

ADMISSIONS POLICY **(23 November 2009)**

Aims of the Policy

Kingswood School is an independent co-educational boarding and day school for pupils aged 3 – 18. This policy sets out guidelines for admission to Kingswood Preparatory School (which caters for pupils from Nursery to Year 6) and to Kingswood Senior School (years 7 to 13).

General Policy

- The overriding principle regarding entry to Kingswood at any stage is that offers of places will be made to those pupils who are, in the opinion of the appropriate Headmaster, most suited, given the information available at the time of application, to the education which is available at the School. The School will have due regard to the need to maintain both a fully co-educational environment and an appropriate mix of both boarding and day pupils.
- Entry to one section of the Foundation cannot guarantee entry to every subsequent section of the Foundation. For this reason, a re-assessment of whether it is appropriate for a pupil to move from one section to another will be made at various key points. In particular, those pupils who wish to move from the Preparatory School into the Senior School will need to take the 11+ assessments and those who wish to proceed in to the Sixth Form (Year 12) will need to satisfy the school's entry requirements for Sixth Form study.
- The Senior School, whose Headmaster is a member of the Headmasters' and Headmistresses' Conference (HMC), adheres to the HMC Code of Practice, which requires certain regulations regarding entry of pupils to be observed.
- Kingswood School adheres strictly to a policy of equal opportunities in its admissions procedures and undertakes to ensure that any applicant with a specific learning difficulty will not be disadvantaged in the admissions process. In assessing applicants with specific learning difficulties, the school will make reasonable adjustments to the admissions process. This may, for instance, include the granting of extra time in the entrance assessments where this has been recommended by an Educational Psychologist and where parents have made the school aware of the specific learning difficulty in advance of the assessments.

Entry Points

Preparatory School

All prospective pupils for KPS and their parents are expected to have an initial meeting with the Headmaster of the Preparatory School. This consists of a discussion with the Headmaster followed by a tour of the whole Prep School. During the tour there will be many opportunities to meet with staff and pupils, with specific opportunities for pre-prep entrants provided to meet either the Head of Foundation Stage, the Head of the Pre-Prep department, or both.

Nursery

Children are welcomed into Kingswood Prep School Nursery from the age of three. No formal evaluation of children entering Nursery is undertaken, although parents will be asked about their child's general development and any identified special needs prior to a place being offered. Children are required to have basic toilet training; however, staff realise that children of three are

not always totally reliable in this respect.

Early School

Children joining the School at 4+, 5+ and 6+ undertake an informal evaluation before a place is offered. For children joining Reception, this takes the form of an age appropriate nursery book-based evaluation, plus simple activities to assess fine motor skills and other basic abilities. For children joining Year 1 and Year 2, the evaluation requires that children show a little of their achievements in reading, writing and mathematics. Evaluations are made to identify potential and a willingness to engage in the tasks, rather than mere academic prowess. It is understood that children come to us with differing pre-school and school experiences, and at varying stages of development.

Key Stage 2

Children wishing to join the School in Key Stage 2 (Years 3, 4, 5 and 6) undertake written assessments in reading, mathematics and non-verbal reasoning. These are standardised NFER papers, which are age related. In making offers, reports from current schools, behaviour, previous learning experiences and special needs are also taken into account.

Allocation of Places

In the event of the number of children registered for any year group exceeding the places available, the following will be taken into consideration:

- The results obtained in entrance assessments (where relevant)
- The presence of siblings within the School or requiring entry
- The length of time the child has been registered for entry
- References from previous schools including school reports

The criteria for admission to the School apply equally for all children, regardless of disability, ethnicity or gender.

Major Entry Points

These tend to be at Nursery and Reception and at Year 5, when the number of classes increases from 2 to 3. Up to 15 places are available each year at Year 5. However entry can be for any age group if space is available, with the exception of Year 6 where pupils will generally only be considered for entry at the start of the school year in September.

Senior School

The major entry points to the Senior School are at 11+ (Year 7), 13+ (Year 9) and 16+ (Year 12). If places are available, entry can be considered into Year 8 and Year 10. Direct entry into Years 11 or 13 is not generally available.

Entry at 11+ (Year 7)

- Approximately 80 pupils are admitted into Year 7 each September.
- Those pupils who wish to be considered for entry into Year 7 are required to register with the school by the end of November in the year preceding entry. A non-returnable registration fee is charged to cover administration costs.
- All applicants for entry follow the following programme of assessment:
 - i) An interview with the Headmaster or other member of the Senior Management Team, held in December of the year preceding entry.

- ii) An assessment in English, Mathematics and Non-Verbal Reasoning taken in the January of the year of entry.

A detailed reference is also required from the applicant's current school.

- Offers of places are made following the assessments to those pupils who are considered to be suited best to the education provided at Kingswood. Some applicants who, for reason of numbers, cannot be offered places in the first instance, will be placed on a waiting list and may subsequently be offered a place if one becomes available.
- Parents of those applicants who are offered places will be given a date by which they must confirm their acceptance. In order to secure the place, the appropriate non-returnable deposit must be paid. The acceptance date will generally be approximately two weeks following the offer date. Places cannot be held open beyond the stated date.

Entry into Year 8

- Applications for Year 8 may be made at any stage during the year preceding entry. Applicants will be assessed in English, Mathematics and Non-Verbal Reasoning and a reference will be obtained from the applicant's current school.

Entry at 13+ (Year 9)

- Up to a further 20 places are available for entry into Year 9 each September.
- Those pupils who wish to be considered for entry into Year 9 are required to register with the school by the end of February in the year preceding entry. A non-returnable registration fee is charged to cover administration costs.
- All applicants for entry into Year 9 are required to take assessments in the following areas: English, Mathematics, Science, a Modern Foreign Language, Non-Verbal Reasoning. These assessments take place during March of the year of entry.
- Offers of places are made following the assessments to those pupils who are considered to be suited best to the education provided at Kingswood. Some applicants who, for reason of numbers, cannot be offered places in the first instance, will be placed on a waiting list and may subsequently be offered a place if one becomes available.
- Parents of those applicants who are offered places will be given a date by which they must confirm their acceptance. In order to secure the place, the appropriate non-returnable deposit must be paid. The acceptance date will generally be approximately two weeks following the offer date. Places cannot be held open beyond the stated date.
- Those applicants who attend schools which prepare their pupils for the Common Entrance Examination will also be required to sit this examination in the June before entering Kingswood.

Entry at Year 10

- Applications for Year 10 may be made at any stage during the year preceding entry. Applicants will be assessed in English, Mathematics, Science, a Modern Foreign

Language and Non-Verbal Reasoning and a reference will be obtained from the applicant's current school.

Entry at 16+ (Year 12)

- Up to a further 25 places are available for entry into Year 12 each September.
- Those pupils who wish to be considered for entry into Year 12 are required to register with the school by the end of October in the year preceding entry. A non-returnable registration fee is charged to cover administration costs.
- The following factors are taken into consideration when offering places for for Sixth Form entry:
 - i) Predicted GCSE grades (or equivalent). Currently, applicants are required to meet a minimum entry requirement of six GCSE grades A*-C, with at least four at Grade B or above.
 - ii) Interviews with subject teachers in proposed courses of study.
 - iii) Reference from current school
 - iv) Potential to contribute to the broader aspects of Sixth Form life
- Offers are made at the beginning of December in the year preceding entry. Parents of those applicants who are offered places will be given a date by which they must confirm their acceptance. In order to secure the place, the appropriate non-returnable deposit must be paid. The acceptance date will generally be within two weeks following the offer date. Places cannot be held open beyond the stated date.
- Sixth form students must, in order to guarantee the place, acquire at least the minimum stated grades at GCSE. Entry to specific courses will also be dependent on GCSE grades obtained. The details of grades required for specific courses are contained within the AS Course Booklet provide to all applicants.

Scholarships and Bursaries

- Scholarships and Bursaries are available for entry to Kingswood at 11+ (Year 7), 13+ (Year 9) and 16+ (Year 12).
- Scholarships are awarded to applicants showing outstanding potential in academic study, sport, music, art, drama or design technology.
- Bursaries are awarded to applicants who have satisfied the admissions criteria and who, following a parental means test, are considered to qualify for bursarial support. Bursarial support may be up to 100% of the basic fee.

Full details regarding application for scholarships and bursaries are available from the Registrar.