



# Policy

## Admissions Policy

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### Contents

1	General .....	1
2	Oakham School Parent Contract.....	1
3	Visiting .....	2
4	Registration, deposit and the offer of a place.....	2
5	Entry Requirements: the assessment process.....	3
6	Equal Treatment .....	4
7	Special Educational Needs and Disability (SENDA) .....	4
8	Siblings .....	4
9	Bursaries.....	4
10	Scholarships, exhibitions and specialist awards .....	5
11	Overseas Applicants.....	5
12	Complaints.....	6
13	Trustees.....	6
14	Charitable Status .....	7

Updated to Sept 2017

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### 1 General

Oakham School is a co-educational independent boarding and day school of some 1050 pupils aged from 10 to 18, which offers the choice of boarding, flexi- boarding (up to 5 nights a week) or day education. Our Lower School, caters for ten to twelve year-olds and they may choose to be day pupils, or full or transitional (two to five nights a week) boarders. Over half of our pupils are boarders.

Oakham School is a selective school based upon academic merit. For most entry levels assessment is by entry examination, interview, and references from the candidate's previous school. There are no formal exams for Sixth Form entry, although those pupils for whom English is not their first language will be required to sit an English test.

The usual points of entry are at 11+/Year 7, 13+/Year 9 and 16+/Year 12. We also admit pupils at 10+ /Year 6, and occasionally have places at other ages.

### 2 Oakham School Parent Contract

Please read this admissions policy in conjunction with the Oakham School Parent Contract, a copy of which can be downloaded from the Admissions section of the School website, or you can ask us to e-mail a copy.

### 3 Visiting

Open Mornings are held throughout the year, however you need to make an appointment to attend one. Prospective parents and their children are also welcome to have an individual family visit, these are offered six days a week. Please contact our Admissions team, who will be pleased to help you.

Call direct on: +44 (0)1572 758758 e-mail [admissions@oakham.rutland.sch.uk](mailto:admissions@oakham.rutland.sch.uk)

### 4 Registration, deposit and the offer of a place

#### Registration

Registration is understood to be an expression of interest in Oakham School. It does not commit a parent or parent(s) to accepting a place, nor does it commit the School to the offer of one. Early registration is recommended and registrations will be considered in the order in which they are received. A non-refundable registration fee of £100 (UK and EU) or £125 (non EU) is payable.

Registration is required prior to all scholarship or bursary applications.

**For 10+ to 14+ entry:** registration is required prior to the entry examination.

**For 16+ entry:** Admissions will advise applicants when registration is required.

#### Deposit

We ask parents to pay a deposit as described below.

**For 13+ applicants:** the deposit is payable two years prior to the anticipated term of entry. For non EU applicants, £800 is payable at this time and the balance is payable on acceptance of a place. The deposit for students who are non-British or EU, living outside the EU is the equivalent of one term's fees.

**For 10+, 11+, 14+ and 16+ applicants:** the deposit is payable on acceptance of our offer of a place.

The amount of the deposit is currently:

- UK and EU applicants: £800
- Non EU applicants: the equivalent of one term's fees

The deposit is not refundable if your child does not take up a place at the School (except where the School fills the vacancy created by your child's withdrawal, in which case the School shall refund the deposit to you less its costs in administering your dealings with the School or a reasonable estimate of those costs). The deposit will form part of the general funds of the School until it is credited without interest to the final payment of the fees or other sums due to the School on your child's leaving (including extras incurred in your child's final term at the School). You should be aware that in the event of a late withdrawal it is very unlikely that the School would be able to find a replacement.

If you wish to withdraw your acceptance of a place after submitting the Acceptance Form and paying the deposit but before your child starts at the School you shall give written notice to that effect prior to the first day of the term immediately preceding the term in which your child was due to start. If such notice is received by the School by that time the deposit will be

forfeited in accordance with the Parent Contract but no further fees will be payable. If such notice is received on or after that date, (or if no notice is received at all) a term's fees (charged at the rate applicable for the term immediately preceding the term when your child was due to start) shall be payable and shall become due and owing to the School as a debt. The School shall credit the deposit (without interest) to such payment of the term's fees.

#### Offer of a place

The offer of a place is made following assessment and is subject to availability, the entry requirements of the School at the time of offer, and the School's Parent Contract. We deem a place to have been accepted once we have received the deposit and the signed Parent Contract.

### **5 Entry Requirements: the assessment process**

Examination dates and closing dates for application for the current year are published in the Admissions section of the School's website [www.oakham.rutland.sch.uk](http://www.oakham.rutland.sch.uk).

The aim of our entry assessment process is to identify potential. We are looking for well-rounded boys and girls with a genuine interest in education in the broadest sense of the word, and interests that stretch beyond the confines of the academic curriculum.

#### 10+ and 11+ Applicants

The entrance assessment takes place at the School usually in January for entry the following September. We recognise that children come from a variety of schools and display different rates of academic progress. Our examination, which includes written papers in English and Mathematics, a diagnostic test of writing and learning skills and an interview, seeks to discover the inherent potential of the candidate. We look for neat written work, competent spelling and grammar, fluent reading and a sound basic knowledge of the National Curriculum Mathematics syllabus. Copies of past papers are not released. We request, and attach great importance to, a detailed report from the Head of the pupil's present school.

Parents are notified of the examination result within two weeks. 11+ candidates whose papers show scholarship potential are recalled for further assessment (see Scholarships). A candidate who is offered a place but defers entry will normally have to re-sit the Examination.

#### 13+ Applicants

##### Pre-Testing

Candidates will be asked to sit a pre-test in the first or second term of Year 7. This pre-test is comprised of two parts, firstly an online assessment and secondly a short interview with a senior member of the academic staff.

##### Common Entrance candidates

Candidates from preparatory schools take the Common Entrance Examination at their school in June of the year of entry. The required pass mark is an average of 55%.

##### Non Common Entrance candidates

Those who have not followed the Common Entrance syllabus will sit Oakham School's 13+/Year 9 examination in January for entry the following September, or by arrangement with the Registrar. Subjects examined are English, Mathematics and Science, plus an optional Language paper. A visit interview is also part of the entrance assessment. A detailed syllabus is available but past entrance papers are not released. Candidates are expected to perform at a level equivalent to an average of 55% at Common Entrance.

## Overseas applicants

Overseas Candidates – see paragraph 11 below.

## 16+ Applicants

The minimum entry requirement is a good academic report from the candidate's school, indicating that the student is likely to gain seven GCSEs, including English Language and Mathematics, at Grade B or better or equivalent. For non- native speakers a 200 word handwritten personal statement will also be requested.

Once we have received the report we will invite candidates to visit Oakham for an interview, a skype interview can be offered if the family are unable to visit in the short term. After the interview visit, applicants may be offered a place conditional on the required GCSE/IGCSE results and a good reference from their present school. In line with HMC guidelines those attending other HMC schools will not be offered places before 1<sup>st</sup> December prior to the following September entry. If successful, those not sitting GCSE/IGCSE's will receive an unconditional offer.

## Overseas Candidates

See paragraph 11 below.

### **6 Equal Treatment**

We aim to encourage applications from candidates with as diverse a range of backgrounds as possible and do not discriminate in any way regarding entry. We are committed to equal treatment for all, regardless of a candidate's race, ethnicity, religion, sexual orientation or social background.

Oakham School is a Christian Foundation which welcomes pupils whatever their religious beliefs. All pupils are expected to attend Chapel with their House during the week. However, on Sundays, those committed and practising members of other faiths have the opportunity to practice their faith when the boarding community is in the chapel.

### **7 Special Educational Needs and Disability (SEND)**

As an academically selective school, Oakham aims to attract applicants of high academic ability who are willing to be involved in the wider life of the school. We welcome pupils with special educational needs or with physical disabilities, but we are only able to admit those for whom the school's resources, reasonably adjusted where appropriate, would be able to secure academic success and educational fulfilment. Parents are encouraged to discuss the feasibility of their child attending Oakham with our Registrar. We will ask for an Educational Psychologist's report or a medical report to assist our assessment and to support any request, for example for extra time, or other special arrangements. A more detailed Learning Support Policy and Accessibility Plan is available on request.

### **8 Siblings**

Whilst we make every effort to accommodate siblings, admission is not automatic, and there may be occasions where we judge that a sibling is likely to thrive better in a different academic environment.

### **9 Bursaries**

Parents who feel Oakham is beyond their means are invited to enquire about means-tested financial support available through the School's bursary funding scheme. Bursary funding is usually linked to a scholarship, however occasionally we grant a bursary to a non-

scholarship candidate. For further details, ask our Admissions team for our Scholarships and Bursaries booklet.

## **10 Scholarships, exhibitions and specialist awards**

Our scholarship process aims to identify pupils with outstanding talent, to give them access to an Oakham education regardless of means, and to nurture that talent throughout each scholar's time here. Scholarships reward achievement and potential; each carries a nominal fee reduction of up to 10%, (Academic – up to 20%) however awards may be augmented subject to means testing.

Details of expectations for each subject, and the application and examination process and timetable are contained in our Scholarships and Bursaries booklet, which may be obtained, together with individual subject guidelines, from our Admissions team.

Scholarships offered:

For 11+ entry into the Lower School

Academic

Music

Candidates must be under 12 on 1st September of the proposed year of entry

For 13+ entry into the Middle School

Academic

All-rounder

Art

Design and Technology

Drama

Music

Sport

Candidates must be under 14 on 1st September of the proposed year of entry

For 16+ entry into the Sixth Form

Academic

Art

Design and Technology

Drama

Music

Sport

Candidates must be under 17 on 1st September of the proposed year of entry

## **11 Overseas Applicants**

It is expected that candidates will visit Oakham before we confirm the offer of a place. Wherever possible this should be for our entry examination, but if this is not possible, candidates will need to visit once a conditional place has been made.

Candidates will generally visit no later than March of the proposed year of entry in order to sit our entry examinations, have their level of English assessed, and be interviewed. Interviews

will include the Head of the Lower, Middle or Upper School (depending on proposed age at entry) or the Head of English as an Additional Language (EAL).

If a candidate is unable to visit the School for the entrance examination, we can usually arrange for them to sit the examinations in their own school, or we may occasionally ask an agent to act for us. Where possible, we can also interview the candidate via Skype.

Candidates whose papers are acceptable may occasionally receive a provisional offer, which will be confirmed once the candidate has visited Oakham.

#### English and Modern Foreign Languages

Pupils must be fluent English speakers in order to cope with the academic and social demands of Oakham School. Applicants whose first language is not English, and who have not been educated at an International or British School, will be required to take the Oakham English Language test as part of the Assessment Process. English language tuition (EAL) can be arranged at the parent's expense although, depending on the pupil's needs, it may be necessary to drop one or more subjects (usually another language) to accommodate this.

Parents should be aware that Modern Foreign Languages are generally taught by English-speakers.

#### Guardians

We require all pupils living overseas to have a guardian in this country who will act *in loco parentis* for them:

- in cases of illness or disciplinary matters
- to whom they may go for half-term exeats and holidays when the pupil is unable to go home
- who is able to deal with their arrival at or departure from airports as necessary
- Assist with any visa issues which may arise

Guardians are always welcome at the School and are encouraged to take as much interest in their wards as they feel able.

#### Visas

Students living outside the EU should consult the Home Office UK Border Agency website [www.ukvisas.gov.uk](http://www.ukvisas.gov.uk) to find out whether a student visa is required, and, if so, how to apply for one in your country of residence. It is the responsibility of parents to obtain, and to renew as necessary, the appropriate student visa before arriving at Oakham. Oakham School holds a Tier 4 sponsor licence.

## 12 Complaints

We hope that you and your child do not have any complaints about our admissions process; but copies of the School's complaints procedure can be sent to you on request.

## 13 Trustees

The Chairman of Trustees is Professor Neil Gorman, who can be contacted at Oakham School, Chapel Close, Market Place, Oakham, Rutland LE165 6DT.  
E-mail [pol@oakham.rutland.sch.uk](mailto:pol@oakham.rutland.sch.uk). A list of members of the School's Trustee body can be found on the School's website [www.oakham.rutland.sch.uk](http://www.oakham.rutland.sch.uk).

#### **14 Charitable Status**

Oakham School Registered Charity No 1131425. Company limited by guarantee registered in England and Wales No 6924216. Registered office Chapel Close Market Place Oakham Rutland LE15 6DT

NSP September 2017  
Review Date September 2018