



Alleyne's Oakfield & Alleyne's Junior School Policies & Procedures

Name of Policy	Admissions Policy (Alleyne's Oakfield and Alleyne's Junior School)
ISI Regulation	Part 3: Welfare, Health and Safety and other legislation; 15a
Reviewed by	Alleyne's Governing Board
Author/SMT	Alleyne's Oakfield: Mrs G Davies, Head Alleyne'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 Alleyne's Oakfield and Alleyne's Junior School, including the EYFS (Early Years Foundation Stage).

Appendix 1 gives additional information for parents whose children are enrolled as pupils of Alleyne's Oakfield on 1 September 2025.

Appendix 2 gives additional information about entry for new pupils into the Nursery at Alleyne's Oakfield in the academic years 2025-26 and 2026-27.

Contact details for any enquiries about the registration and admission of pupils.

Alleyne's Junior School: Mrs Felicity Thomas, Junior School Registrar.

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Alleyne's Oakfield: Ms Rachel Wright, Deputy Business Manager

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Key Terminology in this Policy

Alleyne's Oakfield place = a place at Alleyne's Oakfield from point of entry to end Year 6
An Alleyne's assured place = a place at Alleyne's Oakfield from point of entry to end Year 6

and at Alleyne's Senior School from 11 – 18 (Years 7-13)

Occasional Vacancy place = a place offered to pupils applying outside of the formal and annual 4+, 7+ and 9+ assessment points in January.

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 to new applicants, from September 2025.

A small number of non-selective places at Alleyn's Oakfield will be available, but these are restricted to pupils already on roll in the Alleyn's Oakfield Nursery in September 2025 and to any new pupils who join the Nursery in the academic years 2025-26 and 2026-27. In addition, non-selective places into Alleyn's Oakfield, will be made available for any siblings of pupils already on roll in the school on 1 September 2025. Further details about these places may be found in Appendix 1 and 2.

Applications are warmly 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 at 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 are conducted 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 are asked to 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 Heads with regards to the offer of a place.

2.1 Entry to Alleyn's Oakfield Nursery

There are a very limited number of places available to new pupils who wish to join Alleyn's Oakfield Nursery during the academic years 2025-26 and 2026-27.

From September 2027, Alleyn's Oakfield will no longer offer Nursery places and the main point of entry into the school will be into Reception at 4+.

Please see Appendix 2 for further details and information about the registration and assessment process for Nursery children.

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 should turn five during the course of the academic year. Applications should be made between 1 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 already encountered in a nursery setting following the EYFS (Early Years Foundation Stage) curriculum.

2.3 7+ Entry to Alleyn's Oakfield and Alleyn's Junior School

Applications should be made between 1 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 1 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 has time to put the required provision in place. Parents are warmly encouraged to consult the separate document [Entrance Examination Concessions & Access Arrangements](#) 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 Alleyn's 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.

It should be noted that during the transition of Alleyn's Oakfield into a selective school, some places at Alleyn's Oakfield only, will continue to be available for siblings of pupils on roll in the school on 1 September 2025. Please see Appendix 1, paragraph 4 for more information.

9. Transfer of pupils to Alleyn's Senior School

Although there is automatic transfer for Alleyn's Junior School pupils to Alleyn's Senior School and for Alleyn's Oakfield pupils who have been offered an Alleyn's assured place after September 2025, these pupils will still be 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 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 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 any applications arriving 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 1

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 should also read the Admissions Policy above, which applies to applications to both Alleyn's Oakfield and Alleyn's Junior School.

Parents are encouraged to discuss their particular circumstances with Ms Rachel Wright, Deputy Business Manager or Mrs Gemma Davies, Head of Alleyn's Oakfield, if they need further clarification.

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 the school.

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, there will be occasional vacancy assessments held in March for current Alleyn's Oakfield pupils in Reception, Year 1, Year 3 and Year 5 so they may apply for an assured place at Alleyn's Senior School.

Children who meet the assessment criteria will receive an assured place to Alleyn's Senior School. Otherwise, they will retain their Alleyn's Oakfield place and, as previously, will be supported with the selection and application to other appropriate senior schools.

Further details about applying for an Alleyn's assured place 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 on 1 September 2025 have an assured place in Reception at Alleyn's Oakfield (if they wish to accept this), 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 in Year 7, Nursery children must meet the assessment criteria in the 4+ assessment (or an Alleyn's assessment at a later stage) as outlined in the Admissions Policy.

4. Sibling Applications

4.1 Siblings yet to reach statutory school age

Younger siblings of current pupils at Alleyn's Oakfield yet to reach statutory school age (i.e. born between 1 September 2021 and 31 August 2026) may apply for a place to join the school. As in previous years, subject to the school being able to properly accommodate their educational needs, siblings will be offered an Alleyn's Oakfield place until the end of Year 6.

If parents wish, their child may also be assessed for an assured place into Alleyn's Senior School. The relevant assessments will take place at age 4+, 7+, 9+ and 11+.

Parents should note that from September 2027, the school will not offer Nursery places and entry will be at 4+ only, into Reception.

4.2 Siblings who in September 2025 are of statutory school age (Reception to Year 6) but attend another school

Places at Alleyn's Oakfield for siblings currently attending another school are subject to there being a vacancy in the relevant year group.

During the academic year 2025 -26, siblings may be assessed for an Alleyn's Senior School assured place and assessments are due to be held in November 2025 (for 5+, 6+, 8+ and 10+ entry), January 2026 (7+ and 9+ entry) and again in March 2026 (for 5+, 6+, 8+ and 10+ entry).

If awarded an Alleyn's assured place, the child would join Alleyn's Oakfield and (under normal circumstances) transfer to the Senior School in Year 7.

If a sibling does not meet the criteria for an Alleyn's assured place, subject to the school being able to properly accommodate their educational needs, an Alleyn's Oakfield place until the end of Year 6 will nevertheless still be

offered. Depending on the age of the child, there may be an opportunity to take an assessment at a later date, for an Alleyn's assured place into the Senior School.

If parents of school age siblings do not apply during the academic year 2025-26, and decide to apply at a later date, they should contact the school to discuss their individual circumstances. The usual points of entry to the school for older pupils are 7+ and 9+, although occasional vacancies in other year groups may arise.

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 1 September 2025 to July 2027 will have an 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 a later stage – i.e.: 7+, 9+ or 11+) as outlined within this policy. Parents are advised to speak with the Head of Alleyn's Oakfield, for guidance.

The assessment process for Nursery entry involves a visit to the school where the child will join the class for a typical nursery session. The teachers observe the child 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 still 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.