the ethos and values of the school 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, is necessary.

The admission procedure is formally completed on the completion of this period. This will be acknowledged by letter.