



Serva Fidem

KINGSWOOD HOUSE SCHOOL

ADMISSIONS POLICY

This policy relates to the whole school including the Early Years Foundation Stage.

GENERAL

Kingswood House is an independent school for boys from Reception to Year 11 and our first Year 9 class started in September 2016. The School currently has approximately 200 pupils. Deciding upon the right school for your child is very important and we believe that a personal visit is invaluable. We very much hope that you and your child will visit Kingswood House and gain an understanding of our core values. We hold two Open Mornings each term which give a general introduction to the School. Details are published on our website. We are also very happy to welcome prospective parents and their children at other times. Please contact the School's Admissions Registrar, Mrs Helen Parker, on 01372 723590 between 9am and 1pm or email admissions@kingswoodhouse.org - she will explain what Kingswood House can offer and arrange a tour of the school and a meeting with the Headmaster.

THE ENTRY PROCEDURE

Kingswood House is a broadly selective, mainstream school. If parents wish to register, and there is a place available in the appropriate year, then they will be asked to complete a Registration Form and pay the £100 Registration Fee. A mutually agreed day will then be arranged for the pupil to come in for a taster day.

Selection is based upon ascertainment of a candidate's academic potential to access the Kingswood House curriculum, including Common Entrance & GCSE syllabi where appropriate, and evidence of good character. The former is determined by an entry assessment and analysis of supporting material, such as standardised data or relevant reports. The latter is determined by observation of social integration within their peer group, an interview at the School and satisfactory references from the pupil's current Head.

Our selection process is designed to identify pupils who are able to benefit from our balanced, well-rounded education and to make a positive contribution towards the life of the School.

The usual points of entry are at Reception, Year 3 and Year 7. However, if space is available, we will also admit pupils into other year groups during the academic year.

The School's Registration Form is available on the School's website and by request from the Admissions Registrar.

EQUAL TREATMENT

Kingswood House encourages applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world. Bursaries and Academic Scholarship for Years 3 and 7 are available upon application.

Kingswood House is committed to equal treatment for all, regardless of a candidate's race, ethnicity, religion, disability, sexual orientation or social background. The School's provision for bursaries and academic scholarships is described below.

SPECIAL NEEDS

Kingswood House welcomes pupils with disabilities and/or special educational needs, provided that our teaching staff and Study Centre professionals can offer the appropriate level of support and our site is accessible.

We strongly advise parents of children with special educational needs or physical disabilities to discuss their child's requirements with the School before attendance at a Taster Day in order that we can make suitable provision. Parents should provide a copy of reports from an Educational Psychologist, Speech and Language Therapist, Occupational Therapist, any medical report, or Statement of Special Educational Needs/Education, Health and Care Plan, to support their request for specific learning difficulty provision or other special arrangements.

The School will discuss thoroughly with parents, and the relevant professionals, if appropriate, the adjustments that can reasonably be made for a child if he becomes a pupil at the School.

THE ASSESSMENT PROCESS

The aim of the process is to identify a child's potential and ensure that he will thrive and grow in self-esteem in our educational environment. Kingswood House suits well-rounded pupils with interests that stretch beyond the confines of the academic curriculum. The School has strong traditions in music, drama, art, community activities and sport. There are many extra-curricular activities on offer, all of which are important in developing a well-balanced, confident individual.

No specific preparation for the taster day is needed; all candidates start on an equal footing, with identical opportunities to display their academic aptitude, personality and extra-curricular skills.

If the parents wish to pursue a place at the School, and there is a place available in the appropriate year, a mutually agreed day will be arranged for the child to attend. The Head of Lower Prep, Upper Prep or Seniors will ring the parents before the taster day to explain our procedures and field any questions.

At the taster day, the pupil will have the opportunity to experience life at Kingswood House, working alongside their peer group. They will be assigned a "buddy" from the class who will look after them. During the day, the SENCo will talk to the pupil on a 1:1 basis and they will undertake a range of screening assessments.

The Headmaster will contact the parents after all feedback has been gathered in order to make a fair decision, based upon a range of evidence. A decision will always be made in the best interests of the child. If a pupil satisfies our entry criteria, and a place is available, then an offer will be made. Written confirmation will be sent - and once accepted – full joining details will follow.

WAITING LIST

When a year group is full at Kingswood House, a waiting list will be operated. In order to gain a place on the waiting list parents will be required to complete a Registration Form, pay the £100 Registration Fee (non-refundable) and arrange a Taster Day with the Admissions Registrar. If a boy satisfies our admissions criteria, he will be offered a conditional place and added to our waiting list. Parents will be contacted as and when a place becomes available. At the headmaster's discretion, a pupil may need to be reassessed before taking up a full place at the School if more than three months have elapsed since being placed on the waiting list.

SIBLING POLICY

Many siblings join us at Kingswood House and we welcome strong family links. However, admission is not automatic and there may be rare occasions when the School judges that a sibling is better suited to an alternative academic environment.

SCHOLARSHIPS

Kingswood House offers a range of scholarships for admissions into Year 3, Year 7 and Year 9 for academic excellence.

A scholarship may be withdrawn in accordance with the terms upon which such award is made or in accordance with the School's Terms and Conditions.

Purpose of Scholarships

Scholarships are designed to reward excellence and to celebrate exceptional talent. Parents are asked to indicate on the Registration Form whether they wish to apply for a scholarship. Details of the arrangements will be sent to all who express an interest. Both internal and external candidates may apply but it is recommended that internal candidates seek the support of the Head of Lower Prep, Upper Prep or Seniors, as appropriate, prior to submission of an application.

Academic Scholarships:

Candidates who apply for academic scholarships sit a separate entrance exam.

Scholarships can be maintained for the duration of a pupil's time at the School but are reviewed each year subject to excellent effort, attainment and conduct.

All candidates for Year 7 will be interviewed in addition to sitting papers in English, mathematics, Verbal and Non Verbal Reasoning.

BURSARIES

Kingswood House has a generous bursary programme. It is designed to enable boys who meet our entry criteria to take up a place here, whose parents might not otherwise afford it. Bursaries are means-tested in accordance with the criteria published on the School's website. Both parents are required to provide proof of their income and assets. The level of support varies according to parental need; but can extend to full fee remission in cases of proven need. Before the offer of a bursary is confirmed, a member of staff will normally visit the family at their home. Bursaries are awarded at the discretion of the Governors and the Head and are regularly reviewed. The Bursar is responsible for the management and coordination of the process.

Bursaries are also available to existing parents/guardians where a change in circumstances has resulted in a temporary or unforeseen difficulty in meeting tuition fees and may result in the child being withdrawn part way through a stage of education.

Our bursary policy can be viewed on our website.

A bursary may be withdrawn in accordance with the terms upon which such award is made or in accordance with the School's Terms and Conditions.

Religious Beliefs

Kingswood House welcomes applications from prospective pupils of all faiths and of no faith.

Although Kingswood House has Christian roots, the School does not select for entry on the basis of religious belief. However, parents should be aware that there are occasional compulsory events/church services that all pupils are expected to attend. Our values promote tolerance, respect and kindness - which we believe to be common currencies across all cultures.

TERMS & CONDITIONS

Copies of the School's Terms and Conditions are on the School's website and will be made available to parents as part of the admissions process.

COMPLAINTS

The School hopes that parents and pupils will not have any complaints about the School's admissions process but a copy of the School's Complaints Procedure is available on our website and can be sent upon request.

Reviewed by J Edmondson/H. Parker 09/17
Next review 8/18