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.

The School is committed to promoting equality, diversity and inclusion and will comply with the Equality Act 2010. Applications will be considered fairly and without unlawful discrimination on the basis of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

This policy should be read alongside the School's SEND Policy, Accessibility Plan, Safeguarding Policy, Privacy Notices and Behaviour Policy.

## 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.

The School will process admissions information in accordance with UK GDPR and the Data Protection Act 2018.

Parents are encouraged to share relevant information about a child's educational, medical, behavioural or pastoral needs during the admissions process so that appropriate consideration and support arrangements can be explored.

## 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 and we have space available and the resources and staff required to meet the additional need. We recommend that parents discuss any requirements with the Learning Support Department before the child sits 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 Oakhill and this may mean we cannot offer a place to every applicant in each year group if we are not able to provide the staff and resources needed.

The School will make reasonable adjustments for applicants with disabilities in accordance with the Equality Act 2010.

Admissions decisions relating to pupils with SEND or medical needs will be made following careful consideration of the child's needs, available provision, staff expertise, health and safety considerations and the School's ability to provide an appropriate education and level of support.

The School may seek advice from external professionals where appropriate and with parental consent.

**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 Scholarships for students who have made an outstanding contribution to school life both inside and outside the classroom. External applicants for an All Rounder Scholarship 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.

The School reserves the right to refuse admission where it is considered unable to meet a child's needs safely or appropriately, or where admission would adversely affect the education or welfare of other pupils.

Admission arrangements and decisions will be applied consistently and transparently**.**

**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 £80,000 in parents' gross annual income is the level beyond which bursary assistance would not normally be considered.

**Scholarships**

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 Scholarship 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 School will ensure that bursary and scholarship applications are assessed fairly, consistently and confidentially.

**The Admissions Register**

The School ensures that there is a record of joiners and leavers as defined in The School Attendance (Pupil Registration) (England) Regulations 2024 . In accordance with the requirements, the School will:

- maintain an admission register of all pupils (of both compulsory and non-compulsory school age) admitted to the School (also known as the school roll); and
- inform the local authority of any pupil who is going to be added to or deleted from the School's admission register at non-standard transition points.

The admission register must be kept electronically and a back-up copy of the register is made at least once a month in the form of an electronic or printed copy.

The school must ensure that every entry in the School's admission register is preserved for six years beginning with the day on which the entry was made; and every back-up copy of the register is preserved for six years after the end of the school year that it relates to.

The admissions register contains specific personal details of every pupil in the School, including their date of admission, information regarding parents and carers and details of the school they last attended.

A pupil's name can only be deleted from the admission register for a reason set out in regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2024. When any of the situations set out in regulation 9 occurs, the pupil's name must be deleted.

Where the School notifies the local authority that the pupil's name is to be deleted from the admission register, the School must provide it with the following information:

- the full name of the pupil;
- the address of the pupil;
- the full name and address of any parent the pupil normally lives with;
- at least one telephone number of any parent with whom the pupil lives or can be contacted in an emergency;
- the pupil's future address, the full name and address of the parent who the pupil is going to live with, and the date the pupil is expected to start living there, if applicable;
- name of the pupil's other or future school and pupil's start date or expected start date there, if applicable;
- the grounds (prescribed in regulation 9) under which the pupil's name is to be deleted from the admission register.

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.

- 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
- The School will comply with safeguarding duties relating to children missing education (CME) and will work with local authorities and relevant agencies where concerns arise regarding pupil attendance or whereabouts.

**September 2024**

**J Buttery Updated May 2026**