



## **ADMISSIONS POLICY**

### **Introduction**

All children have very different needs and at OIBS School we pride ourselves on providing a service to our pupils that is designed to meet each individual's specific requirements. The programs we have on offer are flexible and rigorous enough for us to challenge the ablest, whilst being able to offer specialist support to pupils who have some additional needs. Although we prefer to focus on potential at entry rather than achievement, all applicants are required to complete placement tests before a place is offered to ensure that we can adequately meet their learning needs.

### **Aims of this policy**

To set selection criteria and procedures that are consistent and that are fair to applicants.  
To identify students whose academic potential and other abilities will enable them to benefit from the opportunities the School has to offer and to contribute to the School community.

### **Equal treatment**

We warmly welcome students from different ethnic groups, backgrounds, and creeds. We expect all of our pupils to attend our assemblies.

### **Disability**

At present, our facilities for children with disabilities are limited, but we will do all that is reasonable to ensure that the School's culture, policies, and procedures are made accessible to children with disabilities. When a disability or special educational need is made known to us, we will consult with parents and make reasonable adjustments to our admissions procedures to enable a child, if they are able, to satisfy our admission requirements.

### **General Procedures**

Our admission procedure includes:

- Competitive entry tests
- An interview
- Character and academic reference/results from the Previous School

### **Entry Points**

EYFS – Nursery/Reception

Key Stage 1 – Years 1 and 2

Lower Key Stage 2 - Year 3 and year 4

Upper Key Stage 2 - Years 5 and Years 6

The school accepts some students at each of these stages if there are vacancies.

### **Admissions Timetable**

It is usual for a student to be registered by the beginning of the academic year prior to that of entry. We will, however, consider applications after that date. An application for the registration of a pupil must be made by the parents or caregiver/guardian of the pupil.

### **Documents necessary for registration are:**

- Duly completed and signed registration form
- Birth certificate of the child
- 2 recent passport sized photographs of child
- Copy of receipt of payment made for application form

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- Valid Means of Identification with two passport photographs of parents
- An immunization card/record
- Last term report from the immediate previous School

### **Examinations**

We are happy to make individual arrangements for any age group as long as there are vacancies.

### **Nursery Class**

Children applying to join our Nursery group must have attained the age of 3 by August 31 of the year of admission.

Application into Nursery is open all year round. Parents are encouraged to apply via the **school's online application portal**, but a physical copy of application may also be requested from the school.

A non-refundable registration fee of N20,000.00 should be made payable at any branch of Access Plc nearest to you or via bank transfer with the name of the applicant used as a reference for payment.

\*\*\*Preference is given to siblings.

### **Reception Class**

Children applying to join our Reception class must be 4 years old on or before August 31 of the year of entry. Application into Reception is open in the November preceding the year of desired admission. Parents are encouraged to apply via the **school's online application portal**. A non-refundable registration fee of N20,000.00 should be made payable at any branch of Access Bank Plc nearest to you or via bank transfer with the name of the applicant used as a reference for payment. The applicants are required to sit a readiness test which comprises of age-appropriate activities, drawing a picture, answering questions orally, sorting activities, and identification games.

### **Primary Session Applicants**

Applications into Years 1 to 6 fall into this category. Children applying to join our primary must be:

- 5 years old on or before August 31 of the year of entry in order to join Year 1
- 6 years old on or before August 31 of the year of entry in order to join Year 2
- 7 years old on or before August 31 of the year of entry in order to join Year 3
- 8 years old on or before August 31 of the year of entry in order to join Year 4
- 9 years old on or before August 31 of the year of entry in order to join Year 5

We do not admit into Year 6 except in serious extenuating circumstances.

Sale of midstream applications is all year round. General mid-stream examinations hold on the 1st Saturday in June for a September start. Parents are asked to apply via the School's online application portal, but may request a copy of the admissions form directly from the School.



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Where there are requests outside this window, examinations and interviews can be arranged as and when they are needed by the Admissions Officer.

All mid-stream applicants are required to sit the most recent School examinations in English/Literacy, Mathematics/Numeracy and CAT4 (Cognitive Ability Tests). Applicants must achieve a 65% average but not less than 60% in English and Mathematics. We do not issue past questions but we can provide applicants with an overview of topics to be tested in the exams.

Following the assessment, an email is sent to both parents/caregivers of the hopeful applicant. This email will provide parents and the applicant with feedback on the assessment activities. We do not release examination scores. Parents will be advised accordingly by the Admission Officer to accept the School's professional determination of the ability of the applicant to benefit, or not from the curriculum offered in the School and the high standards expected.

Successful applicants along with both parents will be interviewed by the relevant Head of Department; in the event that no Head of Department is available, any member of the OIBS Senior Leadership Team will conduct the interviews.

We do not have an appeal process; the School will always act in accordance with its policy, and will ensure that all staff involved in the admissions process are adequately trained to act in accordance with all relevant provisions of the School Admissions Procedure published by the School.

There are waiting lists in some year groups. Admission is offered therefore to the first available child on the waiting list who has undertaken and passed the selection process as mentioned above. Priority in accessing a place will be given to pupils who have siblings currently in the School and alumni.

### **Interviews**

All students are interviewed during the half-term after the exam, at which point we also write to their current School to request a confidential report.

Interviews are conducted by a senior member of staff. In all cases, there will be a general interview to explore matters such as the candidate's interests, attitude to School, personal qualities, ability to contribute to the School community, support available at home, and any relevant connection with the School. The interview does not include questions that imply racial or religious bias and is conducted in an objective manner.

### **References**

A confidential report is requested from the candidate's current School. Comments are invited on the pupil's academic ability, examination results, personal characteristics and family background and circumstances. When appropriate, examination results/predicted grades are requested.

### **Candidate's Age**

Occasionally we may offer places to pupils one year ahead or behind their standard Year group if we consider, as a matter of professional judgment that this would be in the best interests of the pupil and of the School. Students who are more than one year ahead or behind their standard Year group will not be considered.



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### **Offers**

Places are offered at the end of the week following the interviews and acceptances are required by the beginning of January.

Firm offers are made on the strength of examination results, a good performance at interview and satisfactory Head teacher's report.

Parents are required to sign an acceptance form and pay a deposit to secure a place formally for their child within 2 weeks of receiving an offer.

A handwritten signature in black ink, appearing to read 'Baraka Saleh Mutallab'.

**BARAKA SALEH MUTALLAB**

*School Director*

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