Admissions Policy

Authored and/or reviewed by | ***Head & Head of Key Stage 3***
Authorised by | ***Senior Leadership Team***

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1 OVERVIEW

1.1 Introduction

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

1.2 Aims

We are an independent co-educational day school. We admit pupils from the ages of 11 to 18 years old, regardless of race or religion. Pupils are selected by the *Head* based on academic ability, aptitude, and motivation to succeed. The school is committed to equal treatment for all, regardless of a candidate's gender, race, ethnicity, religion, disability, gender reassignment, sexual orientation, or social background. We ensure the same opportunities for all pupils. We would make any adjustments necessary for accessibility and commit to supporting pupils, within the limitations of our site.[1] The curriculum is designed to develop pupils from 11 years old to their post-18 transfer to university, employment, or further training. In joining Kew House School, pupils and parents are committing to education for pupils aged 11 to 18 years (GCSE and A Level). We strive to achieve gender equality in our admissions. We aim never to exceed a 60:40 boy/girl ratio and offer on a 50:50 basis in Year 7. We aim to offer up to the target of 22 pupils per class and this will only be exceeded in exceptional circumstances or for valid curriculum reasons. Many classes will be smaller than 22, especially as pupils move into GCSE options and are set by ability in English, Mathematics, and Science.

1.3 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)
- Reading the school prospectus (available from the School Office and on our website)
- Reading past copies of the school newsletter, produced every term (available from the School Office and on our website)
- Attending an open event and touring the school
- Contacting the *Registrar* (admissions@kewhouseschool.com) with any individual enquiries or questions

[1] With respect to: Special educational needs and disability code of practice: 0 to 25 years statutory guidance for organisations which work with and support children and young people who have special educational needs or disabilities (2015), the Equality Act (2010), and the Special Educational Needs and Disability Act (2001).

2 ENTRY INTO YEAR 7 (11+ ADMISSIONS)

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

1. Parents must register their child by filling in our registration form. This can be obtained from the School Office, completed online, or downloaded from our website. Completed paper forms should be sent to the School Office (marked: **FAO Registrar**), together with the registration fee. The child's details are then entered into our school database as an applicant.

2. A reference from an applicant's current school will be sought prior to interview and assists us in the selection process. Educational Psychologist's reports must be passed to us as part of our admissions requirement.

3. Pupils will be tested using the ISEB Common Pre-Test. The scores generated provide us with essential benchmarking data consistent across all applicants. This is not a pass/fail test.

4. The interview element of the admissions process will usually take place prior to the tests. We will call candidates for an interview as early as September of Year 6. Where possible, pupils will be interviewed in groups, typically with three pupils. The focus of the interview is a presentation by each pupil 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 the ISEB scores are apparent, we will contact the school concerned for clarity.

6. The *Head* will then agree to offer or decline the application at a date set each year. For 11+ entry in the current application cycle, please consult our website for examination dates and interview schedules.

7. **Siblings** may be given preference, subject to completing the admissions process and meeting our admissions criteria, at the discretion of the *Head*. Faced with candidates of equal merit, sibling preference permits the *Head* to favour one application over others. **There is no automatic sibling priority.**

8. Acceptance of an available place requires parents to sign an **acceptance form**. For 11+ admissions, a date and time will be set for acceptance and deposit payment and published on our website. The form must be returned to the school within seven days of receipt of the letter (for mid-year entry), together with the deposit and proof of identification (a copy of parents' passports and copies of their child's birth certificate and/or passport).

   Cheques will not be accepted for deposit. The deposit is non-refundable and should the applicant withdraw for any reason the deposit will be forfeited. **This condition applies to all applicants.** For September admissions, entry dates for acceptance will be indicated on the offer letter. If a pupil should leave before the end of Year 13, the deposit is returnable, providing that a full academic term's notice is given in writing. Our deadline for withdrawal is the last day of the proceeding term. Please refer to our terms and conditions.

9. Applicants from the Gardener Schools Group (Ravenscourt Park Preparatory School and Kew Green Preparatory School) are offered places at the school unless the Kew House School setting is deemed inappropriate. They will follow a similar process for admissions, including the securing of a place with a full deposit. Pupils will be called to interview as part of the registered cohort. For these pupils, the interview acts as a very important part of the overall school strategy to allow observations to inform internal administrative arrangements, such as the assignment of a suitable *Personal Tutor*. Preparatory school deposits cannot be carried forward. Senior staff at Kew House School will work in advance (a process initiated in Year 5) to identify pupils whom it is felt would not find Kew House School a suitable secondary school environment. In the case of a joint decision on such 'applicability', the *Head* of Kew House School will confirm with the *Head* of the relevant Gardener Schools Group preparatory school, who will then liaise with the parents of the pupil to explore alternative secondary school settings.

10. Prior to the pupil starting at Kew House School post 11+, we will contact their previous school for a transfer file. This includes profiles, reports, and academic records.

11. We will ask parents to supply us with all other relevant educational documentation for their child prior to entry, including any documents related to a recognised Special Educational Need, an Educational Psychologist's report, and medical and/or dietary needs and/or requirements. **Failure to declare this information during the admissions process may result in the forfeiting of the pupil's offer or place in the school.** We will permit additional exam time during the admissions process only upon the receipt of an Educational Psychologist's report. Likewise, the use of laptops is permitted but we will not provide a laptop for the exam.

12. Once all 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 of admission or through the departure of pupils from other year groups in the school.

13. Pupils will be invited to one of two induction days during the Summer Term prior to their start date in September. The Autumn Term will commence with an additional induction day for pupils in Years 7 and 12 only.

3 ENTRY INTO OTHER YEAR GROUPS

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

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

The test will normally consist of a Mathematics paper and verbal English test, followed by an interview. At the interview, the pupil will be asked to give a brief presentation, which will be followed by further discussion.

Prior to the pupil joining Kew House School, we will contact their existing or previous school for reports and references. If parents are able to provide these prior to the interview, this is acceptable. Please notify us if you wish for your application to remain confidential at this stage.

3.1 Sibling priority

Kew House School does not operate a policy of sibling priority, although pupils may be given preference at the discretion of the *Head*. 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 *Head* to favour one application over others. The *Head* 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 each class.

4 ADVANCE ADMISSIONS AND EXAMINATIONS

4.1 Entry into Year 7 (10+ admissions)

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

If, in the opinion of the *Head*, 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 term's fees will be required

The deposit payment and the term's advanced fees will be non-refundable, should the place on offer not be taken up in September of the planned admission year. The *Head* will limit the number of 10+ admissions each year.

4.2 Entry into Years 8, 9, and 10 (where a place is available)

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

If, in the opinion of the *Head*, 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 planned admission year
- Should we near our admissions limit for that year group, pupils who may have been offered an occasional place but have yet to accept will be notified
- To confirm acceptance of a place, a deposit and signed contract will be requested

5 ENTRY INTO SIXTH FORM (16+ admissions)

For details of the admissions process for entry into our Sixth Form, please see our website.

6 *CODE OF CONDUCT*

As a selective school, we hold the view that pupils with a diverse range of talents, aptitudes, and skills are welcome. It is vital that all staff, parents, and pupils adhere to this.

Where the behaviour of any pupil or parent 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 pupil's needs.