

ADMISSIONS POLICY

Policy Code QSC/1	Authorisation Date September 2022	Next Review Date September 2023
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Associated Documents Enrolment Application Form Terms & Conditions of Enrolment Learning Support (SEND) Policy Equal Opportunities Policy Safeguarding & Child Protection Policy Parent Student Handbook Campus Prospectus Behaviour Management Policy (includes Student Code of Conduct) Complaints Policy		

1. PURPOSE

- 1.1 The purpose of this Enrolment Policy is to emphasise the openness of the OSG UK School system to the children of all Brethren families. While the school system does not always have the physical capabilities to accept all applicants, it intends to ensure a warm welcome to all who apply. This policy seeks to develop a working relationship among OSG UK, and the local community it serves, and those seeking to establish themselves as participants in both.
- 1.2 The policy calls OSG UK and family to a closer bond of joint accountability for personal development and excellence in education for children. It encourages the community the campus serves, under the leadership of the CA Team, to look upon the time of enrolment as a potential occasion for ongoing education in a Christian environment.
- 1.3 The policy calls upon prospective parents to examine their present commitments, to develop their role as prime educators of their children and to immerse themselves in the life of the school and its activities. Enrolled students at OSG UK abide by our OneSchool Global Ethos, which clearly sets out the guiding principles of enrolment for our students in all OSG schools globally.

2. DEFINITIONS

For the purposes of this Policy, the following definitions apply.

Term	Definition
Admissions Register	The Roll Register of all students at the school. It includes the date of admission and the name and address of the school that the students last attended. If a student leaves, then details of the school that they go to must be recorded.
CA	Campus Administrator
Child	For the purpose of this policy, this means all students at the Campus

CP	Campus Principal
OSG UK	OneSchool Global UK
SENDCo	Special Education Needs & Disabilities Coordinator
SIMs	School Information Management System

3. POLICY FRAMEWORK

- 3.1 OSG UK and the campuses strive for excellence in education. Such excellence may also be achieved in other educational forums. OSG UK and the campuses have traditionally aimed to support Christian parents in their role of educating their children.
- 3.2 Parents and children enrolling at OSG UK commit themselves to a community that works towards the education, formation and pastoral care of young people. By acceptance of enrolment at OSG UK, the community commit themselves to supporting the parents and families as the primary educators of their children.
- 3.3 The CA Team and CP work together to provide leadership within the local campus community. The CA Team and the CP participate in the enrolment process.
- 3.4 The time of enrolment is an opportunity for dialogue, reflection and mutual discernment about the individual circumstances of the student in the context of family and the purposes of the school in the life of the community the school serves.
- 3.5 Priority in enrolment will be given to:
 - 3.5.1 Those children and families who are known and involved members of a local community the OSG UK campus serves.
- 3.6 Enrolment Committees must keep records where exceptional cases require a different priority and forward such decisions to OSG UK.
- 3.7 Appeals against the decisions of the enrolment committee shall be directed to the Trustees at OSG UK in writing. Recourse in writing may be made to OSG UK.

4. PROCEDURES

OSG UK is committed to maintaining the highest standards of child safeguarding in accordance with all relevant legislation and guidance. As a School we recognise that protecting children is a golden thread to all we do, and that safeguarding is at the heart of the school. Those using this policy must recognise their responsibility and the wider implications of safeguarding in the promotion, prevention, and protection of children within the context of this document.

A deadline for applications for admission in September 2023 will be 29th April 2023.

4.1. INTRODUCTORY STAGE

- 4.1.1. The following steps are implemented prior to the admission of a student:
 - Parents / carers make an enquiry to the Campus for a place.
 - Prospective parents / carers are provided with a copy of the Admissions Policy and Enrolment Application Form.
 - The Campus collects information relating to the student including any special requirements and two emergency contact numbers on the Enrolment Application Form.
 - It is the responsibility of the prospective parent to return the Enrolment Application Form completed by the deadline.
 - The Campus will then liaise with the family and an interview will be arranged for the applicant and parent.

4.2. MEETING WITH PARENTS

- 4.2.1. The parents / carers meet the Lead CA, Campus Principal, and other members of staff
- 4.2.2. Student information is recorded, including details of educational background, medical, SEND information and any other information that the parents feel appropriate to share will be provided.
- 4.2.3. The family is provided with the Parent Student Handbook which sets out information on issues such as attendance, time keeping, homework etc.
- 4.2.4. The parents / carers are informed of term dates and start dates for the new intake.
- 4.2.5. Once a place is confirmed, further information about what the parents can expect from the Campus and what, in turn, the Campus expects from parents is provided. See Associated Documents below.

4.3. PREPARATION FOR NEW STUDENT ADMISSION

- 4.3.1. The information on the Enrolment Form will be entered onto SIMS along with information from the students previous Campus (if applicable).
- 4.3.2. New student information will be provided to the class teachers and other relevant staff.
- 4.3.3. The name of the student must be included in the Admission Register from the beginning of the first day on which the school has agreed, or has been notified, that the student will attend school. For most students, this will be the first day of the school year.
- 4.3.4. Teachers will make the necessary preparations for the new student to start. If it is an individual student rather than a class, this could also include arranging a 'buddy support'.

4.4. SUPPORT FOR PARENTS

- 4.4.1. Consideration will be given to the families of new arrivals and if appropriate additional support can be provided. The Campus may consider settling-in sessions for new arrivals; these are short, informal opportunities for parents to meet and chat.

4.5. THE ADMISSIONS REGISTER

- 4.5.1. All new admissions will be recorded in the Admissions Register which must contain the following information for each student:
 - name in full
 - gender
 - name and address of every person known to the proprietor to be a parent of the student (and an indication of which parent the child normally lives with and which parents hold parental responsibility as defined by Section 3 Children Act 1989) Note that parents holding parental responsibility, even if not actually caring for the child, have a right to receive relevant information from the school in respect of any pertinent matter affecting the child, unless a court order indicates otherwise
 - where a parent notifies the Campus that the child will live at another address, in addition or instead, the new address, the full name of the parent with whom the child will normally live in future and the date from which it is expected the child will normally live there, where it is reasonably practicable for the school to ascertain this information
 - at least two emergency contact telephone numbers

- day, month, and year of birth
- day, month and year of admission or re-admission to the Campus
- name and address of the school last attended if any
- the name of the destination Campus by a parent and the first date of attendance, where it is reasonably practicable for the Campus to ascertain this information.

4.6. DELETIONS FROM THE ADMISSIONS REGISTER

- 4.6.1. Deletions from the Admissions Register are regulated and the lawful grounds for removing a student are set out in Children Missing Education 2016.
- 4.6.2. The Campus must inform their local authority (where the Campus is based) when a student's name is going to be deleted from the register for one of the following reasons:
- The student has been taken out of school to be home-educated
 - The family has moved away
 - The child has been certified as medically unfit to attend
 - The child is in custody for more than four months
- 4.6.3. The Campus must also notify the local authority when they remove or add a student's name to the admissions register at non-standard transitions, i.e. where a compulsory school-aged child leaves a school before completing the school's final year or joins a school after the beginning of the school's first year. Schools are also under a duty to provide information to the local authority for standard transitions if requested.
- 4.6.4. The Campus' right under the regulations to delete a student for non-return within 10 school days after authorised leave of 10 school days or more, or after 20 school days unauthorised absence (in both cases, in the absence of illness or other unavoidable cause), does not arise until the school and local authority have jointly made reasonable enquiries as to the child's whereabouts and failed.
- 4.6.5. Whilst The Campus has the right to remove a student it will, in addition, be subject to the terms and conditions of their own Terms and Conditions of Enrolment.
- 4.6.6. The Campus must notify the local authority when a child fails to attend school regularly or is absent without leave for more than 10 school days (continuous).

5. LEGISLATION

- [SCIS Guidelines 2013 Applications for Admissions](#)
- [Education \(Independent Schools Standards\) \(England\) Regulations 2014 / The Children \(Scotland\) Act 1995](#)
- [The Equality Act 2010](#)
- [Keeping Children Safe in Education \(September 2022\)](#)
- [School Attendance 2019](#)
- [Children Missing Education 2016](#)

VERSION CONTROL

Policy Code	Date	Version No.	Nature of Change
QSC/1		5	
QSC/1	September 2019	5.1	Updated KCSIE 2019 and added links to further guidelines
QSC/1	February 2020	6	Review, minor updates only
QSC/1	February 2020	6.1	Correction to 5.6.5
QSC/1	September 2021	7.0	Review and minor updates
QSC/1	September 2022	8.0	Updating principles and purposes to align with global enrolment policies