



KING'S HOUSE SCHOOL

RICHMOND



Member of staff responsible: Head and Registrar

Date of policy review: April 2023

Date of next review: April 2025

Approved by Governors: April 2023



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. Historically, the Nursery has always been co-educational and the School boys-only from Reception upwards but, from September 2024, the School will admit girls to its Reception classes on a year-on-year basis.

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 pupils 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 with birthdays in the autumn and spring term generally join the Caterpillar Class of the Nursery in the term in which they turn three. Summer-born children, being the youngest in the year group, can join the Butterfly Class in the September after their third birthday, or the Caterpillar Class in the summer term depending on availability of spaces and/or parental preference.

The following September, when the children 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 pupils in the Nursery will carry on through into Reception.

ENTRY AT 4+ (RECEPTION CLASS)

In the summer term, four terms 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 pupils who are entering the Junior Department from the Nursery (normally about half of the total intake). Pupils entering directly into Reception are offered places, subject to our normal assessment procedure, in order of registration, but with priority given to siblings. In order to maintain the School's co-educational commitment, the School reserves the right to retain ten places for girls each Reception year.

Following confirmation of intended entry, places are offered with an acceptance date of the 30th June of the year preceding entry to Reception. 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 2024/25) by 30th June of the year preceding entry to Reception. If the pupil has already attended the Nursery, they will be asked for a further deposit to make up the remaining balance.

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 children are registered for entry at the relevant stage, explaining the entry procedures and inviting the children to sit the January (7+ and 11+) or November (8+) test. The entry test involves written papers in English and mathematics and interview(s) with a senior member of staff. The School reserves the right to seek a reference from a child's current school as part of the admissions process. For girls wishing to join the School for entry at 7+, 8+ or 11+ applications will only be accepted if that year group is already co-educational.

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 £3,500 for the Junior Department and £4,000 for the Senior Department (for entry in the academic year 2024/25).

The offer will lapse if it is not accepted within a fortnight. Places may then be offered to those on the waiting list.

Parents wishing to accept a place, but who are waiting for the outcome of a bursary application, are asked to contact the Registrar.



OCCASIONAL PLACES

Occasionally, places become available in other year groups. If this happens, any parents whose children are on the waiting list for that year group will be invited in for a visit and/or to bring their child in for an assessment. The offer and acceptance procedure is then the same as for the normal entry points. We prefer not to have children joining mid-year but would consider it in exceptional cases. For girls wishing to join the School on an occasional place after Reception, applications will only be accepted if that year group is already co-educational.

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

EQUALITY OF OPPORTUNITY

The School believes that a diverse range of backgrounds enriches our community and is vital in preparing our pupils for today's world. The School is committed to equal treatment for all, regardless of an applicant's race, ethnicity, religion, disability, sex (applicable for applicants to the years that are co-educational), sexual orientation or social background.

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

The School does not unlawfully 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 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 to Y6, where the parents have informed us 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
February 2022	More explicit details included regarding the entrance exams and the procedures at various entry stages
March 2022	Equality of opportunity section amended to reflect as wide a group of protected characteristics as is relevant to pupils
April 2023	Policy amended to reflect the co-ed nature of the School from September 2023. Change in the timing of acceptance of places.