

ADMISSIONS POLICY

NEXT REVIEW DATE: February 2022

OWNER: Headmaster

REGULATORY REQUIREMENTS: 15a

1. Ockbrook School (including EYFS) are pleased to receive applications from pupils irrespective of race, nationality, colour, ethnic or national origin, religion or creed, disability or previous educational background. In particular, the School is fully aware of its responsibilities to ensure compliance with the Special Educational Needs and Disability Act and the Equality Act (2010). Due recognition is therefore given to the requirements laid out in the Acts as well as subsequent Regulations and further guidance issued under the legislation by the Equality and Human Rights Commission and other parties.
2. The School is committed to meeting the individual needs of all children, including children who are disabled or who have special educational needs. All children are valued and supported and reasonable adjustments will be made for them as and when the need arises. The School is also committed to monitoring and reviewing the effectiveness of its practices that promote inclusion and value diversity and difference.
3. The School also has provision of academic, sport, drama, art and music scholarships, and a means tested bursary scheme to provide funds for able pupils on the basis of financial need. We expect our pupils to attend our Church services and School assemblies which are fundamental to our Christian ethos.
4. Admission to the School depends upon a prospective pupil meeting the criteria required to maintain and, if possible, to improve the educational and general standards for all its pupils commensurate with the ethos of the School. The School also makes every effort to encourage as wide a range of applications as possible, through frequent Open Days and meetings for potential candidates, through advertising and through contact with local schools.

Registration

5. Every candidate must be registered prior to an Assessment Day or sitting the Entrance Examination in January. There is a fee of £75 which must be paid on registration and this is non-refundable. In certain circumstances, late sitting of the examination is allowed at the discretion of the Headmaster.

Entry to Primary School

6. The Primary School is a non-selective school, which does not require children to sit an entrance test before admission. The Head of Primary, in conjunction with the Headmaster, will make final decisions on all pupil admissions. This decision will be based on the availability of places and on the School's ability to cater for the educational needs of the child.

Early Years Provision

7. Prospective pupils aged 3-5 years (Nursery and Reception) are invited to spend a morning with the appropriate section: Nursery (3-4) and Reception (4-5). Prospective pupils for entry to Reception will be required to spend at least one session in School working alongside their age group. This forms part of the School's assessment procedure.

Key Stage 1-2

8. Prospective pupils aged 5-10 years will be required to spend at least one session in School working alongside their age group. This forms part of the School's assessment procedure.

Entry to Senior School

Entry at Key Stage 3 upwards

9. Application is by examination, interview and character reference. The reference may also include the results of tests taken at School (such as PIPS, MidYIS, NFER or SATS) and predicted GCSE grades if appropriate.
10. The examination for standard entry to Year 7 takes place in January of the year in which the pupil would enter the School, in maths, English and VR. The exams are set by the relevant Heads of Department and aim to assess the potential of the prospective pupil and their ability to cope with the courses on offer at the School. We do not expect prospective pupils to have received special coaching; they should be familiar with the material within the National Curriculum and most successful candidates will achieve working at/beyond the expected level in their KS2 SATS (if completed). Lunch is served for all prospective pupils in the School Dining Room.
11. Students applying for entry to Years 8-11 will sit examinations in maths, English and science which take place as required during the academic year.
12. All prospective pupils and their parents are encouraged to visit the School on Open Mornings or at any time convenient to the prospective pupil and parents to tour the School and to meet senior members of staff.
13. We also request a report from the prospective pupil's current school.
14. The timing of the examinations, of the announcement of the results and of the deadline for acceptance, is co-ordinated as far as possible with other local independent schools to ensure that candidates have a fair chance to make a decision.
15. The Registrar deals with all the applications.

Entry into Sixth Form

16. It is assumed that Year 11 Ockbrook pupils will continue into the Sixth Form (and parents must in every case give a term's notice if that is not the pupil's and their

intention). All pupils progressing to the Sixth Form must have demonstrated good work habits, a willingness and ability to contribute positively to the life of the School, and have been able to satisfy the Sixth Form GCSE entry requirements.

17. Prospective pupils wishing to enter the Sixth Form must complete a Registration Form which includes the subjects they wish to study at A Level. They are also advised to visit the School on Open Morning, the Sixth Form Information Evening or at any time convenient to the prospective pupil and parents.
18. The Headmaster requests references from the current school for all those applying for the Sixth Form. Prospective pupils will be asked to bring samples of work in the subjects they wish to study, along with their most recent school report. Any offer made will normally be subject to the prospective pupil achieving at least seven 9-6 grades or equivalent at GCSE, preferably including at least a 7 grade or equivalent in the subjects they wish to study at A level.

International Pupils

19. Arrangements for examinations for international applicants are made on an individual basis through the registered agent through whom they have applied. Candidates for Years 7 take two papers in ESL, mathematics and VR. Candidates for Years 8 to 11 take three papers in ESL, mathematics and science. Candidates for Sixth Form (Year 12) take papers in the three subjects they wish to study at A level.

Special Circumstances

20. If a prospective pupil is unwell, either leading up to or during the examination or if there are unusual family circumstances such as recent bereavement, we may ask for a medical certificate in order that we may make a fair assessment.
21. If a parent provides an educational psychologist's report for a diagnosed learning difficulty, it needs to be submitted at least two weeks before the exam takes place for additional time to be granted.
22. If any special needs are to be met by the School, we request as much advance notification as possible.

Offer of a Place

23. The Headmaster and senior members of staff collate information and discuss the awarding of places. It is sometimes necessary during this process to look again at individual scripts.
24. Successful candidates will be offered a place as soon as the admission process has been completed. In some years a waiting list system will operate and parents will be informed that they are on this list.
25. Transition from the Primary School to Senior School is automatic on condition that the pupil's work, conduct and progress justify it. The decision of the School regarding such transition is final and binding. Primary pupils do not have to take the entrance

papers unless they wish to be considered for an academic scholarship. If the Head of Primary has any concerns about a pupil's progression into the Senior School, she will meet with parents as soon as possible in the pupil's School career and at the latest before the end of the Autumn Term in Year 6. It is assumed that a pupil in Year 6 will continue into the Senior School (and parents must in every case give a term's notice if that is not the pupil's and their intention).

Over Subscription

26. Where applications for admission exceed the number of places available, the following criteria will be applied in order as set out below to decide which pupil to admit:
27. The results of assessments or entrance examinations
28. Children who have a brother or sister attending the School in the school year in which application is sought
29. When the number of applications for admission exceeds the number of places available, preference will be given to those children in the above categories. A place on the School's waiting list does not guarantee the offer of a place.

Scholarships and Bursary Awards

30. It should be stressed that selection for awards is not affected in any way by whether or not the candidate is also applying for a full fee paying place. Merit is the criterion for Scholarships. All bursary awards are means tested.

Scholarships

31. Scholarships are available to Ockbrook pupils in a number of areas based on academic merit or performance in subject specific areas (Art, Drama, Music and Sport). Scholars access the Scholarship Programme under the leadership of the Scholars' Coordinator. Under normal circumstances, a Scholarship will continue through a pupil's School career.
32. All awards are made on the understanding that the recipient will remain enthusiastic and committed to the field in which they have been given the award, either by making significant academic progress or by contributing fully to School life in terms of contributing to School teams, productions or orchestras as appropriate.

Bursary Awards

33. Bursaries are awarded upon entry to the School and are given to those pupils whose parents require financial assistance to enable payment of the full fees: they are fully means tested.
34. Parents should submit a Bursary Application Form before their child sits the entrance examination. Bursaries are awarded at the discretion of the Governors and Headmaster and will normally continue throughout the child's School career, subject to the annual review of the parents' means, which will take place in January. In addition, a Bursary may be awarded if parents' financial circumstances deteriorate during their child's time in School.

Annual Review

35. All awards are given subject to a satisfactory annual review of parental means each year and may be varied depending on the parental circumstances. Parents will be asked to complete a repeat means testing form each year and should return the completed form by the date requested. Awards may be withdrawn at the discretion of the Governors and Headmaster if a child's conduct or performance proves unsatisfactory, and also where the parents/guardians fail to support the School, for example, by the late payment of any contribution they make towards the tuition fees.

Confidentiality

36. The School respects the confidentiality of all bursarial awards made to families. Recipients of these awards are expected to reciprocate that respect.

APPROVED BY:	
SIGNATURE	
NAME	
DATE	