DEAN CLOSE
KINGHAM HILL SCHOOL
OXFORDSHIRE

POLICY DOCUMENTS

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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 Dean Close Foundation's 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, Deputy Head, or Senior member of Staff.
    - Full reports from current or previous school.
    - Assessment Test performance.
    - In the case of International students, a satisfactory level of English, demonstrated through English Language testing as applicable.
    - 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 two 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 at least a grade 6 equivalent in the subjects they wish to study. Certain subjects may require higher than a grade 6 at GCSE, as detailed in the Sixth Form Prospectus. 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 (or equivalent) – 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 to offer specialist support to a limited number of pupils per year group with specific learning difficulties such as dyslexia, dyscalculia and ASD, or those who require extra support in specific subjects. The school is currently registered with and accredited by CReSTeD.

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 welcomed to an initial visit, with or without the prospective pupil.

- The family completes a Registration (Application) Form online. This is not contractual. A non-refundable Registration Fee will be requested to cover costs of administration.

- Once registered, the prospective pupil will be invited to sit an assessment and meet the Head/Deputy Head/senior member of staff.

- Where necessary, there may be a requirement for the prospective pupil to experience a Taster Day, which could include an overnight stay for boarding pupils.

- Where prospective pupils are unable to visit the School prior to entry (usually because they are applying internationally), current school reports should be submitted for consideration. In addition, an assessment test will be taken online with remote supervision from KHS Admissions Staff, or at a pupil's current school, or with an agent, under supervision. This may also include an English proficiency test where English is not the pupil's first language.

- 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. Additional subject testing may also be required where GCSEs have not been taken.

- The Head will consider offering a place as appropriate. Where it is not possible to offer a place, full reasons will be provided. However, where safeguarding information is involved, the school reserves the right to retain this information as confidential.

- Parents of prospective pupils offered places will be asked to complete and return an Acceptance Form with a deposit (see below) usually 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 is a preference for 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 UK based 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 are available to pupils with a demonstrable and maintained talent in a particular area at 1st Form, 3rd Form and Sixth Form entry. The value of a Scholarship Award will not exceed 10% of the relevant day or boarding fees. The only exception to this is the Headmaster's Academic Scholarship Award which offers a remission of up to 25% of the relevant day or boarding fee at the discretion of the Headmaster. Some scholarships will be in honour only offering no remission of fees. There is a scholarship day when pupils are assessed.

- The Founder's Scholarship is an exceptional award offering a substantial remission to a current pupil of outstanding all round ability, hoping to progress from 5th Form to the Lower Sixth and for whom the award will enable a continuing and significant contribution to Kingham Hill. After a review of the candidate's application and materials, an award recommendation will be made by the Head of Sixth Form for final approval by the Headmaster. All awards are conditional pending the candidate's GCSE results.

- 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.

- Scholarships awards in the 1st and 3rd Forms are made as per the process outlined in the relevant leaflet. Sixth Form Academic Scholarships are based on verified GCSE predictions and additional interview.

- The 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. International Pupils

- Kingham Hill as a community welcomes international pupils as Full Boarding pupils under Child Student Visa sponsorship, EU Settlement Scheme holders, Tier 1 or Tier 2 or BNO visa holders. Full Boarding pupils sponsored under the Child Student Visa scheme are classed as Sponsored Boarders for census purposes and, due to the additional sponsorship duties and administration placed upon the sponsoring school, attract higher fees. International pupils who are educated in the UK under other visa types, are classed as International Pupils for census purposes, however pay a standard Boarding fee. International pupils are often introduced to the school through an Educational Agent (families applying directly are recommended to use such an Agent with an established working relationship with the school). An initial review of the documentation supplied will then be carried out by the Admissions staff to assess suitability of progression in respect of a number of factors. Admissions staff will invite registrations from pupils where places are available. Prospective pupils will be academically tested (as appropriate for their age and school of entry) including an English as an Additional Language (EAL) assessment and will be interviewed (via Zoom/Skype if required), with references sought from current schools as part of the admissions process. The administration for Child Student Visa sponsorship is carried out by Sable, as representatives for Dean Close Kingham Hill School.

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.