



# Admissions Policy

Whole school	WEBSITE
Statutory?	Yes
Reviewed	December 2021
Next review	June 2023

## **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 overriding policy with regard to admission to the school is that we judge that the pupil will thrive in the context of the learning environment and curriculum 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, or where the pupil would be unable or unwilling to benefit from the education provided.

The Governors provide for a specified number of boarding and day places in each year group.

## **2 ADMISSION PROCEDURES**

Method of application is by completion of a Registration (Pupil Application) Form and payment of the appropriate non-returnable Registration Fee in force at the time of registration.

### **Entry into King's Ely Acremont, including Nursery (Age 2-6)**

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.

### **Entry into King's Ely Junior (Age 7-13, Years 3-8)**

Most entrants are 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 in Maths, English and Reasoning, a report from the candidate's current school and an interview with the Head of KEJ. All entrants also undergo a dyslexia screening test. Alternative tests may be used for those for whom English is not their first language. Children may be 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 offer letters are sent out once the testing period is over. Tests may also be held at other times throughout the year where there is space within a Year group. Where special educational needs have been identified, 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. The school reserves the right to decline a place if a parent has chosen not to declare relevant information.

Those applying for Boy or Girl Choristerships will be asked to take the normal entrance tests and attend a Voice Trial with the Director of Music and parents will meet with the Head of KEJ and a member of the Cathedral Chapter. Applicants for boarding places may be asked to spend a night boarding before an offer is made. Alternative arrangements may be made for overseas applicants who are unable to travel to the School.

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.

## **Entry into King's Ely Senior (Age 13-18, Years 9-13)**

### **Entry at 13+**

Candidates who wish to enter the School at Year 9 will normally be required to sit an entrance examination at the School in January of the year of entry, or by pre-test at any time from the January of Year 6. Later applicants will be considered at other times of the year by separate arrangements, where possible. Alternative arrangements may be made for overseas applicants who are unable to travel to the School.

Entry assessments are carried out via adaptive online tests covering verbal and non-verbal reasoning, as well as a short written task lasting no more than 15 minutes. The computerised tests take just over 90 minutes. Please be aware that the tests offer no time concession for candidates who have been awarded extra time, as it is not deemed necessary. Equally, candidates do not need to be fluent touch-typers.

As part of the Admissions process, a report from the Head Teacher of the applicant's present school is required. In addition, all applicants will complete an interview.

Pre-testing, including the Common Pre-Tests, can be undertaken for 13+ entry up to six terms in advance. No further testing prior to admissions will usually be required, but the School will seek reports on satisfactory progress in the interim from the applicant's school and reserves the right to require further testing in Year 8.

### **Entry at 14+ and 15+ (Year 10 and one-Year IGCSE programme)**

The School takes a limited number of pupils into Year 10 for a two-year GCSE course. For applicants whose current medium of education is English, the assessment is by report from the Head Teacher of the applicant's present school and interview. At the School's discretion., additional tests in Maths and/or English may be used. It is possible for an online interview to be undertaken by those who are unable to travel from overseas to School. For those whose education has been delivered mainly in a language other than English, there are secure online placement tests in English Language and Mathematics, and a writing task. In addition, all applicants who are successful in these tests will undertake an interview either in person or online to assess their level of spoken English.

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. The application process is as above.

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.

## **Entry and progression to the Sixth Form (16+)**

Acceptance into the Sixth Form is conditional upon candidates meeting the entrance requirements of the School. For those taking (I)GCSE, these are six Grades at 5 or above with at least four at Grade 6 or above. Internal candidates following the one-Year IGCSE programme have different entrance requirements owing to the reduced curriculum they follow. Students not following a British curriculum will be required to take assessments in English and Maths, which may be done online. Reports and predicted grades will be requested from a candidate's current school. If satisfactory, candidates will be invited to attend an interview (in person or online) with the Principal or member of the KES Senior Leadership Team.

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.

Please note that additional entry requirements are in place for certain A-level subject choices as detailed in the Sixth Form Choices booklet. Failure to meet these requirements may result in an alternative curriculum being offered. Applicants who wish their acceptance of a place to be conditional upon being able to study a specific course(s) must make this clear on their application or at any rate before the offer of a place has been accepted, and will be accepted at the School's discretion.

## **3 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, as the School considers necessary to make a fair assessment. Any associated correspondence or details from the candidate's current school is welcomed. This could include a letter from the Head Teacher or samples of work.

## **4 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 in the following order:

- who already has a sibling presently a pupil at King's Ely;
- who has applied for a boarding place (which may be gender-dependent based on space available in boarding houses);
- 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, or need for King's Ely's style of education;
- by date of original registration.

Where any year group is oversubscribed for day or boarding places, a Waiting List may be held. When a space becomes available, preference will be given to candidates according to the order listed above.

## **5 OFFER OF PLACES**

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 the Child Student Visa 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.

The School reserves the right to withdraw the offer of a place at any time if circumstances arise whereby a pupil's entry may compromise the welfare or safety of any member of the School community, the orderly operation of the School or the reputation of the School.

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

## **6 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 will not be inappropriately 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 Cathedral Services and School Assemblies which are fundamental to the School's Christian ethos. Parents who decide to send their children to King's Ely must accept the historic background of the School, its unique character and broadly Christian ethos, as set out in the prospectus. Parents should not seek admission for their children unless they are prepared to support the traditions and routines of the School.

## **7 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. An offer of a place at the School may be conditional on Additional Language support being taken up. The School will consult with the pupil and parents as appropriate.

## **8 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 and moral responsibilities under the Equality Act 2010 and the Code of Practice for Special Educational Needs and Disabilities 2014 (updated May 2015) to accommodate the needs of any applicants who have disabilities, and including those children with an Education, Health and Care Plan, for which, with reasonable adjustment, the School can cater adequately.

The School must be made aware 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.

The offer of a place may be conditional upon additional learning support lessons or such adjustments or aids as the School may determine to be necessary being taken up by parents, which may be at additional cost. The Fees Sheet details the additional cost of One to One Learning Support lessons.

## **9 GUARDIANS**

A number of pupils join the School from overseas. The School does not accommodate any pupil during the published school holiday periods. The parents, if resident outside the United Kingdom, must appoint an education guardian for the pupil in the United Kingdom before entry. The guardian must be given legal authority to act on behalf of the parents in all respects and to whom the School can apply for authorities when necessary. The appointed guardian must be aged 25 years or older. The School cannot accept responsibility for the pupil when he/she is in the care of the parents or the guardian. The parents or the guardian must make holiday arrangements, including travel to and from the School, in advance. The responsibility for choosing an appropriate guardian rests solely with the parents. The parents are responsible for satisfying themselves as to the suitability of a guardian. The parents shall immediately, on appointment, provide the School with up to date contact details for the appointed guardian and shall immediately notify the School of any changes to those details.

## **10 PROGRESSION THROUGH 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, 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.

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.

Unless the pupil will be leaving at the end of Year 13, the Parents must give a Term's Notice in writing (i.e. before the start of the Summer Term) in accordance with the provisions about notice in the School's Parent Terms and Conditions or as set out in the offer letter if they do not intend the Pupil to proceed to the next year at the School, or a term's Fees in lieu of Notice will be payable.

## **11 ACCEPTANCE DEPOSIT**

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

For non-UK domiciled pupils an Additional Deposit which equates to one term's fees is required (in addition to the £500 Acceptance Deposit).

## **12 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.

It is believed that the website and information relating to the School, the curriculum offered and admissions process are accurate; however, parents are asked to check any information upon which they wish to rely when applying for a place for their child.

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.