



Admissions Policy

Introduction

The Family Future Community School is a non-selective school that admits boys and girls from age of 5 years, irrespective of race, colour, creed or disability. Our mission is to empower vulnerable child. We do not test children prior to a place being offered.

Admissions Criteria

Given our commitment to meeting the needs of the vulnerable child, the following criteria will be applied, in order, to each request for admission to the school:-

1. Double orphan with poor living conditions
2. Single orphan with poor living conditions
3. Child from broken home
4. Child from a broken home with poor living conditions
5. Child in the care of elderly parents/guardians
6. Child in the care of irresponsible parents
7. Orphan from a large family
8. Child of retrenched /unemployed parents

Registration Process

- The Deputy Head in the school, working with the Transitional Guidance Leader, is responsible for all registrations.
- Registrations are accepted anytime in the year prior to admission. There is a limited number of places on offer so parents/guardians are advised to contact the school office as soon as possible once they have decided on the Family Future Community School for their child. Registrations can only be made with the appropriate birth registration document.
- Registrations must be submitted in person at the school
- After initial contact, the parents/guardians are informed about the ethos, aims and organization of the school through an induction meeting held in late December/early January prior to the start of the new school year.
- Parents/guardians whose children may be allocated a place are invited to visit the school by appointment to meet the Headteacher. These appointments are made by the Transition Guidance Teacher in Conjunction with the Deputy Head Teacher. The Headteacher gives a tour of the school at this stage. A registration form will be given at the end of this visit.
- The Headteacher will then apply the admissions criteria of the level of vulnerability for each child registered to determine whether a definite place will be offered.

- Parents /guardians with a definite place are asked to return the registration form at their earliest convenience. The parents /guardians will then receive a letter from the Headteacher confirming receipt of this form.
- Definite places are not allocated until invited parents/guardians have met the Headteacher.
- The school will keep a waiting list once the admission limit has been reached. The children on the definite list are guaranteed a place.

Entry points

Reception – Children are admitted into the Pre-School class in the January following their fifth or sixth birthday; our admission limit into Pre-School is 30 places. Entry to the school at other points is dependent on places becoming available, with the above process employed. Once offered a place, there may be a small assessment in Mathematics and English depending on the child’s age to determine what class they would enter. The admission limit into G1 to G9 is 80 places.

Children with Special Educational Needs

We are firmly committed to inclusivity and to giving every child the best possible start in life. Irrespective of their special educational needs or disability. We consider all children for admission to the school who have the ability and aptitude to access the Zambian National Curriculum, provided that we have the appropriate resources and facilities to provide them with the support that they require.

Before a child joins The Family Future Community School:

- Parents /guardians must disclose to the Headteacher any known or suspected circumstances relating to their child’s health, development, allergies, and disabilities and learning difficulties. The school reserves the right to subsequently withdraw any place offered based on incomplete disclosure of known or suspected special educational needs circumstances.
- Based on such disclosure, the school will confirm whether it is able to fully meet the needs of the child.

Where a child’s special educational needs are identified, or they develop, after the child has started at the school, we will endeavor to continue to support the child as long as:

- a) We have the appropriate resources and facilities to provide them with the support they require, and,
- b) We believe it is in the best interest of the child and of the school community to remain at the school.

Where, in our judgement, either of these conditions no longer apply, we reserve the right to withdraw a place at the school. In such circumstances, we will use our reasonable endeavours to support parents/guardians in finding alternative arrangements.

This policy will be reviewed annually.