



KINGSWOOD HOUSE SCHOOL

ADMISSIONS POLICY

This policy relates to the whole school.

Reviewed by: H Parker, A Liu, H Wilson **September 2020**
Next review: September 2021

Kingswood House School is a boy's independent school for pupils aged 4-16.

From September 2021, Girls will be admitted up to and including Year 7.

The School has approximately 230 pupils.

Initial Contact and Parent Visit

Deciding on 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 School. We hold Open Mornings each term, which give a general introduction to our School. Details are published on our website. We are very happy to welcome prospective parents and their children at other times during the term, subject to COVID and Government guidelines. On Open Mornings a tour of the school is hosted by a senior boy and you will have the opportunity to meet the SENCo in addition to an interview with the Headmaster. Please contact our Admissions Registrar, Mrs H. Parker, on 01372 723590 (between 9am and 1pm) or email admissions@kingswoodhouse.org to arrange a visit.

Our Entry Procedure

Kingswood House School is a broadly selective mainstream school. If parents wish to pursue a place at the School, 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/time will then be arranged for your child.

Entry to Reception-Year 11 is based upon a Taster Moment during which informal assessment tests are given. This entry process is designed to identify pupils who are able to benefit from our balanced and well-rounded education and to make a positive contribution towards the life of our School.

The usual points of entry are at Reception/Year 1, Year 3, Year 7 and Year 9. However, if space is available we also admit pupils into other year groups. The registration form is available from the Admissions Registrar and on the website, contact details as above.

Equal Treatment

Our aim is to encourage applications from pupils with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our

pupils for today's world. Some bursaries are offered in order to make it possible for pupils who meet the School's admission criteria to attend the School.

Kingswood House School is committed to equal treatment for all, regardless of a pupil's race, ethnicity, religion, disability or social background. Our provision for bursaries is described below.

Special Educational Needs/Physical Disabilities

We welcome pupils with Special Educational Needs, providing that our Study Centre (Learning Support Department) can offer them the support that they require.

We also welcome pupils with physical disabilities provided that our site can accommodate their needs.

We therefore advise parents of children with Special Educational Needs or physical disabilities to discuss their child's requirements with the Headmaster and/or the SENCo before he attends the Taster Moment, so that we can make adequate provision for them. We appreciate parents openness and honesty and we request that they provide copies of all reports and/or assessments from an Educational Psychologist, Speech and Language Therapist, Occupational Therapist, any medical report, or Education, Health and Care Plan, to support their request for specific learning difficulty provision or other special arrangements, in order for us to make an informed decision.

We will discuss thoroughly with parents and the relevant professionals the adjustments that can reasonably be made for the child if they become a pupil at Kingswood House School.

Details of all support fees are set out in our 'Information for Parents booklet' in the School's Prospectus.

The Assessment Process

The aim of the process is to identify potential. Kingswood House School is looking for well-rounded pupils with a genuine interest in education in the broadest sense of the word, with interests that stretch beyond the confines of the academic curriculum. Kingswood House has strong traditions in music, drama, art, public speaking, community activities and sport. There are many extra-curricular activities, all of which are important in developing a well-balanced, confident individual.

The Taster Moment- no specific preparation is required for this day. 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 visit upon receipt of a completed Registration form, registration fee, school reports plus any other relevant reports.

The Admissions Registrar will liaise with the parents before the Taster Moment to explain our procedures and what the child may expect from the day.

The Taster Moment will provide the child with the opportunity to experience a day at Kingswood House working alongside their peer group. They will also 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 informal assessments. At the end of the day the Headmaster and/or SENCo, if they are available, will meet the parents to discuss the day. It may not be possible to offer a place at this meeting

as the Headmaster or SENCo may not have received feedback from teaching staff, reports, etc.

If a pupil is suitable and a place is available then an offer will be made. Written confirmation will be sent and once this has been accepted, joining details will follow.

Sibling Policy

Most siblings join us at Kingswood House School. However, admission is not automatic and there may be occasions where we judge that a sibling is likely to thrive better in a different academic environment. We offer a 5% sibling discount where there is a successful application.

Bursaries

The Governors of Kingswood House School are committed to broadening access to the school by offering to eligible parents/guardians means-tested financial support with the payment of schools fees. Such support is known as a Bursary and these may be awarded in the form of a discount of up to 100% of tuition fees payable, depending on the financial, compassionate or other pertinent circumstances of applicants.

Bursaries may be made available to parents/guardians of children entering any year group. Parents/guardians seeking a bursary are required to complete the School's Registration Form and an application for Educational Assistance, which seeks to establish the financial circumstances of the household. Their child may then be invited into the School for an assessment day to ensure that they would benefit from the education offered by Kingswood House.

Bursaries are also available for existing parents/guardians where a change in circumstances has resulted in difficulty meeting tuition fees and may result in the child being withdrawn part way through a stage of education. Parents/guardians seeking a bursary are required to contact the Bursar and complete an application for Educational Assistance, which seeks to establish the financial circumstances of the household.

All bursaries are awarded at the discretion of the Governors, and the Head and School Bursar are responsible for the management and coordination of the process.

For further information please contact the Headmaster or Bursar or email s.witts@kingswoodhouse.org.

All bursaries are means tested and have terms and conditions.

Academic Scholarships

Academic scholarships are awarded for entry into Year 3, as well as Academic and All-rounder Scholarships into Years 5, 7 and 9.

Year 3 examination takes place in November and February the year prior to entry and is open to both internal and external candidates.

Internal candidates should seek advice from the form teachers as to their suitability.

Academic Scholarships will entail attendance at an assessment morning where candidates will sit papers in English, mathematics and, where deemed appropriate, Verbal Reasoning and have an interview with a senior member of staff. All subjects will be based on the National Curriculum in order to be accessible to boys from both the Independent and maintained sectors.

All-Rounder Scholarships will be assessed by the submission of a portfolio of evidence in relation to two or more areas of excellence from the following disciplines: Sport, Music, Creative Arts, Performing Arts and Citizenship. A short interview and related observation will normally be conducted as part of the process on, or close to, the assessment day.

A reference from the boy's current Divisional Head at Kingswood House should be provided at the time of submission together with supporting references from relevant teachers or outside agencies in respect of All-rounder applications.

The examination may be promoted in the local papers and local schools. Registration forms and Scholarship application forms are available on request from the School Office, the School Website or email admissions@kingswoodhouse.org.

Academic scholarships are offered as an award of up to 100% of tuition fees payable at the discretion of the Headmaster.

Sibling Discounts

Kingswood House offers 5% discount on tuition fees for siblings

Fluency in English

Pupils joining the School who are of nationalities/cultures where English is not the first language will be given appropriate support, where available, to enable them to achieve their academic potential and integrate fully with school life. Tuition in English as an Additional Language (EAL) can be arranged in the Study Centre at additional parental expense.

Religious Beliefs

Although Kingswood House School has Christian roots, we do not select for entry on the basis of religious belief, we offer the opportunity for other religions to practise their own faiths. However, parents should be aware that there are compulsory events/church services that all pupils are expected to attend.

Kingswood House School's Contractual Terms and Conditions

Copies will be made available to parents as part of the admissions process.

Complaints

We hope that you and your child do not have any complaints about our admissions process, but copies of our School's complaints procedure can be found on our website and can be sent to you on request.

Admissions Register and Transfer or Leavers

A Register of Admissions is maintained by the Admissions Registrar.

All admissions, transfers and leavers will be reported by encrypted email to Surrey County Council as soon as possible but at least within 10 days of joining or leaving the school.