



Est. 1859

THE ORATORY PREP SCHOOL

Cor Ad Cor Loquitur

Little Oaks Admissions Policy

Children are admitted to The Oratory Prep School on a non-selective and inclusive basis. We accept parents/carers and children regardless of gender, race, cultural background, religion, physical or mental ability or disability, health or social class and as long as we can meet their learning and development needs. Staff members are aware of and are sensitive to each child's needs, level of development and background.

The Oratory Prep School is open Monday to Friday from 7.30am - 6pm, 50 weeks a year, except for bank holidays and up to 5 inset days per year.

Admissions Process

A child can be considered for a place in the nursery from the age of 2 years old. In order for the school to maintain a balanced distribution across the 5 days, it may be necessary for parents to accept alternative available sessions when first registering.

In the event of there being a limited number of vacancies for any one session, children are admitted in order of date of enrolment. We will aim to offer alternative days, where we cannot fulfil first choice requests.

The following criteria are used to determine and allocate the places. Priority will be given to:

1. Siblings of existing Oratory Prep School pupils
2. Non-siblings, who are registered to attend The Oratory Prep School
3. Children of Oratory Prep School Alumni
4. Full time children
5. Non-siblings, who wish to attend another school setting for Reception
6. Funded hours only children

Within each category if there are more children applying than spaces available, then we will use the dates of when the parents/carers sent the completed registration form (including signed and initial terms and conditions), along with the registration fee and deposit.

How to apply for a space at The Oratory Prep School

- We will offer you a tour of The Oratory Prep School.
- Following your enquiry with us, we will send you the registration form for you to complete with your desired sessions.

- Once you have returned your completed registration form to admissions@oratoryprep.co.uk, this will be reviewed to check availability and an offer letter and acceptance form will then be sent to you. In the event that we are unable to offer you a place, we will offer you a place on our waiting list.
- For each child you register with us, a completed acceptance form must be returned along with, a non-refundable registration fee of £85.00, a refundable deposit of £600.00, all of which must be returned within 10 working days. After this period, if we have not received this information then the space will be allocated to another child.
- Before your child's start date we will organise your settling sessions.

The Waiting List

If you are unable to register your child for the days / start date you require, we will ask you if you'd like to be added to our waiting list. Please be aware that addition to the waiting list does not guarantee a nursery space for your child. If a space becomes available which may suit your requirements, we will email to ask if you would like to take it up.

Once your child has been offered a place at The Oratory Prep School, parents/carers can be confident that the place will be allocated for the child for as long as it is required. Attendance at The Oratory Prep School does not guarantee you a place at The Oratory Prep School. Further information on the admission process for The Oratory Prep School can be obtained from the admissions office.

Minimum Booking

At The Oratory Prep School the school week is divided into 10 sessions (5 mornings and 5 afternoons). The Oratory Prep School's provision model is that children attend:

- **Nursery:** minimum of 2 days
- **Kindergarten:** minimum of 3 days
- **Pre-Reception:** minimum of 3 days and we recommend 4 days a week from the Trinity/Summer term

This way, they get the most out of the learning and activities we offer.

In order to ensure that every child receives the full Nursery experience, preparing them for school. In September 2026 we will be moving to an offer of school and full days for minimum attendance. For siblings only of children already attending The Oratory Prep school we offer flexibility to attend on a half day basis if required. These half days are offered as paid hours and are not covered by Early Years Funding.

Exclusions

Every effort will be made to integrate all children and to promote positive behaviour. The nursery management reserves the right to request a parent to withdraw a child if absolutely necessary, but only after discussions with the parents and with specialists/advisors. In the rare case of this being necessary the unused balance of fees will be reimbursed.

Notice period for removing your child from The Oratory Prep School

If you wish to withdraw your child from our Nursery or reduce your child's sessions in Nursery, Kindergarten or Pre-Reception (to no less than the minimum required days) you must give one month's notice, in writing. Failure to provide such notice will result in fees being charged in lieu for the ensuing weeks. Please note that the paid hours will be 1 month's notice and FE funding hours are transferable after 4 weeks.

Benefits

Childcare Vouchers and Tax-Free Childcare: The school is set up to take childcare vouchers and the Government's tax free childcare scheme. Full details of the appropriate childcare scheme can be found on the Government website, please contact our Finance Department if you need any further assistance.

Please get in touch with us if you would like to discuss your Workplace Nursery Benefit.

This policy was adopted on 29th October 2025

Signed on behalf of Andrew De Silva

Date for review October 2026