



# Oakhill

faith stronger than the oak

## **Admissions Policy**

Oakhill is a non-selective Roman Catholic Independent Day School which warmly welcomes applications from all families within the community. We believe that every child has the right to an Oakhill Education should we be able to meet that child's needs. Oakhill will not discriminate unfairly on grounds of sex, race and religion. Applications for entry to Oakhill can be made on behalf of any young person from the age of 0 years to 16 years.

### **Applications**

All applications for entry must be accompanied by a completed admissions form. An application will only be considered to have been made once the registration fee has been paid. Applications are considered in order of registration. If there are no places available at the time of application, a successful applicant will be offered a place on the waiting list. At the discretion of the Principal, priority may be given to siblings of children who already attend or have attended the school. Acceptance of a place on the waiting list does not commit the applicant to acceptance of a place once one becomes available.

### **Learning Support/Special Educational or Medical Needs**

We welcome pupils with special educational needs providing that our Learning Support Department can offer them the support they require. Likewise, we welcome pupils with physical disabilities. We recommend that parents discuss their requirements with the Learning Support Department before they sit our entrance examinations in order that we can make the necessary provision for any child whose normal way of working requires access arrangements. In this instance, parents are required to provide the School with a copy of their child's Educational Psychologist's report, Occupational Therapy report or medical report to support their request for extra time or special arrangements. As with all applicants to the School, a place will only be offered if we are confident that they will truly thrive and flourish at the School.

### **Acceptance of Places**

Below the age of four, children are accepted, following a meeting with the Nursery Manager or Principal. Between 4 and 11 children are accepted following an interview with the Principal and a taster visit to the school, during which we assess the child and whether we are able to meet the child's individual needs.

All Year 7 entrants to the Senior School are invited to an Assessment Day which takes place in the Christmas term. From the results of the tests in English and maths, Academic Scholarships are awarded. We also invite applications for an All Rounder Award for students who have made an outstanding contribution to school life both inside and outside the classroom. External applicants for an All Rounder Award will be required to provide evidence of outstanding contribution to school life from their current school. The results of the Assessment Day are made known to parents within two working weeks of the Assessment Day.

Written confirmation of an offer of a child's place at Oakhill School is issued and the parent contract is included with the offer/confirmation letter. Parents should confirm acceptance of the place offered by the date indicated in the offer letter. Any place not accepted in writing by the required date is deemed to be declined and will be offered to the next person on the waiting list. A place is deemed to have been accepted only when the required administration is received and the relevant deposit paid.

A legally binding contract is made when the place is accepted. The person(s) responsible for paying fees enter(s) this contract with the School and will accept the processes of admission and withdrawal, even if withdrawal occurs before the child commences their education at Oakhill School.

It is a condition of admission to the Nursery/School that any child and parents comply with the School Rules as amended from time to time.

When a child is accepted to attend Oakhill all families will then be offered support equally and every attempt will be made to enable that child to complete his/ her education at the school.

Parents are asked to provide contact details on admission to school and this is revised annually, although parents are also asked to contact school immediately to inform us of any changes. Wherever possible, the School holds more than one emergency contact number for each pupil on roll.

## **Financial Assistance**

### **Sibling Discount**

A sibling discount of 10% is automatically given for each younger child whilst a sibling remains at the school.

### **Bursaries**

A limited number of bursaries are available to assist those children who would benefit from an Oakhill education. The application forms for bursaries are available from the Business Manager. In cases of hardship favourable payment plans are also available.

A bursary is assistance with fees, set at an appropriate level after the financial circumstances of the applicant's family have been assessed. As a rough guide an upper limit of £60,000 in parents' gross annual income is the level beyond which bursary assistance would not normally be considered.

## Scholarships and Awards

Scholarships are awarded on merit and awarded independently of parental income. An academic scholarship is usually awarded to the best qualified entrant (s) at 11+.

An All Rounder Award is available for entry at 11+ and is based on outstanding commitment to school life both inside and outside the classroom, for example in sport, creative arts, music or through outstanding service to the school. Pupils will also be expected to show commitment and effort in academic study.

## The Admissions Register

The School ensures ensure that there is a record of joiners and leavers as defined in [The Education \(Pupil Registration\) Regulations \(England\) 2006](#).

The School will:

- Enter pupils on the admissions register on the first day on which the School has agreed, or has been notified, that the pupil will attend the School.
- Notify the Local Authority within five days of adding a child's name to the admission register. The notification must include all the details contained in the admission register for the new pupil.
- Monitor each child's attendance through their daily register and follow the LCC procedure in cases of unauthorised absence.
- Remove a child's name from the admissions register on the date that the child leaves the School.
- The School will notify the Local Authority when they are about to remove a child's name from the school register under any of the grounds listed in the regulations, no later than the date that the child's name is due to be removed.

When removing a child's name, the School will notify the Local Authority of:

- (a) the full name of the child,
- (b) the full name and address of any parent with whom the child normally resides,
- (c) at least one telephone number of the parent,
- (d) the child's future address and destination school, if applicable, and
- (e) the grounds in regulation under which the child's name is to be removed from the School's register.

The School will make reasonable enquiries to establish the whereabouts of a child jointly with the Local Authority, before deleting the child's name from the School register if the deletion is under regulation 8(1), subparagraphs (f) (iii) and (h) (iii) of [The Education \(Pupil Registration\) \(England\) 2006](#).

**Reviewed: October 2020**