



KING'S HOUSE SCHOOL

RICHMOND



ADMISSIONS POLICY

Member of staff responsible: Head and Registrar
Date of policy review: March 2020
Date of next review: March 2022
Approved by Governors: March 2020



This policy applies to the whole school including EYFS.

This policy should be read in conjunction with the following policies: Accessibility, Equality of Opportunity, Learning Support and English as an Additional Language.

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.

The School is a mixed ability inclusive school. Prospective pupils are assessed to ensure that they will benefit from the education and opportunities offered by the School.

In keeping with the School's strong family ethos, applications for siblings will be viewed as a priority, but admission is not automatic and there may be occasions where we will need to judge whether a sibling is likely to thrive in the environment here at the School.

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

REGISTRATION PROCEDURE

In response to an application enquiry, the Registrar will send parents the prospectus pack and an invitation to visit the School.

Visitor Mornings, which are held throughout the term, give parents the opportunity to meet the Head, the Head of the Junior Department and the Head of the Nursery. Year 8 boys act as guides and show the visitors, individually or in pairs, around the School.

Parents will be invited to confirm their interest by formally registering their child for a place at the School. A child is formally registered when the School receives the completed registration form and the registration fee and an acknowledgement is received from the Registrar.

NURSERY ENTRY

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

The following September, when they are rising four, they will move up to Butterfly Class. A small number of children will join the School at this stage; the majority will come through from Caterpillar Class.

Places are 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.

It is expected that boys in the Nursery will carry on through into Reception.



ENTRY AT 4+ (RECEPTION CLASS)

In May, 16 months before entry into Reception, the Registrar writes to all registered parents to ask them to confirm that they are hoping to be offered a place. Priority will be given to boys who are entering the Junior Department from the Nursery (normally about half of the total intake). Boys entering directly into Reception are offered places, subject to our normal assessment procedure, in order of registration, but with priority given to siblings.

In June, 15 months prior to entry, places are offered with an acceptance date of the beginning of September the same year. To accept a place, parents are asked to sign a Form of Acceptance and return it to the Registrar with a deposit of £3,500 (for entry in the academic year 2021/22). If the boy has already attended the Nursery, they will be asked for a further deposit of £3,000 (for entry in the academic year 2021/22). The offer will lapse if it is not accepted within a fortnight. Places may then be offered to those on the waiting list.

If unsuccessful in gaining a place, parents will be contacted to confirm that they will only be offered a place if there is a cancellation. When all the places have been accepted, those on the waiting list will be contacted to confirm that they will only be offered a place if there is a cancellation.

ENTRY AT 7+, 8+ AND 11+

There are normally a small number of places available for entry at 7+, 8+ and 11+. A year prior to entry, the Head writes to all parents whose sons are registered for entry at the relevant stage, explaining the entry procedures and inviting the boys to sit the January (7+ and 11+) or November (8+) test. Approximately a week after the test the Head writes to parents either offering them a place or not. To accept a place, parents are asked to sign a Form of Acceptance and return it to the Registrar with a deposit of £4,000 (for entry in the academic year 2021/22). The offer will lapse if it is not accepted within a fortnight. Places may then be offered to those on the waiting list.

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 invited in for a visit and/or to bring their son in for an assessment. The offer and acceptance procedure is then the same as for the normal entry points. We prefer not to have boys joining mid-year but would consider it in exceptional cases.

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

EQUALITY OF OPPORTUNITY

The School welcomes applications regardless of nationality, religion, ethnicity or social background. A diverse a range of backgrounds 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's provision for bursaries is described below.



SPECIAL EDUCATIONAL NEEDS AND DISABILITIES

We welcome pupils with special educational needs or learning difficulties, provided that the School's Learning Support Department can reasonably offer the pupils the support that they require. Likewise, pupils with physical disabilities are welcomed, provided that our site can reasonably accommodate them. 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.

All prospective parents will be asked to provide details of any disabilities which might be relevant in the admissions process. In assessing any prospective pupil, the school may take such advice and require such assessments as it regards as appropriate.

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

COMPETENCE IN ENGLISH

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)

At this stage, a child needs to speak a reasonable level of English and have a basic understanding of written letters and sounds.

Senior Department (Year 4 – 8)

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

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.

BURSARIES

The School's bursary programme 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 may be obtained from the Bursar.

RECORDS AND REVIEW

Applicants' details will be held on file with due regard to data protection legislation and the School's Privacy Notice and Data Protection Policy.



SCHEDULE OF POLICY UPDATES

Date	Change	
April 2018	Section on sibling amended	
	EAL replaced by competence in English	
Mar 2020	Replacement of the wording non-selective with mixed ability inclusive	