

Melville-Knox Christian School

Admissions Policy



A. Principles

Our goal is that we should be able to make Christian Education available to all who want it. There is to be no selection of pupils on the basis of academic ability or financial status.

Our basic aim is to enable Christian parents to fulfil their God given mandate to bring up their children in the fear and admonition of the Lord. We see our responsibility primarily to such parents, but as far as it is compatible with our basic aim we will seek to be open to pupils from families of any or no faith.

While trying to be open to pupils of any ability we must recognise that in some cases in which there are additional support needs it may not be possible for the school to meet such needs properly. Please see the school's Additional Support for Learning policy, which is available on the school's website, for more information.

B. Procedure

In assigning places for pupils, places will be offered in the following order of priority:

1. Children who already have siblings enrolled in the school
2. Children of Parent and Friends Association members
3. All other children according to the date when the application form was received, with no preference given to the religion/non-religion held by the applicants.

The normal admissions procedure is following, after initial contact is made:

- a) The administrator will send out information about the school.
- b) The parent(s)/carer(s) will be invited to arrange a time for a visit. This might be with or without the pupil(s) concerned.
- c) The possibility of the pupil(s) attending lessons for a day or part of a day will be made known to parents/carers.
- d) The parent(s)/carer(s) will be given the full prospectus and will be asked to fill in the application form to proceed with the application.
- e) An interview by two people. One of whom should be a Head teacher or Depute head teacher. The other can be a teacher. The interview committee will explain the responsibilities of parent(s)/carer(s), answer any questions and explain how the school is organised and run.
- f) Generally, the teachers will decide on admission but in special circumstances, the teachers can refer the case to the Board. The parents can appeal to the Board if the teachers have refused a place.
- g) In some cases, in which after the application and interview there is uncertainty about whether the school has adequate resources to meet a particular child's additional support needs, a conditional placement may be offered. During this time, teachers will assess the child's needs and whether the school is able to provide the support needed. In such instances, the timescale of the conditional placement and the notification of the outcome will be communicated to the child's parents and the parents will need to sign an agreement stating that they understand the conditions of the conditional placement.