OneSchool Global

# Admissions Policy

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# Admissions Policy

| OSG Document Code<br>POL_UK_ED_Admissions Policy_V11.1 | Authorisation Date<br>09/2026 | Next Review Date<br>09/2027 |
|---|---|---|
| **Policy Author**<br>Giles Bennett, Regional Director of Education | **Reviewed by**<br>Regional Directors of Education and their teams | **Approved by**<br>OneSchool Global UK Board on 09/2026. |
| **Enquiries Contact:**<br>support@uk.oneschoolglobal.com | **Associated Documents**<br>Enrolment Application Form<br>Terms & Conditions of Enrolment<br>Learning Support (SEND) Policy<br>Equal Opportunities Policy<br>Safeguarding & Child Protection Policy<br>Parent Student Handbook<br>Campus Prospectus<br>Student Discipline Policy (includes Student Code of Conduct) | |

## 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 Campus Support 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.

1.4 Our OSG Campus is an independent school with a religious designation for Plymouth Brethren Christian Church ('PBCC') and will have at any time a limited capacity to accept new students. As a result, we give priority to families whose children are being brought up in the faith of the Plymouth Brethren Christian Church. The proprietor shall determine in its absolute discretion the capacity of the School to admit other pupils from time to time, and whether an education at the School is in the best interests of any child whose parents are applying for admission.

1.5 As an independent school, we are not subject to the law on school admissions applied to state funded schools. This policy sets out when an application is to be made, how it will be prioritised and the various stages we follow in OSG UK.

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## 2. DEFINITIONS

2.1 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. |
| CST | Campus Support Team |
| 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 |
| Bromcom | 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 Campus Support Team and CP work together to provide leadership within the local campus community. The Campus Support Team and the CP participate in the enrolment process on behalf of the proprietor.

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 As a school with religious designation, priority in enrolment will be given to:

3.5.1 Those children and families who are known and involved members of a local community of the designation the OSG UK campus serves.

3.6 If there are any places available following allocation in accordance with 3.5.1, places may be granted to those that belong to a PBCC congregation outside of the local community.

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3.7 Enrolment Committees must keep records where exceptional cases require a different priority and forward such decisions to OSG UK.

3.8 Appeals against the decisions of the enrolment committee shall be directed to the Trustees of OSG UK in writing. Recourse in writing may be made to OSG UK.

3.9 For the avoidance of doubt, just because an applicant is a resident within the local campus community does not guarantee them a place at the campus.

3.10 Admissions decisions are made in accordance with the Equality Act 2010. No applicant will be treated less favourably because of a protected characteristic, save where the School lawfully relies on the exceptions available to schools with a religious designation. Reasonable adjustments will be made for disabled applicants throughout the application, interview and admission process, and applications from students with special educational needs or disabilities are considered on the same basis as all other applications.

## 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.

The deadline for applications for admission in September 2027 will be 23 April 2027.

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 CST, 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.

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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 Bromcom 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. Any support given will be at the absolute discretion of the campus leadership.

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
- sex
- 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

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- 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.
- The Admissions Register and the Attendance Register are kept in accordance with the Education (Pupil Registration) (England) Regulations 2006 (as amended 2024), and every entry is retained for at least three years from the date it was made.

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 the Education (Pupil Registration) (England) Regulations 2006 (as amended 2024), with supporting statutory guidance in Children Missing Education (2024).

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

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- Education (Independent Schools Standards) (England) Regulations 2014 / The Children (Scotland) Act 1995
- The Equality Act 2010
- Keeping Children Safe in Education 2025
- Working Together to Improve School attendance 2024
- Children Missing in Education 2024
- Education (Pupil Registration) (England) Regulations 2006 2024

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## 6. VERSION CONTROL

| Document Code | Date | Version No. | Nature of Change |
|---|---|---|---|
| **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 |
| **QSC/1** | September 2023 | 9.0 | Review and updates clarifying position legally as an Independent School |
| **QSC/1** | March 2024 | 9.1 | Para 1.4 rewritten to clarify priorities for admission |
| **QSC/1** | September 2024 | 9.2 | Review correction of dates.<br><br>Deadline amended to 25.4.2025 |
| **QSC/1** | October 2024 | 10 | Children Missing in Education 2024 correctly referenced. |
| **QSC/1** | October 2024 | 11 | Hyperlinks to CME 2024, Working together to improve school attendance 2024 and Keep Children Safe in Education 2024correctly added. |
| **POL_UK_ED_Admissions Policy_V11.1** | October 2025 | 11.1 | Updated KCSIE date and link, and admissions date. |
| **POL_UK_ED_Admissions Policy_V11.1** | September 2026 | 11.2 | Compliance review against the Independent School Standards and the Education (Pupil Registration) (England) Regulations 2024: admissions deadline updated to 2027; "gender" corrected to "sex" in the Admissions Register; legal basis for deletions corrected; Equality Act 2010 / reasonable adjustments clause added; three-year register retention requirement added; Pupil Registration Regulations added to Legislation. |

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