

Date of issue:	March 2018
Renewal date:	March 2019
Individual(s) responsible:	Mark Hudson, Head Teacher

# Admissions Policy

updated March 2018- M Hudson

## Introduction

This document states the process for admission and outlines the criteria we use for entry to our school.

## Aims

We are an independent co-educational day school. We admit children from the age of 11 to 18 years old regardless of race or religion. The students are selected by the headmaster based on academic ability, aptitude and motivation to succeed. We ensure the same opportunities for all children. We would make any adjustments necessary for accessibility and commit to supporting children with learning difficulties and disabilities. The curriculum is designed to develop children from 11 years old to their post 18 transfer to university, employment or further training. In joining Kew House students and parents are committing to 11- 18 years education (GCSE and A Level).

We strive to achieve a gender equality in our admissions. We aim never to exceed a 60:40 boy girl ratio and offer on a 50:50 basis in Y7. We aim to offer up to the target of 22 children per class and this will only be exceeded in exceptional circumstances or for valid curriculum reasons. Many classes will be smaller than 22.

## Procedure

It is important that the families choosing our school support our educational philosophy. Prospective parents will benefit from:

- Viewing our website ([www.kewhouseschool.com](http://www.kewhouseschool.com))
- Reading the school prospectus (available from the school office and online)
- Reading past copies of the school magazine (available from the office and produced every half term)
- Attending to an open morning/evening and touring the school
- Contacting the Admissions Secretary ([admissions@kewhouseschool.com](mailto:admissions@kewhouseschool.com)) with any individual enquiries or questions

## Entry to Year 7 (11+ September Intake)

**There are two key elements to the process of admissions: the interview and testing.**

1. Parents may register their child by filling in the registration form. This can be obtained from the school office, completed online or downloaded from the school website. Completed paper forms should be sent in to the school office (marked: FAO Registrar) together with the registration fee and the child's details are then entered into our school database.
2. A reference from an applicant's current school will be sought prior to interview and assists us in the selection process.

3. Students will be tested in English reading (comprehension) and writing and Maths (circa one hour per paper in each subject) in the January of year of admission. These scores provide us with essential benchmarking data consistent across all applicants.
4. The interview element of the admissions process may take place prior to or occasionally following the tests. We will call candidates for interview as early as September of Year six. The students will be interviewed wherever possible in groups, typically of three students. The focus of the interview is a presentation by each student and a follow up discussion. The interview may include some mental mathematics questions and a reading element.
5. References from primary and preparatory schools will be obtained and reviewed. Where significant disparity between standardised scores and our exam scores are apparent we will contact the school concerned for clarity.
6. The Headmaster will then agree to offer or decline the application at a date set each year. For 11+ September 2019 entry please consult our website for examination dates and interview schedules.
7. **Siblings** may be given preference, subject completing the admissions process and meeting our admissions criteria, at the discretion of the headmaster. Faced with candidates of equal merit sibling preference permits the headmaster to favor one application over others. **There is no sibling priority.**
8. Acceptance of an available place requires parents to sign an acceptance form. The form must be returned to the school within 7 days of receipt of the letter (for mid-year entry) together with the deposit and proof of identification (copy of passports for parents, birth certificate and passport for the child). For 11+ admissions a date and time will be set for acceptance and deposit payment and posted on our website.  
  
**Cheques will not be accepted for deposit.** The deposit is non-refundable and should the applicant withdrawn for any reason will be forfeit. This condition applies to all applicants. For September 2019 entry dates for acceptance will be indicated on the letter of offer. The deposit is returnable if a child should leave before the end of upper sixth form as long as a full academic term's notice is given in writing.
9. Prior to the child starting at Kew House post 11+, we will contact their previous school for profiles/reports/academic records.
10. We will ask parents to supply us with all other relevant educational documentation for your child prior to entry including any relating to a recognised Special Educational Need, EP report or medical or dietary need/requirement. Failure to declare this information at admissions may result in the forfeiting of the offer or place in the school.
11. Once all the places for the September intake are filled, parents will be notified if a place cannot be offered and asked if they wish to remain on the waiting list. Places occasionally become available nearer the time or through the departure of students from the school.
12. Children are invited to one of two induction days during the summer term prior to the September start date.

### **Entry into other year groups in the school**

Occasionally places in other year groups throughout the school may become available. We do not normally recruit into Year 10 or 11 except under exceptional circumstances. These places are awarded on a 'best fit' basis where applicants fit the profile of the year, curriculum options or class where the vacancy has arisen.

For mid-year entry, where places are available, into Years 7,8,9 and occasionally Year 10, notification of an offer, waiting list place or decline will be made within a maximum of 14 days, most typically within 7 days. Parents must be aware that we may interview several candidates over a period and offers or declines may be delayed to enable other applicants an opportunity to be interviewed and tested.

A similar procedure applies to that above for Year seven. A registration form needs to be completed, including the receipt of copies recent reports from existing school, and the child is invited to interview and written and or verbal testing. The student will be invited for a meeting with the Headmaster/Deputy head.

Testing will consist of a Maths test and verbal English test followed by an interview. This interview will call upon the student to make a brief presentation which will be followed up by further discussion.

Prior to the child starting **we will contact** their existing/previous school for reports/references. If parents are able to provide these prior to or for the interview this is acceptable. Please notify us if you wish for your application to remain confidential at this stage.

### **Sibling Priority**

Kew House School does not operate a policy of sibling priority, students may be given preference at the discretion of the headmaster. However, we may not offer a place if we feel that the school is not the correct educational environment at that stage. Faced with candidates of equal merit sibling preference permits the headmaster to favor one application over others. The Headmaster or Deputy Head will discuss this with parents at the earliest opportunity if we feel that there may be an issue.

To retain our co-educational commitment, we try to replace a boy with a boy or a girl with a girl aiming to achieve an even spread of boys and girls within of each in a class.

### **Advance admissions and examinations**

#### **10+ admissions**

We will offer, only upon request and at the discretion of the headmaster, a 10+ admissions process. Testing will be the same process as used for 11+ admissions. A 10 + paper will be used.

If in the opinion of the Headmaster/Principal an offer should be made for admission the following terms will apply to secure the place on offer:

- A full deposit will be required.
- A terms fees will be required.

**These will be non-refundable** should the place on offer not be taken up in the September of admission. The headmaster may limit the number of 10+ admissions each year.

### **Y8 and 9 advance admissions and examinations (where a place is available)**

Parents seeking to secure an advance place at Kew House for 13+ will be called upon to follow the procedure below:

- The student will be tested through the verbal/written Maths and English tests. This will be followed by an interview.
- If in the opinion of the Headmaster/Principal an offer should be made for admission the following terms will apply to secure the place on offer:
- We will offer a place, subject to availability, for the year of planned admission.
- Should the year group that the student is targeted to join near our planned admission limit prior to the year of entry we will notify parents and invite them to reconfirm acceptance of the place, secured by a deposit, and join the school by mutual agreement.

### **Transfer of existing pupils between London Preparatory Schools Ltd (LPS Ltd) Schools**

**Applicants from KGPS and RPPS Gardner schools are afforded no special provision or entitlement. Parents should be aware the same admissions process will apply to these schools as all others.**

Students joining Kew House School from LPS schools are no longer able to transfer their deposit to secure a place. Their Prep school deposit will be refunded as per their terms and conditions. The deposit for each and every child is the same sum. See our website.

### ***Code of Conduct***

***As a selective school we hold the view that children with a diverse range of talents, aptitudes and skills are welcome. It is vital that all staff, parents and children adhere to this. Where a child or parent's behaviour is not consistent with the school's code of conduct and expectations, we will consider, with parents, whether an alternative educational establishment may be better suited to the child's needs.***