



SINCE 604 AD

# KING'S SCHOOL

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## ROCHESTER

## **Admissions Policy**

This policy is applicable to all pupils in the school, including those in Boarding and in the EYFS.

This policy was adopted on:	04.10.96
Policy last reviewed on:	01.09.23
Person/Body reviewing:	BPC/Gov (Ed)/SMT (BPC)
Date of next review (except in the case of relevant legislation):	01.09.24
Published:	Governors/Staff/Pupils/Website

## **Aims**

The aims of this policy are as follows:

- to describe how the School identifies and admits children who will benefit from the education and other opportunities available at King's Rochester School and who will contribute to, and benefit from the ethos and activities of our school community;
- to ensure compliance with the School's charitable purposes;
- to ensure compliance with the School's responsibilities under the Equality Act 2010.

## **Scope and application**

The procedures set out in this policy apply at each of the main points of entry to the School and also to candidates for occasional vacancies in any other year group].

## **Regulatory framework**

This policy has been prepared to meet the School's responsibilities under the Education (Independent School Standards) Regulations 2014; the National minimum standards for boarding schools (Department for Education (DfE), September 2022); the Statutory framework for the Early Years Foundation Stage (DfE, Sept 2023); the Education and Skills Act 2008; the Children Act 1989; the Childcare Act 2006; the Equality Act 2010; and the Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR).

## **Equality, diversity and disability**

The quality of opportunity is central to the ethos of King's School Rochester and applies to all pupils and staff in the School. Candidates for admission will be treated equally, irrespective of their or their parents' sex, pregnancy or maternity, race, religion or belief, sexual orientation, gender reassignment or any disability. Candidates will also be treated equally in respect of their parents' age or marital, or civil partnership status.

It is important at the registration and admission stage to identify any educational needs on behalf of an applicant and to have clear communication around factors which may help King's with planning to meet the teaching and learning needs of a new pupil. Parents of a child who has a disability or special educational needs should therefore provide the School with full details on registration, including details of previous intervention, illness, attendance and professional educational reports.

The School carefully considers applications on a case by case basis and will make any reasonable additional or alternative arrangements to ensure that the School's admission procedures are accessible to disabled children.

The School will consult with parents and such other persons or organisations as necessary in order to ascertain a child's particular needs and the nature of any additional or alternative arrangements which would be required to meet them if an offer of a place was made.

If an applicant's needs are such that King's, using its judgement, deems it is unable to provide the requisite support, a place will not be offered and parents will be advised of this. If, however, the School is satisfied that the child's teaching, learning and behavioural needs can be met at King's with, if required, any reasonable adjustments, and a place is offered, the School will monitor the child's progress to ensure that his/her educational needs are being met and to ensure that it can continue to meet those needs. Recommendations of support will be made at this stage.

## **Procedures**

The best way to appreciate the atmosphere of the King's community is to visit us; the Principal, Headmaster of the Preparatory School and Headmistress of the Pre-Preparatory School are always happy to meet prospective candidates and their parents. This can be arranged directly with the Admissions Department.

Parents of children seeking Senior School places (13+) are invited to meet the Principal. Parents of children seeking entry to the Preparatory School are invited to meet the Headmaster of the Preparatory School. Similarly, parents of children seeking entry into the Pre-Preparatory School are invited to meet

the Headmistress of the Pre-Preparatory School. Parents should contact the Registrar for further information.

To register for a place, parents are required to complete a registration form which is available on the School's website and to pay the applicable registration fee. The registration form will then be shared with the relevant Head of each part of the school and the child will be invited in for a taster session/ day and assessment.

The School has a structured approach to admissions involving: interviews, assessments and taster sessions for potential pupils, as set out below.

All candidates must provide evidence that they have the legal right to live and study in the UK or, where appropriate, will be sponsored by the School to do so.

### **Pre-Preparatory School and Nursery**

Entry into the Pre-Preparatory School is subject to the completion of a satisfactory interview with the parents and an assessment of the child. For those seeking entry into Years 1-3, this will be incorporated into a 'taster session' in the child's current year group. Positive report(s) from a child's existing school or pre-school (if applicable) will also be required. All children who are registered for entry are assessed, including those who are already pupils of the Nursery class in preparation for Reception class entry. Children are offered Nursery places to start in the term following their third birthday and, for Reception class, places are offered for a start in the September after their fourth birthday.

### **Preparatory School**

Children from the Pre-Preparatory School move into the Preparatory School at eight years old (Y4). The majority of children from other schools enter at the age of eleven years old (Y7). The Entrance Procedure consists of an interview, digital assessment tests and a written task. These assessments are designed to indicate potential rather than present performance. Admission into the Preparatory School is subject to the completion of a satisfactory interview, the receipt of a positive confidential reference from the child's

present school (if applicable) and them achieving satisfactory results in the assessment tests and written task. Assessment mornings for places in September are held in the previous November with a second opportunity in the following March.

## **Senior School**

Children from the Preparatory School normally move into the Senior School at 13+ (Y9), subject to them meeting the required standards of behaviour and progress and the School continuing to be able to meet their needs.

Applicants from other Preparatory schools are normally admitted on the basis of success in the Common Entrance Examination, completion of a satisfactory interview and the receipt of a positive report from the Head of the child's present school.

Applicants from schools which do not sit the Common Entrance Examination, including overseas, are normally admitted based on completion of a satisfactory interview, entrance assessment and receipt of a positive reference from the child's present school. Such applicants may, at our discretion, also be required to sit and be successful in King's entrance assessments .

## **Sixth Form**

Pupils should attain a minimum of a 6 at GCSE in the subjects they wish to study at A Level. For some subjects such as Mathematics, Languages and the Sciences however, a 7 or above is expected. The minimum entry requirement for the Sixth Form at King's is five GCSE passes at 4 or above.

Subject to them meeting the required standards of behaviour and progress and the School continuing to be able to meet their needs, Pupils who are already studying at King's are expected to continue their education in the Sixth Form if they achieve the matriculation criteria set out above.

## **Cathedral Choristers**

Voice tests for potential Cathedral Choristers are held each year for boys and girls who will be eight on entry (Y4). Those recommended by the Rochester Cathedral's Director of Music, who are not currently pupils at King's, are then tested academically for admission to the School.

The Choral Scholarship continues as long as the child remains in the Choir. Children should not be entered for Cathedral Choristership if they are likely to leave King's at the end of Y6.

### **Disclosures**

Prior to admission, parents must, as soon as possible, disclose, in confidence, details of any known or suspected medical condition, health problem, allergy, disability, or learning difficulty relating to their child and forward any relevant documents.

### **Oversubscription**

In the event of numbers of registered or accepted pupils exceeding the published maximum numbers for the current number of classes/forms in the year:

- the Governors and Senior Management Team of the School will be advised;
- a decision will be made as to whether a further class/form can be opened to accommodate the additional applicant(s) by the SMT in consultation with the relevant Governing committee.

If it is not possible to accommodate one or more suitable applicants to the School:

- the child (ren)'s name (s) will be added to a waiting list.
- no acceptance fee will be accepted or cashed until such time as a place in the requested year group should become available;
- parents will be advised in writing of the decision.

If we need to decide between two or more candidates who meet our admission requirements, after all appropriate allowances and special consideration has been given, we may give preference to:

- a child who already has a brother/sister in the School;
- a child with a particular skill, talent or aptitude academically, or in sport, music or drama;
- a child whose parent is a current member of our staff;
- A child whose parent is a former pupil at the School.

If there is over-subscription in any of the above categories, places will be allocated in order of date registration.