

THE KING'S SCHOOL

Admissions Policy January 2018



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 31st January of the preceding academic year. Places will be offered by 28th 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 number of pupils remains below the SAN, casual admissions will be considered by the school in line with the admissions policy. All admissions will be subject to the conditions regarding priority and other specific clauses outlined below.

Priority

Applications will be allocated in the following priority order, providing they can pay full fees (unless otherwise stated) and that the School can meet any additional needs of the child without negatively impacting the others:

- Applicants whose parents are teachers at, or Governors/Trustees of, the school.
- Applicants who are siblings of pupils already on role at the school.
- Applicants from Christian families who have chosen the school because they want Christian education for their children and are prepared to pay full fees. Reference may be requested from their local church. 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 who are considered for 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, applicants from the wider community who are in sympathy with the school's values and ethos will be considered.
- The number of admissions from the wider community will not usually exceed 20% of 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.

Additional Needs

Some pupils require educational and/or pastoral support over and above the normal entitlement provided to all pupils. We will usually admit such pupils up to a limit of 15% 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 although parents may be required to commit to funding additional resources. Applications will be considered on a case by case basis at the discretion of the Governors and Leadership team. Although we are committed to supporting such children it cannot be at the detriment of other pupils within the school.

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. 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. Application process begins.
 - a. Complete application form
 - b. Testimonial taken and fees agreed and pay deposit (immediately or six months before starting date)
 - c. Application confirmed and pay registration fee
 - d. Complete admissions forms
 - e. Attend 'Meet Your New Teacher' day for all those starting the following September