



London Christian Learning Centre

Admissions Policy

ADMISSIONS POLICY

- Application Forms must be correctly completed and checked
- The primary aim of the school is to help Christian parents fulfill their God-given responsibilities, but the school will take in students with one or no unbelieving parents where:-
 - a) both parents are willing to respect the school's leadership and abide by its decisions and policies and
 - b) where an older student seeks admission he/she is personally committed to being at the school. A three months review time is set up for such cases.
- All fees must be paid in advance at the beginning of each month and are payable over 12 months. Parents must give one term's notice should they decide to withdraw their children from the school or pay one term's fees in lieu of notice.
- Annually, either at the end of July or in early September, a Parent Orientation Day is held which all parents must attend
- Parents must complete the Parents Training PACE within the first half term of their child joining the school, if not completed during the Parent Orientation Day.
- All parents must commit to attend Parent Teacher Fellowships and the End of Year Awards Ceremony (each July); to be available for work parties as and when necessary (3-4 times per year) to improve and develop the school environment and facility; to work in the school a minimum of four hours per week, in whatever capacity they can best serve or pay an additional amount per term and sign a Parental Commitment form to show their agreement to these terms.
- The schools involvement in International Christian Certificate of Education, Student Convention, its uniform policy, general ethos and requirement of parental involvement are made clear at interview before a student is accepted.
- Parents must ensure that school staff can contact them in an emergency. *The school holds a 'parents list' with addresses etc to help communication (this requires the school to register as a holder of information-because of the Data Protection Act)*
- London Christian Learning Centre has an equal opportunities and access policy whereby we will not discriminate against anybody regardless of background, colour or race.
- Upon successful admission students will be granted a term's probation. Within the probation period parents may withdraw their children without notice; if the Trustees/Governing Body/Principal concludes that the student is consistently undermining the well being of their Learning Centre or the school environment they reserve the right to have the student permanently excluded.

Policy Adopted by Governors/Trustees on: March 2018

Policy Last Reviewed on: March 2018

Policy Due for Review on: March 2019