



THE ORATORY

## THE ORATORY SCHOOL

### Admissions Policy and Procedure

## **1. Introduction**

The admissions process at The Oratory is designed to ensure that all the boys and girls, whether boarders or day pupils, who join the School are able to be happy, successful and secure within The Oratory's unique academic, pastoral and spiritual community.

The Oratory ("the School") receives enquiries from a wide variety of sources, including those from families responding to our national reputation or who have read the School website, seen advertisements in local and national magazines and papers, and also digital media such as twitter or facebook. The School also receives enquiries from those who already know us such as Old Oratorians, current parents and their friends, for example, and those who have been recommended to us by our feeder schools.

We provide parents of prospective pupils with information about the School and the educational services we provide in good faith. This information may be contained in the School's prospectus, website, promotional literature and/or statements made by staff or pupils during a visit or an open day. If parents wish to take account of any information provided to them when deciding whether or not to enter into this agreement they should seek specific confirmation from the School that the information is accurate before returning a completed Acceptance Form to the School.

## **2. Application**

All enquiries are dealt with fairly and equally, irrespective of nationality, race or religion, or personal circumstances. Disability is not a bar to application and parents are invited to disclose disabilities if they wish, which will be handled confidentially and sympathetically. The policy is therefore inclusive and non-discriminatory in keeping with the Equalities Act 2010. All information about a prospective pupil is kept according to GDPR regulations.

The website and prospectus suggest that the first point of contact for an enquiry about the School should be the Registrar, which receives enquiries usually for boys to enter at age 11 into St Philip House, age 13 into our Third Form and age 16 into our Sixth Form. It is possible to join the school at any age subject to availability of places.

An enquiry about the School usually leads to the issue of a School Prospectus, information leaflets, a Registration Form and covering letter. In order to proceed and to maintain sensible contact, the Registrar gathers basic family details: names, addresses, email address, telephone numbers, the pupil's date of birth, current school and maybe some personal details such as his/her interests and enthusiasms. These details are stored on the Entries Database, treated confidentially and securely and protected by the appropriate legislation.

The covering letter encourages parents who have made an enquiry about the School to come and see the School for themselves. This can be done in two ways: either by

coming to an Open Day or by arranging an individual family visit. The latter allows families to meet the Head Master, a Housemaster and to have a tour of the site with either St Philip House pupils or Sixth Form pupils. Sometimes parents will have registered before the visit, sometimes after it. Registration involves the return of a simple form and a £100 registration fee, which places the pupil's name on our database. Often parents return to the School more than once before confirming their desire to send their son to the School; personal contact, developing friendship and knowledge of the School are considered important aspects of the admissions process.

### **3. Admissions**

The admissions and selection criteria are determined and reviewed from time to time by the Head Master in consultation with the Senior Leadership Team. Admission to the School is at the discretion of the Head Master.

The main criteria for admissions are as follows:

- Academic potential, which may be measured in a number of ways: Pre-test\*, entrance examinations, Common Entrance\*, GCSE results, reference from current school, other examination and test scores and interviews.
- Behaviour: the School only accepts boys with a good behaviour record.
- Potential to make use of the opportunities afforded by The Oratory. This implies some interest in one or many of the wide range of activities on offer such as music, sport, drama, art and DT. Interest and competence in some such activities will be recommended.
- Health: satisfactory general health.

(\* these measures are only relevant to Third Form candidates)

Applicants will be considered as candidates for admission and entry to the School when the Registration Form has been completed and returned to us and the non-returnable Registration Fee paid. Admission will be subject to the availability of a place and the Pupil and Parents satisfying the admission requirements at the time.

Registered pupils are invited to a Taster Day the year prior to their entry (or later for those registering at a later date). Pupils wishing to enter The School at 13+ are required to complete the ISEB Common Pre-test in Year 7 and interview with the Head Master, prior to them taking ISEB Common Entrance in Year 8; both the ISEB Pre-test and Common Entrance exams are organised by prep schools in consultation with The Oratory School.

Pupils wishing to enter The School at 11+ will sit our internally set entrance exam. Pupils wishing to enter in Sixth Form must have passed GCSE's at the required level.

The majority of 13+ entrants sit the ISEB Common Entrance Exam in May/June of their year of entry; this is organised by prep schools in consultation with The Oratory School.

A significant proportion of entrants are at schools which do not prepare pupils for Common Entrance; these pupils are invited to take our examination papers prior to the year of entry. Pupils may also enter for Oratory scholarships at all three main entry levels and sit these during the academic year prior to entry. References from previous schools are required at the appropriate point in the admissions procedure.

Parents are notified swiftly and appropriately about the results of their child's Entrance Exam. If a place is offered and accepted then a letter will be sent to the parent with the joining documents including the latest copy of our terms and conditions and Privacy Policy. We ask for the place to be secured with a deposit and to return the signed Acceptance Form. "**Admission**" occurs when Parents accept the offer of a place and the Acceptance Deposit has been paid.

Once the place has been secured pupils and parents are invited to other events over the course of the year. We have a New Pupil Day and Boarding Experience; during the day the pupils will take part in a number of familiarisation activities designed to introduce them to other pupils, the House and the House team.

The Registrar liaises with the parents throughout the whole admissions process, providing further information and welcoming them to the school. Once the child starts at the school, much of this support moves to the class teacher or form tutor.

#### **4. Entry for candidates living overseas**

Overseas children are asked to provide a translated copy of their latest school report. We also ask for a reference from the applicant's teacher, and to complete an English and Maths entrance paper relevant to their age group. Overseas entrants are required to nominate a legal guardian before they take up their places at The Oratory.

#### **5. Entry to the School**

"**Entry**" is the date when a pupil attends the School for the first time under this contract.

**Equal Treatment:** The School is a day and boarding School for children aged from 11-18 years. The School has a Catholic ethos but welcomes staff and children from many different ethnic groups, backgrounds and creeds. Human rights and freedoms are respected. At present, our physical facilities for the disabled are good and we will do all that is reasonable to ensure that the School's culture, policies and procedures are made accessible to children who have disabilities and to comply with our legal and moral responsibilities under the *Special Educational Needs & Disability Act 2001* in order to accommodate the needs of applicants, pupils and members of the staff who have disabilities for which, after reasonable