
School Admissions: Guidance for Parents

This guidance is to help parents of children who will be applying for admission to one, or more, of the faith schools for entry into either Year 7 or Reception. We will do all we can to support you in this process. We understand how important it is to find a suitable school place for your child.

It is your responsibility to find out the admission criteria of the school you are applying to, they do differ!

We aim to have a transparent and fair process, which will rely on the signing in process as detailed below. We expect that you and your child will commit to regular attendance and hope that you will become an integral part of our church family.

Process

All children must be registered with us as being part of the school admissions process. This can be done at any time, but we would encourage you to do this as soon as you start attending Mossley Hill. Most schools currently require 3 years evidence of attendance, but this is subject to change.

Registration forms are available on a Sunday from the stewards and must be returned to Jo Riley, or the steward's desk.

Please note that this is a separate form from the JAM registration at the 9.30am service and must be done as well as JAM registration if your child attends that. We recognise that not all children go to JAM and so this process is intended to cover all services and all children.

Each Sunday that you and/or your child attends you must sign in with the stewards before the service starts.

The signing in desk is towards the back of church, on your left as you enter from the coffee bar. The stewards wear red lanyards and will mark you and your child/ren as attending for that Sunday.

This process is for all Sunday services and will replace the current system for the 8.30am and 11am services.

The attendance is then compiled into an annual attendance figure (Sept-Sept) and it is that figure which will determine which box we are able to tick on the school application forms.

We cannot stress enough that it is your responsibility to ensure that your child's attendance is recorded each week.

Filling in of school application forms for Secondary Schools

At the beginning of September each year there will be two meetings for parents, after the 9.30am service, to explain the process for handing in forms for that year.

Currently some forms must be completed online and some on paper. We will give you guidance on what to do with each type of form and the deadline dates for applications nearer the time.

All forms will need to be accompanied by a current photo of you and your child.

Criteria

We have set the criteria by which we will fill in the attendance boxes on the forms.

Full attendance will be deemed as attending 40 or more Sundays in the year.

3 x attendance will be deemed as attending 30-39 Sundays in the year.

Fortnightly will be deemed as attending 20-29 Sundays in the year.

Monthly will be deemed as attending 10-19 Sundays in the year.

Occasional will be deemed as attending less than 10.

Notes:

Given that there are usually 52 Sundays in anyone year, up to 12 weeks absence over the course of the year will be taken into consideration to cover holidays, sickness or other necessary absences.

Adjustments to the above figures may be needed according to the varying data requirements of the individual school forms, over which we have no control. At the September meetings for parents, we will let you know of any variation to the required data that we're aware of, but please note we do not receive notification of any changes from the individual schools and can only fill in the forms with the data requested by each school.

If you feel that you have exceptional circumstances, which make it difficult to meet the above criteria, then you should speak to Rev. Rachel to make her aware of your situation. This must be done at the time when your child enters the attendance process, or as soon as a change of circumstances arises, and **not** at the point when the forms are being completed.

Please note that when completing the forms, Rev. Rachel will also take into consideration a parent's active involvement in church life. This could be involvement in one of our teams, taking a role on a committee etc.

Important Dates for your diary for 2024 if applying for admission to Year 7 in 2025.

Sept 8th and 15th = Information meeting for parents after the 9.30 service

Sept 22nd and 29th = paper forms to be handed in to church on these dates.

Sept 29th = online forms to be sent to the office by this date

Saturday 19th October, 9am-12pm. Parent Consultations.

Rachel will be available in the coffee bar to speak to any parents who have questions about their form. We will be doing an appointment system for this.

The completed paper copies of forms will also be handed back during this morning.

20th October – NO forms will be accepted after this date.

Dates for the receipt of forms for entry into Reception will be publicised in November each year, Where schools require evidence of church attendance the criteria above will apply.

We will publicise this guidance and any further updates in church, on our website and via our email and church WhatsApp group. If you wish to be added to the church communications email and/or our WhatsApp group then please contact Kathryn in the office on the details below.

To repeat: we cannot stress enough that it is your responsibility to ensure that your child's attendance is recorded each week. If you have any questions about this process please contact Kathryn, our church administrator, in the first instance.

Administrator: Kathryn Topping. E. mossleyhillchurchoffice@gmail.com T. 07544 882529