



## **THE KINGSLEY SCHOOL**

### **Admissions Policy**

The effectiveness of this policy will be monitored by the Registrar and SLT.

It is reviewed annually.

Reviewed 20 July 2021

Review: Ongoing

The Kingsley School prides itself on its caring approach which focuses on individual needs. As we are a selective school we believe that it is important to determine whether our school is suitable for the pupil as well as whether the pupil is suitable for Kingsley.

The aims of this policy are:

- i. To ensure compliance with the School's charitable purposes
- ii. To set selection criteria and procedures that are consistent with this charitable purpose and fair to applicants
- iii. To identify applicants whose academic and other abilities appear to match the ethos and standards of the School and whose personal qualities suggest they have the potential to contribute sufficiently to the School community and benefit from the many opportunities that The Kingsley School offer

### **Equality, Diversity and Disability**

All candidates for admission will be treated equally, irrespective of their, or their parents', race, sexual orientation, religion or belief, gender reassignment or any disability. Candidates will also be treated equally in respect of their parents' gender or marital or civil partnership status.

The School is inclusive and welcomes applicants with disabilities and special educational needs. The School's facilities for the disabled and those with special educational needs are limited due to the layout and structure of the buildings but it will do all that is reasonable to comply with its legal and moral responsibilities under The Equality Act 2010, The Special Needs and Disability Act 2001 and the SEND Code of Practice 2015 in order to accommodate the needs of applicants who have disabilities for which reasonable adjustments the School can cater adequately.

If the applicant has any special educational needs, learning difficulties or a disability, parents or guardians must notify the School on the Registration Form, providing full written details, including a copy of all reports prepared by Educational Psychologists and/or other appropriate specialists where available.

### **Entry Points**

The School does not rigidly apply the 1 September birthday watershed for determining the applicant's eligibility for entry. In some circumstances the School may offer a place in a year lower than the applicant's age would normally imply. Likewise, in exceptional circumstances, the School may offer an applicant a place in a year ahead of their chronological age if it is deemed by the Headteacher that the child is able to demonstrate that they are of sufficient maturity to cope with the academic and social demands of the School and that it is in the child's best interest to do so. Parents or guardians will be consulted but the Head teacher's decision is final.

## **Registration**

Parents or guardians must complete a Registration Form and pay the Registration Fee. The Registration Fee is set as a payment towards the costs incurred by the School in administering the admissions process and is non-refundable.

The completion and signing of a Registration Form does not guarantee admission by the Headteacher nor does it in any way bind parents.

Parents are encouraged to register their children for entry into The Preparatory School at any time prior to admission. The act does not guarantee a place as in all cases an entrance exam or assessment must be undertaken. It does, however, allow the School to ensure that parents are kept informed of open days and other events and in so doing build up a relationship with the family prior to the child seeking to enter the School.

## **ENTRANCE PROCEDURES**

Pupils for entry into all years may apply at any time in the school year. If places are not available a pupil can be placed on a waiting list.

Preconditions:

- i. The applicant is of the appropriate age and sufficient maturity
- ii. The present school reports satisfactory attitudes and conduct on the part of parents or guardians and the applicant.
- iii. Fees (if applicable) at the present school have been paid in full.
- iv. Commitment on the part of the parents or guardians to the School's academic, extracurricular, pastoral and co-educational ethos as described in the School's Aims.
- v. The applicant's learning difficulties and other special needs (if any) have been fully disclosed at the point of registration to the School
- vi. The School is able to provide adequately for any disability or special educational needs (if any) the applicant may have, making reasonable adjustments as necessary.
- vii. The School, having made reasonable adjustments, have the capacity to cope with any disability the applicant may have.

## **The Preparatory School**

Entrance procedure in the Prep School consists of a taster morning/day where the prospective pupil is able to spend time with their year group following their timetable.

### **PRE-SCHOOL and Reception**

A short morning visit to assess the suitability of the child who will be informally and unobtrusively assessed during the morning by the class teacher.

### **Key Stage 1**

A full day in class and assessment of reading, writing and numeracy.

### **Key Stage 2**

A full day in school with a formal test in English, mathematics and writing.

### **Senior School (Students only)**

Entrance is by examinations, interview and a reference from the current school.

### **Entrance Examinations of External Candidates**

- i. For entrance to Year 7, written tests consisting of papers in maths, English and verbal reasoning are taken. Examples of the maths and English papers and additional details in the Admissions Handbook can be found on the School's website.
- ii. Pupils for entry into Years 8 -11 sit a written assessments in English, (comprehension and creative writing) and Maths

### **Interview**

Each student is interviewed, usually by the Headteacher. During the interview, the pupil is invited to give a brief talk on a topic of their choice.

### **Guaranteed Senior School Places for Internal Candidates**

Students joining the Prep School up to and including the start of Year 5.

For those students who join us in Year 3, Year 4 or at the beginning of Year 5, the Headteacher intends to offer those students a place into Senior School at the end of the Spring term in Year 5, following the autumn term assessments and interview with the Headteacher.

If there is doubt about a Prep School student's suitability for the Senior School, this will be communicated at the end of the autumn term in Year 5. In such circumstances the Headteacher may use the Year 5 summer term assessments and/or the Entrance Examination for external candidates to determine whether a Senior School place will be offered or not.

## **Sixth Form**

### **Guaranteed Sixth Form Places for Internal Candidates**

Entrance to the Sixth Form is automatic for Kingsley Year 11 students. We would normally expect a minimum of five GCSEs at 9 - 4 with ideally a level 6 in those subjects to be studied at Sixth Form. Due consideration will be given if these levels are not achieved. Should we believe that entrance to Sixth Form is not in the best interests of a student, we will advise of this as early as possible.

If a student does not wish to continue studying at The Kingsley School after Year 11, then one term's notice must be given in writing to the Headteacher, as stated in our terms and conditions.

### **External students joining Kingsley at Sixth Form**

A registration form should be completed and a confidential report is requested from their current Headteacher. Copies of Year 10 and Year 11 reports are also required and where available, mock examination results.

Students are interviewed formally by the Headteacher or the Head of Sixth Form and will need to provide evidence of their GCSE results. We will be looking for evidence of a student's commitment to learning as well as an indication of a high level of self-discipline and motivation to succeed. Also important is what the student can offer the Kingsley School

### **Offer of a place in The Preparatory School, Senior School or Sixth Form**

Following a successful application, an offer letter will be presented to the parents of the applicant, who, if they wish to accept the offer, should complete and return the Acceptance Form with the required fee deposit to secure the place. The acceptance deposit will be retained in the general funds of the School until the pupil leaves and will be repaid by means of a credit without interest to the final payment of fees or other sums due to the School at leaving (unless parents wish to donate the acceptance deposit to the School). Parents will receive a copy of The Kingsley School's Standard Terms and Conditions along with any Condition of Award of a Scholarship or other awards if applicable. By signing the Acceptance Form parents are agreeing to the terms and conditions as laid down by the School. Parents will also be asked to complete a set of consent forms and a medical questionnaire (the information in it will be kept confidentially by the school nurse)

For Senior School places into Year 7, although parents may reply whenever they wish, in accordance with the Code of Practice for all independent schools, they are not required to accept an offer until the first Monday in March prior to the pupil starting in the subsequent academic year.

The final decision to admit a pupil is taken by the Headteacher in conjunction with The Head of Prep and The Head of the Sixth Form where applicable. Parents whose child is not accepted for a place may appeal in write to the Chair of the Governing Body.

### **Scholarships and Bursaries**

Kingsley scholarships are prestigious awards offered annually at Year 7 and Year 12.

- i. Academic Scholarships may be awarded at entry into Year 7 and Year 12.
- ii. Year 7 entry Subject Scholarships may be awarded for music, drama, art and sport.
- iii. A discretionary Kingsley All-rounder Scholarship can be awarded by the Head.
- iv. Sixth Form - Individual Subject Scholarships will be awarded to the students who perform best in each subject. Candidates should also have the potential to attain a 7 to 9 grade in the subject at GCSE level and must continue with the subject through to the end of Year 13. A student may be awarded up to a maximum of two individual subject scholarships.
- v. Major Scholarships are the most prestigious of our academic scholarships and are awarded to the student(s) who in the opinion of the Headteacher has the best overall performance in the examination across any three subjects and in the common open task. In addition to the examination there is an interview process, held on a later date, with members of the Senior Leadership Team.

The School issues means-tested bursaries to pupils who have the potential to take full advantage of every opportunity offered at The Kingsley School. The application process for a bursary is confidential and is handled by the registrar and Head of finance. Applications will be reviewed annually and if necessary may be adjusted accordingly. In order for an applicant to be considered for a bursary the pupil must first satisfy the usual entry criteria.

Both scholarships and bursaries applicants must be received at the same time as the main registration form.

### **Academic and Learning Support – Reach Up programme**

The contribution that every pupil makes to our community is recognised and valued through an inclusive and welcoming ethos. As part of the everyday offering to all pupils, there is full access to a large number of support mechanisms and teacher-led sessions. These include, but are not limited to:

- Differentiation within the classroom
- Daily Enrichment programme sessions to extend learning
- Reach Higher activities for particular gifts and talents
- A teaching assistant in the Prep School classrooms

- Departmental clubs and support drop in clinics
- A Sixth Form learning mentor

However, it might be that a pupil requires a more specific and tailored programme of support. In these cases, the Head of Learning Support, in conjunction with class teachers and other staff members will work to ensure that the support sessions are matched to the requirements of the pupil. The provision for each pupil will be assessed on a case by case basis, against the background of need within the Kingsley environment and taking into account the recommendations from any reports provided.

These sessions are divided into the following tiers of support:

- Small group sessions, once or twice per week
- Individual sessions on a 1:1 basis

In some Prep classes a teaching assistant may be provided for an entire class where additional support is required. Where there is a requirement in a Prep School classroom for small group academic support, this is likely to incur an additional charge. In the Senior School, specialist small group support will usually take place outside of the class and may be in place of another subject. This will incur an additional charge. Please see our Reach programme information booklet for details regarding charges.

The home-school relationship is key to the success of support and a pupil's academic progress. As such, open and honest communication between parents, pupils and the Learning Support department is a keystone of the success for any additional provision. Members of the Learning Support team work with parents, staff and pupils to create an Individual Pupil Profile, which includes strategies and a suggested programme of support which is tailored to the pupil's needs. We welcome parental input and pupil contributions to their own learning journey.

Entrance to the school is primarily through written assessment. Pupils with identified SEND are expected to take part in all assessments. Their difficulties are taken into consideration when their performance is assessed. Prospective parents are required to disclose any known Special Educational Needs or Disabilities prior to the assessment and provide copies of any existing reports or assessments. Extra time is allowed for students with known difficulties if written evidence of the need for this arrangement is timeously provided.

In deciding whether to offer a place to a pupil with SEND, regard is given to their performance in the entrance examination in the light of their known difficulties and the school's suitability to meet those needs.

Please refer to the School's SEND Policy for further information.

## **Fees**

The annual fees are set each year by The Governing Body and are published on our website. These fees are non-negotiable.

## **Extra Charges**

As well as the published fees, we publish details of our charges for extra services. These include individual music and drama lessons and external examination fees.

## **English as an Additional Language**

The curriculum is taught in English and pupils will need to meet the required academic criteria in order to be able to access the curriculum. Additional support for pupils for whom English is an additional language may be required. Where available within the School, it will be provided in consultation with parents should a place be offered.

The cost of this additional support will be borne by the parents at an approximate additional charge of £750 per term although this may later dependent upon the extent of support needed.

## **Admissions Register**

The School enters pupils on the Admissions Register at the beginning of the first day on which the school has agreed, or been notified, that the pupil will attend the School. If a pupil fails to attend on the agreed or notified date, the School will undertake reasonable enquiries to establish the child's whereabouts and consider notifying the local authority at the earliest opportunity. We maintain our Admissions Register so that it is accurate and kept up to date. We encourage parents to inform us of any changes whenever they occur.

The School has a safeguarding duty in respect of their pupils and as part of this will investigate any unexplained absences.

## **Admissions Policy for Overseas Students**

It is envisaged that the majority of non-EEA\* overseas student enquiries will be post-16 students entering the Sixth Form.

Applications will be considered for non-EEA pupils aged 3-16, provided they have entered the UK as dependants of their parents or legal guardians and fulfil the admission criteria for local pupils applying for a place.

\*EEA = European Economic Area **Sixth Form**

## **Entry**

### **1. Prospectus**

Following an initial enquiry, the School's prospectus, registration form and related information will be posted (emailed) to parents. They are also available on the school website.

### **2. Registration**

The Overseas Registration Form should be completed by parents, with the personal statement completed by the applicant (see 5f) and returned to the Admissions Registrar with a non-refundable registration fee of UK Sterling £75 per student by bank transfer.

### **3. A Level Choices**

An A level subject options form should also be completed and returned to the Admissions Registrar.

### **4. UK Guardian**

For overseas students who will not be living with their parents in the UK, it is essential that they have a legal guardian with whom they live in the UK, and who is responsible for their welfare. The Kingsley School is an independent day school, and does not offer boarding facilities, accommodation or guardianships. Homestay guardianship provision can be arranged via accredited third parties.

### **5. Entry Criteria**

a) It is important to establish that the applicant has a good command of the English language and will be able to cope with the challenge of learning in this high-achieving school where all lessons are delivered in English. English testing will be carried out by the British Council and students will be retested when they arrive. Applicants should consider the benefits and the demands of learning in an environment where the teaching is solely in English. For sixth form students, we recommend applicants visit [www.IELTS.org](http://www.IELTS.org) for further information with a view to gaining an appropriate level for UK university entry which may follow sixth form study. Many universities request IELTS Level 6 or 7.

b) To study A levels at The Kingsley School students will need to demonstrate an ability to read, write and communicate in English to the equivalent of an IELTS Level 5. It might be possible for students to sit IELTS via the school.

c) All overseas students wishing to study A levels could be required to sit an entrance examination set by the school. The entrance examination may consist of papers in English, mathematics and aspects of the individual subject wishing to be studied.

d) Overseas sixth form applicants should attain the equivalent of at least 5 UK GCSEs at grade A\* - C and preferably a minimum grade B in their chosen A level subjects. This is often difficult to equate to overseas examination results. Confirmation of overseas examination results should be emailed to the Admissions Registrar by the student's current school as soon as they are known.

e) The Headteacher has discretion to relax these requirements if it is believed that a particular student would benefit from the education offered at The Kingsley School or Sixth Form. f) A well-presented personal statement will be required, addressed to the Headteacher and sent to the Registrar, hand-written in English by the applicant (1000 – 1500 words) which might include:

- Your interests and why you enjoy them so much
- What achievements have you had
- Any special positions or responsibilities in or out of school
- Any artistic, sporting, musical or other cultural interests and talents
- Your plans or ambitions for the future: what do you see yourself doing in your adult life
- Why you want to join The Kingsley School and what you would bring out community

f) A favourable academic reference from the applicant's current school will be required which The Kingsley School will request directly.

g) Wherever possible the Headteacher, the Deputy Headteacher or Head of Sixth Form will conduct a Skype/zoom interview.

### **Offer of a place in the Senior School or Sixth Form**

Following a successful application, an offer letter will be presented to the parents of the applicant, who, if they wish to accept the offer, should complete and return the acceptance form with the required fee deposit to secure the place.

Following receipt of a completed Acceptance Form and Fee Deposit, the School will act as a 'sponsor' for the applicant. A Confirmation of Acceptance for Studies (CAS) will be issued to the student which will allow her to apply to the Authorities to gain entry into the UK, via the Home Office UK Border Agency Tier 4, General Student, Points Based System.

### **School Fees**

All payment to the School may be made by bank transfer.

To secure a place at the School, a refundable deposit of one full term's fees is payable with the completed acceptance form. Fees are due and payable in full before the school year to which they relate. There is no provision for instalment payments for overseas pupils.

In the event that a student does not take up a secured place at the School, a full term's fees will become payable and charged, as stated in the terms and conditions. Therefore, the overseas deposit serves to secure a place and also pays for the first term's fees whether or not the student takes up the place.

### **Scholarships, Bursaries and Discounts**

There are presently no scholarships, bursaries or discounts available specifically to overseas students.

### **Learning Difficulties and Disabilities**

In the selection process, every step will be taken to accommodate the needs of those with a specific learning difficulty or disability (SEND), any physical difficulties and those pupils for whom English is an additional language. Individual cases will be given further consideration before selection, and students may be interviewed.

### **English as an Additional Language**

If EAL tuition is needed this will be at an approximate additional charge of £750 per term although this may later dependent upon the extent of support needed.

The Local Authority will be informed of any pupil who is joining from overseas with a Student Visa.

**Policy to be reviewed on an ongoing basis.**