

# OAKLANDS SCHOOL ADMISSIONS POLICY

## ***Policy Statement***

This policy has been authorised by the Principals of Oaklands School. It is addressed to parents of prospective pupils and to all members of the teaching and administration staff.

The aims of this policy are to identify and admit children who will benefit from an academic education and who will contribute to and benefit from the ethos and activities of the school community. If the School is over subscribed and we have to decide between two or more candidates after all appropriate allowances and special consideration has been given, we may give preference to:

- A child who already has a brother or sister in the School; or
- A child who will remain at Oaklands School until the end of the final year

A place on the waiting list does not guarantee admission. The School must feel reasonably sure that it will be able to educate and develop the prospective pupil to the best of his/her potential and in line with the general standards achieved by the pupil's peers.

## ***Criteria for Admission***

Parents seeking a place at the School for their child are asked to complete a registration form. Children will be considered for a place as and when one becomes available. Priority may be given to siblings. Children applying for places in years 1 to 6 will be required to join the class they will be joining for a morning for informal assessment in English and Maths and to attend an interview. A place on the waiting list does not guarantee admission.

For admission to the School in years 1 to 6 a pupil must meet the criteria required to maintain and, if possible improve, the educational and general standards for all its pupils commensurate with the ethos to which the School aspires.

The School must feel reasonably sure that it will be able to educate and develop the prospective pupil to the best of his/her potential and in line with the general standards achieved by the pupil's peers. We aim to give every pupil the chance to have a happy and successful school career and emerge a confident well-rounded young person with a good prospect of a satisfying life.

These criteria must continue to be met throughout the pupil's time at the School.

The School's Policy is to apply these criteria to all pupils and potential pupils regardless of race, religion, gender or disability, subject to its obligation to make reasonable adjustments to ensure that no prospective or current pupil is put at a disadvantage compared with their peers.

The School asks parents to state any disability, special need, medical or dietary requirement on the registration form. The School may ask for records of professional assessments of the disability, special need, medical or dietary requirement as appropriate.

## ***Equal Opportunities***

We welcome children from all ethnic groups, backgrounds and creeds. Human rights and freedoms are respected but must be balanced with the lawful needs and rules of our School community and the rights and freedoms of others. All candidates for admission will be treated equally irrespective of their parents' race, colour, language, religion, political or other opinion, national or social origin, association with a national minority, orientation, birth or other status.

## ***Disability***

At present, our facilities for children with disabilities are limited, but we will do all that is reasonable to ensure that the School's culture, policies and procedures are made accessible to children with disabilities. When a disability or special educational need is made known to us, we will consult with parents and make reasonable adjustments to our admissions procedures and arrangements to enable a child, if he/she is able, to satisfy our admission requirements.

## ***Admissions Procedures***

- Parents who enquire are sent a prospectus together with a copy of the school regulations, terms and conditions, a registration form and a letter from the Headmistress inviting parents to visit the School.
- An appointment is arranged for a tour of the School by the Headmistress or Admissions Secretary and an informal interview with the Headmistress.
- Prospective parents return the registration form with a registration fee of £40 to the Admissions Secretary.
- On receipt of the completed registration form and fee the child's name is entered on the admissions list. (A definite place will not usually be offered at this stage.)
- Parents applying for their child to enter the School in Years 1 to 6 will be asked to bring their child for an informal assessment. Informal assessments in English and Maths will be set and the child will usually spend some time with the class they are applying to join.
- Once the decision has been made to offer a place at the School, a letter is sent to the parents/carers confirming the offer of a place and stating the starting date. An information pack including acceptance form, medical form, background information form, regulations, terms and conditions, fees, uniform list, Oaklands Parents Association leaflet, Holmwoods Termtime Collections application form and term dates is included with the offer letter.
- Unsuccessful candidates are informed by letter. An explanation as to why they have been unsuccessful will be given. The School does not operate an appeals system.
- To confirm the acceptance of a place offered, parents are asked to complete the acceptance form, medical and background information forms and return them with a deposit of £500 to secure the child's place; the deposit is then deducted from the first term's account.
- Parents of pupils joining the School in Lower Kindergarten or Garden Room are invited to an informal tea party in the term prior to their child's entry to the School. This enables parents/carers and children to visit the class and meet the key workers or Class Teachers before starting at Oaklands School.
- Pupils joining the School from Transition upwards are invited to spend some time with their class during the term prior to their entry to the School.
- Fees invoices are sent out at the end of term, to be paid during the first week of the following term.
- Afternoon sessions for the Garden Room and Lower Kindergarten children who are staying for lunch and the afternoon session will be billed during the first two weeks of the child's first term in the School. Thereafter they are included in the termly account.

### **Lower Kindergarten (2½ - 3 year olds)**

Parents may opt for five morning sessions or five afternoon sessions when entering the Lower Kindergarten. Parents who opt for the five morning sessions are able to select as many afternoon sessions as they feel their child can handle. Morning and afternoon sessions have limited spaces for 16 children over the age of 2½ years in each who are toilet trained.

Provided spaces are available, children are eligible to enter at any time after the qualifying intake periods as follows:

- Children reaching their third birthday between September and February of the relevant academic year can start if required with the Autumn Term intake (i.e. September of each year).
- Children having their third birthday between March and June will be eligible to start with the Spring Term intake (i.e. January of each year).
- Because we do not have a Summer Term intake, we recommend that children whose third birthdays fall in July and August start in the Garden Room class with the new Autumn Term intake (i.e. September) after their third birthday and when they are likely to settle more quickly.

This may be summarised as follows:

<i>Date of Birth Between:</i>	<i>LK September</i>	<i>LK January</i>	<i>GR September</i>
September - February	<b>X</b>		
March - June		<b>X</b>	
July - August			<b>X</b>

### **Garden Room (3-4 year olds)**

At the beginning of the Garden Room, previous Lower Kindergarten pupils and new children are mixed to create five keyworker groups of around 8 children. All groups work in conjunction with each other and are of mixed ability.

Children already attending the Lower Kindergarten gain automatic entry into the Garden Room in the following Autumn Term.

All children are expected to attend for a minimum of five full morning sessions. They may attend as many afternoon sessions as required in the Autumn Term. We recommend that all children should attend for at least one afternoon in the Summer Term in preparation for the move to the Main School.

All children in the Garden Room move into the Main School the following September into Transition classes (Reception) and have automatic passage throughout the School until Year 6.

### **Entry into the Infants (5-7 year olds)**

Entry for new pupils into the Infants from Year 1 is by interview and classroom observation. We will invite prospective pupils to spend some time with us with the class that they may be due to join.

### **Entry into the Juniors (7-11 year olds)**

Entry for new pupils into the Juniors from Year 3 is by interview and classroom observation. We will invite prospective pupils to spend some time with us with the class that they may be due to join.

***Withdrawal***

Parents are asked to give one full term's notice in writing or to pay a term's fees in lieu of such notice before withdrawing a child from school.

***Essex Early Years Development Plan***

Oaklands School has participated in the Essex Early Years Development Plan since its introduction in April 1998, under which all children in the term after they are three years of age until the term in which they are five are eligible to receive a reduction on fees, as authorised by the Essex Early Years Office, who refund the money to the School.