

Pol27 – Admissions Policy



Introduction:

It is the duty of every parent who has a child of school age, to provide that child with an education which is suitable to their age, aptitude, and ability. Every parent must do this by ensuring their child attends a school regularly. The aim of the policy is to have an underlying criterion when it comes to enrolling students. We are also committed to the safeguarding and promoting the welfare of children.

Enrolment:

Applications are welcome from all members of the community. It should be noted that the school is an independent institution and fees are payable by parents. Once the student has been admitted into the school and pays the admission and uniform fees, this fee is ***non-refundable***. Once the place has been offered to the student, parents are required to pay fees on time at the start of each term. Students are also required to pay for text books for each academic year.

The following fees/charges apply:

- Admission fees
- Uniform
- Annual planner
- Annual fees (broken down into 3 terms)
- Text books for full academic year (each year)
- Revision guides
- Educational trips
- Any equipment the student may require in order to, assist in the child's education eg Science experiments/DT/ART
- All external examination fees e.g. Functional Skills/ GCSE etc.
- You are liable to pay for any damages he/she has caused against school property

If for any reason, the student leaves the school, or is excluded from the school, fees are still payable by the parent. If the fees are not paid on time, this will be collected through means of Debt Recovery Solicitors.

If a parent fails to inform the school of any medical reasons the child may have, the school is not responsible for any liability.

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Holidays

When an absence is required during term time, the students' parent/guardian needs to request it in writing form with all dates they are intending to take. HR will then provide the Head Teacher with all the specific details. It is then under their discrepancy, after discussing it with senior management, as to how long will or will not be authorised. The outcome is then given to the parent/guardian in writing.

If authorisation has been granted to the child but does not return on the date specified, this would result in removing of the child from the registers, and notify Bradford Council (education department) after following the missing child protocol. Bradford Council will be informed if we will/will not be accepting the child upon their return.

A letter will be sent to the parent/guardian, of the child missing education, informing them their child has unfortunately been removed from the school register due to unauthorised leave taken, and that Bradford Council has been notified. The letter will also state to contact the School upon your return ASAP. If the school accepts the child back then the parent/guardian will need to arrange re admission for the child.

If unauthorised leave is taken without consent then the child will automatically be removed from the school registers and will inform Bradford Council of our decision. Thereafter is the responsibility of the parent/guardian as to what decision they make for their child. At this point it is highly unlikely the child will be re admitted to the school.

Year Groups

Olive Secondary School has the right to move students depending on their ability and finding the curriculum which is suitable for their ability. This applies across Key stage 3 and Key stage 4. This is decision is dependent on the students results and the final conclusion lies with the Head teacher.

Foreign Students

Children, who have not been in State Maintained Education for considerable amount of time, will be required to sit an entrance exam, which will be carried out in order to determine the aptitude of the student before the place will be offered; as they would have missed a significant portion of the Olive Secondary School unique curriculum. In order to provide resources and admin this assessment, a charge of £50 is levied which upon a successful offer of a place can be discounted for the admission fees.

They are also required to provide the school with the child's previous year report. The school will be contacted to confirm details of attendance, punctuality, behaviour and current academic grades for the

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student. If a position is given then the student will initially be on a three months trial if no other condition has been placed upon enrolment.

New Year 7:

There will be an entrance test for students who apply for Olive Secondary school for Year 7 after completing their Primary Education.

Year 7 & 8:

For in year admission into year 7 or 8, students will be required to sit an entrance exam, which will be carried out in order to determine the aptitude of the student before the place will be offered. In order to provide resources and admin this assessment, a charge of £50 is levied which upon a successful offer of a place can be discounted for the admission fees.

Parents are also required to provide the school with the child's previous year report. The school will be contacted to confirm details of attendance, punctuality, behaviour and current academic grades for the student. If any student joins after the first half-term, a midyear report will need to be submitted to the Head teacher for a decision. If a position is given then the student will initially be on a three months trial, if no other condition has been placed upon enrolment.

Year 9:

Places are normally not offered in year 9; however in the rare occasions it is, at the discretion of the Head teacher, the following is the procedure:

Students will be required to sit an entrance exam, which will be carried out in order to determine the aptitude of the student before the place will be offered. In order to provide resources and admin this assessment, a charge of £50 is levied which upon a successful offer of a place can be discounted for the admission fees.

Parents will need to provide school report or midyear report from the previous school confirming details of attendance, punctuality, behaviour and current academic grades for the student. All documents are then submitted to the Head teacher for a decision. If a position is given then the student will initially be on a three month trial, if no other condition has been placed upon enrolment.

Years 10 & 11

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No students taken in these years unless specially approved by the Head teacher.

PLEASE NOTE: Leavers – We do not provide any extra reports, or character references or anything of that nature, when students leave Olive Secondary School.

Application forms and latest information regarding fees/charges can be obtained from contacting the school on:

School website www.olivesecondary.org.uk
01274 725005 (Olive Secondary Boys' School)
01274 725013 (Olive Secondary Girls' School)

Email the school on info@olivesecondary.org.uk