



# OLD BUCKENHAM HALL

*A leading co-educational preparatory school for children aged 2-13 years*

## Admissions Policy

OBHP02

Policy owner: Headmaster  
Date of issue: August 2020  
Date last reviewed: June 2023  
Next review due: August 2024

# ADMISSIONS POLICY

## Visiting the school

Most prospective parents visit OBH on an individual basis. Some bring their children with them, whilst others prefer to make a first visit on their own and return with their children at a later date. A visit can initially be arranged through the Registrar (Mrs Kate Walmsley – kate.walmsely@obh.co.uk). The Headmaster will usually show you around the school when you will have the opportunity to meet pupils and staff. Those interested in boarding will be shown around a boarding house.

## Open Mornings

These are held at various points throughout the school year, usually on a Saturday morning. They are a chance to see the school at work rather than on show. There is an opportunity to meet staff and the Headmaster will give a short presentation before you will be shown around by pupils and staff. For details and times, please see our website or contact the Registrar.

## A trial day at the school

Following a visit, most prospective pupils spend a day, and possibly a night, at the school. This way, they can get a feel for the school and have the chance to meet other pupils in their year group. During the day, a short informal assessment will take place. If your child is unable to visit OBH for a trial day and you wish to apply for a place, please contact the Registrar to discuss your application.

## Applying for a place

Following a trial day, you are invited to apply for a place for your child. Applications should be submitted to the Registrar who will acknowledge receipt thereof. An offer of a place will usually be made at this time but on occasions where we have considerable demand for limited spaces in a year group, we reserve the right to delay making any offer until later in the academic year. For children aged five and above, all offers of places made are subject to the receipt of satisfactory references from your child's current school.

## Acceptance

Once the offer of a place has been made by the school, the place can be secured by completing the Acceptance Form accepting the school's Terms and Conditions, as detailed in the Parent/School contract. Acceptance Forms must be returned to the Registrar by the date specified in the offer letter in order to guarantee that place. Acceptance Forms received after this date will still be considered but we reserve the right to advise you that the place is no longer available. A Deposit of £300 for UK pupils and £1000 for Overseas Pupils is payable at this time. The Deposit is refunded on settlement of the final invoice, when pupils have completed their time at OBH.

## Ethos

OBH is an inclusive school which will always endeavour to offer places to children who will benefit from the opportunities it can offer. Pupils are expected to be able to demonstrate a level of ability which will enable them to obtain a pass at Common Entrance at 13+. They are also expected to be able to follow instructions, to display a reasonable standard of behaviour and demonstrate an awareness of the needs of others.

Admission to the school depends upon the prospective pupil meeting the criteria required to maintain the general standards for all its pupils in keeping with the school's ethos. School reports and Safeguarding files will be sought by the school before a child starts. These are overseen by the Deputy Head Pastoral. Any concerns will be raised with the Headmaster and a discussion may be held with the parents before admission is confirmed. In rare cases, poor behaviour or safeguarding concerns may lead to the refusal of a place.

### **Entry Points**

The usual entry points are Nursery (from rising 3), Reception 4+, 7+, 8+ and 11+, although pupils may be accepted at other times if places are available.

### **Academic Assessment**

Academic assessment takes place when a pupil visits the school for a trial day. For Pre-Prep, this assessment takes place in the term before entry. In the prep school this would normally be earlier. This assessment is to provide a baseline of the child's ability. It is our policy to be broadly non-academically selective.

It is the school's policy to apply its academic entry criteria to all pupils regardless of their race or religion.

### **Scholarships**

The school does not run a scholarship programme; however, scholarships may sometimes be offered in exceptional circumstances to enable access to the school by an exceptionally gifted child.

### **Bursaries**

In cases of financial hardship, it is possible to apply to the Bursary Committee (a sub-committee of the Governing Body) for assistance by way of completing a statement of financial circumstances. Any such award would be subject to annual review. *N.B. Please refer to Bursary Policy.*

### **Communication**

In the interest of your child, it is imperative that you inform us of any factors – social, medical, emotional or academic – that might affect your child's learning and other school activities before accepting an offer of a place. All information will be treated with confidence and will only be disclosed if that information has a direct bearing on safety or on the provision of an appropriate education. We welcome any information and discussion that will help us to provide for your child in the best way possible.

By way of standard procedure, the school will request information on your child from their previous school and take such advice as it regards as appropriate. This request will be made at the beginning of the term preceding entry.

If the School hears of anything which is cause for concern, the School will discuss this with the parents in the interests of providing the best education for the child.

## **Pupil's Age**

Very occasionally we may offer places to pupils one year ahead or behind their standard year group if we consider that this would be in the best interests of the pupil and the school. All such decisions rest with the School.

## **Refusal of Candidates**

It is possible that a pupil may be refused a place if, after due consideration, the School believes that it is unable to provide an appropriate educational environment for the child or if it believes that it is unable to cater for the educational and/or emotional needs of the child.

## **Additional Support: Learning Success Department**

If during a pupil's time at OBH it is necessary for that pupil to receive additional support for learning to enable him or her to keep up with the academic standard of the group, the cost of any such support will usually be met by the parents.

A pupil with existing or known SEND requirements will only be offered a place if we have the provision available within the Learning Success department, the classroom environment and in all other areas of school to provide the recommended level of support to meet their needs.

## **Monitoring and Review**

This policy will be monitored by the Headmaster. It will be reviewed annually by the Headmaster.