



## Admissions Policy

(Whole School Including EYFS)

<b>First Issued:</b>	January 2010	<b>Next Review:</b>	Spring Term 2022
<b>Last Reviewed:</b>	Spring Term 2021	<b>Version:</b>	3.0
<b>Responsible:</b>	Headmaster, Registrar and SLT		

Orley Farm School ("the School") is an independent day school in Harrow for pupils aged between 4 and 13. The Head is responsible for admissions and the operation of this policy.

## 1. Aims

The aims of this policy are:

- (i) To ensure compliance with the School's charitable purpose,
- (ii) To set selection criteria and procedures that are consistent with this charitable purpose and fair to applicants,
- (iii) to identify applicants whose academic and other abilities appear to match the ethos and standards of the School and whose personal qualities suggest they have the potential to contribute sufficiently to the school community and benefit from the many opportunities that are offered here.

## 2. Entry Points

- a. The usual entry point to the school is at the Reception year (4+), although pupils may be accepted at other points if places are available.
- b. For the purposes of entry applicants' ages are calculated according to UK custom.
- c. Occasionally, an applicant may have fallen behind in his/her education due to illness, time spent abroad, SEND etc. in such a case, the School may offer a place in a year lower than the applicant's age would normally imply. Parents or guardians will be consulted before such an offer is made, but the decision as to the appropriate year for the applicant, taking into account all the relevant circumstances, is a matter for the Head, whose decision is final.

## 3. Admissions Timetable

- a. Parents who are interested in their child being educated at Orley Farm School are sent an information pack comprising of a *prospectus and fee schedule* and encouraged to visit the School prior to registration. These can be sent either via mail or emailed.
- b. We offer two methods of 'experiencing' Orley Farm:
  - i. Prospective Parents' Mornings are currently held each term on a Wednesday morning (09.30–11.00) at which groups of parents – by appointment – are shown round the School by the Head. The tour ends with refreshments and a question and answer session, during which senior pupils are often available to describe their experience of school life.

**Covid-19 Addendum: Small socially distanced groups of parents, wearing masks and only touring outside of the classrooms. These have been moved to remote zoom sessions during lockdown or Tier 3 restrictions.**

- ii. We hold one Saturday Open Morning in the Autumn Term and another held in the Spring Term which can be held either on a Saturday or Friday morning. During these Open Mornings prospective parents visit the School and are shown around by senior pupils: the morning starts with a tour and there is a presentation by and discussion with the Head. Tours continue after the presentation for those who require them. Members of the SLT greet parents on arrival and are available for discussion and teaching staff are available to speak to in classrooms.

**Covid-19 Addendum: A zoom opening morning, live with the Headmaster and select children.**

- c. For entry at 4+, parents of applicants must complete a Registration Form and pay the appropriate Registration Fee which should be received by 7<sup>th</sup> November prior to the year of entry. For parents of applicants at all other years, the specific timings will depend upon when vacancies become available. Parents must complete an application form and provide a copy of the child's most recent school report after which children will be assessed. Please see information below regarding special educational needs. Parents must also supply a copy of the child's Birth Certificate and a recent photograph.
- d. Relevant school policies are available on our website.
- e. Letters offering places will normally be sent out within one month of the Assessment along with our Terms and Conditions and a Form of Acceptance (parental contract). Parents or guardians will be asked to accept the offer, complete and return the Acceptance Form and pay the confirmation fee within two weeks. If no response to an offer has been received within the time specified in the offer, the School will assume that the offer has been declined and the place may be offered to another applicant from the Waiting List.
- f. Letters will also be sent out to those parents or guardians whose applicant has not gained a place and to those whose name has been placed on the waiting list within one month of the Assessment. Some applicants may be offered a conditional place which requires a meeting with the Head of Pre-Prep before an official offer is given. These are given when the applicant has done reasonably well however there has been an element of the assessment that needs further discussion.
- g. Assessment for Reception Year entry usually takes place on three consecutive days in January and involves all members of staff associated with the Pre-Prep Department. Children are seen in groups of about ten: the younger being seen earlier in the day where possible. Each child is seen in a group setting and individually and a range of assessments will give a comprehensive profile of attainment and aptitude; this is supplemented by a report from the Nursery School. We maintain a warm, relaxed atmosphere during this time so that children (and waiting parents) need not feel anxious. The Head aims to be available across these 3 days to meet with prospective parents.
- h. Entry for children in other years involves age-appropriate assessment (primarily in English and Maths) undertaken by the Heads of Section and/or Deputy Head Academic.

**Covid-19 addendum: All 4+ assessments will be completed through a live zoom meeting in December. All other assessments will be considered on an individual basis in line with current Government guidelines.**

#### **4. Selection**

- a. The preconditions for admission are that:
  - i. The applicant is of the appropriate age and sufficient maturity;
  - ii. The School is able to provide adequately for any special educational needs (if any) the applicant may have; and
  - iii. The School, having made reasonable adjustment, has the capacity to cope with any disability the applicant may have.

- b. The academic criteria for selection in Orley Farm School are:
  - i. A satisfactory performance in the assessment at the School; and
  - ii. A positive recommendation from the applicant's present school or nursery (if applicable.)
- c. The preference factors subject to the preconditions and criteria above are that the applicant has special aptitudes or gifts. The School is looking for well-rounded and balanced pupils and those with exceptional abilities in sports, music and the arts, and for pupils who will benefit from the educational provision the School offers and contribute to school life. The academic selection criteria are in accordance with the school's Equal Opportunities and all other school policies.
- d. Orley Farm School is committed to promoting equal opportunities in our admissions process. All pupils receive equal treatment and factors which will not be taken into account in the assessment of a pupil for admission include all those classified as protected characteristics. Please see our [Equal Opportunities Policy](#) for further information.
- e. Orley Farm School will only offer places to pupils that we feel will benefit from the education that we can offer. The relationship between the school and parents must be one of mutual trust and respect and hence, if the parents are not supportive of the school and the way that we run it, then the child would not benefit from the educational experience and journey we offer and this would give us reason to decide not to offer a place.

## **5. Special Education Needs and Disability**

- a. The School has limited facilities for the disabled but will do all that is reasonable to comply with its legal and moral responsibilities. *The Special Educational Needs and Disability Regulation 2014 and the Special educational needs and disability code of practice: 0 to 25years.*
- b. In order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the School can cater adequately, parents / guardians must ensure that if the applicant has any special educational needs or disability, the School must be notified on the Registration Form and full written details provided, including a copy of all reports prepared by an Educational Psychologist or specialist where available. From the information provided by the parents or guardians on the Registration Form and associated documentation, the School shall determine whether special conditions will apply to the applicant in the assessment. If information that is known is not disclosed, in full, at the point of registration any place subsequently offered may be withdrawn.
- c. The School will consult with parents or guardians about the adjustments which can reasonably be made for the applicant both during the admission process and later as a pupil.

## **6. Bursaries**

- a. Bursaries are available on entry to the School. Current parents or guardians who are experiencing genuine financial difficulties may apply to the Governors for a bursary by completing a Bursary Form which is available from the Director of Finance.
- b. Bursaries are means tested and parents or guardians will be required to provide detailed financial information and may be interviewed by an Independent Person in relation to their application. The School will require this interview to take place at the home of the applicant.