



OLD BUCKENHAM HALL

Brettenham Park
Ipswich, Suffolk, IP7 7PH
Website: www.obh.co.uk

Admissions Policy



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ADMISSIONS POLICY

Contents

Admissions

- Visiting the school
- Open Mornings
- A trial day at the school
- Applying for a place
- Acceptance

Ethos

Entry Points

Academic Assessment

Academic Scholarship

Music/Drama/Art/Sport Scholarships

Bursaries

Communication

Pupils' Age

Refusal of candidates

Additional Support for Learning

The status of this policy is advisory only. For further information, please refer to the Parent/School contract.

Admissions

- **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 be arranged through the Headmaster's PA (Mrs Jo Riddleston). 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 a senior pupil. For details and times, please see our website or contact the Headmaster's PA.

- **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 Headmaster's PA 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 Headmaster's PA 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 Headmaster's PA 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 (less any outstanding extras) on the final invoice, when pupils have completed their time at OBH.

Ethos

OBH is a non-selective school. However, 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.

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.

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

Academic Scholarships

Academic Scholarship assessments for 7+ and 11+ usually take place during the Lent term of each year for entry the following September. Candidates who are successful in gaining a scholarship or award automatically gain an offer of a place in the school.

All scholarships and awards are subject to terms and conditions which the parents will be asked to agree to when accepting the award.

Music/Drama/Art/Sport Scholarships

Parents of children with outstanding ability in music/drama/art or sport may apply to be assessed for an award. Further details of these awards are available from the Headmaster's PA.

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 of 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.

Please raise the issue of confidentiality if you have any concerns.

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.

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 for Learning (ASL)

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 be met by the parents.

A pupil with existing or known ASL requirements will only be offered a place if we have the provision available within the ASL 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 together with a designated Governor.

John Brett MA
Headmaster

Reviewed Sept 2011