



Admissions Policy

19 October 2026

About This Document

Annual Policy Period	2026 - 2027
Policy Adopted by Governors	11 January 2019
Last Policy Review	19 October 2026
Next Policy Review	September 2027

History

Version	Date	Name	Description
0.1	11 Jan - 2019	René Esterhuizen, Clerk to Trustees	First release. DRAFT
1.0	11 Jan - 2019	School Governors	Approved and adopted.
1.1	14 Aug - 2021	School Governors	Reviewed and approved.
1.2	16 Sep - 2022	School Governors	Reviewed and approved.
1.3	23 Jun - 2023	School Governors	Reviewed and approved.
1.4	8 May - 2024	School Governors	Reviewed and approved.
1.5	10 June - 2025	René Esterhuizen, Headteacher	Reviewed, deposit fee removed.
1.6	8 July - 2026	René Esterhuizen, Headteacher	Reviewed, no changes.
1.7	10 Oct - 2026	René Esterhuizen, Headteacher	Reviewed, changes made in-line with new KCSIE guidelines.

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1. Introduction

- 1.1. At The Vine Christian School (TVCS) we consider the moral and spiritual development of all our students as being of great worth. Alongside this we aim to provide an excellent Christian education for children from Christian families, who believe and are committed to the school's Christian ethos. To that end it is of the utmost importance that families show unequivocal commitment to the school's Christian faith and principle of Christian education to aid the ongoing success and harmony of the school.

2. Admission

- 2.1. Application Forms must be correctly completed and checked. Admission decisions will be made fairly and consistently in accordance with this policy and any published admissions criteria.
- 2.2. The school's admissions arrangements, including this policy and any applicable criteria, will be made available to parents and prospective parents in accordance with the Independent School Standards, including free of charge on request.
- 2.3. Applications from pupils with special educational needs and/or disabilities will be considered fairly. The school will consider what reasonable adjustments can be made and what support can reasonably be provided. Where a legal duty to admit arises because the school is named in an Education, Health and Care (EHC) plan, the school will comply with that duty.
- 2.4. Admissions decisions will be communicated to parents in writing. Where an application is unsuccessful, parents may raise concerns about that process through the school's Complaints Procedure; this does not create a statutory admissions appeal where none applies.
- 2.5. The primary aim of the school is to help Christian parents fulfill their God-given responsibilities. As a Christian independent school, the school may take account of its Christian ethos and, where lawfully permitted, religion or belief in its admissions arrangements. Applications from families with one or no Christian parents may also be considered where:
 - i. Both parents/carers are willing to respect the school's Christian ethos and leadership and abide by its reasonable decisions and policies and
 - ii. Where an older student seeks admission,
 - iii. they are personally committed to attending the school. An initial review meeting will take place during the first term to consider the student's integration, progress and any support needs. This review does not create a probationary form of admission or replace the school's Behaviour Policy or suspension and permanent exclusion procedures.
- 2.6. All fees must be paid in accordance with the school's published fee arrangements and Parent Contract.
- 2.7. Annually, either at the end of July or in early September, a Parent Orientation Day is held which parents are expected to attend in accordance with the school's arrangements.
- 2.8. 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, subject to any reasonable adjustment or alternative arrangement agreed by the school.

- 2.9. Parents are expected to support the school community by attending Parent Teacher Fellowships and the End of Year Awards Ceremony (each July); being available for work parties, where reasonably practicable, to improve and develop the school environment and facilities.
- 2.10. The school's involvement in the International Christian Certificate of Education, European Student Convention, its uniform policy, Christian ethos, curriculum arrangements and expectations of parental involvement are made clear to parents at interview before a student is accepted.
- 2.11. Parents must ensure that school staff can contact them in an emergency and must provide up-to-date contact details. Personal information will be processed in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, the school's privacy notices and its Data Protection Policy.
- 2.12. The Vine Christian School is committed to equal opportunities and will not discriminate in admissions on the basis of a protected characteristic under the Equality Act 2010. The school will make reasonable adjustments for disabled applicants and pupils where required by law. Any lawful exception relating to the school's religious character or ethos will be applied carefully and only where legally permitted.
- 2.13. Following admission, the school may use an initial review and support period to help the student settle into school and identify any additional needs. This does not make admission conditional or probationary. Parents may withdraw their child only in accordance with the notice provisions in the Parent Contract. Any suspension or permanent exclusion will be considered and carried out in accordance with the school's Behaviour Policy, published procedures and contractual arrangements, with due regard to safeguarding, equality and SEND considerations.