

THE KING'S SCHOOL

Admissions Policy May 2015



Aims:

The aim of this policy is to ensure a clear procedure through which children may become part of our school community.

Admissions and Casual Admissions

An admission refers to the entry of pupils into Reception and Year 7 at the beginning of a new school year. Casual admissions are those that take place at any other time.

Waiting List and Closing Date for Applications

Applications can be made for prospective pupils at any time by entering their names on the waiting list. The closing date for applications for a given year will be 20th January of the preceding academic year. Places will be offered by 20th February.

Applications received after the closing date will be considered subject to the availability of places. Names can remain on or be added to the waiting list after the closing date in case a place becomes available.

Standard Admissions Number (SAN)

The Governors will agree the standard admissions number for each year group. This is the number that will not normally be exceeded except by special consideration at the request of the Headteacher. Whilst the current number of pupils remains below the SAN, casual admissions will be considered by the school in line with the policy outlined above and below. All admissions will be subject to the conditions regarding priority and other specific clauses outlined below.

Priority

Where the number of applications received by the closing date exceeds the SAN, places will be allocated in the following priority order:

- Applicants whose parents are teachers at, or Governors/Trustees of, the school.
- Applications from siblings of pupils already admitted to the school.
- Remaining places will normally be allocated to applicants who provide a reference from their local church and are acknowledged by this, by Governors and Trustees as belonging to Christian families and are prepared to pay full fees. However the Trustees reserve the right in exceptional circumstances to allocate assisted places at their discretion.
- Where the number of Christian family applicants paying full fees exceeds the number of remaining places priority will be given to those who have been on the waiting list the longest.
- Where the number of Christian family applicants paying full fees does not fill the remaining places, applications from Christian families requiring assisted places will be considered next, subject to the clause below on assisted places.
- Where the number of Christian families granted assisted places exceeds the remaining available places, priority will be given to those who have been on the waiting list the longest.
- If after considering all those above, the number admitted still remains below the SAN, applications from the wider community in sympathy with the school's values and ethos will be considered.

- The number of admissions from the wider community will not exceed 25% of the SAN for any one Year Group.

Where the number of applications received does not exceed the SAN, casual admissions will be considered.

Assisted Places

In considering the granting of an assisted place, the Trustees must be satisfied that the financial viability of the school is not compromised in any way. Where the Trustees feel that the school cannot afford to offer any more assisted places in any one Year Group, the application for such a place may be declined even if the SAN is not yet reached.

Assisted places will be considered on individual merits and the final decision regarding the admission will lie with the Trustees. Assisted places will be reviewed on an annual basis.

The Micah Clause

This clause should be referred to when considering applications from pupils who may require educational and/or pastoral support over and above the normal entitlement provided to all pupils.

Micah was the son of Mephibosheth, who was always welcomed at the table of King David and who had crippled feet. David reached out to Mephibosheth for the sake of Jonathan, his friend, and provided for him richly, and in a way that he could not provide for himself.

At The King's School, we acknowledge that there are pupils who require the same love and whom we wish to honour in the same way for the sake of Jesus, our Lord and friend.

We will therefore admit such pupils up to a limit of 10% of the SAN in any one year. They may be drawn from Christian families or the wider community and we will make a commitment to providing a suitable education for them even though it may mean committing additional resources.

Appeals

A sub-committee of Trustees and/or Governors responsible for admissions will hear any appeals from parents who feel that they have not been dealt with according to the policy as outlined above. There may also be exceptional individual cases where priorities are in conflict and the Headteacher may wish to refer the application to the sub-committee. The decision of this committee in all cases will be final.

Admissions Process

1. Initial contact via (website, phone call, personal contact, open morning etc.)
2. Tour of the school and meet Headteacher
3. Taster day(s) where appropriate i.e. not for prospective reception class
4. Academic testing for those who will join in year 8 or above
5. Application process begins.
 - a. Complete application form and pay registration fee
 - b. Agree fees and pay deposit (immediately or six months before starting date)
 - c. Complete admissions forms
 - d. Attend 'Meet your Teacher' day for all those starting the following September

Reviewed May 2015