

## **ADMISSIONS POLICY**

- Application Forms must be correctly completed and checked
- The primary aim of the school is to help Christian parents fulfill their 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 month's 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.
- All parents must commit to attend Parent Teacher Meetings held at different times thorough-out the school year to enable clearer communication regarding the progress of your child / children.
- All parents must attend the Annual Awards Ceremony.
- The school's 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 and be compliant with GDPR).*
- Phoenix Academy has an equal opportunities and access policy whereby we will not discriminate against anybody regardless of background, gender, sexuality, 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/Head Teacher 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 27<sup>th</sup> August 2020  
Policy Due for Review in a year's time