



# **Admissions Policy and Procedures**

February 2023

## Table of Contents

Introduction	3
Special Educational Needs and Disabilities (SEND)	3
Bursaries and Scholarships	4
Admissions Procedures	4
Immigration and Visas	6
Admissions Record	6
Data Protection	7

**This policy can be made available in large print or other accessible format if required.**

## **Introduction**

1. King's College School (the 'School') is an independent preparatory school in Cambridge for girls and boys aged 4 – 13.
2. The Head is responsible for admissions and the operation of this policy which has been authorised by the School Governors and is addressed to prospective parents and pupils.
3. The aims of this policy are:
  - a) To ensure compliance with the School's charitable purposes and responsibilities under the Equality Act 2010.
  - b) To set selection criteria and procedures that are consistent with this charitable purpose and fair to all applicants.
  - c) To identify applicants whose academic and other abilities appear to match the ethos of the School and whose personal qualities suggest they have the potential to contribute sufficiently to the School community and benefit from the many opportunities that are offered here.
4. This policy has regard to the following guidance and advice:
  - [Children Missing Education](#) (DfE, September 2016);
  - [Working Together to Improve School Attendance](#) (DfE, September 2022);
  - [Keeping Children Safe in Education](#) (DfE, September 2022).

## **Special Educational Needs and Disability**

5. The School is inclusive and welcomes applicants with disabilities and special educational needs. It promotes a positive culture towards inclusion of disabled people and those with special educational needs and it will not treat an applicant less favourably on these grounds. The School has some facilities for the disabled including disabled access to all buildings apart from the upper floors of the Boarding House. It will continue to do all that is reasonable to comply with its responsibilities under the Equality Act 2010 in order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the School can cater adequately.
6. The School needs to be aware of any known disability or special educational need which may affect a child's ability to participate in the admissions procedure and take full advantage of the education provided at the School. Parents of a child who has any disability or special educational needs should provide the School with full written details prior to the admissions procedure, at registration, or subsequently before accepting the offer of a place.
7. The School needs this information so that, in the case of any child with particular needs, the School can assess those needs and consult with parents about the adjustments which can reasonably be made to ensure that the application procedure is accessible for the child and that the School can cater adequately for the child's needs should an offer of a place be made.

8. If a special educational need or disability becomes apparent after admission, the School will consult with parents about reasonable adjustments that may allow the child to continue at the School. Please see the School's *Special Educational Needs and Disability (SEND) Policy* for further details.

## **Bursaries & Scholarships**

9. The School wishes to encourage pupil access and to ensure that the educational opportunities offered by the School are made available to children from a broad spectrum of society. As such, the School may offer a means tested bursary for pupils entering Year 3 from the state sector who can demonstrate an exceptional talent or aptitude and who otherwise would not be able to attend the School.
10. **Music Scholarships:** Choristerships for the Choir of King's College, Cambridge, are awarded by King's College. Moreover, the School works with a several external agencies who may provide additional awards for choristers. Members of the Schola Cantorum in Years 6-8 are offered a scholarship amounting to a 50% reduction in the fees for individual weekly music lessons for one instrument during term time; lessons to be taken at School with a Visiting Music Teacher.
11. Additionally, short-term bursaries may be, exceptionally, awarded at the discretion of the School. The terms on which any such awards are offered and accepted will be notified to parents at the time of offer. Any award will be subject to high standards of attendance, diligence and behaviour on the pupil's part and to the parents treating the School and its staff reasonably.

## **Admissions Procedures**

12. The School welcomes pupils into all year groups where places are available.

The following are the School's admissions procedures:

For the purposes of entry, applicants' ages are calculated according to UK custom.

Occasionally, the School may offer a place in a year lower than the applicant's age should the applicant have a particular medical issue or additional need. Parents will be consulted before an offer is made, however the decision as to the appropriate year for the applicant, taking into account all relevant circumstances, is a matter for the Head whose decision is final.

### **12.2 Admissions Process**

- a) Parents or guardians of prospective applicants are encouraged to arrange a visit to the School, including a tour with the Registrar and a welcome from a member of the Senior Leadership Team. If a family is unable to travel or if there are restrictions regarding visitors on site at the time, they may be offered a video call instead.
- b) After visiting the School, parents or guardians of applicants must complete a Registration Form and pay the Registration Fee. The Registration Fee reflects the costs incurred by the School in administering the admissions process before the offer of a place is made and is non-refundable.
- c) The Registration Form and Registration Fee should be received by the School before a formal assessment may be scheduled.

d) Assessment Procedures:

- **Entry to Reception:** Approximately 1 year prior to joining Reception, prospective pupils are invited to a group assessment day. Pupils will be monitored to assess academic potential, social skills, maturity, and readiness for school. Remote assessments may occur should there be restrictions on visiting pupils at the time.
- **Entry to all other years:** An assessment date will be arranged via the Registrar; this may be on site or administered remotely. Pupils are assessed in English (spellings and reading), maths, and reasoning. The School will also monitor social skills, behaviour, and the pupil's potential to thrive in the King's environment.
- Additionally, when possible, the School will request a confidential reference or school report from the pupil's most recent school, where applicable.
- **Schola Cantorum:** In addition to the assessments above, candidates for the Schola Cantorum are asked to attend a vocal audition and instrumental and musicianship assessment with the School's Director of Music. A taster day at School may be arranged; this can include an overnight stay in the Boarding House for those girls who may wish to board.
- **Probationers:** Choristerships are awarded by King's College through an audition process that is managed by the Director of Music of King's College. Additionally, applicants for choristership are subject to the admissions procedures for the School as detailed in this policy; this may include an assessment of suitability for boarding.

For further information about Choristerships and Schola Cantorum, please contact Mrs Katie Randle, Registrar, at [krandle@kcs.cambs.sch.uk](mailto:krandle@kcs.cambs.sch.uk).

### 12.3 Selection

The preconditions for admission are that:

- The applicant is of the appropriate age and sufficient maturity;
- The School is able to provide adequately for any disability or special educational needs (if any) the applicant may have, making reasonable adjustments where necessary;
- The School, having made reasonable adjustment, has the capacity to cope with any disability the applicant may have;
- The present school reports satisfactory attitudes and conduct on the part of parents or guardians of the applicant;
- Fees (if applicable) at the present school have been paid;
- The applicant has the legal right to live and study in the UK;
- Following entry to the School, the applicant will reside during term time within a reasonable daily travelling distance (usually considered to be one hour's travelling time) from the School with their parents or legal guardian.

The academic criteria for selection are:

- Successful completion of the formal assessment process; and

- A positive, confidential reference from the applicant's present school (if applicable)
- 12.4 **Notification and Acceptance:** Parents are usually informed of the School's decision in writing within two weeks of the assessment taking place. Successful applicants are then required to complete an Acceptance Form and submit a deposit.
- 12.5 **Waiting Lists:** Where a year group is full, a candidate may be placed on a waiting list. Waiting lists are reviewed regularly and parents are notified when a place becomes available.
- 12.6 **Equal Treatment:** All applicants will be treated equally, irrespective of their or their parents' race, sexual orientation, religion or belief, sex, gender reassignment, disability, property, birth or other status. Applicants will also be treated equally in respect of their parents' age, gender or marital or civil partnership status.
- 12.6 **Additional Factors:** If the School must decide between two or more candidates who meet the School's admissions requirements after all appropriate allowances and special consideration has been given, the School may give preference to (in no particular order):
- A child who already has a sibling in the School or whose mother or father was formerly a pupil;
  - A child whose parent is a current member of our staff; and
  - A child whose parent is a fellow of King's College, Cambridge.

### **Immigration and Visas**

13. The School currently holds a Child Student Sponsor licence. Parents must inform the School when returning a completed Registration Form, or any time after, if their child requires sponsorship from the School in order to obtain a visa to study at the School. It is the parents' responsibility to ensure their child has the appropriate permission to live in the UK and to study at the School. Parents must permit the School to take and retain copies of all documentation required to be kept by the School in order to comply with its duties as a Child Student Sponsor. For further information about a Child Student visa, please contact Mrs Katie Randle, Registrar, at [krandle@kcs.cambs.sch.uk](mailto:krandle@kcs.cambs.sch.uk).

### **Admissions Record**

14. A confidential form of Admissions Record will be completed for each applicant. The School has an obligation under the Education (Pupil Registration) (England) Regulations 2006 (as amended) to maintain an admissions register and inform the local authority of any pupil who is going to be added or deleted from the School's admissions register at non-standard transition points. All records created for the purposes of the procedures set out in this policy are managed in accordance with the School's *Data Protection and Retention Policy*.

## Data Protection

15. The records created in accordance with this policy may contain personal data. The School has a number of privacy notices which explain how the School will use personal data about parents and pupils. The privacy notices are published on the School's website.

Signed:



The Reverend Dr Stephen Cherry  
Dean, King's College, Cambridge  
Chair of Governors, King's College School

20<sup>th</sup> February 2023

---

Date of Last Review:	February 2023
Date for Next Review:	February 2024
Policy Owner:	Head / Registrar
Authorisation:	Chair of Governors, On behalf of the Board of Governors