

# Oakwood Primary school

## ADMISSIONS POLICY

### **1 Introduction**

**1.1** This policy has been developed according to the declared ethos and mission of Oakwood Primary School and under the guidance for all state schools contained in the School Standards and Framework Act of 1998. Most of this guidance is not strictly applicable to Independent Schools. However, we have adopted a policy of best practice through adhering closely to Government legislation for mainstream schools, as is in the best interests and relevance to Oakwood Primary School's aims and objectives.

**1.2** The Board of trustees of Oakwood Primary School applies the regulations on admissions fairly and equally to all those who wish to attend this school. Oakwood School does not discriminate between applicants on the basis of race, sex, disability, age, religion or belief, in line with the Equalities Act (2010).

### **2 Aims and objectives**

**2.1** Our vision is informed by our view that Islam cannot be divided into the religious or secular: everything in life must be dealt with in accordance with the guidance of God Almighty and His Messenger Mohammad (may God's blessings be upon him), in every aspect of life.

**2.2** We are an inclusive school that welcomes children from all backgrounds and abilities.

**2.3** All applications will be treated on merit and in a sensitive manner where each applicant's right to confidentiality will be respected –in accordance with the data protection act.

### **3 Selection Criteria**

**3.1** We allocate points on an application form that seeks to determine evidence of all but one of the above criteria. It is our wish to allow all parents a place for their child at Oakwood Primary School. However, this is not always possible when there is an excess demand on the school places available, in which case we apply the over-subscription criteria as set out in paragraph 6.

**The admissions policy of the school gives priority to applicants based on the following criteria:**

**3.1.1** Level of commitment to our school's values; including Islamic faith.

**3.1.2** A shared ethos shapes a strong and vibrant school community.

**3.1.3** Oakwood nursery children obtain priority to Reception class.

**3.1.4** Mode of transport to school.

**3.1.5** The school encourages the use of "environmentally-friendly" forms of transport to school.

**3.1.6** Social factors; We pay heed to applicants demonstrating a need for extra support due to social or domestic problems, as well as applications from members of staff.

**3.1.7** Children of teachers at the School.

**3.1.8** Siblings; Siblings, for whom we have received completed application forms by the end of the December preceding the September of admission, gain automatic entry to the school provided there are enough places for them. If there are

more siblings than places available we will apply the oversubscription criteria to allocate places (below). Thus a school place cannot be guaranteed for siblings.

**3.1.9** A formal interview for the parents who have the most highly scoring applications.

**3.2** The level of ability of a child or any special needs or disability that s/he may have play no part in the admissions policy of the school.

In compliance with legislation, Oakwood Primary School strives to ascertain the requirements of special needs and disabled children prior to their admission through appropriate questions about the nature of the disability and/or special educational need, in the application form and interview and whether “reasonable adjustments” will be required for them.

## **4 Admissions Procedure and Timetable**

**4.1** Application forms and the school information pack can be obtained from the school administrator by phone, letter, email or through our school website. The school allocates a registration number to the application and acknowledges its receipt within two weeks of receiving it.

**4.2** Admission at Oakwood is generally based upon first come first serve basis. In order to secure a place, parents must pay the required registration and admission fee. It is only then we can guarantee a place.

**4.3** It is school’s policy to request all new parents (applying from the summer term 2017/2018 academic year) to pay **£1000** holding deposit for each child admitted to the school. This deposit will be returned when a child leaves school unless there is no notice provided to school to withdraw a child/ren. In such a case the deposit(s) will NOT be returned.

**4.4** There is only one admissions date for Reception class per year. This is at the start of the academic year, early in September. We will only admit children who are aged four years before the 1<sup>st</sup> September of that year.

**4.5** Priority is given to Oakwood Nursery children who are encouraged to apply first for a place in our Reception class. Should there be additional places available after Oakwood Nursery parents have applied then we offer the local community the chance to apply.

**4.7** Parents who would like their child to be admitted to Oakwood’s Reception class must ensure that they complete and return the application form for their child from April of the year preceding admission and by the end of December of that year.

**4.8** In January preceding the September of admission, the school will vet all applications forms received awarding points using the selection criteria of paragraph **3.1** and send out appointment letters for interviews to all parents on the short-list for admission. Letters will also be sent to those not short-listed informing of the outcome of their application. A joint interview for both parents is a mandatory part of the admissions process.

**4.9** During the interview a panel comprising of members of the school’s admissions team, will ask a small number of questions based around the school’s values and the responses assessed. The school will seek to ascertain how much the applicant family shares the aims and objectives of Oakwood Primary School.

**4.10** Interview and form will be scored and determine the final allocation of places to applicants. The school will formally offer a place to the child in writing after the interviews.

**4.11** To secure a place parents must sign a contract for the award of school place and pay a non-refundable deposit of £100. Parents will also be required to pay **£1000** holding deposit (as advised above).

## **5 Late Applications**

**5.1** Applications received after the deadline in an academic year will be automatically placed in a waiting list for the appropriate year of entry based on the age of the child prior to the September of admission.

## **6** *Waiting List*

**6.1** We will keep a waiting list of applicants who were not awarded a place and those who have applied outside the admissions timetable using the criteria listed in paragraph 3.1.

**6.2** This will consist of several lists, each in a queue for the appropriate year group of admission. This is based on the age of the child reached before the September of admission of a year group.

**6.3** The order of each waiting list will be based upon our selection and over-subscription criteria.

**6.4** If places become available in any class during the year, those places will immediately be offered to applicants on the appropriate class waiting list.

**6.5** Applicants who turn down an offer of a place will be placed at the bottom of the waiting list unless they show extenuating circumstances have forced them to reject the place. Acceptable grounds include sudden dire financial difficulties or family/social problems. The application forms of such applicants will be placed according to the selection criteria.

## **7** *Admission appeals*

**7.1** If we do not offer a child a place at this school, this will be because to do so would prejudice the education of other children by allowing the number of children in the school to increase too much.

**7.2** If parents wish to appeal against a decision to refuse entry, they can do so by writing to the Board of Trustee:  
*Chairman Board of Trustees, Oakwood Primary school, 117 Tennyson Road, Luton, Beds, LU1 3RR.*

If the appeals panel decides that the school should admit a child to whom we had refused a place, then we will accept this decision and continue to do all we can to provide the best education for all the children at our school.

## **8** *Monitoring and Review*

**8.1** The Board of trustees annually monitors and reviews the admissions policy through its committee work by seeking the views of the head teacher and staff members.

**8.2** This policy will be reviewed annually by the Board of trustees, in the light of any changed circumstances in our school, government legislation.

Next Review Date: December 2018

Signed on behalf of the Board of trustees by:

Signed:

Date: