



Admissions Policy

Whole school	WEBSITE
Statutory?	Yes
Reviewed	May 2020
Next review	May 2021

1 INTRODUCTION

This Policy is advisory only. It has been authorised by the Board of Governors of King's Ely and is addressed to prospective parents and pupils and to all members of the Teaching and Support Staff.

At King's Ely, our over-riding policy with regard to admission to the school is that we feel that the pupil will thrive in the context of the learning environment we offer and the underpinning ethos of the school. We seek to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world. The School caters for pupils with a range of academic ability and will consider applications from all pupils, including those with special educational needs and/or disabilities. However, the School would not accept a pupil for whom, in the opinion of the Principal, the environment or courses available would be inappropriate and therefore likely to cause the pupil distress.

Equal Opportunities

King's Ely welcomes children from many different ethnic groups, backgrounds and creeds. The School is committed to a policy of equal opportunities and equal treatment for all pupils, parents and staff. The School's Equal Opportunities Policy provides that all candidates for admission are treated equally and not discriminated against irrespective of their or their parents' gender, race (including colour, nationality, ethnicity or national origin), religion or belief, political or other opinion, sex and sexual orientation (actual and perceived) or social, cultural and linguistic backgrounds.

King's Ely expects its pupils to attend the Cathedral Services and School Assemblies which are fundamental to the School's Christian ethos. King's Ely expects those parents who decide to send their children to King's Ely to support the traditions and routines of the School and its Christian ethos as set out in the School prospectus

Disability, Learning and Special Educational Needs

As detailed in the King's Ely Disability Policy and Accessibility Plan, and its Additional Learning Needs and Special Educational Needs Policy, the School is fully committed to making any reasonable adjustments, including the provision of additional support and aids, that will allow a disabled child entry to the school and to access its curriculum. The School has limited facilities for the disabled but will do all that is reasonable to comply with its legal responsibilities under the Equality Act 2010, including those children with an Education, Health and Care Plan, for which, with reasonable adjustment, the School can cater adequately.

The School should be informed of any known learning difficulty/disability, other disability or special educational need which may affect a child's ability to take full advantage of the education provided at King's Ely. Parents of a child who has any learning difficulty/disability, other disability or special educational need, or an Education, Health and Care Plan should provide the School with full written details at the time of Registration, or subsequently before accepting the offer of a place. The School needs this information in order to assess the needs, consult with parents about the adjustments which can reasonably be made to cater adequately for the child's needs both during the admission process and if an offer of a place is made for their time at the School.

If your child has need of any adjustments in relation to the entrance procedure or visiting the School, these requirements should be put in writing to the Admissions Office who will schedule a meeting with the prospective disabled pupil and their parents to discuss the request for special arrangements. The School may adapt its admission procedures in order to take account of a prospective pupil's learning difficulty/disability, other disability or special educational need.

If learning difficulty/disability, other disability or special educational need, or an Education, Health and Care Plan become apparent after Registration, the School will consult with parents about reasonable adjustments that may allow the pupil to continue at the School.

English as an Additional Language

Candidates for whom English is an Additional Language are assessed for their standard of English during the admission process where appropriate. Additional Language support is provided by the School at parents' expense for those pupils who need it to assist them to access the appropriate curriculum. The School will consult with parents and pupils as appropriate.

2 ADMISSION PROCEDURES

A child or young person will be considered as a candidate for admission and entry to the School when the Registration Form has been completed and received by the School and the non-returnable Registration Fee paid.

Places are offered to successful candidates in accordance with the King's Ely Terms and Conditions and the HMC/IAPS Code of Practice available upon request from The Admissions Office. An offer of a place should be accepted within four (4) weeks of the date of offer or by the date otherwise specified. After that time the School reserves the right to offer the place to other candidates on the Waiting List. Parents are required to sign the School's Terms and Conditions which form the basis of a legally binding contract between the parents and the School and which sets out clearly the basis on which the offer of a place at the School has been made and is being accepted.

Admission occurs when the parents accept the offer of a place by signing and returning the Acceptance Form and the payment of the Acceptance Deposit (and the Additional Deposit as required). Entry occurs on the date when the pupil attends the School for the first time under these Terms and Conditions.

Admission and entry will be subject to the availability of a place and the candidate satisfying the admission requirement in place at the time.

The School currently holds a licence to sponsor international students under Tier 4 of the points based system of immigration. The parents are required to inform the Principal when returning a completed Registration Form or at any other time if their child requires sponsorship from the School in order to obtain a visa to study at the School. It is the parents' responsibility at all times to ensure that their child applying for entry to the School has obtained the appropriate immigration permission and visa to live in the United Kingdom and to study at King's Ely. The School reserves the right to ascertain or confirm the identity and age of a candidate and their right to study in the UK and the identity of the candidate's parents.

Parents must disclose to the School as soon as possible any particular known or suspected circumstances relating to their child's health, allergies, physical and mental impairment disabilities, learning difficulties or disabilities or special educational needs.

In all matters regarding Admissions, the Principal's decision is final.

King's Ely Senior

In King's Ely Senior, the entry for any year group is approximately one hundred pupils. Tutor groups will be created allowing around 12 to 14 in each group. Of the total intake it is intended that no more than 15% may have a mild identified specific learning difficulty. They will follow a full mainstream programme with limited support from our Learning Support Department. Similarly, the most able pupils will be offered focused extension opportunities. It is fundamental to our approach that all of our pupils will be able to progress satisfactorily within a mainstream learning environment. Parents are asked to declare any SEN requirements at registration or before, supported by relevant documentation

Entry will be via an interview by a member of the Senior Leadership Team and written examinations as appropriate. Entry examinations to the senior school are taken in January of the year of entry, although, where possible, candidates will be considered at other times of the year. Pre-testing is also available for senior school places (13+) from the January of Year 6. Following interview and assessment, decisions will be taken and, if appropriate, offers made as quickly as possible. Those wishing to apply for Ely Cathedral Girls' Choir are required to take Year 9 entrance tests in addition to their chorister auditions. Due to pressure on places, parents are asked to confirm their acceptance of a place within the time scale stipulated in the written offer letter.

King's Ely Junior

In King's Ely Junior, the traditional ages for entry were at Years 3 and 7 although children may be admitted to other years where spaces are available. Pupils are assessed using age standard computer generated adaptive tests. The tests generate information that identifies what pupils know and can do, which is invaluable in deciding on a pupil's suitability for King's Ely. Entry is by tests in Maths, English and Reasoning (for Year 3 and above), a report from the candidate's current school and an interview with the Head of KEJ. All entrants also undergo a dyslexia screening test. Children are asked to spend the day in school to allow assessment of their social skills and for them to assess KEJ. The majority of these test days are held throughout January and all the results and offer/waiting list/rejection letters are sent out at the same time once the testing period is over. Parents are asked to let the school know of their response as soon as possible but King's Ely Junior follows the HMC guidelines regarding a nationally agreed acceptance date deadline. Tests may also be held at other times throughout the year where there is space within a Year group. Where there are special educational needs issues, the Head of Learning Support will also be involved in the assessments. Parents are asked to declare any SEN requirements at registration or before, supported by relevant documentation to ensure that any assessment is fully informed.

Those applying for Boy or Girl Choristerships will be asked to take the normal entrance tests, attend a Voice Trial with a Director of Music and to spend a night boarding before an offer is made.

Currently, classes in Key Stage 2 usually have up to 20 pupils, with the option to increase to allow for the inclusion of Choristers. At Key Stage 3, in Years 7 and 8, there are four Tutor Groups of approximately 22 pupils, taught as five sets. A waiting list operates when all available places have been allocated.

Subject to continued personal progress and appropriate levels of academic achievement, existing King's Ely Junior pupils will automatically progress to King's Ely Senior for Year 9.

King's Ely Acremont, including Nursery

In King's Ely Acremont, the majority of children begin in Nursery 1, after turning 2 years of age. A place is offered following registration and a successful visit to the Nursery, accompanied by a parent/guardian. It is anticipated that most children will progress to Reception, subject to them meeting their developmental milestones. During their Nursery 2 year, school will be in close contact with parents to discuss their child's progress. Children are also able to join at any time where space is available and following a successful morning (Reception entry) or full day (Years 1 & 2) visit, during which informal assessment of the child will take place. Subject to continued personal progress and appropriate levels of academic achievement, existing King's Ely Acremont pupils will progress to King's Ely Junior for Year 3.

International Students

At King's Ely for both the one-year IGCSE programme and any international student in the mainstream the admissions procedure is as follows. Following payment of a registration fee, a report from the pupil's current school is required at the commencement of the application. Entry will then be based on the results of secure online placement tests in Maths, English language and an online piece of writing. Should an applicant's Maths and English level be of an appropriate standard to successfully access the year group or programme, they will then be required to have a face to face interview either in person during a school visit or in the form of an interview using 'Skype', Microsoft Teams or Zoom to assess their level of spoken English. Following assessment, decisions will be taken and offers will be made as quickly as possible. An applicant then has 2 weeks to decide to accept or reject the offer. Acceptance of place and deposit is in accordance with the Terms and Conditions.

The One Year IGCSE programme is open to both mother tongue English applicants and international students; pupils can range in age from 15 to 17 years upon the commencement of the course. Due to the intensive academic and pastoral nature of the programme of study (the course is delivered in 24 highly intensive and fast-paced weeks), the course is not appropriate for pupils who have significant learning difficulties or who would usually require specialist educational support in the classroom.

Special Circumstances

The School recognizes that a candidate's performance may be affected by particular circumstances, such as:

- If the candidate is unwell when taking tests or has had a lengthy absence from his/her school;
- If there are particular family circumstances, such as recent bereavement;
- If there is a relevant educational history, for example education outside the British system;
- If the candidate has a disability or specific learning difficulties;

- If English is not the candidate's first language.

In such circumstances, the School may request further information, such as a medical certificate or educational psychologist's report and any associated correspondence or details from the candidate's current school, including samples of work, as the School considers necessary to make a fair assessment.

Additional Factors and the Waiting List

If the School has to decide between two or more candidates for a single place who both meet the School's admission requirements after all appropriate allowances and special consideration has been given, the School may give preference to a candidate:

- who already has a sibling presently a pupil at King's Ely;
- whose parent is a former pupil of King's Ely;
- whose parent is a member of the Teaching or Support staff currently employed at King's Ely;
- who has a particular skill, talent or aptitude;
- by date of original registration.

Where King's Ely Senior or King's Ely Junior or King's Ely Acremont are oversubscribed, a Waiting List will be held by that Section and will form a feature of the admissions process for that Section of King's Ely. When a space becomes available, the preferred candidate on that Section's Waiting Lists to be offered a place will be according to the 5 criteria give above.

3 MOVING UP THE SCHOOL

It is assumed that on entry to the School a pupil will, subject to conduct and satisfying the relevant criteria for progression through each stage of the School, progress through the School and will ultimately complete Year 13 at King's Ely. However, in accordance with the School's Terms and Conditions, progression from one year to the next should not be regarded as automatic. An annual review of progress, conduct and attitude to learning may take place to assess whether progression is in the pupil's best interests. Parents will be given as much advanced warning as possible of the need for a review so that the requirements for notice period may be met. In accordance with the School's Terms and Conditions parents will be consulted before the end of the Lent Term if there appears to be any reason why the pupil may be refused a place at the next year at the School.

Where the requirement for progression is a certain standard in public examinations the School may, if it believes that the pupil is still capable of meeting the demands of Sixth Form study, allow him / her to progress even when he / she has not met the requirement. In this situation, where the School has allowed the pupil to progress to the next stage, if parents decide to withdraw the pupil a term's fees will be payable in lieu of notice.

The school reserves the right to admit an external candidate for a place to the Sixth Form in exceptional circumstances where the candidate has not achieved the minimum GCSE requirements. In

this situation if the parents decide to cancel their acceptance of place for the pupil a term's fees will be payable in lieu of notice.

4 ACCEPTANCE DEPOSIT

The Acceptance Deposit for Nursery 1 and Nursery 2 Places is £125.

The Acceptance Deposit for other sections of the School is £500.

For non-EEA domiciled pupils an Acceptance and Additional Deposit which equates to one term's fees is required.

Those Nursery 2 children moving to Reception will be asked for an additional deposit to be paid to the value of £500 when accepting an offer of a place at King's Ely Acremont,

5 FURTHER INFORMATION

It should be noted that the School's Terms & Conditions are posted on the School's website and made available to parents as part of the admissions process.

We hope that you and your child do not have any complaints about our admissions process; but copies of the School's Parental Complaints procedure are available on our website and hard copies can be sent to you upon request. Stage three of the Parental Complaints or Concerns Policy is used as a framework for appeals of decisions.

This policy should be read in conjunction with the following other school policies:

- Additional Learning Needs and Special Educational Needs Policy;
- Disability Policy and Accessibility Plan;
- Equal Opportunities and Diversity Policy;
- English as an Additional Language (EAL) Policy.