



KINGSWOOD HOUSE SCHOOL

ADMISSIONS POLICY

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

Reviewed by: Z Ashton & H Angus **September 2023**
Next review: September 2024

Kingswood House School is a co-educational independent school for pupils aged 6-16.

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 an Upper Prep or Senior pupil and/or a member of staff and you will have the opportunity to meet the SENCo and the Headmaster. Please contact our Head of Admissions, Mrs Z Ashton, on 01372 723590 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.

Entry to Year 2-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 Year 3, Year 5, 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 Head of Admissions 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, gender (including gender reassignment), sexual orientation, pregnancy, maternity 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.

Families are encouraged to complete the confidential information request in as much detail as possible, sharing information about their child's SEND. We appreciate parents' openness and honesty. Parents are requested to provide copies of all reports and/or assessments from an Educational Psychologist, Speech and Language Therapist, Occupational Therapist and any medical reports to support their request for specific learning difficulty provision or other special arrangements, in order for us to make an informed decision. If an Education Health Care Plan (EHCP) is in place, in progress or being considered, this should be disclosed. The school asks that EHCPs and supporting documentation be sent to us as a formal consultation by the Local Authority that has issued it.

We will discuss 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 on our website

<https://www.kingswoodhouse.org/admissions/school-fees/>

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 Head of Admissions and/or the Study Centre Secretary will liaise with the parents before the Taster Moment to explain our procedures and what the child may expect from the session.

During the Taster Moment, 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 Taster Moment the Headmaster/SENCo/Head of Admissions will briefly meet the parents to handover. It may not be possible to offer a place at this time as the Headmaster or SENCo may need time to collate scores and feedback.

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.

Waiting List

Where demand exceeds places the school will hold waiting lists. Priority may be given to a child that already has a sibling at KHS, along with the date of registration, application for scholarship and any other factor that the Headmaster feels appropriate to each case.

Sibling Policy & Discounts

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 on tuition fees for siblings, where there is a successful application.

Trial Period

A pupil may be offered a trial period prior to being offered a firm place at the school. A trial period can vary in length from one week to a full term. The school may use this to monitor whether a pupil's behaviour and academic effort fit well with our existing cohort, or to confirm the level of support provision required. A trial period review will take place between a senior member of staff and a pupil's parents before an offer decision is made. A review can be brought forward. A trial period can be extended. The school will charge fees pro rata, to be paid in advance, for the length of the initial agreed trial period. Parents are expected to pay the £1000 deposit on acceptance of a trial period place. This deposit is refunded (minus any incurred expenses) if a trial period is terminated.

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

We offer academic scholarships for entry into Years 7 and 9; any other year entry will be considered on an individual basis at time of application for entry to the school.

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 child's current Divisional Head (if 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.

Scholarships carry a financial value as outlined below – which can be supplemented, where there is a genuine need for bursarial assistance, by up to 100% of the termly fees.

Academic or All-Rounder Scholarship 15 – 30% reduction in fees

Academic or All-Rounder Exhibition 5 – 15% reduction in fees

Headmaster's Award – Discretionary

The Kingswood House scholarship program is open to internal and external candidates and is a meritocracy. Awards are offered to children who show both strong ability and future potential. Please note, all awards are reviewed annually, dependent upon consistent effort and attainment.

The deadline date for submission of applications is: Friday 26 January 2024.

The scholarship assessment day is Saturday 3 February 2024.

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 Head of Admissions and the Admissions and Office Administrator .

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.