

Alleyn's Oakfield & Alleyn's Junior School



Policies & Procedures

Name of Policy	Admissions Policy (Alleyn's Oakfield and Alleyn's Junior School)
ISI Regulation	Part 3: Welfare, Health and Safety and other legislation; 15a
Reviewed by	Alleyn's Governing Board
Author/SMT	Alleyn's Oakfield: Mrs Alison Wright, Head Alleyn's Junior School: Mr S Severino, Head/ Mrs F Thomas, Registrar
Date of school review	September 2025
Date of next school review	September 2026

Policy Overview

This policy applies to Alleyn's Oakfield and Alleyn's Junior School, including the EYFS (Early Years Foundation Stage).

1 Aim of the Admissions Policy

Alleyn's Junior School and Alleyn's Oakfield are both fully co-educational, independent, fee-paying schools. Alleyn's Junior School is academically selective throughout. Alleyn's Oakfield will become academically selective from September 2025.

A small number of non-selective places at Alleyn's Oakfield will be available for a limited time, but these are restricted to pupils on roll in the Oakfield nursery in September 2025 and any younger siblings of pupils on roll in September 2025.

Applications are welcomed from children who will benefit from an academic education and who will contribute fully and enthusiastically to the ethos and wider lives of the schools, regardless of disability, ethnicity, gender, religious belief or sexual orientation.

Please note that whereas Alleyn's Senior School offers bursaries and scholarships, Alleyn's Oakfield and Alleyn's Junior School do not.

2 Process

The assessment process for an academically selective place which operates at both Alleyn's Oakfield and Alleyn's Junior School, and the standard required to receive an offer of a place, are the same at both schools. The assessments can be sat under the same conditions at either school. Candidates who wish to be considered for a place at both schools will only be required to sit the assessment at one location. The assessment location will be determined by the School.

There is one registration process for both schools and parents should indicate their preferred school on the registration form. Places will be allocated by school preference; therefore, if either school is oversubscribed it will be possible to receive an offer at one school and a waiting list offer from the other school.

Please note that decisions regarding places offered are final and there is no recourse to an appeal against the decision of the Head with regards to the offer of a place.

2.1 Entry to Alleyn's Oakfield Nursery

There are a limited number of places available to new joiners in the Alleyn's Oakfield Nursery during the school years 2025-26 and 2026-27. Children should have reached their 2nd birthday by 1 September at year of entry for 2+, or their 3rd birthday by 1st September at year of entry for 3+. Applications can be made at any time during the school year. Please see Appendix 2 for further details and information about the registration and assessment process.

2.2 4+ Entry to Alleyn's Oakfield and Alleyn's Junior School

Candidates should have reached their 4th birthday by 1 September at year of entry and turn five during the course of the academic year. Applications should be made between 2 September and 7 November in the year before entry (i.e. during the autumn following their third birthday).

Where a candidate attends a nursery, the school will write to the principal/manager and ask them to complete a short report.

Assessment Procedure

Children are assessed in the January before entry. The process includes assessment of language development and practical reasoning. The assessment acts as a screening process to help us identify those children who might have the potential to thrive within a busy, stimulating and academic school environment.

The assessment includes some standardised testing and there is consideration given throughout to the child's relative age. The school appreciates that children reach developmental milestones at different times and, for this reason, the children are assessed alongside others who have approximately the same month of birth. Every attempt is made to make the assessment experience as much fun as possible and replicate the style of activities that many children will have encountered in a nursery setting following the EYFS (Early Years Foundation Stage) curriculum.

2.37+ Entry to Alleyn's Oakfield and Alleyn's Junior School

Applications should be made between 2 September and 7 November in the year preceding entry (this will be during the autumn term of Year 2).

Alleyn's Oakfield and Alleyn's Junior School will also write to a candidate's current headteacher for a report.

Assessment Procedure

Candidates are invited on a pre-arranged day in January to undertake assessments in English (comprehension and creative writing), mathematics and reasoning. In mathematics, candidates will be examined on their understanding of numbers, shape, space and measure, handling data and

using and applying mathematics. It is expected that candidates will have followed the appropriate syllabus for English and mathematics as outlined in the National Curriculum. Some elements of the assessments include standardised testing and there is consideration given to the children's relative ages.

Candidates who have shown they may have the necessary academic potential will be invited to attend a subsequent assessment on a pre-arranged day in January, during which they will undertake a non-verbal reasoning test, a reading test, various small group activities and an individual interview.

2.4 9+ Entry to Alleyn's Oakfield and Alleyn's Junior School

Applications should be made between 2 September and 7 November in the year preceding entry (this will be during the autumn term of Year 4).

The school will write to a candidate's current headteacher for a report.

Assessment Procedure

Candidates are invited on a pre-arranged day in January to sit assessment papers in English, mathematics and spatial reasoning. The English assessment will include comprehension and creative writing. In mathematics, candidates will be examined on their understanding of number, shape, space and measure, handling data and using and applying mathematics. It is expected that candidates will have followed the appropriate syllabus for English and mathematics as outlined in the National Curriculum. Some elements of the examination include standardised testing and there is consideration given to the children's relative age. Selected candidates are invited back for interviews.

3 Access Arrangements

In line with the Equality Act 2010, Alleyn's Oakfield and Alleyn's Junior School aim to make reasonable adjustments to their assessment procedures, such that all candidates can be fairly assessed. Arrangements are considered on a case-by-case basis. Parents must notify the School in writing, at the time of registration, if they are aware, or suspect, that their child has a disability, language or learning difference that may need special consideration. Parents applying to both Alleyn's Oakfield and Alleyn's Junior School must notify the Alleyn's Junior School Registrar who will deal with concession applications for both sites. This is in order that the School may have time to put the required provision in place. Parents are warmly encouraged to consult the separate document *Entrance Examination Concessions & Access Arrangements* (add link) for specific details.

4 Admissions Panel

The Admissions Panel is made up of the Alleyn's Oakfield Head and the Alleyn's Junior School Head and other appropriate members of senior staff. The Alleyn's Junior School Registrar is secretary to the Admissions Panel. In all matters relating to admissions, the decision of the Heads is final.

5 Final Selection Procedure

The Admissions Panel convenes to decide to whom offers will be made. After this, results are emailed to all applicants on advertised dates.

Some candidates who are not offered a place in the first instance, may be placed on a waiting list. Should a vacancy arise, candidates on the waiting list will be reconsidered on the basis of their results in the assessments and an offer of a place may be made. The waiting list will remain active until the September following the assessments.

In September, remaining candidates on the waiting list will be contacted and given the opportunity to join the Occasional Vacancy List, alongside other interested candidates. Those on the Occasional Vacancy List will be contacted for a fresh assessment if a place becomes available at either school before the next formal assessment point.

6 Appeal

There is no recourse to appeal against the decision of the Heads with regards to the offer of a place.

7 Financial matters

The offer of a place may be withheld from a qualifying candidate where there remain unpaid fees or a history of late payment or difficulty in paying the fees for a sibling who is already a pupil in either school or Alleyn's Senior School. Where relevant, the schools further reserve the right to establish from any previous school that all fees have been paid, and any offer of a place may be withdrawn if they have not.

8 Sibling Policy

The School does not offer automatic places to siblings. All candidates need to achieve an appropriate level of performance across the entry process for us to be confident that they will thrive at Alleyn's. However, in cases where candidates have achieved a similar level of performance then priority, where possible, will be given to the sibling of a pupil already at Alleyn's Oakfield, Alleyn's Junior School or Alleyn's Senior School.

9 Transfer of Alleyn's Oakfield and Alleyn's Junior School pupils

Although there is automatic transfer for Alleyn's Junior School pupils and Alleyn's Oakfield pupils (who have been offered an Alleyn's assured place after September 2025) to the Senior School, they are still required to complete the Senior School's 11+ admissions process. Normally, pupils would expect to be offered an unconditional place in the Senior School. However, in very rare cases, should the School feel it is not in the academic or pastoral interest of a child to progress into the Senior School, this would be raised with the parents at the earliest opportunity to enable them to apply to other schools more suitable for their child's needs.

If an Alleyn's Oakfield or Alleyn's Junior School pupil does not sit the Alleyn's Senior School entrance examination on the published date (for example, because they or their parents intend for them to attend another secondary school) they will forfeit their right to automatic transfer to the Senior School.

10 Staff children

Children of permanent members of staff at Alleyn's Oakfield, Alleyn's Junior School and Alleyn's Senior School will undergo the same selection process as other applicants, and the same assessment criteria are used as for other candidates.

11 Overseas applicants

In order for a pupil to thrive within the academic and busy social demands of Alleyn's, candidates must be fluent English speakers.

At 7+ and 9+, candidates who are living abroad at the time of the entrance assessments may sit the assessments at an approved test centre by prior arrangement. Due to the 1:1 nature of the 4+ assessment, this can only be undertaken in School.

Alleyn's is a fully co-educational day school which does not offer any boarding facilities, and it is expected that pupils will live with one or both parents while studying at the School. The School

requires overseas candidates to indicate, at the time of application, where and with whom they will live if offered a place. The School reserves the right to refuse an application when it is not satisfied that the legal guardian will take a personal interest in the progress and welfare of the young person. Any offer of a place at Alleyn's is dependent on the candidate satisfying the appropriate UK government visa requirements in place at the time (where relevant). School fees must be paid by direct debit in £ sterling from a UK bank account.

12 Closing Date

The schools operate a closing date system for all applications to Alleyn's. It is the responsibility of the applicant to ensure that the properly completed registration form and registration fee are both received on or before the published closing date as applications that arrive later than that date will not be accepted. All applications are normally acknowledged within two term-time working days of receipt and it is the responsibility of the applicant to confirm safe receipt of their application if such acknowledgement is not forthcoming.

13 Occasional Vacancies

Vacancies may occasionally arise outside of the formal entry periods. Should such a vacancy arise at either school, then the Admissions Team will contact all those who have requested to be on the Occasional Vacancy list.

14 Exceptional Circumstances

The Heads will consider applications made outside of the parameters set out in this Policy on a case-by-case basis.

15 Emergency Admission

In exceptional circumstances the Alleyn's Oakfield and Alleyn's Junior School Heads reserve the right to admit a pupil on compassionate or other grounds, subject to interview and assessment and subject to there being capacity. Such admission will take place only where the Heads consider it an appropriate response to urgent need. The Heads' decision in such cases is final.

16 Future policy changes

This policy may be amended at any meeting of the Governing Board, and changes would not normally apply until the start of the following academic year. However, in exceptional circumstances and particularly those outside of the School's control, this policy – including procedures for assessing candidates - may be amended at short notice and with immediate effect.

17 Conclusion

This policy lays out the Alleyn's Oakfield and Alleyn's Junior School entrance procedures which form the basis of the Schools' admissions practice. There are rare occasions where these might be varied, but this will occur only for exceptional reasons and only at the discretion of the Heads.

Appendix to the Admissions Policy

Important additional information for parents whose children are enrolled as pupils of Alleyn's Oakfield on 1 September 2025, referred to below as current pupils. Parents are also encouraged to read the Admissions Policy that applies to applications to both Alleyn's Oakfield and Alleyn's Junior School.

1 Alleyn's Oakfield: Place

All current pupils at Alleyn's Oakfield will continue to have an Alleyn's Oakfield place which is assured until they reach the end of Year 6 (end of Key Stage 2).

As in previous years, parents will receive detailed advice and guidance from the Head about the most suitable senior school applications for their child and pupils will be appropriately prepared and supported for their 11+ examinations.

Alleyn's Oakfield places will also be available for any pupils joining the school after 1 September 2025 who meet the specific criteria outlined in sections 3 and 4 below, and whose educational needs can be properly accommodated, such that they can thrive at Alleyn's Oakfield.

2 Alleyn's Senior School: Assured Place

Current pupils at Alleyn's Oakfield will have the opportunity to apply for an assured place at Alleyn's Senior School at age 4+, 7+ or 9+, as outlined in the Schools' Admissions Policy. In addition, for the academic year 2025/26 only, the Alleyn's Oakfield will be running an Occasional Vacancy assessment in March for current Alleyn's Oakfield pupils in Reception, Year 1, Year 3 and Year 5 to try for an assured place at Alleyn's Senior School.

If children are successful in meeting the admissions criteria, then they will receive an assured place to Alleyn's Senior School. Otherwise, they will retain their Alleyn's Oakfield place and be supported with the selection and application to other appropriate Senior Schools.

This academic year (2025-26), the school will be running assessments for external candidates to join the 2025-26 cohort in Reception, Year 1, Year 3 and Year 5, with assessments being planned for November 2025 and later in March 2026. Further details will be sent to Alleyn's Oakfield parents in due course.

3 Pupils at Alleyn's Oakfield Nursery

Pupils enrolled in Alleyn's Oakfield Nursery will have an assured Alleyn's Oakfield place, if they wish to take this up, meaning that their place at Alleyn's Oakfield is assured until the end of Year 6. To gain an assured place to Alleyn's Senior School, children must be successful in the 4+ assessment (or an assessment at an older age) as per the Admissions Policy. Parents are encouraged to speak with Mrs Davies for guidance.

4 Sibling Applications

Younger siblings of current pupils at Alleyn's Oakfield will be able to apply for a place as has been the case in previous years, and they will be offered an Alleyn's Oakfield place. This applies to all younger siblings of pupils on roll at Alleyn's Oakfield on 1st September 2025, born on or before 31st August 2026.

However, if siblings are successful in the relevant assessment, then they will receive an assured place through to Alleyn's Senior School.

5 Assessment Decisions

All decisions regarding assured places through to Alleyn's Senior School will be based upon the assessments as described in the Admissions Policy. The decision of the School is final and there is no recourse to appeal against the decision.

Appendix 2

Important additional information regarding Alleyn's Oakfield Nursery

Alleyn's Oakfield Nursery

Pupils enrolled in Alleyn's Oakfield Nursery from September 2025 to July 2027 will have an assured Alleyn's Oakfield place, meaning that their place at Alleyn's Oakfield is assured until the end of Year 6. However, to gain an assured place into Alleyn's Senior School, they must be successful in the 4+ assessment (or an Alleyn's assessment at an older age) as outlined within this policy. Parents are advised to speak with Mrs Davies, for guidance.

The assessment process involves a visit to the school where the child will join the class for a typical nursery session and the teachers will observe in order to ensure that their educational needs can be properly accommodated, such that they can thrive at Alleyn's Oakfield.

Please note: From September 2027, the point of entry for the youngest pupils into Alleyn's Oakfield will be at 4+ only (Reception) and places will no longer be available for younger children. This will align Alleyn's Oakfield's policy with the current policy at Alleyn's Junior School, where the main point of entry is at 4+ into the Reception class.

During the transition period, between September 2025 and July 2027, some Nursery places will continue to be available at Alleyn's Oakfield, and parents should contact the school to discuss their particular circumstances.

In the academic year 2025-26, vacancies at 2+ and 3+ will be available, space permitting.

In the academic year 2026-27, children aged 2+ will no longer be admitted. Only places for children aged 3+ into the Pre-Reception Class will be available, space permitting.

From September 2027, the transition will be complete, and the youngest age of entry will be 4+ into the Reception Class, in line with the policy at Alleyn's Junior School.