ADMISSIONS POLICY

Oswestry School
Founded 1407

Annual Check

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1. Annual Check

Policy:	Admissions Policy
Applies to:	All pupils in both the senior school and Bellan House
Author(s):	T. J. Jefferis, Deputy Head (Academic)
Approved by:	R. Morgan (Governor) 5/10/2013; Ian Payne (Governor) Feb 2014; A Moss (Governor) 14/1/15; JPN 18/12/16; A Moss 29/11/17, 21/12/18, A Lee (Governor) 2/12/19, 27/12/20, 14/3/22, Education Committee 7/5/24
Annual Review:	*I certify that I have reviewed this policy, and verify that, to the best of my knowledge, it reflects current legislation and is in accordance with the wishes of the Governing Body and Headmaster.*
Reviewer to enter initials next to appropriate date:	TJJ (Jan 2012); TJJ (Sept 2013); TJJ Oct 2013; TJJ Jan 2015; SJH 24/2/15; JPN 31/12/17; 21/12/18; JPN 19/12/19; JPN 30/10/20; PJM 08/04/22; PJM 14/09/23; PJM 18/02/25; PJM 11/09/25

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2. **Aims of this Policy**

2.1. To ensure compliance with the School's charitable purpose in providing independent, non-selective, coeducational, non-denominational, day and boarding education for pupils between the ages of 4 and 18.

2.2. To set admissions criteria and procedures that are consistent with this charitable purpose and fair to applicants.

2.3. To identify applicants whose academic and other abilities appear to match the ethos and standards of the school, and whose personal qualities suggest that they have the potential to contribute to the school community and benefit from the many opportunities offered here.

3. **Entry Points**

3.1. The School's main points of entry are at:

3.1.1. Reception (4+)
3.1.2. Year 3 (7+)
3.1.3. Year 5 (9+)
3.1.4. First Form/Year 7 (11+)
3.1.5. Third Form/Year 9 (13+)
3.1.6. Fourth Form/Year 10 (14+)
3.1.7. Lower Sixth Form/Year 12 (16+)

3.2. A small number of places are sometimes available at non-standard entry points.

3.3. The School uses the 1 September birthday watershed as a basis for determining an applicant's eligibility for entry.

4. **Registration**

4.1. All parents/guardians are requested to complete a registration form, which is addressed to the Admissions Registrar together with a non-refundable registration fee.

4.2. Those for whom English is a second language are required to demonstrate that their English is of a sufficient standard to be able to access the curriculum, with, if required, adequate EAL support. The School may require prospective pupils who do not speak English as their principal language to complete an assessment test to ascertain their suitability.

5. **Scholarships**

5.1. Scholarships are awarded for academic and other talent, purely on the basis of merit.

5.2. Scholarships are awarded at 11+, 13+ and 16+.

5.3. Full terms and conditions of the school's scholarships are in Appendix 1.

6. **Selection**

6.1. Oswestry School is non-selective. The criterion for the admission of pupils is usually a judgement as to whether they will be the sort of pupils who will benefit from the breadth of opportunities which are available at this school. Since these opportunities include, centrally, the academic curriculum, the School does expect a basic level of ability or achievement on entry to the school, and also to gain entry to the Sixth Form. Though there is no entrance test to gain entry into the school, consideration is given to past academic performance and to the reference obtained from the entrance candidate's previous school. Pupils sit baseline tests to ascertain the level at which they are currently working at key junctures in their school career.

6.2. The preconditions for admissions are that:

6.2.1. The applicant is of appropriate age and sufficient maturity and that this is verified in writing.

6.2.2. The applicant enjoys satisfactory general health and will be able to attend lessons and fully participate in the life of the School. This also needs to be verified in writing using the School's standard entrance form.

6.2.3. The applicant's learning difficulties and other special needs (if any) have been fully disclosed at the point of registration to the school and are, in the opinion of the Headmaster (in consultation with the School's Head of Learning Support), within both the School's and pupil's capacity to cope with the full (or reasonably adapted) curricular offering. Learning support is offered in a variety of ways, including (when possible): individual guidance; learning support assistant in class; and group lessons. Additional support can be offered after funding from parents or local authority (if applicable). The School will make all possible and reasonable adjustments for a disabled applicant and if the applicant is refused based on their disability the reasons for that refusal will be justifiable and ensure compliance with the 2010 Equality Act if applicable.

6.2.4. The present school report is satisfactory in respect of conduct, attitude and attendance. This report must be in writing and, if it relates to a period covering less than one academic year, the School reserves the right to obtain a written report from the school attended prior to the present school.

6.3. Factors which are not taken into account in the assessment of a pupil for admission are: the applicant's family connections with the School, skin colour, sexual orientation, race, nationality, religious belief or any other factor which will have no bearing on an applicant's likely success at the School.

7. **Responsibility for Admissions**

7.1. The Headmaster is responsible for admissions and for the operation of this policy.

7.2. The admissions process is supervised by the Headmaster. The admission procedures are

determined and reviewed from time to time by the governors.

7.3. Documents supporting each application for admission are retained by the School for at least one year after the application is made, whether or not the applicant is offered a place. The School reserves the right to make copies thereof.

7.4. Correspondence regarding unsuccessful applicants is dealt with by the Headmaster whose decision will be final.

8. **Specific Learning Difficulties and Disabilities**

8.1. The School is committed to securing equality of opportunity through the creation of an environment in which individuals are treated on the sole basis of their merits and abilities.

8.2. Parents/guardians are required to disclose their knowledge of any specific learning difficulty or disability relating to their child on registration. In addition, pupils and parents will be referred to the learning support department for further assessment as necessary.

8.3. Should a request be made regarding special conditions required to take a scholarship, entrance test, internal or external examination then the school will require evidence of a formal diagnosis pertaining to that specific learning difficulty or disability.

8.4. In the event of such a request being made, the Learning Support department will be tasked with evaluating the applicant's needs with regards to making any reasonable adjustments to provide equality of opportunity.

9. **Withdrawal**

9.1. A full term's notice is required no later than the first day of term in respect to withdrawal of a pupil from the School after the acceptance of a place, or for removal at any time during the pupil's education at the School.

9.2. A full term's fees become payable in the absence of the notice given above. A full term's fees means the fees as published by the School at the commencement of the academic year. Any discount, staff or otherwise, will not apply under this subparagraph.

9.3. Special conditions for withdrawal exist for recipients of scholarship awards; these are explained in detail in each scholarship recipient's award letter.

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APPENDIX 1

Conditions of Award

1. **Obligations of the pupil:** A pupil who is the subject of an Award is required to work hard, to contribute positively to the life of the School, to be a credit to the School and to set a good example to other pupils, and to uphold the aims and the good name of the School; in the case of scholarship, pupils must represent the School as required by the Headmaster. These are the *Purposes of the Award.*
2. **Obligations of the Parent/s:** The parents are expected to support and encourage the pupil to achieve the Purposes of the Award. The parents are also required to pay the balance of the account by the first day of term and to keep the terms of the Award confidential.
3. **Withdrawal of the Award:** The Award may be withdrawn by written notice sent to a parent if:
    a. in the opinion of the Headmaster acting in good faith, the pupil or a parent has not complied with the obligations set out at paragraphs 1 and 2 above or otherwise the pupil has fallen below the required standards of conduct, performance and/or progress and in the further opinion of the Headmaster there has been no significant improvement following consultation with a parent and/or the pupil and a written warning; or
    b. the balance of the account remains unpaid 28 days after a written reminder has been sent to the parents.

    Withdrawal of the Award shall take effect from the start of the following term.
4. **Repayment events:** Parents may be required forthwith upon written notice to repay up to three terms' benefits (if received) if the pupil has engaged in serious misconduct or has been expelled or removed for reasons of misconduct by the requirement of the Headmaster acting in good faith or the pupil was withdrawn by parents prior to the natural end of their education at Oswestry School.
5. **Review of the Award:** The Award will be subject to review from time to time, in addition to any timeframe offered in the award offer letter. Any bursarial award is exceptional and made in light of a family's own particular circumstances; families agree to inform us as soon as their particular circumstances change, for better or for worse.
6. **Fees in lieu of notice:** For the avoidance of doubt, the benefit receivable under an Award will not apply to any term for which the School has required payment of fees in lieu of notice.
7. **Terms and Conditions:** These Conditions of Award take precedence over any of the School's Terms and Conditions which are inconsistent with them but in all other respects the Terms and Conditions as amended from time to time shall apply and these Conditions of Award shall be interpreted in accordance with them.