

# Admissions Policy

---

**Author:** Director of Admissions & Marketing

**Last Reviewed:** February 2025

**Date of next review:** January 2026





## CONTENTS

1	Introduction	3
2	Application Process and Disclosures	4
3	Siblings	4
4	Equal Treatment	4
5	Age of Applicants	4
6	Offer of a Place and Acceptance	4
7	Additional Learning Needs (SEN) and Disabilities	5
8	English as an Additional Language (EAL)	5
9	International Students	6
10	Education Guardianship	6
11	Progression through the School	6
12	Withdrawal	7



### 1 Introduction

Oakham School is a co-educational fee-paying independent school of 915 students aged from 10 to 18. Half of students at the School are boarders (full and weekly boarding) with the remainder being day pupils. In the Lower School (Years 6 – 8), flexi boarding (two to five nights a week) is offered as an additional option.

Our main entry points are Year 6, Year 7, Year 9, Year 10 and Year 12, although suitable candidates will be considered for other year groups should a vacancy exist.

Oakham is an academically selective school and admission is based on assessment by entrance tests, interviews and references. When we consider applications, we are looking for academic ability and potential as well as an enthusiasm for co-curricular pursuits and a genuine interest in education in the broadest sense of the word. A pupil's behaviour and attitude to learning are also important considerations. We seek pupils who will be able to benefit from the wide array of opportunities that we offer, and to contribute fully to the life of the School.

Prior to any application we strongly encourage visiting in person, from up to 2 years before entry. Open Mornings are held three times a year. Individual family visits are also available six days a week (Monday to Friday and Saturday mornings) during term time and can be arranged via the Admissions Office.



## 2 Application Process and Disclosures

Information about the admissions process, assessment dates, scholarship awards, means-tested bursary support and fees can be found on the Oakham School website:

[www.oakham.rutland.sch.uk](http://www.oakham.rutland.sch.uk) under the Admissions section, or from the Admissions Office: [admissions@oakham.rutland.sch.uk](mailto:admissions@oakham.rutland.sch.uk) or 01572 758758.

An application must start with registration and parental disclosure of all information which is relevant to the admissions process.

## 3 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.

## 4 Equal Treatment

Oakham School is a diverse community which promotes equal and respectful treatment of all, including in its admissions process. We consider all applications on their merits, regardless of background. The School complies with its obligations under the Equality Act 2010 and the Children and Families Act 2014.

The 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 can practice their faith separately when the boarding community is in the Chapel.

## 5 Age of Applicants

Occasionally, we may offer places to students one year ahead or behind their standard year group if we consider, as a matter of professional judgement, that this would be in the best interest of the pupil and the School. Pupils who are more than one year ahead or behind their standard year group will not be considered.

## 6 Offer of a Place and Acceptance

Parents are informed in writing whether a place is being offered after a pupil has undertaken the entrance assessments and been interviewed, and the school reference has been received.

In certain circumstances, an offer may be conditional. In these instances, the offer letter will clearly state the conditions that must be satisfied before entry.



To secure a place that has been offered we require payment of an acceptance deposit and completion of an acceptance form. The acceptance deposit is calculated based on a pupil's country of residence (£1,000 for residents in the UK, £4,000 for residents of EU countries and one terms full fees at the current and appropriate day or boarding rate for the remainder of the world).

## **7 Additional Learning Needs (SEN) and Disabilities**

We welcome applicants with additional learning needs (SEN) and disabilities but must be made aware of any such needs or disabilities at the point of registration. When a disability or additional learning need is made known to us, provided that the additional learning needs or disabilities of the student can be managed within the School's provision, we will consult with parents and make reasonable adjustments to our admissions procedures to enable a pupil, if they are able, to satisfy our admissions requirements. The School will require an appropriately qualified assessor's report or equivalent independent medical report to support the reasonable adjustments being made. The School may also seek details of normal working provision and practices for the student from their current school.

The School's decision on whether it can cater adequately for a student's needs by making reasonable adjustments depends on: whether the adjustment will remove the substantial disadvantage; the cost of the proposed adjustment; the resources available internally or from external providers; the practicability of making the adjustment; health and safety requirements; the interests of other students including those who may be admitted to the School; and the School's charging structures generally.

Parents are required to provide details of any medical condition, health problem or allergy affecting their child; as well as any behavioural, emotional and/or social difficulty, on application to the School. In the event of any change of circumstance between registration and admission, parents must inform the School without delay. The School reserves the right to withdraw an offer should such details be omitted.

Further information on the School's provision for students with additional learning needs (SEN) can be found in our Inclusion Policy.

## **8 English as an Additional Language (EAL)**

The School welcomes students who speak English as an Additional Language (EAL) but would expect those joining Oakham to have intermediate to advanced English skills as a starting point. Non-native English-speaking applicants sit an age-appropriate assessment to determine what support they need in place to fully access the curriculum at Oakham. EAL tuition is not included in the school fees and will be charged separately to parents. It may be necessary to drop one or more subjects (usually another language) to accommodate EAL support. The amount of support in place is kept under close review over time between the student's parents and the School.

Further information on the School's provision for students with English as an Additional Language (EAL) can be found in our Inclusion Policy and our EAL Charges and Terms and Conditions.



## **9 International Students**

Oakham School holds a UK Visa & Immigration licence to sponsor pupils who will require a Child Student visa to study in the UK. Parents must inform the School at the point of registration if they require the School to sponsor their child's visa. For non-British students who do not require sponsorship by the School, proof of the child's alternative immigration status will be required at registration.

The School will provide a Confirmation of Acceptance for Studies (CAS) on receipt of the necessary information and documentation from parents. The cost of this is £750 per student, which is added to the child's School bill. The School will support the parents with the visa application and renewal process in conjunction with our immigration partners, Sable International.

## **10 Education Guardianship**

Parents of pupils at Oakham who are normally resident outside the UK must appoint an Education Guardian for their child in the UK. This is the case for all pupils, regardless of their nationality.

Parents who are normally resident in the UK but travel overseas on a regular basis during term time will also need to nominate a third party to act in loco parentis in their absence.

The responsibility for appointing an Education Guardian rests solely with parents. This can be either a family member or close family friend, an AEGIS accredited guardianship organisation (the Association for the Education & Guardianship of International Students); [www.aegisuk.net](http://www.aegisuk.net) or a BSA Certified Guardian under the Scheme operated by the Boarding Schools' Association; [www.ukbsa.com/bsa-certified-guardian-scheme](http://www.ukbsa.com/bsa-certified-guardian-scheme).

Guardianship arrangements should be in place before a pupil starts at Oakham and should remain in place until the point that a pupil leaves the School, even if they turn 18 prior to this. The School reserves the right to withdraw a place with immediate effect if a pupil is found not to have an Education Guardian.

## **11 Progression through the School**

Once pupils enter, it is the philosophy and aim of the School to see them thrive academically at their level and to see them through their entire schooling until the age of 18. Throughout this time pupils are expected to engage fully with the curriculum and abide by the School's Rules and Expectations. The School reserves the right to review the place of any pupil within the School on the grounds of behaviour (see Parental Contract and School Rules and Expectations Policy) and academic progress.



Transition to the Middle School (Year 9), internally from the Lower School is dependent on satisfactory progress as determined by the Headmaster, although it is rare for transfer not to take place. Minimum expectations are in place for transfer from Year 11 to Year 12, and details of our Upper School entry requirements are available on the School website.

## 12 Withdrawal

A full term's notice is required by 12.00noon on the first day of term in respect to withdrawal of a pupil from school after acceptance of a place, or for removal at any time during the pupil's education at the school. A full term's fees become payable in the absence of the notice period given above.

The Director of Admissions & Marketing will work in accordance with the regulatory requirements contained within School Attendance (Pupil Registration) (England) Regulations (2024) to ensure that the Local Authority are notified when a pupil is removed from the school's admission register at a non-standard transition point. They will also ensure that the Local Authority are informed in accordance with this guidance of any pupil who is added to the admission register at a nonstandard transition point.