

Member of staff responsible : Head and Registrar  
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## **King's House School Admissions Policy**

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### References

1. School Standards and Framework Act 1998
2. Data Protection Act 1998
3. Education Act 2002
4. Schools Admission Code 2010
5. The Equality and Disability Act 2012
6. The Education (Independent School Standards) (England) (Amendment) Regulations 2014

## **A Introduction**

King's House School is an independent school for pupils from age 'rising three' to thirteen years old. The Nursery is co-educational but, from Reception upwards, the school is for boys only. Deciding on the right school for your child is very important and we believe that a personal visit is invaluable. We hold a number of Visitor Mornings, which provide a general introduction to the school, throughout the year and we very much hope that you will come and visit us for one of these. Details of these are available from the school Registrar, Mrs Sally Bass.

King's House School is a mixed ability school and is non-selective for entry into both the Nursery and Reception, as we are unconvinced of the merits of formal testing at this young age. Pupils entering after these points are older and will have had experience of school, so are assessed to ensure that they will benefit from the education and opportunities that the school offers.

In keeping with King's House School's strong family ethos, we are very pleased to welcome siblings. Such applications will be viewed very favourably and as a priority, but admission is not automatic and there may be occasions where we judge that a sibling is likely to thrive better in a different environment.

Following these guidelines, the Head offers places by letter to the parents. There is a provision in the letter that the offer lapses if it is not accepted within a fortnight. Two copies of the Parent Contract are sent. Parents accept the offer by signing one copy and returning it with the committal fee.

Admission of any pupil is at the absolute discretion of the Head.

## **B Registration Procedure**

Normally, parents telephone or email asking for information. The Registrar records the inquiry and sends the prospectus, registration form, school information sheet and a letter from the Head inviting them to telephone the Registrar to make an appointment to visit the school.

Throughout the term, on Friday mornings, there are Visitors Mornings; usually about 4 each term. At these events, parents are invited to arrive at 10.00 am to be met by the Head, the Head of the Junior Department, the Head of the Nursery and the Registrar. After a short welcome from the Head, the Year 8 boys act as guides and show the visitors, individually or in pairs, around the school. The Head and Head of the Junior Department and the Head of the Nursery are available throughout the morning to answer any queries the visitors may have.

The next stage is for parents to register their child for King's House School. A child is formally registered when the School receives the completed registration form and the registration fee.

As soon as parents register, the child's name and their details are entered on to the database. The Registrar writes to confirm this and to acknowledge receipt of the registration fee. She also invites parents to visit the school if they have not already done so.

## **C Nursery Entry**

Children can join the Caterpillar Class of the Nursery in the term in which they turn three years old. There is, therefore, a staggered entry over the three terms of the school year.

The following September, they join the Butterfly Class – when they are rising four. A small number of children will join at the Butterfly Class stage; the majority will come through from the Caterpillars.

Parents register their interest by completing a registration form. Places are then offered by order of registration, although priority is given to siblings. To accept a place, the parents are asked to complete a Nursery Acceptance Form and to pay a deposit of £500. They are also sent a Travelling to Nursery letter.

In the term prior to entry, the Head of Nursery will invite the parents and child to attend the Nursery for an Induction Session, where the parents are given a Welcome Pack.

Boys in the Nursery are expected to carry on through into Reception.

#### **D 4+ Entry**

In May, 16 months before entry into Reception, the Registrar writes to the parents to ask them to confirm that they are hoping to be offered a place. We advise parents that priority will be given to those boys who are entering the Junior Department from the Nursery (normally about half of the total in-take). We also give them the opportunity to attend a Visitors Morning.

In June, 15 months prior to entry, places are offered with an acceptance date of the beginning of September the same year. Boys entering directly into Reception are offered places in order of registration, but with priority given to siblings. To accept a place, parents are asked to sign one copy of the Form of Acceptance and return it to the Registrar with their deposit of £2,200 for the Junior Department. If the boy has already attended the Nursery, they will be asked for a further deposit of £1,700. The Head acknowledges positive replies. If parents do not reply, the school will try to contact them to remind them, but the offer will lapse if it is not accepted within a fortnight. Places will then be offered to those on the waiting list.

When all the places have been accepted, the Registrar writes to all parents who have not received an offer to inform them that they will only be offered a place if there is a cancellation and to ask if they would like to be kept on the waiting list.

At the end of the Spring Term, the Head of the Junior Department writes to welcome parents and their sons. He also invites new parents to the Induction Morning in June, where the parents are handed the introductory pack of information. The pack is posted to any parents not present. Senior staff and members of the Friends of King's House School attend this meeting.

#### **E Entry after the Reception Year**

If there are any vacant places in the first half of the Autumn Term, they will be offered, subject to testing, to boys on the waiting list to be filled as soon as possible. After this point, places will be offered for boys to join the following September. We prefer not to have boys joining mid-year but would consider it in exceptional cases.

Parents are invited to bring their sons into school for testing to ensure that they can cope with the education and opportunities that the school offers.

After consultation, the Head writes to the parents with the result. The Head acknowledges receipt of the contract and the committal fee. Parents will then be invited in to the school towards the end of the school year prior to entry.

## **F 7+ Entry**

There are normally a small number of places available for entry at 7+. A year prior to entry, the Head writes to all parents whose sons are registered for entry at 7+. In this letter, the entry procedures are explained and boys are invited to sit the January test. Parents are asked to complete and return a reply slip to indicate if they are going to attend the test.

Approximately a week after the test the Head writes to parents either offering them a place or not.

## **G 8+ Entry**

There are normally a small number of places available for entry at 8+. A year prior to entry, the Head writes to all parents whose sons are registered for entry at 8+. In this letter, the entry procedures are explained and boys are invited to sit the November test. Parents are asked to complete and return a reply slip to indicate if they are going to attend the test.

Approximately a week after the test the Head writes to parents either offering them a place or not.

## **H 11+ Entry**

There are normally a small number of places available for entry at 11+. A year prior to entry, the Head writes to all parents whose sons are registered for entry at 11+. In this letter, the entry procedures are explained and boys are invited to sit the January test. Parents are asked to complete and return a reply slip to indicate if they are going to attend the test.

Approximately a week after the test the Head writes to parents either offering them a place or not.

## **I Occasional Places**

Occasionally, places become available in other year groups. If this happens, any parents whose sons are on the waiting list for that year group will be contacted and invited in for a visit and/or an assessment. The offer and acceptance procedure is then the same as for the normal entry points.

New boys are only admitted in exceptional circumstances after the beginning of Year 7.

## **J Admissions Register**

The school maintains an Admissions Register. This contains:

1. Name in full;
2. Sex;
3. Name and address of every person known to be a parent of the pupil (and an indication of the parent with whom the pupil normally resides);
4. At least one telephone number at which the parent can be contacted in an emergency;
5. Day, month and year of birth;
6. Day, month and year of admission or re-admission to the school;
7. Name and address of the school last attended, if any;
8. An indication of boarding or day attendance;

This register is kept in alphabetical order of pupils' surnames. This database is backed-up and kept for three years. The Data Protection Act Applies - see paragraph O.

## **K Equality**

King's House School's aim is to encourage applications from pupils with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world. Bursaries are offered in order to make it possible for as many as possible who meet the school's admission criteria to attend the school.

The school is committed to equal treatment for all, regardless of a pupil's race, ethnicity, religion, disability or social background. The school's provision for bursaries is described below.

## **L Special Needs and Disabilities**

King's House School does not discriminate in any way regarding entry. The school welcomes pupils with special educational needs or learning difficulties, provided that the school's Learning Support Department can offer the pupils the support that they require. Likewise, pupils with physical disabilities are welcomed, provided that our site can accommodate them. Where a pupil with a disability requires special treatment, the School will consider appropriate reasonable adjustments to eliminate, or reduce as far as possible, any disadvantage within the constraints imposed by its historic buildings, split site and resources. The school will acknowledge the expertise of the pupil's parents and will seek their input. All prospective parents will be asked to provide details of any disabilities which might have a bearing on how the pupil should be treated in the admission process. Parents of pupils with special educational needs or learning or other difficulties will be invited for a preliminary meeting with the Head to discuss ways in which any disadvantages could be lessened or eliminated from the admission process.

In assessing any pupil or prospective pupil, the school may take such advice and require such assessments as it regards as appropriate. Parents may be asked to provide copies of any previous reports by specialists, such as educational psychologists or paediatricians. Subject to this, the school will be sensitive to any requests for confidentiality.

In the event that a place at the School is offered and accepted, the school will discuss thoroughly with parents/guardians and their medical or professional advisors what adjustments can reasonably be made before the child becomes a pupil at the school.

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

### Nursery and Reception (Early years)

It is not necessary for a child starting in Early Years (unless in the final half term of Reception) to speak English confidently or fluently.

### Junior Department (Years 1 – 3)

It is more important at this stage for a child to speak a reasonable level of English and to have a basic understanding of written letters and sounds. The child should be able to write simple words or sentences in his own first language.

### Senior Department (Year 4 – 8)

In order to cope with the academic and social demands of the Senior Department years, children will need to be able to speak and write English to a reasonable standard from Year 4 upwards. Consideration should be given to the pupil's potential readiness if they intend to sit entrance exams at 11+. For those sitting 13+, we would expect children to have a high level of written and spoken English.

When a pupil applies well in advance of a due start date at King's House, tuition in English as an Additional Language (EAL) can be arranged at the parents' expense. Ultimately, each case will be considered on an individual basis. In all cases, the school would discuss with parents their long term aspirations and plans for their child's education, so that an informed decision regarding the school's potential to meet the parents' expectations can be made.

### **N Bursaries**

King's House School's bursary programme is generous and is designed to make it possible for as many as possible of those who meet the school's entry criteria to take up a place. The school offers means-tested awards annually to pupils at Y3 or Y4, where the parents have indicated on the registration form that they require financial support. Bursaries are means-tested in accordance with the criteria set out in the school's Bursary Policy, a copy of which can be obtained from the school Bursar. The level of support varies according to parental need, but bursaries may be awarded in the form of a discount of up to 100% of the tuition fees payable, depending on the financial, compassionate or other pertinent circumstances of the applicants.

The Bursar assesses all applications in order to establish the likely level of support which will be required to allow the pupil to attend the school. This may involve the Bursar or her representative visiting the parents'/guardians' home, to ensure the information has been correctly interpreted and the basis of the financial assessment has been fair.

All Bursary awards are subject to repeat testing of parental means each year and may be varied upwards or downwards depending on parental circumstances.

### **O Data Protection**

King's House School is a data controller for the purposes of the Data Protection Act 1998. We collect information about our pupils from their parents and may receive information about them from previous schools or educational establishments. We hold this personal data and use it to:

- Support teaching and learning;
- Monitor and report on progress;
- Provide appropriate pastoral care;
- Assess how well the school is doing;

Further details on this can be found in the school's Data Protection Policy and Privacy Notice.

Parents will be invited, when returning their completed registration form and registration fee to the school, to consent to the school holding and processing such personal data for the purposes of the Data Protection Act.

## Schedule of Policy Updates

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Date	Change	
<b>12/2014 Updated by Head and Head of Learning Support</b>		
12/2014	Section on English as an additional language amended.	