



# ADMISSIONS POLICY

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## INTRODUCTION

The King's School, Harpenden, is an independent, non-selective, co-educational Christian school in Hertfordshire. We draw our pupils from a wide area of Hertfordshire, Bedfordshire and north London. Children come predominantly from Christian families who are committed members of a local church.

We seek to give our pupils an excellent education, enabling them to develop academically, grow in character, discover their worth and achieve their potential. Our vision is to partner with parents in supporting and helping their children to know God and be well prepared for His future for them. In doing so, we share with parents in the privilege of helping pupils discover God's plan for their lives.

The School has no allegiance to any one denomination or church. The School draws pupils from a wide variety of churches and denominations.

## ENTRY INTO THE SCHOOL

Applications will be considered for entry into all classes from Foundation Class to Year 9. New pupils are not taken into Year 11, and Year 10 is only considered on a case-by-case basis. Applicants need to adhere to the process as set out below.

We will consider pupils from all backgrounds, nationalities and abilities. We accept pupils from families who are practising Christians. We will consider pupils whose parents may not come from a Christian background, but both pupils and parents must agree to the unique Christian nature and ethos of the School and agree to abide by these principles. We do not accept pupils whose families are practising other religions. We respect the right of everyone to follow and adhere to the practices of any religion they choose. However, actively following another religion will only bring home and school into conflict which would not be in the best interest of the child.

We will consider pupils who may have Special Educational Needs but they will only be offered a place if it is felt that the School can cater for their educational needs in the context of a particular class. We will consider pupils who have an EHCP, but the offer of a place will only be made by the School if we can cater for the needs documented and if additional funding is provided where specific support is required on the EHCP.

We may not be able to offer a place if a class is deemed to be full. The School has a maximum class size of 22. Our Primary classes are usually smaller than this and might be deemed 'full' at 16 or 18.

### Priority entry

Priority for entry is given to siblings. For Year 7 entry, priority is given to pupils already at our School in Year 6. For Foundation class entry, priority is given to pupils at Highfield Preschool.

### Entry Procedure - Parents whose pupils are new to The King's School

Parents may contact the School to book an initial appointment with the Headteacher, which will include a tour of the School. Parents are then invited to apply for a place, using our application form, accompanied by the application fee. Where appropriate, we will invite a pupil in for a 'taster' day, so that they can experience being in the School and we can see how they respond in the classroom setting and how they engage with the curriculum. Pupils may be asked to stay for multiple 'taster' days as required. We may also invite parents in for a second meeting if there are areas of need to discuss further. We will review required paperwork, in particular a child's most recent school report, and potentially an offer of a place will be made if both parties are wanting to move forward and there is space in the class. If a class is full, the application can be put on our waiting list and reviewed again should a place become available for that year group.



We do consider admissions for children who are out of year group (in terms of their date of birth).

#### Entry Procedure - Parents who already have pupils in The King's School

The procedure is as above, although the initial meeting/tour with the Headteacher will not be necessary.

#### Entry Procedure - Foundation Class (Reception)

Pupils will be taken into Foundation Class in September preceding their 5<sup>th</sup> birthday. Entry procedure is as above, with the exception that all Foundation Class applications are invited to spend a short (30 minutes) taster play session, with a parent, during the Spring Term before the September start. We do consider later entry points during the year, but parents should discuss this with the School to ensure this is in the best interest of the child as it is generally considered children settle better if they start in September with the rest of the class, even if they are a summer birthday.

- Foundation Class applicants from Highfield Preschool

Admissions follows the same process as listed in the entry procedure for new pupils above. Our Foundation Class teacher will liaise directly with the Manager of Highfield Preschool to discuss any information that we need to be aware of. On the rare occasion that both feel that a child would benefit from more time in Highfield Preschool, and therefore a delayed school start, we would then discuss this with parents. Parents who are new to The King's School (this is their first child to enter the School), will first be invited to meet with the Headteacher, as per our normal admission procedure.

- Foundation Class applications from other nurseries or preschools

Admissions follows the same process as listed in the entry procedure for new pupils above. We will be in touch with the applicant's nursery/preschool setting to discuss the child's individual needs and progress, and will invite the applicant and their parents in for the taster session listed above. Parents who are new to The King's School (this is their first child to enter the School), will first be invited to meet with the Headteacher, as per our normal admission procedure.

#### Induction Day for new pupils

Upon acceptance of a place at the School for a September start, an Induction Day for all new pupils (particularly those going into Foundation Class and Year 7) is arranged, usually on the second Thursday in July preceding the September start.

#### Overseas Applicants

We welcome overseas pupils who can study at The King's School provided that they have the legal right to enter, live and study in the UK and they have a relative or 'responsible adult' living in the UK with whom they will reside; more details of which are available on request from the Registrar or Bursar. The King's School is not a boarding school. Parents of overseas pupils should appreciate that we do not run a short-term study programme. Overseas pupils are expected to finish a complete course of study, such as Years 9-11.

### **INFORMATION SHARING**

We require parents to inform the School at the outset of the application process about any needs which their child may have or any other significant matters which the School should reasonably be aware of because, for example, it would necessitate tailored provision and/or would materially impact on their child's attendance at School and/or ability to engage in day-to-day school life. The School may wish to discuss these matters with the parents and/or require some further information.



Parents must ensure that information provided is accurate, complete and not misleading and relevant details and information (or changes to them) are shared in a timely and transparent manner.

A failure to disclose relevant information and/or the provision of inaccurate, incomplete or misleading information may – in some cases – lead to the withdrawal of an offer or termination of the School's Parent Contract.

### **SPECIAL EDUCATIONAL NEEDS**

The King's School does not unlawfully discriminate in any way regarding entry. The School welcomes pupils with disabilities and/or special educational needs, provided we can reasonably offer them any support that they require and cater for any additional needs and that our site can accommodate them. We aim to ensure that all our pupils, including those with disabilities and/or special educational needs, are provided with a safe and inclusive environment in which to learn.

Our policy is to apply our admission criteria to all potential pupils. We require parents of children with special educational needs, disabilities or allergies (suspected and diagnosed) to discuss their child's needs with the School at the outset of the admissions process so that we can consider and make – to the extent reasonable – appropriate provision for them.

Parents are required to provide with the **Application Form** full details of all relevant information about their child, including any reports (including any educational psychologist reports, medical reports or assessments or other relevant expert third party reports), materials or information about their child's needs (educational, health or otherwise), and this may include any final or draft EHC needs assessments (or applications for a needs assessment) or final or draft EHC Plans (or applications for an EHC Plan). This is so that the School can assess the child's needs and consult with parents about any adjustments (and resources, including staffing) which can reasonably be made and so that the School can ensure, for example, that their child will be able to meaningfully access the education offered and that we are able to ensure their health and safety, and the health and safety of others. This information should be provided prior to the admissions assessment process.

Where parents of a prospective pupil feel their child requires adjustments (in respect of the admissions process and/or with regards to education at school and participation in school life in the event they are offered and take up a place at the School), parents should raise these with the School at the outset and the School may – depending on the circumstances - require some further information from parents or request further assessments in respect of the needs identified and will discuss with parents (and their child's medical advisers, if appropriate) the adjustments proposed and whether they can reasonably be made for the child if they were to become a pupil at the School.

There may be exceptional circumstances in which we are not able to offer a place for reasons relating to a child's special educational needs and/or disability. For example, if, despite reasonable adjustments (in the case of disability), we feel that a prospective pupil is not going to be able to meaningfully access the education offered, or that their health and safety or those of other pupils or staff may be put at risk, or where the School cannot reasonably accommodate the adjustments required or reasonably provide the nature or level of the support required.

Sometimes, the situation of pupils with disabilities and/or special educational needs changes between an offer of a place being made and the pupil starting at the School. The School requires parents to be pro-active in updating the School as to any changes which mean that the information provided during the application process is out of date or incomplete. In the vast majority of cases, this will not affect a pupil's place at the School. However, the School may, in exceptional circumstances, need to reconsider the offer of a place if a pupil's circumstances change materially. It is in the pupil's interests that any such decision is made as early as possible to avoid any disruption to their education, so parents are urged to be forthcoming and transparent in their communications with the School about any material change to their child's circumstances.



In the event the child has an EHC needs assessment or EHCP (whether at the application stage, draft or final form) it is important that these (and the applicable supporting documentation, e.g. educational psychologist reports or other expert assessments) are shared promptly with the School and that the School is kept up to date with respect to any relevant decisions of the Local Authority or changes in provision.

## **BURSARIES**

The Trustees of The King's School (and the Charity, Kingdom Education Ltd.) are committed to widening access to the School by offering means-tested financial support to eligible parents/guardians.

This support is generally made available to existing families who run into times of hardship. New families can discuss the possibility of a bursary with the Headteacher, but our bursary fund is not currently at a level to support many new families.

Bursaries are funded by the School and are reviewed annually. Financial assessments, which may include a home visit, determine the level of support. Families must submit updated financial information each year to maintain eligibility, and bursaries may be adjusted based on changes in circumstances.

A full Bursary Policy is available from the Registrar or Bursar.

### **Financial Information**

Any applicant for a place at the School, including those who apply for bursary support and overseas applicants, may at the discretion of the School be required to provide additional financial information and/or undergo checks to confirm that they are able to pay the School's fees (or any percentage of the fees still payable if a bursary is granted).

### **The King's School's Terms & Conditions (Parent Contract)**

The terms upon which the School educates each pupil are set out in the School's Parent Contract and will be made available to parents as part of the admissions process.

## **COMPLAINTS**

The School's Complaints Procedure is on the School's website and can be sent to prospective parents on request. The Complaints Procedure is not for use by prospective parents.

## **REVIEW**

This policy will be reviewed regularly by the Headteacher and revised as deemed necessary.

**Reviewed: September 2022**

**APPROVED BY TRUSTEES: November 2022**

**Reviewed: September 2023**

**APPROVED BY TRUSTEES: November 2023**

**Reviewed: September 2024**

**APPROVED BY TRUSTEES: (TBC 11 Nov. 2024)**

**Next Review: September 2025**

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**Legislation: [Equality Act 2010](#)**

**[The Education \(Independent School Standards\) \(England\) Regulations 2014 \(as amended\) including by the Independent Education Provisions in England \(Inspection Fees\) and Independent School Standards \(Amendments\) 2018 \(the ISS Regulations\)](#)**