



# Oakhyrst Grange School

Oakhyrst Grange School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. At this school we respect and value all children and are committed to providing a caring, friendly and safe environment for our pupils so that they can learn in a relaxed and secure atmosphere. We believe that every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Oakhyrst Grange School. We recognise our responsibility to safeguard all who access our school and to promote the welfare of all of our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

## Admissions Procedure

### Before the commencement of the procedure

1. After initial contact with the school parents are encouraged to access the school web site ([www.oakhyrstgrangeschool.co.uk](http://www.oakhyrstgrangeschool.co.uk)) for information. A download of the Registration Form is available on the school website. Where parents, particularly from abroad, would like to complete the form and send their registration fee by post, this is acceptable. The Head Teacher does strongly request that parents arrange a formal meeting with him and a tour of the school with two pupils before the registration process is complete.
2. If after initial information has been received prospective parents would like an appointment they are invited to contact the Registrar/Head Teacher's PA, who will be pleased to arrange a convenient time to meet the Head Teacher and tour the school with two of our pupils.
3. Open Mornings are held during each term, Autumn, Spring and Summer on a working day between 10.00 a.m. and 12.00 noon. Parents are shown round the school by pupils, and there is the opportunity to meet the Head Teacher, Deputy Head Teacher, the Registrar and some parents. The Parents and Friends Association provide refreshments.

### The Admissions Procedure

1. The first stage of the Admissions Procedure is to register the child (children) and the completed, signed Registration Form, together with a non - returnable Registration Fee of £100.00, is forwarded to the school office. Parents are asked to disclose whether their child has a disability, learning differences or medical condition. Prospective pupils will be set assessment tests on their trial day from Year 1 upward.
2. Should the class of entry be full then a waiting list will be created. Places will be allocated on a 'first come first served basis' and subject to the criteria listed in sections of this procedure.
3. At Oakhyrst Grange School we operate a general policy of inclusion and therefore every potential pupil will be given an equal opportunity with regards to admission into the school. (*Linked policy: Accessibility and Inclusion*)
4. Entry to Oakhyrst Grange School at Lower Kindergarten (pre-reception) level is non-selective (however for practical reasons we ask that all children are able to use the toilet unaided). The Head of Early Years and the LKG Teacher will liaise with the

Head Teacher in placing and offering places to early years' pupils. (*Linked policy: SEND*)

5. Later entry, and continuation through the school, is subject to meeting the educational and general standards for its pupils, as laid down in the school's Special Educational Needs and Disability Policy. For children who may wish to enter at an older age level, (if space is available) parents meet with the Head Teacher and the child will be invited to spend a trial day at school before an offer is made. During this day the child will take part in a 'normal' school day along with the class that he/she will join. Basic testing in line with that class will occur in addition to certain lessons. Children will be assigned a buddy for the day, and social interaction will also form part of the criteria of the process. Very occasionally a second visit will be in order. The offer of a place under these circumstances will be determined by the satisfactory completion of a trial day/days.
6. Following the visit and subject to an offer of a place being made, the following acceptance procedure will then take place:-
  - The offer of a place will only take effect once a confirmation has been received that all financial obligations have been met at the child's previous Independent School. The Head Teacher will contact previous Independent Schools by enclosing a copy of the offer letter to the previous school.
  - Upon receipt of the Registration Form, in accordance with the Head Teacher's instruction and after the Registrar has confirmed that there is a place available, a letter offering the place along with an Acceptance Form will be forwarded together with the Standard terms and Conditions and copy of the Behaviour Policy.
  - The completed, signed Acceptance Form, together with the Acceptance Deposit of £500.00, should then be forwarded to the Registrar, who will then acknowledge receipt and confirm the place. The Acceptance Deposit is eventually refunded by way of a reduced final term fee, **and after** all obligations have been met, or subject to a full term's notice having been given.
7. The following office procedure then takes place:-
  - Registration Form with fee and Acceptance Form with deposit are passed to the Bursar, and the Form Teacher is informed.
  - Full details entered in writing in the School Register.
  - Full details entered onto the school's information management system including the scanned copies of Registration, Acceptance forms and Birth Certificates. The termly class lists are produced from this source.
  - Comprehensive Individual pupil data sheet prepared from data base.
  - Individual folders and report folders prepared.
  - Full list of new children joining each term given to Head Teacher and Bursar and all Teaching Staff at the start of each term.
  - Pupil data sheet will be sent to parents for information to be checked.

\* The following outlines the school policy on class sizes:-

- a) Classes from Lower Kindergarten to Year 6 will not exceed a maximum of 20 children in each age group.
- b) Lower Kindergarten (Pre-Reception) placements are based on actual birth dates and in that class should not exceed 20 children. Offers will only be made to children who will reach their fourth birthday during the academic year of entry into the school.

**N.B.**

School policies on **Equal Opportunity  
Accessibility and Inclusion  
Special Educational Needs and Disabilities**  
are also pertinent to the admissions procedure and should be referenced in conjunction to the Admissions Policy

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