



MOUNT
KELLY

Admissions Policy and Procedure

(This policy applies to all pupils including those in EYFS)

Adopted	November 2014
Revised	March 2015
Reviewed	September 2016
	October 2016
	October 2017
Next review	October 2018
Owner	Director of Admissions

DATE OF REVIEW	AUTHOR	PAGE / PARA	SYNOPSIS OF AMENDMENT
Sep 16	VJB	8.1	Remove S from AS and write A Level with uppercase L
Sep 16	VJB	7.1	Remove Fourth Form
Oct 16	VJB	9	Inserted: "During the admissions process pupils with known difficulties will have a formal meeting with the Director/Assistant Director of Learning Support (SENCo), the Deputy Head (Academic) and the Deputy Head (Pastoral). At this point all previous Standardised Test results, Specialist Assessments and Exam Access Arrangement reports will be required. For pupils with an Education Health and Care Plan (EHCP) or a Statutory Statement of SEND the content of this document will be discussed with the Director of Learning Support (SENCo) to clarify the pupil's needs and provision available at the College."
Oct 17	VJB	5.1 5.2 5.3 8.2	Removed Where applicable, Year 8 candidates would follow this same timetable. and scholarships and also details of Scholarships available a Principal's interview prior to sitting A small number of applicants will be interviewed on the same day as the entrance examinations. by prior agreement and scholarships Candidates wishing to apply for Sixth Form scholarships will be invited to attend the appropriate assessment during the admissions process (Sport, Art, Music, Swimming or the Stoddard All-Rounder Awards). Academic Scholarships will be confirmed on receipt of GCSE grades.

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1. Introduction

This policy is to ensure compliance with Mount Kelly's charitable purpose as a school providing independent day and boarding education for girls and boys between the main age ranges of Nursery to Year 13

The school will aim to set selection criteria and procedures that are fair to applicants and to identify applicants whose academic and other abilities appear to match the ethos and standards of the school, and whose personal qualities suggest they have the potential to contribute sufficiently to the school community and benefit from the many opportunities that are offered at Mount Kelly.

2. Entry points

- Mount Kelly accepts pupils at various points through the school including Nursery, Reception, Year 3, Year 7 (11+), Year 9 (13+) and Year 12 (Sixth Form).
- A number of places may also be available at non-standard entry points.
- Mount Kelly uses the 31st August birthday as the watershed for determining the applicant's ability for entry. The applicant who is a year young for the year group to which he or she is applying will need to be sufficiently mature to cope with the academic and social demands of the school. This decision will be made on the basis of assessments and interview.

3. Registration

- All parents/guardians are required to complete a Registration Form, which should be addressed to the Director of Admissions and Marketing together with the non-refundable registration fee to cover administration expenses.
- The completion and signing of a Registration Form does not guarantee admission by the Principal or Head of Prep nor does it in any way bind parents. No priority is given to applicants based on the order applications are received.

4. Pre-Prep and Prep School Admissions

- Following a visit and meeting with the Head of Prep and if there is capacity, the majority of applicants will be offered a place at the Preparatory School in writing. Parents will be asked to accept the offer and pay the relevant acceptance deposit within the stated period or decline the offer by the stated deadline. This will enable the place to be offered to another family if necessary. The acceptance deposit will be refunded at the end of the candidate's school career at Mount Kelly. Any variation of these arrangements will be made known to prospective parents.
- In signing the acceptance of the place at Mount Kelly, parents/guardians are accepting the Mount Kelly Terms and Conditions on joining the school which will have accompanied the offer of a place.

5. Year 7 Admissions Timetable –

- Each year in October, the school will write to parents of children registered for the intake due to start the school the following September giving detailed information about the schedule for the entrance procedure. Parents are sent Application Forms to complete. A reference from the applicant's current school will be requested once the Application Form has been received.
- Applicants are invited to attend the entrance examinations at school during January and February. For international candidates, separate arrangements can be made for applicants to sit their entrance papers in their current school.
- Letters offering places will usually be sent out within two weeks of the Entrance Examination. Parents will be asked to accept the offer and pay the relevant acceptance deposit within the stated period or decline the offer by the stated deadline. This will enable the place to be offered to another family if necessary. The acceptance deposit will be refunded at the end of the candidate's school career at Mount Kelly. Any variation of these arrangements will be made known to prospective parents.
- In signing the acceptance of the place at Mount Kelly, parents/guardians are accepting the Mount Kelly Terms and Conditions on joining the School which will have accompanied the offer of a place.

6. Year 9 Admissions Timetable

- Each year, the School will write to parents of children registered for the 13+ intake due to start the school the following September giving detailed information about the schedule for the entrance procedure and the details of the Mount Kelly 13+ Scholarship examination. A reference from the applicant's current school will be requested on receipt of the Application Form.
- All applicants are invited to attend a Principal's interview prior to sitting the 13+ entrance examinations at school during March. A small number of applicants will be interviewed on the same day as the entrance examinations. For international candidates separate arrangements can be made for applicants to sit their entrance papers in their current school by prior agreement.
- Letters offering places and scholarships or other awards will be sent out usually within one month of the Entrance Examination. Parents will be asked to accept the offer and pay the relevant acceptance deposit within the stated period or decline the offer by the stated deadline, so that the place can be offered to another family if necessary. The acceptance deposit will be refunded at the end of the candidate's school career at Mount Kelly. Any variation of these arrangements from year to year will be made known to prospective parents.
- In signing the acceptance of the place parents/guardians are accepting the Mount Kelly Terms and Conditions on joining the school which will have accompanied the offer of a place.

7. Year 10 Admissions Timetable

Entry for Year 10 is usually on the basis of examinations in English, Mathematics and Science, and a report from the candidate's current school.

8. Sixth Form Admissions Timetable

- A provisional offer of a place will usually be made after an interview and on receipt of a satisfactory school report and set of GCSE predictions. Candidates should be capable of gaining a good set of GCSEs with a minimum of six passes and at least 47-52 GCSE points (counting an A* as eight points, A as seven points and so on). Candidates will be expected to gain a B grade in those subjects that they wish to study at A Level. The timetable for the admissions process is flexible. Offers are confirmed on publication of the GCSE results.
- International candidates whose first language is not English must satisfy the school in their ability to cope with the curriculum in English and will be requested to complete written tests as appropriate. An interview with the Principal, via video link will be required if the pupil is unable to visit the school. Other assessments may be required depending on the A Level options chosen.

9. Applications from pupils with SEND

During the admissions process pupils with known difficulties will have a formal meeting with the Director/Assistant Director of Learning Support (SENCo), the Deputy Head (Academic) and the Deputy Head (Pastoral). At this point all previous Standardised Test results, Specialist Assessments and Exam Access Arrangement reports will be required. For pupils with an Education Health and Care Plan (EHCP) or a Statutory Statement of SEND the content of this document will be discussed with the Director of Learning Support (SENCo) to clarify the pupil's needs and provision available at the College.