



# Oakhurst Grange School

## Admissions Policy

Date Reviewed:	September 2025
Next Review Date:	September 2026
Policy Owner:	Gemma Mitchell, Headteacher Angela Agathocli, Registrar
Ratified @ FGB/Committee Name & Date:	Finance and Estates 19.11.2024 Full Governing Board 30.06.2025

### **Mission Statement**

We are committed to providing a supportive, enjoyable and family style environment in which every child is nurtured and encouraged to achieve their potential through a broad-based curriculum and opportunities for developing sporting, dramatic, artistic and musical talents.

### **Statement of Aims & Objectives**

- To enable each child to fulfil their own academic and personal potential.
- To instil in every child the importance of developing personal initiative and to foster in them a belief that they can fulfil their potential in any area of school life.
- To provide a broad based academic and extra-curricular education that is delivered in such a way as to satisfy the learning needs of each and every pupil.
- To help each pupil to develop both a set of Christian values and an understanding and appreciation of other religious beliefs.
- To learn the difference between right and wrong and to appreciate that rights and responsibilities are equally balanced.
- To develop and promote a sense of caring and community between the pupils within the school and the wider community as a whole.
- To instil in each pupil a high degree of self-respect and respect for their fellow pupils, teachers and other adults.
- To prepare each child for the transition to the next stage of their education and to be able to take advantage of any opportunities as they present themselves.



## Oakhyrst Grange School

### **Safeguarding**

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 school and promote the welfare of all of our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying. This should be read in conjunction with the Safeguarding Policy.

All staff will be asked to complete training annually following KCSIE updates. Further safeguard training will take place throughout the year. All staff must wear their lanyards at all times.

The Safeguarding governor is: Pauline Clark [Pauline.clark@oakhyrstgrangeschool.co.uk](mailto:Pauline.clark@oakhyrstgrangeschool.co.uk)

DSL: Roxann Dowling (Head of EYFS) 07746135233

DDSL: Gemma Mitchell (Headteacher) 07786 393228

DDSL: Faye Dance (Deputy Headteacher) 07415 359114

[dsl@oakhyrstgrangeschool.co.uk](mailto:dsl@oakhyrstgrangeschool.co.uk)



# Oakhyrst Grange School

## Policy

Oakhyrst Grange School is organised into the following areas:

- EYFS 2 – 5 years
- Pre-Prep 5 – 7 years
- Prep 7 – 11 years

Documents in support of this Policy include:

- Disability Access Policy (Including EYFS)
- Equality, Diversity and Inclusion Policy
- Child Protection Policy
- SEND Policy
- Accessibility Plan

The aims of this policy are:

- To ensure compliance with the School's charitable purposes.
- To set procedures that are consistent with this charitable purpose and are fair to applicants.
- To ensure that applicants match the ethos and standards of the School and have the potential to contribute sufficiently to the school community, and benefit from the many opportunities that are offered.
- To ensure that all pupils that join Oakhyrst Grange School are able to be happy, successful and secure within our academic, social, moral, cultural and pastoral environment.

Entry to the school does not rely on passing a formal academic test although an offer of a place may be withheld, or withdrawn, in the following circumstances:

- Where a pupil's previous school or nursery setting indicates that his/her behaviour was such that it inhibited their learning or that of other pupils. This will not apply if the child is a Looked After Child, or previously a Looked After Child.
- Where the School feels that the pupil will not be able to access the curriculum, even with reasonable adjustments.
- Where the School does not feel that it can adequately provide for a child whose learning difficulties, or physical impairments, are beyond the support that the School is able to offer, in order for him/her to access the curriculum.
- Where the School in which the pupil currently attends or attended is not able to confirm satisfactory attitudes and conduct on the part of the child and / or their parents.



## Oakhyrst Grange School

### Entry Points

The usual entry point to the School is at Pre Reception (3 years), although pupils may be accepted at other points if places are available. The admission process in Early Years is supervised by the appropriate member of the Senior Leadership Team and the Registrar, under the guidance of the Headteacher.

### Entry to Pre Reception

There are two main entry points into Pre Reception – at the start of the Autumn Term, and the start of the Spring Term. Children must be turn 4 during the academic year that they join. The School may accept entries mid-term. Children will then spend up to 1 full year in Pre Reception before moving into Reception.

### Admissions to the School

Parents, or legal guardians for the child who are interested in applying for a place in the School for their child should contact the School Registrar to arrange a tour of the school and a meeting with the Headteacher or, in her absence, a member of the Senior Leadership Team or other relevant member of staff. For those pupils that are relocating, and are unable to visit the School, the Headteacher will phone, Face Time, use Teams, Skype or Zoom the prospective parents.

Open Days are held throughout each academic year. Prospective parents/legal guardians are encouraged to attend at least one of these with their child prior to applying for admission, although the School understands that this is not always possible and parents are welcome to visit by appointment.

### The Admissions Process

- The first stage of the Admissions process is to register the child (children) and the completed, signed Registration Form, together with a non refundable Registration Fee of £180.00 inc. VAT, is forwarded to the school office. Parents/legal guardians must declare any medical or educational history, e.g. if a child has an EHCP or is receiving multi agency support that may be relevant and provide copies of any Educational Psychology, specialist such as Speech and Language Therapy or paediatric medical report with the Registration Form. Failure to do so may be in breach of our terms and conditions.
- Prospective pupils will be set assessment tests on their trial day from Year 1 upward.
- The School will inform the Local Authority (LA) of those pupils who join or leave the school as required by Safeguarding Children, Keeping Children Safe in Education (KCSIE) 2025. At least two emergency contact numbers will be requested (KCSIE). Data will be processed per the Privacy Notice (UK GDPR).
- 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 contained in sections of this policy.
- At Oakhyrst Grange School we operate a general philosophy of inclusion, diversity and equality. Therefore, every potential pupil will be given an equal opportunity with regards to admission into the school. (*Linked policy: Accessibility Policy and EDI Policy*).



## Oakhyrst Grange School

- Entry to Oakhyrst Grange School at 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 Pre Reception Teacher will liaise with the Headteacher in placing and offering places to early years' pupils. (*Linked policy: SEND*).
- 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 Headteacher 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.

The School reserves the right, according to the Code of Practice for Schools (ISA and ISC), prior to offering a place:

- to contact the pupil's current school or preschool setting to advise on the pupil's application
- to request a reference or report; and
- to request confirmation that all fees have been paid, where appropriate.

The School's DSL will request any Safeguarding records on the child from the current Setting / School and will actively follow this request to ensure that records have been received and the contents noted, before a child starts at the School.

Following the visit and subject to an offer of a place being made, the following acceptance procedure will then take place:-

- Upon receipt of the Registration Form, in accordance with the Headteacher'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 and a copy of the child's birth certificate 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.

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 once the child is due to join the following term.
- 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.



## Oakhurst Grange School

- Comprehensive Individual pupil data sheet prepared from the data base.
- Individual folders and report folders prepared.
- Full list of new children joining each term given to Headteacher 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.
- Registers kept electronically with a monthly back-up and retained for six years.

The Admissions Register (aligns to the Regulation 8, School Attendance (Pupil Registration) regulations 2024) and is completed by the Registrar and shows:

- a) full legal name and name used at school;
- b) sex;
- c) date of birth;
- d) address;
- e) full name & address of each parent;
- f) which parent(s) the pupil normally lives with and at a minimum of two emergency telephone numbers;
- g) starting date;
- h) name & address of last school (if any)

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

- a) Classes from Year 1 to Year 6 will not exceed a maximum of 21 children with an option to go to 22 if a waiting list develops in each age group.*
- b) Offers will only be made to children who will reach their fourth birthday during the academic year of entry into the school.*

This Policy is subject to regular review.