



POLICY DOCUMENTS

Citation	This document shall be cited as: Admissions Policy
Person responsible	Headmaster
Comments to	Headmaster
Last reviewed/updated	October 2020
To be reviewed/updated	October 2021
Reason for review/update	Annual review
Person reviewing/updating document	Headmaster
Source/Author of document	Nick Seward
Implementation of the policy	On-going



Admissions Policy

1. Introduction

- **Scope.** The purpose of this document is to clearly outline the policy and procedures for the admission of pupils to Kingham Hill School, from both the perspective of the School and of the parent(s)/guardian(s).
- **Interpretation.** The “Head” includes deputies. “Parent/s” includes one or both of the parents, legal guardians or education guardians.

2. Policy statement

- Kingham Hill School was founded in 1886, originally known as ‘Kingham Homes for Boys’. The School has evolved over time and is now a senior, co-educational, full boarding and day school, for pupils aged 11 - 18+ years.
- Kingham Hill School is part of a Christian Foundation. The School’s religious ethos, services and school timetable are set in accordance with the Christian faith, but the School respects the right and freedom of individuals to worship in accordance with other faiths, or no faith, subject always to their respecting the rights and freedoms of the School community as a whole and considerations of safety and welfare. School assemblies take place in chapel and whilst participation is encouraged in line with the Founder’s vision, parents who wish their children to be excused chapel are to provide notice of this in writing to the Head.
- We welcome children from many different ethnic groups, backgrounds and creeds. Human rights and freedoms are respected but must be balanced with the lawful needs and rules of our School community and the rights and freedoms of others. All candidates for admission will be treated equally, irrespective of their, or their parents’ race, colour, language, religion, political or other opinion, national or social origin, association with a national minority, orientation, property, birth or other status in line with the School’s Equal Opportunities policy.
- The aims of this policy are:
 - To ensure compliance with the Kingham Hill Trust’s charitable objects
 - To identify and admit those children who will benefit from a Kingham Hill education and who will contribute to and benefit from the ethos and activities of the School community. The School will only admit a child who has met our admissions criteria.

3. Criteria for admission

- The School admits pupils of mainstream ability below Sixth Form level. Places are offered to pupils on a first-come, first-served basis. For entry to the Sixth Form, the necessary criteria must be attained (see below). Where it is felt that a pupil's educational needs or behavioural issues are beyond the resources of the School, however, the School does reserve the right to refuse admission. This decision will be made by the Head, usually in consultation with the Special Educational Needs Co-ordinator (SENDCo) and/or pastoral team
- The School does seek to give priority, where possible, to those pupils who fit the Founding vision, particularly if there is a demonstrable boarding need. A proportion of the pupils will be part or wholly funded by grant-giving bodies.
- Pupils will be offered a place based upon one or more of the following:
 - An Interview with the Head or Deputy Head
 - Full reports from current or previous school
 - Assessment Test performance
 - National exam performance, i.e., KS2, KS3 and GCSE results
 - An Educational Psychologist's report, (where applicable)
 - Ability of the parent to meet their financial obligations to the School
 - Any other appropriate and relevant information that the Head may consider necessary.
- There are three routes of study open to pupils wishing to enter the Sixth Form. Those seeking to pursue A levels, or their Cambridge Technical/BTEC equivalent need to attain five good passes at GCSE, including grade 6 equivalent in the subjects they wish to study. Individual subjects may have other specific requirements. Progression from the Lower Sixth (Year 12) to the Upper Sixth (Year 13) is dependent on satisfactory academic attainment, and the ability to successfully complete three A Levels – the final arbiter in these matters is the Head, guided by grades and exam scores in the Lower Sixth. Pupils for whom English is a second language must have also achieved a proficiency level of IELTS 6. Pupils wishing to pursue a US High School Diploma route do not need to meet the requirements above, but entry is dependent on a satisfactory course of study being arranged in consultation with the Director of the US Program.
- The following will not be used as admission criteria: disability, gender reassignment, race, religion or belief, sex, sexual orientation, age, marriage and civil partnership, and pregnancy and maternity. It should be noted that our facilities for children with disabilities are limited, but we will do all that is reasonable to ensure that the School's culture, policies and procedures are made accessible to children with disabilities. When a disability is made known to us we will consult with parents and make reasonable adjustments to our admission procedures and arrangements to enable us to assess accurately a pupil's potential.

- Pupils with known Learning Difficulties will be asked to have a full assessment made of their difficulties prior to entry.
- The School has the facilities and support networks in place for pupils recognised with Dyslexia, Dyscalculia and Dyspraxia only. It is not possible to accept pupils with other Learning Difficulties or Special Needs (e.g., ADHD, Asperger's Syndrome) unless considered very mild and not requiring specialist support. The Head, with the help of the SENDCo, will be the sole arbiter on these matters.

4. Admissions procedures

- Upon initial enquiry, the School prospectus and any other requested information will be sent out to the family.
- The family will be invited to attend an initial visit, with or without the prospective pupil.
- The prospective pupil will be invited to visit. The Head/Deputy Head will meet the pupil.
- There will be an opportunity for the prospective pupil to have a Taster Day, which could include an overnight stay.
- The family completes a Registration (Application) Form. This is not contractual. A non-refundable Registration Fee will be requested to cover costs of administration.
- The pupil is invited to one of the School's regular assessment days. Pupils looking to enter the Sixth Form are not required to sit assessments, except in certain circumstances (See below). Their GCSE results (predicted or actual) will be viewed as their assessment.
- Where prospective pupils are unable to visit the School prior to entry (usually because they are applying internationally), assessment tests will be sent to the current school to be supervised there. Entry to the Sixth Form for pupils who have not sat GCSEs will be subject to assessment tests, and English proficiency tests where English is not a pupil's first language. Successful test results will need to be accompanied by satisfactory reports or transcripts.
- The Head will consider offering a place as appropriate. Where it is not possible to offer a place the Head will be willing to offer advice to the parents on alternatives.
- Parents of prospective pupils offered places will be asked to complete and return an Acceptance Form with a deposit (see below) within three working weeks. This is a contractual arrangement. Deposits are refunded at the end of the pupil's school career, less any final term extras.

5. Numbers of new pupils each year

- The number of new pupils entering the School each year is determined by the boarding and day spaces available, and the facility to run year groups in accordance with our policy on class sizes.
- The School's Board of Governors has determined that there should be a majority split of boarding to day pupils, in order to foster the particular ethos and character of the School.
- The School maintains a welcome to pupils from overseas who arrive with a satisfactory and working knowledge of the English language. The School seeks to maintain a diverse group of nationalities, with no particular group predominating, achieving a cohesive integration.
- To ensure a fairness and transparency of approach for pupils wishing entry into the Special education Needs and Disabilities (SEND) department, admission is on a 'first come, first served basis', based upon the physical space and resources available within the department, allowing for the previous stated admission criteria.

6. Bursaries and scholarships

Bursaries are available to boarding pupils who have a specific and demonstrable boarding need, to those where parents are engaged in Christian ministry, and to day pupils in exceptional circumstances. They are means-tested and parents are required to complete a Financial Statement annually to assess the levels of support appropriate, and a Statement of Need. The School has the right to ask for verification of either or both of the Financial Statement and the Statement of Need.

- Scholarships (academic) and Exhibitions (co-curricular) are available to pupils with a demonstrable and maintained talent in a particular area. The level of award is at the discretion of the Head, although below Sixth Form level, fee remission is limited to a maximum of 50%. Some scholarships will be in honour only offering no remission of fees. There is a scholarship day when pupils are assessed.
- A number of Sixth Form Academic Scholarships are also available. These are substantial awards, and not means-tested. There are high expectations of pupils in receipt of a Sixth Form Scholarship, both in terms of their academic calibre and their responsibility to model successful independent study to others.
- HM Forces and Diplomatic Corps pupils are eligible for a discount, dependent on MoD and Diplomatic Corps guidelines being adhered to. In the case of HM Forces pupils in receipt of CEA, the School undertakes to provide a discount ensuring that 10% is the maximum amount charged to the family for fees.
- HM Forces and Diplomatic Corps Bursaries are available to children from Forces and Diplomatic Corps families. The level of bursary is dependent upon a means test supported by a Financial Statement, with the maximum level of support determined

by need (ensuring that MoD and Diplomatic Corp guidelines are kept).

- Staff Bursaries are available for children of members of staff.
- It is rare for a pupil to receive financial support from more than one of the above.
- Scholarship awards are given based primarily on the scholarship day, but performance in the Assessment Tests, on interview, and current or previous school reports are also taken into account. Sixth Form Academic Scholarships are based on verified GCSE predictions.
- A separate information leaflet outlines in detail the criteria and procedures for applications for scholarships and bursaries.
- Working within the School's policy on the awarding of bursaries, scholarships and other awards, the Head is sole arbiter. He will wish to consult with the Senior Management Team, Heads of relevant departments, and the SENDCo when making such awards.

7. Visas

- If required by law, pupils should arrive at the School with a valid visa for the duration of their stay. For those applying from outside the European Union the visa process is particularly rigorous and we suggest that reference is made to www.ukba.homeoffice.gov.uk to check the requirements. The School is not responsible for obtaining new visas.

8. Disclosure

- Parents must as soon as possible disclose any particular known or suspected circumstances relating to their child's health, allergies, disabilities or learning difficulties. Should an undisclosed condition subsequently become apparent, and the School cannot meet the needs of the pupil, parents or guardians may be required to withdraw the child from the School.

This policy was ratified on

and will be reviewed October 2021

Signed by the Chairman of Governors

Reviewed and updated by Nick Seward (October 2020)