

Oakwood School Admissions Policy

This policy applies to the whole school, including the EYFS

1 Introduction

- 1.1** The PACT Charter of Educational Principles underlies the ethos of our school. The Admissions Policy applies across all PACT schools, although there may be some small procedural differences.
- 1.2** Parents are seen as the first educators of their children and parental accord with these principles is the cornerstone of the home-school partnership.
- 1.3** These principles are imbued with a Catholic ethos, and in particular the importance of family life founded on the integrity of marriage. The Catholic ethos influences the teaching at all levels and in all subjects.
- 1.4** Subject to availability of places, children of a wide range of academic ability are accepted as long as it is foreseen that they are able to take advantage of the education offered. We are committed to equal treatment for all, regardless of a child's race, ethnicity, religion or social background.
- 1.5** Places are offered on the basis of a family's long term commitment to the 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 Charter of Principles
 - b) Siblings in the school
 - c) Commitment to keeping children until Year 6

2 Procedure

- 2.1** Upon contacting the school, parents are given a copy of the school prospectus and additional information, including the school's Charter of Educational Principles. At the same time parents are invited to visit the school and to meet the Head. This is an opportunity for the parents to see the school in action and for the Head and parents to discuss the ethos of the school. Parents are encouraged to visit the school's website in order to gain further background information, and all key policies are available to view under the section entitled 'Info Centre'.
- 2.2** Parents who wish to apply then fill in the application form and return it to the school together with their non-refundable application fee. There are separate forms depending on a child's age.
- 2.3** 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 the 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.
 - Pupils entering the Early Years (ie. Nursery and Reception) will be invited to spend a short time in the classroom. During this time, the parents will meet with the EYFS co-ordinator or Deputy Head. If relevant, a reference will be sought from the child's current nursery.

- Pupils entering the main school (ie. Years 1-6) will be invited to sit an assessment. References from the child's current school will also be sought.

- 2.4** 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 the school.
- 2.5** 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.
- 2.6** Parents accept the offer of a place by returning the reply slip and a deposit (if applying for a school place). 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 they wish to withdraw their child from the school. The deposit will be returned in a child's last term in the school, provided all outstanding fees and charges have been paid.

3 Disability, Special Educational Needs and non-discrimination

- 3.1** In line with the Disability Discrimination Act of 1995, we do not discriminate in any way regarding entry. Our school offers a place, subject to availability, to any child whose parents are in accord with the Charter of Educational Principles of the school and who in the opinion of the school can benefit from the education provided, given the educational facilities, support and financial resources available at the time.
- 3.2** The 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 the 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, the school will take this into consideration when offering a place.
- 3.3** We welcome pupils with physical disabilities, provided that our site can cope with them. 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 the child if they become a pupil at the school.

4 Monitoring and review

- 4.1** This policy will be reviewed at any time on request from the PACT governing body, or at least once every two years.

Signed: C Candia

Date: 5 October 2011