

Oliver House Preparatory School Admissions Policy

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
- 1.6** Waiting lists are formulated on the above considerations and not on the timing of a family's application.

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** Pupils entering at any stage between Reception and Year 6 are invited to sit an assessment, which is based on English and maths skills designed for their age group. Our selection process is designed to identify pupils who are able to benefit from our balanced and well rounded education and to make a positive contribution towards the life of the school.

- 2.4** A separate interview may be arranged at this time, following which parents will then be notified in writing of the offer of a place. Parents accept the place by returning the reply slip and deposit (if applicable). 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.
- 2.5** The school may contact the child's previous school to ensure that the child will be able to benefit from the education we provide and that all relevant financial obligations have been met.
- 2.6** Depending on their age, a child may be invited to attend a settling in session. During the term prior to a child starting at the school, all new parents are sent a copy of the Parents' Handbook and uniform information.

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 before they sit the assessment so that 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: 24 January 2010