



Admissions Policy

January 2017

Signed:

Jane Kee

Policy statement

We welcome applications for admission from pupils of all backgrounds. This Policy applies to all pupils, including those in our Early Years Foundation Stage and nursery. We admit pupils with an additional educational need and/or disability provided both parents and school conclude that we can provide appropriately for the child's specific needs.

Enquiries

All enquiries and applications should be made to Samantha Phare The School Registrar will ensure that you have all the information you need.

Visits

Prospective parents are encouraged to visit to see the school in action and to meet the Head. Each term there is an open day which is an opportunity to tour the school on an informal basis. Alternatively you might like to make an appointment for a personal tour. Please contact the The Registrar to arrange this.

Registration

Following a visit, parents wishing to register their child should complete a Registration Form and return it with a payment for the registration fee. The registration fee covers the cost of administering the registration procedure, including the waiting lists and is non-refundable. Registration is an indication of interest and is not a guarantee of a place.

The school will respond by confirming that the child's name has been placed on the admission list for the relevant term and year. If the year group is fully subscribed, they will be placed on a waiting list. A place is confirmed once a formal offer has been made by the school and a deposit has been received in return.

Admission to Nursery

Children are welcomed into the Nursery from 1-3 years and Foundation Stage 3-5 years. No formal assessment of children is undertaken, "although parents will be asked about their child's general development and any identified special educational needs prior to a place being offered. Places are not automatic, in some rare cases a place will not be offered if we judge that a child's development is below expectation or that they will not flourish in the environment we offer."

Taster days

We offer Taster Days from Reception to year 6 as an opportunity for children to experience life at King's and parents to have feedback from their child, this is an opportunity for both school and parents to assess whether King's is the right school environment for the child.

Transition from FS to Reception

Transition from Nursery (age 3-4) to Reception (age 4-5) is/is not automatic. Children are assessed based on an ongoing observation of their learning and development. Whilst in early years parents are given the opportunity to pay a holding deposit to secure a place in the reception class. A place will be reserved provided the school can appropriately meet the child's needs.

Transition through year groups

It is anticipated that all pupils will transition through the school and reap the rewards of the education on offer. Should this prove not to be the case, parents will be informed of any concerns at the earliest opportunity and at the latest before the end of the Spring Term if there appears to be any reason why the pupil may be refused a place in the subsequent year groups. In rare cases it may be that a pupils' progress or behaviour means that transfer to the next stage of the school is not deemed appropriate.

Admission to other year groups

Children joining the school are not assessed but do attend a taster day for informal assessment, "although parents will be asked about their child's general development and any identified special educational needs prior to a place being offered. Places are not automatic, in some rare cases a place will not be offered if we judge that a child's development is below expectation or that they will not flourish in the environment we offer."

Allocation of places

Foundation Stage

When parents register their child for 0-3 they pay a £75 non refundable registration fee and when signing the contract a £350 deposit is required. Children are moved from room to room at the appropriate developmental stages for the individual child.

Children entering at the Foundation Stage are required to pay a registration fee of £75 and a £350 deposit unless transferring from nursery.

Due to class size restrictions and the high demand for places in FS admission criteria to Foundation Stage is as follows:

- 1) Indication of requiring a Reception Class place and completing the relevant paperwork including payment of holding deposit for the Reception place, (Declaration of Intent).
- 2) Agreeing to move into FS2 if recommended by King's School staff that this is the appropriate next step for your child. You should be aware that this is a full time place term time only with a degree of flexibility if arranged with FS stage Coordinator.
- 3) Siblings attending King's School at the time of admission.
- 4) Age of child in relation to cohort.
- 5) For a child entering nursery, a child requiring a full time place will be given priority over a child requesting a part time place, provided sufficient sessions are available.
- 6) First come first served.

However other requirements for the timing of your child entering FS are as follows:

- Socially and academically prepared
- Independence in toileting
- A minimum requirement of 2 days with a view to increasing attending to 3 days
- King's School uniform to be worn including PE kit and bag, coat and book bag and a hat for the winter and the summer.
- Before transfer to school nursery fees must be up to date.

Prior to children starting their formal schooling in a Reception class during the academic year that they would turn 5, children from FS1 will be offered a place in FS2 during the academic year that they would turn 4. Conditions for the move to FS2 are:

- A recommendation by the Room Leader, that they are both socially and academically prepared for a move to FS2.
- Acceptance of a full-time place with some degree of flexibility where appropriate and following discussion with the FS teacher.
- Age, in relation to the children remaining in FS1. If a child is offered a place in FS2 based on the above criterion and chooses not to take up the place then they may be asked to seek an alternative setting.

If you are not successful in obtaining a place on the allocation date your child will automatically be placed on the waiting list based on the above criteria.

Decisions will be final and you will be notified in writing.

School Places

In the event that the number of children registered for any year group exceeds the places available, the following procedure will be applied.

- Siblings in school
- Length of time child has been registered
- References from previous school
- For those who's first choice is King's

Offer

The parents of each applicant will be informed within two weeks of their application whether a place is available. The school will not be obliged to state its reasons for declining a request for admission.

Waiting list

If no place is available, parents may place their child's name on the waiting list for the school. The school cannot guarantee when a place may become available.

Appeal

There is no appeal process for admission to the school. The decision of the Headteacher is final.

False information

Where the school has made an offer of a place on the basis of a fraudulent or intentionally misleading application, which has effectively denied a place to a child with a stronger claim, the offer of a place will be withdrawn.

Overseas pupils/Pupils with English as an additional language

We welcome pupils from a wide variety of cultural backgrounds, including overseas pupils and those with English as an additional language (EAL).

Overseas students are required to have a guardian who is resident in the UK and who can act on behalf of the parents, if required.

Special educational needs and disabilities

Subject to our entry requirements being met, we welcome pupils with special educational needs or physical disabilities. We advise parents of children with special educational needs and/or physical disabilities to discuss their child's requirements with the school before registering for a place. This will enable the school to determine whether the school can make reasonable adjustments to ensure that the child can flourish as a learner. Where necessary, parents will be asked to provide a copy of an Educational Psychologist's report or a medical report and the school may need to discuss provision with external agencies. The cost of such reports is the responsibility of the parent. Where specific provision is required, parents may be asked to pay an additional charge to meet these needs (staffing and/or resources).

Admissions Register

The School maintains an Admissions Register in line with regulatory requirements.

Admissions Policy

Ownership and consultation	
Document sponsor (role)	Director of Marketing and Admissions
Document author (name)	Karen Gray
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Audience	
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England	Yes
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Spain	No

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