

Oakwood Primary School

Admission Policy



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Statement of Ethos

Oakwood Primary School was founded as a school with an Islamic ethos. We aim to provide education for pupils in an Islamic environment where Islamic doctrine and practice permeate every aspect of the school's activity. All applicants are expected to give their committed, unreserved support for the moral code, principles, character and aims of the school. We ask all parents applying for a place here to respect this ethos and its importance to the school community.

This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place at the school and we welcome such applications.

Oakwood Primary aims to provide 'an outstanding educational experience' of the highest quality

The school exists to provide education for children.

Oakwood Primary School is an independent school which charges fees for the education it provides.

As an independent school, Oakwood Primary determines its own admission arrangements.

Oakwood Primary accepts children between the ages of 3 and 11: children from aged 3 enter the nursery and there is an additional, separate admissions process for children wishing to enter Reception or Year 1 onwards.

Oakwood Primary is an inclusive school that welcomes children from diverse backgrounds and abilities whom it can reasonably support.

Entry is subject to a preliminary assessment visit for the child at the appropriate age level as well as a space being available for them in their year group, followed by an interview process with parents/children wishing to enrol at the school. Decisions by the school regarding admissions are final based on the assessment and entry processes determined by the school.

It is expected that children at Oakwood Primary will conduct themselves with positive application. Should their behaviour be considered to be impacting negatively on their own progress, or that of other pupils, the school will reserve the right to recommend an alternative education in line with the school's expected standards of attendance, behaviour and standards.

Parents/carers not abiding by the school's ethos as demonstrated through their behaviour (towards staff) or actions, including non-compliance with fees and finance-related matters will not be accepted into the school.

Admissions

The Headteacher has the responsibility for admissions to the school. Places will be allocated based upon the admissions criteria and entry process and the school's decision is final with respect to admissions.

The school may not always have the appropriate level of resources and the expertise to provide an adequate education for pupils:

- who have a statement of needs or have Special Educational Needs (SEND)
- who are at the early stages of English as an additional language (EAL) (in KS2 or above) hence such pupils may not be admitted to the school, discretion for which lies with the school.

A pupil is defined as having a Special Educational Needs (SEND) if he or she has a learning difficulty which requires special educational provision to be made for him or her. Should a pupil be diagnosed as SEND once admitted, the school will support parents to source assessment by the appropriate authorities including external specialists and follow the SEND code of practice which includes the preparation of individual educational plans (IEP) or curriculum maps. The IEPs will be shared with parents and reviewed termly. The school will also support parents in liaising with outside agencies such as speech therapists, educational psychologists, health specialists etc. where applicable.

Parents will be liable for all costs associated with external support and must adhere to the school's systems in support of their child. In such instances, parents will be obliged to pay for all additional costs for external support including additional resources and must follow the school's advice on external SEN support and provision including assessments, specialist support and advice in the best interest of the pupil.

Pupils who have a disability or specific need can be admitted to the school. In such cases, the school will discuss and negotiate with parents to consider the appropriateness of the setting to meet the pupil's full set of needs, and the full costs attached thereof, thereby ensuring the setting is appropriate for the pupil's needs in meeting their full potential. Parents should ensure that they have the financial means to pay for the school fees and related costs. Failure to pay the fees on time and at the requested timeframes may lead to the exclusion of the pupil(s) including any additional costs incurred for SEND or additionally identified needs such as additional care, intervention or such like as determined by the school

Application criteria

Places at the school will be allocated on the following criteria:

- i) Pupils with siblings at the school
- ii) Pupils of staff who have worked in the school for 2 years or more.
- iii) Parents and pupils who are most aligned with the school's ethos and character, policy framework, including fee schedule and, any other associated cost-related processes and systems.
- iv) Parents who demonstrate an acceptance of the school's policy framework including an ability to abide by the published fee schedule
- v) Pupils who score the highest mark in entry tests, at a minimum 80% pass.
- vi) The school retains discretion in admissions in line with the above criteria.

The application timetable

Tests and interviews will take place following the application receipt including payment of the initial registration fee.

Results of tests will be published within one week of the test taking place, tests are not shared with parents either before or after the assessments.

Mid-Year Admissions

Applications can be made at any time (multiple applications for the same year are not permitted).

Applications to Reception

Applications for the Reception Class should be made by January of each year.

Application Criteria:

- i) Pupils with siblings in school
- ii) Pupils of staff who have worked in the school for 2 years or more
- iii) Pupils who are enrolled at Oakwood Nursery only and are on our register by January 1st each year.
- iv) Parents and pupils who are most aligned to the school's ethos and character, policy framework, including fee schedule and, any other associated cost-related processes and systems.
- v) Parents who demonstrate an acceptance of the school's policy framework including an ability to abide by the published fees schedule.

The school retains discretion in admissions in line with the above criteria.

Accurate Information

The school will take such action as it can if the information provided to it by parents/carers is found to be wrong or misleading; this may include withdrawing the offer of a pupil's place at the school. Parents/carers should therefore provide full and accurate information and notify the school of any changes in need, address, or circumstances in relation to their child or themselves from the time of application.

Definitions of words "Home" means the place where the pupil lives with their parents or carer. If a pupil lives at more than one address, it means the place where the pupil spends the most nights during the school week. It does not include the homes of grandparents or aunts/uncles unless the families live together as a stable long-term arrangement. Proof of residence is required before the offer of a place is confirmed. "Sibling" includes brothers and sisters, adopted brothers and sisters, half-brothers, and sisters, fostered brothers and sisters and stepbrothers and sisters. In all cases the siblings must be living at the same address as the sibling who attends the school and as the relevant parent/carer. A sibling does not include cousins or any other relatives.

"Proximity" and "distance"

Whenever distance from the school is a relevant factor, it will be determined by the nearest straight line from the front door of the applicant's home to the entrance to the school in Tennyson Road, Luton.

Admissions Process

The admissions process is available to view online, it sets out the stages and costs for each part of the process. The admissions process is incomplete until all stages of the process have been successfully undertaken and a letter of admission (LoA) has been issued which will be issued once all steps are completed fully.