



The Oratory School

Admissions Policy and Procedure

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The Oratory School (“the School”) receives enquiries from a wide variety of sources, including those from families responding to our national reputation or who have already read the School website and 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.

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.

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 one of our Sixth Form pupils. Sometimes parents will have registered before the visit, sometimes after it. Registration involves the return of a simple form and a £50 registration fee, which places the pupil’s name on our books. 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.

Registered pupils are invited to a Taster Day the year prior to their entry (or later for those registering at a later date). Pupils are required to complete the ISEB Pre-test in Year 6 or Year 7 prior to them taking Common Entrance in Year 8; this is organised by prep schools in consultation with The Oratory School.

Once a pupil has a place guaranteed here, he will be invited to sit for one of our entrance exams, either the 11+ or 13+ CE examinations. 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 in November prior to the year of entry. Pupils may also enter for Oratory scholarships and sit these papers 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. We ask for the place to be secured with a deposit and to return the signed Acceptance Form.

Once the place has been secured pupils and parents are invited to other events over the course of the year. We have a New Boys Day; during the day the boys 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, 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.

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 School.

Admission and Entry to the School

Registration and Admission: 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. "**Admission**" occurs when Parents accept the offer of a place.

"**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 boys 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 adjustments, we can cater adequately.

(includes extracts from the school's Standard Terms and Conditions)