



ADMISSIONS POLICY

This policy applies to the whole school, including the EYFS

Introduction

Oakwood School is an independent day school offering an all-round education within a Catholic framework to boys & girls aged 4-11. Catholic teachings and values influence all aspects of our school life, underpinned by the PACT *Charter of Educational Principles*, which emphasises the important role that parents have to play as the first educators of their children.

Aims

The aims of this policy are:

- a) to ensure compliance with PACT's charitable purpose of promoting schools and supporting families with a deep desire for their children to grow into adults of integrity, committed to living their lives by Christian principles; and
- b) to identify and admit children who are most likely to benefit from the education and formation that Oakwood School offers.

Admissions Criteria

Subject to availability of places, children of a wide range of academic ability are accepted as long as they are able to take full advantage of the education offered. We are committed to equal treatment to all, regardless of race, ethnicity, religion or social background.

Although Oakwood School is imbued with a strong Catholic ethos, children who are not Catholics are welcomed to the school and, in accordance with the *Charter of Educational Principles*, all sincerely-held belief is respected.

Places are offered on the basis of a family's long term commitment to our school and its ethos. To help this process (and in the case of oversubscription) the criteria below will be used to allocate places. Please note these are only guidelines and judgements are made by considering the criteria as a whole:

- a) Commitment to Catholic ethos and the *Charter of Educational Principles*
- b) Siblings in our school
- c) Parental commitment to keeping children until Year 6

Admissions Procedure

Upon contacting our school, parents are invited to visit and to meet the Head. This is an opportunity for the parents to see our school in action and for the Head and parents to discuss the ethos of the school. Parents are encouraged to visit the school website in order to gain further details, as a great deal of information is published there.

Parents who wish to apply then complete the application form, which is available on our website, as well as make payment for their non-refundable application fee.

Once an application has been received, the assessment procedures outlined below will be followed in order to determine whether or not pupils are eligible for a place at our school:

- If this hasn't already taken place, an interview with the Head will be arranged in order to discuss the family's commitment to the school and its ethos. There is no formal assessment or observation for Nursery pupils joining Reception, however parents are expected to disclose any particular needs that the school should be aware of.
- Pupils already of Reception age will be invited to spend a short time in the classroom.
- Pupils entering Years 1-6) will be invited to sit an assessment.

- References from a child's School or Nursery may also be sought.

Once the assessment process has been completed, pupils who are eligible will be offered a place (subject to availability). If no places are currently available, these children will be placed on a waiting list. Parents of children who are not eligible will be informed shortly after the assessment. Our selection process is designed to identify pupils who will benefit from our educational approach and highlighting those families who will make a positive contribution towards the life of our school.

Where classes are oversubscribed, offers of places will not be issued on a first come first served basis. Applications for last available places will be considered over a reasonable period of time and the oversubscription criteria will be applied accordingly.

Parents accept the offer of a place by returning the signed Acceptance Form as provided in the Parent Contract and a deposit. This constitutes a formal acceptance of their child's place, and the deposit is non refundable if the place is not taken up. Thereafter a full term's notice, in writing, must be given should parents wish to withdraw their child from our school. The deposit will be returned in a child's last term in our school, provided all outstanding fees and charges have been paid. Further terms and conditions can be found in the Parent Contract.

Fees

Fees are charged on a termly basis, i.e. 3 times a year. The governors reserve the right to review or alter fees at any time and at a term's notice.

Fees are payable in full on or before the first day of the term by Direct Debit unless alternative arrangements are agreed in advance.

Equal Opportunities

In line with the Equality Act (2010), we do not discriminate in any way regarding entry. Our school has due regard for, and complies with, the protected characteristics as listed in the above Act.

Our school recognises that it is unlawful to discriminate against a pupil, prospective pupil or other person with whom the pupil is associated, by treating them less favourably because of their sex, race, disability, religion or belief, sexual orientation, gender reassignment, pregnancy or maternity.

Our school offers a place, subject to availability, to any child whose parents support our *PACT Charter of Educational Principles* and who will benefit from the education we provide, given the educational facilities, support and financial resources available at the time.

Our school makes provision for children with moderate special educational needs. Parents are invited to discuss any arrangements, including financial, that may need to be made if they wish our school to accommodate a child with more severe learning difficulties. In those cases, where parents are willing to fund the extra support and possible training required, we will take this into consideration when offering a place.

We welcome pupils with physical disabilities, provided that our school site is suitable. However, we advise parents of children with special educational needs or physical disabilities to discuss their child's requirements with the Head at interview, or before they sit the assessment, to determine whether we can make adequate provision for them. We will discuss thoroughly with parents and their medical advisors the adjustments that can reasonably be made for any child who becomes a pupil at our school.

This policy will be reviewed every 2 years	
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Author	Helen McKell
Approved by SMT	Yes

Approval/Review required by PACT or sub-committee	Yes
Latest Review (state whether changes were made)	Yes
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