



OLD BUCKENHAM HALL

ADMISSIONS POLICY

Old Buckenham Hall is a co-educational independent day and boarding school for pupils from ages 3 to 13. Pupils may board from the age of 7. Choosing the right school is very important and a personal visit is invaluable. We very much hope that you and your child will visit Old Buckenham Hall School. We hold a number of Open Mornings throughout the year which give an ideal introduction to the school. Details of Open Mornings are published on the school website. We also welcome prospective parents at other times, please contact the Registrar on 01449 744787 or on registrar@obh.co.uk to arrange an appointment.

ENTRY PROCEDURE

Old Buckenham Hall is a non-selective school. The usual points of entry to the school are at Nursery, Reception, Year 3, Year 4 and Year 7, although places may be offered in other year groups. Please contact the Registrar for more information.

Applicants for admission should register their interest by the September preceding the desired year of admission. Please contact the Registrar for a registration form. Admission to Old Buckenham Hall is by interview with the Headmaster.

To register, the registration form should be returned accompanied by a cheque for £50, this being the Registration Fee. Cheques should be made payable to Old Buckenham Hall Educational Trust Ltd. The registration fee is to cover the cost of administering the registration procedure, including administration of the waiting lists. This payment is not returnable unless the school finds itself unable to confirm a definite place. *The School will then respond in one of three ways:*

- 1. By writing to parents to confirm that their child has been placed on the list for the year and status requested.**
- 2. By writing to parents informing them that their child has been placed on a waiting list for the year and status requested.**
- 3. By writing to parents to tell them that the waiting list has now been closed and that unfortunately the application for a place cannot be accepted.**

When compiling entrance lists, preference will be given to siblings and the children of former pupils. If pupils are unable to take up their place for any reason, the place will be offered to the next pupil on the waiting list. This list will have been compiled in order of registrations received.

Places at Old Buckenham Hall are confirmed one year before date of entry. In order to secure the place parents are asked to pay a confirmation fee of £300. This confirmation fee is refunded on the final bill when the child leaves the school or is offset against sundry extra costs not paid for.

If the place is not taken up after the confirmation form and fee have been paid, the school reserves the right to charge a full term's fees unless the statutory period of notice has been given (one term). Old Buckenham Hall expects all parents to have fulfilled their commitments to any previous independent school prior to joining.

At the beginning of the term prior to joining Old Buckenham Hall, all parents will be sent a comprehensive joining pack containing all the information necessary for joining the school. The school at this stage will also request a report from the pupil's current school. The pupil will also be invited to spend a day at school when any necessary assessments will be made.

EQUALITY

We encourage entry from candidates from a diverse range of backgrounds. Old Buckenham Hall is committed to equal treatment for all, regardless of race, ethnicity, religion, sexual orientation or social background.

SPECIAL NEEDS

Old Buckenham Hall welcomes pupils with special educational needs, providing that our Learning Support Department can offer them the support that they require. We welcome pupils with physical disabilities provided that our site can cope with them. We advise however, that parents of children with special educational needs or physical disabilities discuss their child's requirements with the School before he or she joins so that we can make adequate provision for him or her. A form on which parents can detail any physical disabilities is available from the Registrar. Parents should provide a copy of an Educational Psychologist's report or a medical report to support their application.

We will discuss fully with parents and medical advisors the adjustments that should be made for the child should he or she become a pupil at Old Buckenham Hall.

BURSARIES

Old Buckenham Hall offers a fixed bursary for children from military families, children of the clergy and children of missionaries. In addition families with three or more children at the school at the same time will also be granted a discount. For information on bursaries, please contact the Registrar.

OVERSEAS PUPILS

Old Buckenham Hall welcomes pupils from overseas. It is a requirement that parents of any child living abroad must arrange for their child to have a guardian in the UK who will accommodate the child for half-terms and exetsats should the parents be unable to do so and will cope with any emergency on the parent's behalf should that be necessary.

CONTRACTUAL TERMS AND CONDITIONS

For Old Buckenham Hall School's contractual terms and conditions please refer to the school website www.obh.co.uk

COMPLAINTS

Old Buckenham Hall hopes that prospective parents or their children do not have any complaints about its admissions process, but should that be the case, copies of the school Complaints Policy is available on the website (www.obh.co.uk)

Old Buckenham Hall reserves the right to change the Admissions procedure without notice at any time, although parents will be notified should this happen.

The Admissions Procedure will be reviewed annually.

