



## **Admissions Policy**

This policy applies to the whole school, including the EYFS.

### GENERAL

Oakwood Preparatory School welcomes applications from boys and girls from all social or cultural backgrounds who will benefit from an academic education and contribute fully and enthusiastically to the ethos and wider life of the school. Children are admitted to Oakwood's Nursery from the age of 2½, but children will be considered for admission further up the school if there are places available.

### THE ENTRY PROCEDURE

Oakwood is an inclusive school. We aim to identify pupils who are able to benefit from our balanced and well-rounded education and to make a positive contribution towards the life of the school. The only restrictions we place on entry are those of number and the need to ensure that there is a match between school and child. The level of ability of a child, or any special need that s/he may have, therefore, is taken into account as it is essential that the school is able to respond appropriately to the needs of each child. (See Disability Access Policy)

### EQUAL TREATMENT

Oakwood's aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world. Bursaries may be offered in order to make it possible for those children who meet the school's admission criteria to attend the school.

Oakwood is committed to equal treatment for all, regardless of a candidate's gender, race, ethnicity, religion, disability, sexual orientation or social background. The school's provision for bursaries is described below.

### SPECIAL EDUCATIONAL NEEDS

Oakwood does not unlawfully discriminate in any way regarding entry. The school welcomes pupils with disabilities and/or special educational needs providing we can offer them the support that they require and cater for any additional needs, and that our site can accommodate them. We strongly advise parents of children with special educational needs or physical or mental disabilities to discuss their child's requirements with Oakwood before s/he attends the taster day (see below) so that the school can make adequate provision for him/her. Parents should provide a copy of an educational psychologist's report or a medical report if they have one.

The school will discuss thoroughly with parents (and their medical advisers if appropriate) the adjustments that can reasonably be made for the child if he/she becomes a pupil at the school.



## THE ENTRY PROCESS

Initial Enquiry - Following an initial enquiry, a school prospectus is emailed, and the most recent school magazine, the scheme of fees and an Application for Admission (registration) form is sent in the post. Parents will be invited to meet the Headteacher, who spends time describing the school's character and philosophy, shows visiting parents around the school and answering any questions. The next stage is for the parents to be offered at least one taster day for their child in order to assist the parents in making their decision. It is also a useful exercise to allow the school the opportunity to assess whether the child will benefit from an Oakwood education.

Taster Day - The aim of the taster days is partly, therefore, to identify potential and 'fit'. Oakwood is looking for well-rounded pupils with a genuine interest in education in the broadest sense of the word, with interests that stretch beyond the confines of the academic curriculum. The school has strong traditions in music, drama, languages, art, community activities and sport. There are many extra-curricular activities, all of which are important in developing a well-balanced, confident individual.

The school does not assess children academically for entry to the Early Years Foundation Stage (Nursery, Kindergarten and Reception). We will contact the child's previous setting for a written report about their behaviour, development and social skills. The Headteacher will also ask the opinion of the school teacher in whose class the child has spent the taster days as to whether, in their view, the child would benefit from an Oakwood education.

In addition to spending the day with his/her prospective new classmates, all children for Year 1 to 6 places will be asked to complete age appropriate assessments in maths and English, under the supervision of the Head of Academics or Head of Learning Support, to provide the opportunity for individuals to display their academic aptitude and potential. These assessments will sometimes be more appropriately placed in a second taster day to allow the initial taster day to focus on feeling happy and settled in a new school environment.

References - Oakwood reserve the right to contact the child's existing childcare/school placement to obtain an academic and behaviour reference. Where there is an element of doubt about a child's suitability for admission, the Headteacher will discuss with the parents. In line with IAPS guidelines, we check with the feeder school that all financial obligations to them have been met.

Completing the process – Once parents have decided they wish to proceed with an application for a place, the registration form must be submitted together with a £50 registration fee. This holds the place until a final decision is made. The school is not able to guarantee places that extend beyond the next academic year; in such instances the school will liaise with registered families on a case by case basis.

A term prior to entry, the place will either be confirmed or refused. If parents then accept the offer of a place, they must pay the full deposit of £250 by the given closing date in order to secure their place.

If parents decide to refuse their child's place within a term of the agreed start date, the deposit may be withheld.



The child's current school will be asked to forward transfer information for our files to ensure there is a smooth transition.

We expect all Pre-Prep children to progress to our Prep School, but the school reserves the right to refuse Prep School entry in the event of a child's behaviour or academic progress giving cause for concern.

#### SIBLING POLICY

Most siblings join us at Oakwood. However, admission is not automatic and there may be occasions where the school judges that a sibling is likely to thrive better in a different academic environment.

#### EARLY YEARS FREE ENTITLEMENT SCHEME

Oakwood School participates in the Early Years Free Entitlement (FE) scheme, administered by West Sussex County Council, and is able to accept FE funding for 3 and 4 year olds for up to 15 hours per week and for up to 38 weeks a year. Parents will be asked to complete a FE eligibility form and parents are provided with an FE information sheet before the first FE funding claim is made.

Applications for places at Oakwood School and for children eligible to receive FE are all considered, however priority will be given to the following groups and in this order of priority: parents requiring full time care; siblings of children already attending Oakwood; parents requiring part time care; FE stand-alone sessions. A minimum number of sessions are required to be attended in our Kindergarten classes.

FE only sessions can be requested, however will only be available after the other priority groups have been considered. In principle, the termly fees for 3 and 4 year olds will include charges for additional services over and above the value of FE. These will be explained to parents upon enquiry and / or registration, however these include items such as the use of the wider school environment and facilities and teacher expertise.

#### SCHOLARSHIPS AND AWARDS

Oakwood offers several internal scholarships every year to recognise excellence in:

- Academic
- Art and Design
- Performing Arts
- Sport

#### Purpose of Scholarships and Awards

Scholarships and Awards are designed to recognise potential, reward excellence and to celebrate exceptional talent in pupils from Year 3 and above (Prep School). In recognition of his/her talent, the pupil is offered a reduction in the fees for a specific period. Assessments are undertaken internally by staff to make these special awards.



### ADMISSIONS REGISTER

Oakwood maintains a complete admissions register from when a child begins at the school until they leave. This electronic register contains all details required by the Independent Schools Inspectorate and is kept in accordance with the Education (Pupil Registration) (England) regulations 2006. It is maintained by the Admissions Manager and office staff. The register is updated whenever a parent notifies Oakwood that a pupil will live at another address, or when other details change (e.g. change of telephone number for emergency contact purposes). The register will also be updated with the destination school when a pupil leaves Oakwood. A copy of our Privacy Notice is given to parents on admission and is also available to view on the school website.

In accordance with the 'Children missing education 2016' directive, Oakwood will notify the local authority when a pupil joins the school at a non-standard transition point.

The admissions register is printed out and bound in hard copy once every three years and the archived hard copies are kept for the statutory period.

### BURSARIES

The Bursary Scheme forms part of Oakwood's public benefit aims to assist parents and prospective parents on low incomes who, for financial reasons might otherwise be unable to send or continue to send their child to the school.

The Bursary Scheme includes both:

- Admissions Bursaries for parents of new pupils; and
- Hardship Bursaries for existing parents whose financial position worsens unexpectedly.

Due to the limited financial resources of the school, not every eligible application for a bursary will be successful.

Bursaries are means-tested. Both parents are required to provide proof of their income and assets. The level of support varies according to parental need but can extend to 50% of the basic school fees, excluding disbursements, in cases of proven need.

Bursaries are usually offered for 12 months at a time. The family is required to provide fresh information about its circumstances for every year that their child attends the school. Levels of support may vary with fluctuations in income.

Further details of how to apply for a bursary are available from the Bursar.

### RELIGIOUS BELIEFS

Oakwood welcomes applicants from prospective pupils of all faiths and of no faith. Although Oakwood has Christian roots, our school does not select entry on the basis of religious belief.



SCHOOL'S CONTRACTUAL TERMS & CONDITIONS

Copies are on the school's website and will be made available to parents as part of the admissions process.

COMPLAINTS

The school hopes that parents and pupils do not have any complaints about the school's admissions process; however, a copy of the school's complaints procedure is sent to parents as part of the admissions process.

Reviewed: August 2015	By:	Sarah Mayhead Ian Brittain
Reviewed: August 2016	By:	Sarah Mayhead Ian Brittain
Reviewed: Oct 2016	By:	Sarah Mayhead Ian Brittain
Reviewed: Oct 2016	By:	Sarah Mayhead Ian Brittain
Reviewed: August 2017	By:	Sarah Mayhead Ian Brittain
Reviewed: May 2018	By:	Lindsay Campbell Ian Brittain
Reviewed: Aug 2018	By:	Lindsay Campbell Clare Bradbury
Signed: <i>Clare Bradbury</i>	By:	Clare Bradbury Headteacher
Next Review Date:		August 2019