**LPCCA Admissions Policy 2019-2020**

* 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:-
1. both parents are willing to respect the school’s leadership and abide by its decisions and policies and
2. 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. One month’s fees are payable, up front, as a refundable deposit (refunded after the first term). 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 (2-3 times per year) to improve and develop the school environment and facility; 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*
* LPCCA 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. If the 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 taken off roll.

Policy Adopted by Governors/Trustees on: 1st February 2019

Policy Last Reviewed on: 1st September 2019

Policy Due for Review on: 1st September 2020