



KING'S HOUSE SCHOOL

RICHMOND



Member of staff responsible: Head and Registrar

Date of policy review: April 2026

Date of next review: April 2028

Approved by Governors: April 2026



This policy applies to the whole school, including EYFS.

INTRODUCTION

King's House School is an independent co-ed school for pupils from age two to thirteen years old.

The School is a mixed ability inclusive school. Prospective pupils above Reception age 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 currently in the school 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.

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

REGISTRATION PROCEDURE

In response to an application enquiry, the Registrar will invite parents to visit the School.

Visitor Mornings, which are held throughout the term, give parents the opportunity to meet the Head and other members of the School leadership team. Year 8 pupils act as guides and show the visitors, individually or in small groups, around the School. Parents are also welcome to visit the school through a private tour hosted by the Head or another key member of staff such as the Head of the Junior Department or Head of Nursery.

Parents will be invited to confirm their interest by formally registering their child for a place at the School. A child is registered for the preferred year of entry when the School receives the completed registration form, the registration fee of £120 and an acknowledgement is received from the Registrar. The appropriate next steps of entrance will begin as outlined in the following sections.



PRIORITY SYSTEM

During the application process for any year group, priority may be given to candidates according to the following table:

Entry Point	First offers	Second Offers	Third Offers	Fourth Offers
Nursery Hedgehog Class 2+	Siblings currently in the school (in order of date of registration)	Date of registration		
Nursery Rabbit/Squirrel Class 3+ (Pre-School)	Children in the Hedgehog Class (automatic entry)	Siblings currently in the school (in order of date of registration)	Children who have accepted a place to start Reception	Date of registration
Reception 4+	Children in the Nursery (automatic entry)	Siblings currently in the school (in order of date of registration)	Date of registration	
Other years	Siblings currently or previously in the school (in order of date of registration) and subject to assessment	Subject to assessment		

If places for the Nursery, Reception or year group have already been offered and/or accepted, then the next place will be offered according to the table above. Offers made to other registrants will not be withdrawn.

Sibling Priority

Registration of a sibling is accepted whenever received, however if registration is made after all available places for a year group have already been offered, the sibling will only be offered the next



available place (if any).

Where any older child in a family has left or has given notice to leave the School, then that child's siblings yet to join will no longer be given priority status on the registration lists.

NURSERY ENTRY

Hedgehog Class (2+ age group)

Children join the Hedgehog Class of the Nursery in the academic year in which they turn three.

Places are offered according to the priority system outlined above. To accept a place, parents are asked to complete a Nursery Acceptance Form and pay £2,000 comprising a Nursery deposit of £1,000 and a £1,000 Reception Reservation Fee to reserve a place in Reception (which will form part of the Junior Department deposit in the term after the child has started in Reception). If the pupil does not take up the Reception place, the £1,000 fee will be retained by the School. Once all spaces are filled, children may be kept on the waiting list until a space in the Hedgehog Class becomes available. Children starting the Nursery in the Hedgehog Class will automatically move up to the Rabbit/Squirrel Class in the September following their third birthday.

Pre-School Classes (Rabbit/Squirrel 3+ age group)

Children generally join the Pre-School classes in the September following their third birthday.

For children wishing to join the Nursery directly into the Pre-School year, places are offered in the Spring Term in the year prior to entry according to the priority system outlined above. To accept a place, parents are asked to complete a Nursery Acceptance Form and pay £2,000 comprising a Nursery deposit of £1,000 and a £1,000 Reception Reservation Fee to reserve a place in Reception (which will form part of the Junior Department deposit in the term after the child has started in Reception). If the pupil does not take up the Reception place the £1,000 fee will be retained by the School.

If the pupil has already accepted a Reception place, a deposit of £3,500 will have been paid to cover Nursery (£1,000) and Junior Department (£2,500). If the pupil does not take up the Reception place the Junior Department deposit will not be refunded.

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



ENTRY AT 4+ (RECEPTION CLASS)

In the Spring Term in the year prior to entry into Reception, the Registrar writes to all registered parents to ask them to confirm their child's place in Reception. Priority will be given to pupils who are in the Nursery. Pupils entering directly into Reception are offered places according to the priority system outlined above.

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. If the pupil does not take up the Reception place the deposit will not be refunded.

If the pupil is currently in the Nursery, the school will already be holding £2,000 (£1,000 Nursery deposit and £1,000 Reception Reservation Fee to reserve a place in Reception). On acceptance of a place in Reception, parents will be asked for an additional deposit of £1,500. If the pupil does not take up the Reception place, only the £1,000 Nursery deposit will be refunded, provided a term's notice has been given.

When all the available 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+. In the Autumn Term 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 our entrance test. The entry test involves computerised assessments in English, Mathematics and Developed Ability, 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.

Approximately a week after the test the Head will write 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.

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.

OTHER ENTRY POINTS

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.

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 children 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.