



Admissions Policy

The Corporation of Oundle School includes both Oundle School, a boarding and day School for pupils aged 11 – 18 and Laxton Junior School, a day School for pupils aged 4 - 11. This policy applies solely to Laxton Junior School.

Introduction and Aims

Laxton Junior School is a co-educational, independent, day school; it provides an outstanding, all-round education to children aged 4 to 11. Further details about our school can be found on our website.

Our priority is for every child at Laxton Junior School to be happy; and, upon this foundation, we aim to provide an education of the highest class where each child is able to develop academically and pastorally, building on their strengths and developing new skills. Five values underpin everything that we do and run like invisible threads through our curriculum and community; they are: Care, Love of Learning, Community, Quality and Opportunity.

Laxton Junior School is the preparatory school of Oundle School, which is an academically selective, co-educational, independent, boarding and day school. Further details about Oundle School can be found on their website: <https://www.oundleschool.org.uk>.

Admissions Considerations

All applications will be treated on merit, and in a sensitive manner. We welcome children with a range of academic abilities; however, there are three considerations applied to the admission of new pupils before a place is offered: the number of places available, the extent to which the child will embrace the LJS Values, and the individual learning needs of the child. Further details on these criteria can be found below:

- **Number of places available:** if the number of children applying for entry exceeds the places available, preference may be given to siblings of children currently on roll and to families with more than one child; this will be at the Head's discretion. Details of our waiting list arrangements can be found below.
- **The extent to which the child will embrace the LJS Values:** where possible, consideration will be given to the child's commitment to our Values of Care, Love of Learning, Community, Quality and Opportunity.
- **Learning needs of the child:** consideration will be given to the learning needs of the child; where a child has specific learning needs, we will consider the extent that support may be required and, therefore, whether LJS is able to offer the individualised support necessary to ensure that the child can thrive at our school.

Decisions will also be based upon transfer information, observation and assessment as appropriate.

Inclusion and Educational Adjustments

Laxton Junior School is an inclusive, mainstream independent day school. We welcome applications from children from diverse backgrounds and with a variety of learning profiles. We do not discriminate on the grounds of gender, pregnancy or maternity, race, religion or belief, cultural or linguistic background, sexual orientation, gender reassignment, or disability.

Parents of a child who has a disability or special educational needs should provide the School with full details on registration. The School will consult with parents and such other persons or organisations as necessary in order to ascertain a child's particular needs and the nature of any additional or alternative arrangements which would be required to meet them if an offer of a place were made.

Where appropriate, the School will make reasonable adjustments, in line with its obligations under the Equality Act 2010, to support disabled pupils. Our Head of Education Support coordinates provision and advises on appropriate adjustments to enable children to access the curriculum effectively.

It is assumed that pupils will automatically progress through the School, subject to them meeting the required standards of behaviour and progress and the School continuing to be able to meet their needs.

As a mainstream independent school, our resources and facilities are designed to meet the needs of pupils who can access a broad curriculum with any reasonable adjustments. However if, despite such adjustments, the School is unable to provide adequately for a pupil's needs, the School may decline to offer a place to a pupil or request that parents withdraw their child from the School.

The Admissions Journey

Parents can apply for their child to be admitted by contacting the Head of Admissions and Communications at admissions@laxtonjunior.org.uk. Voice or video calls with the Head of Admissions and Communications will be offered, as well as a tour of the School, alongside face-to-face meetings with the Head and/or Head of Admissions and Communications. Following registration, assessments and visits will be offered, as outlined below. Places will be offered by the Head of Admissions and Communications where it is agreed that Laxton Junior School is well placed to meet the needs of the child and enable them to thrive in all aspects of the academic and co-curriculum.

Year Group Ages

Typically, prospective pupils will be admitted according to their age and as follows:

- Reception: children will turn 5 during the academic year
- Year 1: children will turn 6 during the academic year
- Year 2: children will turn 7 during the academic year
- Year 3: children will turn 8 during the academic year
- Year 4: children will turn 9 during the academic year
- Year 5: children will turn 10 during the academic year
- Year 6: children will turn 11 during the academic year

In some circumstances, out of year group admissions can be authorised by the Head.

For children who turn 12 or more during an academic year, prospective parents may wish to consider applying for a place at our senior school, Oundle School; details of their admissions process can be found on their website: <https://www.oundleschool.org.uk>.

Reception Admissions Arrangements

We offer places to up to 40 pupils registered for entry into the Reception cohort prior to the start of the academic year. Liaison with each child's pre-school setting is carried out before an offer of a place is made; where possible, this takes the form of a personal visit or communication by the Head of Admissions and Communications. Reception places are formally offered up to twelve months prior to entry. Children joining in September are invited to attend a number of transition sessions before the start of the academic year. Reception staff also liaise closely with families and pre-school settings to ensure that they get to know each child and can support a smooth transition into school life.

If applying to join Reception after the start of the academic year, children are invited to visit the school for one day. Staff will spend this time getting to know the child and carry out informal assessments of the child's learning in phonics and number, as well as observing their social interactions. During this process, staff use their professional judgement to ascertain the child's strengths and to identify next steps, as well as to ensure that Laxton Junior School is able to meet their needs academically and pastorally. With permission, the Head of Admissions and Communications will request a reference from the child's current setting. Parents are also requested to share school or pre-school reports or other relevant information relating to their child's progress and learning, including assessments by professionals or agencies such as, but not limited to, speech and language therapists and pediatricians.

Pre-Prep Admissions Arrangements – Years 1, 2 and 3

In Years 1, 2 and 3, each prospective pupil will visit the school for two days. During this time, they will spend time in class with their peers and undertake standardised cognitive assessments (GL Reasoning or CAT), alongside participating in the timetabled lessons for their Form. In response to the CAT results and what is observed during lessons, further assessments in English, Mathematics, Reading and/or Spelling may be undertaken. These assessments will be administered by the Head of Admissions and Communications.

Where assessments need to take place remotely, a revised assessment procedure will be followed, at the discretion of the school, to account for the age of the child and the suitability of the assessments.

All assessment data will be reviewed by the Head of Admissions and Communications; this may be carried out in conjunction with the Form Teacher, Assistant Head Academic, Head of Educational Support, and the Head as appropriate. This information will be communicated to parents by the Head of Admissions and Communications.

With permission, the Head of Admissions and Communications will request a reference from the child's current setting. Parents are also requested to share school or pre-school reports or other relevant information relating to their child's progress and learning, including assessments by professionals or agencies such as, but not limited to, speech and language therapists, Educational Psychologists and paediatricians.

During this process, staff use their professional judgement to ascertain the child's strengths and to identify next steps, as well as to ensure that Laxton Junior School is able to meet their needs academically and pastorally.

Prep Admissions Arrangements – Years 4, 5 and 6

In Years 4, 5 and 6, prospective pupils will visit the school for two days. During this time, each pupil will spend time in lessons and sit Cognitive Ability Tests (CAT), which include verbal, non-verbal, spatial and quantitative reasoning. In response to the CAT results and what is observed during lessons, further assessments in English, Mathematics, Reading and/or Spelling may be undertaken.

The candidate will sit the CAT assessment relative to their cohort, in line with the assessment schedule set out by the Assistant Head Academic.

These assessments will be administered by the Head of Admissions and Communications. Non-term time assessments may be administered online or in person, as appropriate.

All assessment data will be reviewed by the Head of Admissions and Communications; this may be carried out in conjunction with the Form Teacher, Assistant Head Academic, Head of Educational Support, and the Head as appropriate. This information will be communicated to parents by the Head of Admissions and Communications.

With permission, the Head of Admissions and Communications will request a reference from the child's current setting. Parents are also requested to share school or pre-school reports or other relevant information relating to their child's progress and learning, including assessments by professionals or agencies such as, but not limited to, speech and language therapists, Educational Psychologists and paediatricians.

During this process, staff use their professional judgement to ascertain the child's strengths and to identify next steps, as well as to ensure that Laxton Junior School is able to meet their needs academically and pastorally.

Remote Applications and Assessments

Where visits in person are not possible, due to location or other circumstances, a remote process can be instigated. Virtual meetings can be set up to enable a prospective family to meet staff; this may include the Head, Head of Admissions and Communications, Form Teacher and/or Head of Educational Support, as appropriate. Similarly, where visits to the school are not possible, online or remote assessments can be administered. If a child is unable to visit prior to starting at Laxton Junior School, a virtual meeting with the Form Teacher will be offered.

Access Arrangements

If a prospective pupil has Special Educational Needs, Disabilities or English as an Additional Language (EAL), adjustments will be made to ensure that the child is able to access all elements of the assessment process, in line with our Educational Support Policy, EAL Policy and Accessibility Plan.

Appeal

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

Waiting List Arrangements

Where a year group is full at the time of enquiry, parents may place their child onto the Waiting List for that cohort by completing and returning the Waiting List form, which will be supplied by the Head of Admissions and Communications, along with the fee of £36. In the event of a place becoming available, parents of children on the Waiting List will be made aware to give them the opportunity to register and apply for the place.

The Waiting List will be administered on a first come, first served basis, with preference being given to siblings of children already enrolled at LJS or Oundle School, or where a family may have more than one child. Parents can apply for their child to be admitted by contacting the Head of Admissions and Communications. Places will be offered by the Head of Admissions and Communications where it is agreed that Laxton Junior School is well placed to meet the needs of the child and enable them to thrive in all aspects of the academic and co-curriculum.

Financial Matters

Fees

Our current fee structure can be found on our website:

<https://www.laxtonjunior.org.uk/admissions/fees>.

Bursaries

Bursaries are available for any pupil joining Year 4, and both external and internal applications are welcomed. Applications are considered no more than 9 months before entry, as part of which families are asked to complete a means tested application form. Where substantial support looks to be required, we may arrange a home visit.

Funds are limited and our duty is to ensure that they are used to support those who would benefit most from the opportunity of attending Laxton Junior School. So that we can disburse the funds available appropriately we assess each application with great care and arrive at a decision based on all the evidence available to us. For external candidates, this includes an extended School visit enabling appropriate assessment, strong school references, a willingness to embrace the School's values and expectations, a determination to make the most of the breadth of opportunity on offer and a wish to contribute to the community of which they will be part. For internal candidates, progress and contribution to school life, as well as their determination to embrace the School's values and expectations, are taken into account.

For more information about bursaries, please visit our Bursary page on our website or contact the Head of Admissions and Communications for further details; their contact details can be found below.

Withholding an Offer

The offer of a place may be withheld from a prospective family 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 the School. Where relevant, the School further reserves 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.

Monitoring and Review

This policy will be monitored by the Head of Admissions and Communications and the Laxton Junior School Committee of the Governing Body of Oundle School; it will be reviewed every two years, or earlier in the light of any changed circumstances.

The School's Contractual Terms and Conditions

Copies of the School's Terms and Conditions are made available to parents when a place is offered and can be made available on request prior to this.

Contact Details

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Head of Admissions and Communications

admissions@laxtonjunior.org.uk

01832 277159

Linked Policies

The following policies are linked to our Admissions Policy:

- Accessibility Plan

- Curriculum Policy
- EAL Policy
- Educational Support Policy
- EYFS Policy

Reviewer	REW
Post of Reviewer	Head of Admissions and Communications
Review Date	Michaelmas 2025
Approved by the Governing Body	Michaelmas 2025
Next Review (max 3 years)	Lent 2027