

1. ADMISSIONS including appeals.

This section is also in Quick links (Ref: ISI Handbook part 6/3/A)

Note: 'Headmaster' is used throughout this policy to refer to the Head of the Senior School except where the matter concerns only the Infant School / Junior School when it can be assumed to imply the Head of the Infant & Junior School.

Admissions

- 1.1. Admission as a student of The King's School is subject to the policy outlined below and progression through the different stages of the schools is as outlined in the Appendix: Transition between schools.
- 1.2. Admission to the Senior School for years below the Sixth Form is by means of the entrance examination which includes an examination of attainment in English and Mathematics, verbal and non verbal reasoning tests and interview.
- 1.3. Admission to the Junior School is by assessments in English, Mathematics and non-verbal tests.
- 1.4. Admission to Willow Lodge Infant School is by play-based assessments.
- 1.5. Admission to the Sixth Form for external candidates is conditional upon GCSE results and takes account of reports from the previous school and performance at interview.
- 1.6. The formal entrance examinations and assessments for the Junior School (Yrs 3, 4, 5 and 6) and Senior School (Yr 7) take place in the first half of the Lent term each year. The play-based assessments for entry to Willow House Infant School (Reception, Yr 1 and Yr 2) will also take place in the first half of the Lent term each year.
- 1.7. Applications received for places in these years after the closing date for the entrance examinations may be considered subject to spaces being available.
- 1.8. Entrance tests for candidates seeking admission to other years in the Senior School are arranged to suit the circumstances of the candidates and dependent on spaces being available.
- 1.9. Details of the entrance procedures may change from time to time. Details of the current procedures are available on the school website (www.kingschester.co.uk).
- 1.10. A limited number of means-tested bursaries are available, offering some financial assistance to those parents for whom the payment of full fees would be impossible and for whom the inability to pay would prevent their child attending the Senior School or the Sixth Form.
- 1.11. Where the number of pupils eligible for admission exceeds the number of places available a reserve list may be drawn up. As places become available they will be offered to those on the reserve list at the discretion of the Headmaster or Head of the Infant & Junior School. At an appropriate time after the examinations, the reserve list will be closed and candidates offered the opportunity to be considered as applicants for future places.
- 1.12. Around 44 pupils will be admitted at 4+ level into Reception. Around 60 pupils will be admitted at 7+ level into J1 (Yr 3) increasing to around 72 pupils by J4 (Yr 6). Around 104 pupils will normally be admitted at 11+ level into Removes (Yr 7). Around 15 – 25 external students will normally be admitted into the Sixth Form.
- 1.13. Teaching groups are normally 22 in the Infant School, 15 - 24 in the Junior School and up to 27 in the Senior School, though many are smaller. In the Sixth Form teaching groups are normally between 9 – 15 students.
- 1.14. Appeals against decisions relating to admissions should be made in the first place to the Headmaster or the Head of the Infant & Junior School.
- 1.15. The admission procedures will not unfairly discriminate against any pupil.
- 1.16. Special Educational Needs and Disability provision at King's
 - The King's School has a good provision for children with special educational needs and disabilities and in compliance with the Equality Act 2010, The King's School will not discriminate on the grounds of disability. It is important to note that, without an EHC Plan or Statement, The King's School, as an independent provider of education, is not part of the Local Authority 'local offer'. Consequently The King's School is unable to access Local Authority run specialist support services in school.

- To understand more about the provision for children with SEND at The King's School please ask to see our parent FAQ document from the Admissions Manager and our SEND Policy on the website or contact Sarah Glass, Director of Learning Support: sarahglass@kingschester.co.uk

Appeals

- 1.17 Any parent wishing to question a decision not to admit their child to The King's School should in the first place raise the matter in writing with the Headmaster.
- 1.18 The Headmaster will respond to the concern in writing within five working days, giving the reason for the decision.
- 1.19 Examination scores and the record or evaluation of any interviews remain confidential to the school.
- 1.20 If the parent feels that concerns have not been fully and fairly considered, they should write to the Chairman of the Governors who will refer the complaint to an appeals committee. The convenor of this committee is always a member of the governing body who is not Chairman, assisted by two other members of the governing body. It is their task to look at issues in an impartial and confidential manner.
- 1.21 The parents wishing to appeal against an admission decision must give written notice of the reasons for the appeal.
- 1.22 The committee convenor will invite the parent(s) to a meeting. This will be attended by the Headmaster and another senior member of staff involved in the admissions procedures. Parents will be asked if there are any papers they would like to have circulated beforehand. They will be invited to bring a friend along with them. Legal representation would not be appropriate.
- 1.23 The hearing
 - a. The committee will ask the Headmaster to put the case for his decision.
 - b. The parents will be invited to question the Headmaster.
 - c. The committee will ask the parents to put the case for appealing against the Headmaster's decision.
 - d. The Headmaster will be invited to question the parents.
 - e. The Headmaster will be asked to sum up the school's case.
 - f. The parents will be asked to sum up their case.
- 1.24 Members of the appeal panel may ask questions at any time if they require clarification or further information. Notes of the meeting will be taken by the Clerk to the Governors. These notes remain the property of the appeals committee and will not be made available to the parties to the appeal.
- 1.25 After the hearing the convenor will reach a decision about the appeal and will notify parents of the outcome together with the reasons for that decision in writing within seven days of the meeting. At the conclusion of the procedure, all parties should feel secure in their understanding of the reasons for the decision and be satisfied that, notwithstanding its outcome, the hearing has been a fair one.

TRANSITION BETWEEN SCHOOLS

Guiding Principle

Our guiding principle is to ensure that children offered places at The King's School are happy and can work at a level in line with the pace of learning. We recognise that King's is not the right school for every applicant or not always the right school for every pupil at every stage in a child's school life. Whilst most children who join us move seamlessly through the four Schools, we will not recommend this for every child if we feel they will be uncomfortable with the next stage of their education.

General principles

- Whilst the vast majority of children do move smoothly from one school to the next, occasionally potential is not realised and in some cases it is not in the child's best interests to transfer to the Junior or Senior School.
- Joining the Infant or Junior School does not guarantee preferential treatment for places for the Senior School.
- Children are selected for Infants, Juniors and Seniors on a set of assessment criteria which aim to show future potential.
- Success in other elements of their personality or extra-curricular interests are not considered in the assessment.
- Siblings are not given preference and performance is based on each individual child alone.
- If there are any concerns about the transition, parents will be advised towards the end of the Michaelmas term before the year the child is due to move to the next school.
- The School will work with parents to advise and support finding a suitable alternative school.
- Pupils' written reports will not indicate likelihood of progress to the next School. This is not the correct channel for such comments. Reports are by their nature positive, ambitious documents.

Transition from Infants to Juniors

- We expect most of the children in the Infant School to move seamlessly through to the Junior School provided behaviour and progress is in line with expectations.
- Where progress and/or behaviour are not in line with expectations, parents will be contacted in the October of the year before transition (Michaelmas Term, Inf-2) and supporting evidence of the concern discussed.

Transition from Juniors to Seniors

- There is no guarantee that children from the Junior School will be offered places in the Senior School. However we expect most J4s to be offered places and in the last four years over 90% have.
- Staff at the Junior School can advise parents about their child's suitability for Senior School but this is merely guidance and cannot be relied upon to be a guarantee of the child gaining a place at 11. Before the end of the Michaelmas term of the J3 year, we will discuss any concerns about transition, and ensure that parents are informed in writing of the situation.
- Competition for places at 11+ is high and the academic performance in the series of tests outlined in the School's literature determines offers of places.
- Junior School pupils have the advantage over external candidates in that their academic level is assessed by Senior School staff based on data obtained in INCAS testing spanning the period they have been in the Junior School and most do not have to take the entrance exam. Unconditional offers of Senior School places are made in October half term to successful children. Some children may not be offered unconditional offers at this stage and may be required to take the entrance exam:

1. Pupils who join after the start of the J3 Year, for whom we do not have sufficient data on which to base their potential, will take the entrance exam
2. Pupils who have not, based on all available sources of information available to the Senior School Admissions team, reached the required level to perform comfortably in the Senior School environment will be asked to take the entrance exam in order to secure a place in Removes. Parents will be contacted by the Headmaster to discuss this.

In these cases parents may opt either:

- To seek help in choosing and preparing their child for an alternative school with the Secondary School Co-ordinator
- To allow their child to take the competitive entrance examination for the Senior School alongside external candidates. Places are offered as per the details in the next section and there is no advantage given to Junior School pupils. Children will be offered additional lessons to give them the opportunity to perform to the best of their ability and to help them prepare for the examination. In these instances we would strongly advise parents to have another school as a back- up plan, in the eventuality that an offer is not made.

The Senior School Examination process

- In most years there are 104 places offered with approximately 50-65% of these offered as unconditional places to Junior School pupils.
- There is no pass/fail level. Offers of places are given in order of performance and competition for places varies every year. Therefore, in effect, this means a child at a certain level may get a place one year but not another year.
- We do have a reserve list for places. In some years no places are offered from the reserve list and in other years many may get places.

Transition from Senior School and to Sixth Form

Admission to the Sixth Form is by interview for external candidates. There are three criteria which must be satisfied by all candidates for entry into the Sixth Form at King's:

- Industry and determination – students must have demonstrated through their 'Effort' or 'Attitude to Learning' Grades that they are capable of working to deadlines and meeting academic expectations of their teachers, commensurate with their potential.
- Attitude – students' school behavioural record, including detentions, during the Fourth Year and Fifth Year (Yrs 10 and 11) must indicate a readiness to work hard and to accept the authority of the school willingly.
- Academic attainment - a minimum entry requirement of seven GCSEs of which at least four need to be at A*/A grade, and three at B grade. A* or A grades are required in the subjects that will be studied at A Level for all students. Students are required to have a minimum of a C grade in both Maths and English Language.

The Head of Fifth Year and Fifth Year Tutors see all Fifth Year pupils and discuss potential issues with them and parents from the beginning of the Fifth Year.

Students failing to meet these criteria may be admitted to the Sixth Form following consultation with the parents. If admission is granted, students must expect to have to give undertakings for their future work and/or conduct and to meet specific work targets during the Lower Sixth. The School has a procedure which outlines how we make this decision, and parents will be fully involved during the process.

Progression from Lower Sixth to Upper Sixth

For all students, transfer from Lower Sixth to Upper Sixth will be based on their record during the Lower Sixth and upon AS examination results. Students must have obtained a total of 110 UCAS points in their best three AS subjects in order to qualify automatically for the Upper Sixth. Students who score below this threshold will normally be offered the opportunity to repeat the Lower Sixth year. These criteria will be reviewed from time to time and adjusted if necessary in order to maintain the high standards of effort and achievement generally associated with students at The King's School.