



THE EYFS & JUNIOR KING'S SCHOOL, CANTERBURY

ADMISSIONS POLICY

Updated: December 2017, JB
Review: December 2018, JB

POLICY STATEMENT

The aims of the policy are

- to ensure compliance with the school's charitable aims
- to identify and admit children who can take advantage of the broad and varied curriculum and thrive in the environment Junior King's School offers.

Accessibility

This policy can be made available in large print or other accessible format if required.

ADMISSIONS PROCEDURES

Entry to the School is at the discretion of the Head and subject to the availability of places.

THE ADMISSIONS PROCESS

Pre-Prep Department (3-7 years)

Children can enter our Nursery Department in the term of their third birthday on either a part or full time basis. There is an additional intake in the September after their fourth birthday when they can join a Reception Class on a full-time basis. Entry into Year 1 or Year 2 is often possible but will depend on the availability of places.

Prep School (7-13 years)

Children can enter the Prep School at any point from Year 3 onwards. There is a large annual intake into Year 7 at 11+ and, depending on the availability of places, entry into year 8 at 12+ may also be possible.

Most pupils join the school at the start of the academic year in September but entry at other times is possible and welcomed.

Visit the school

Parents are invited to visit the school and meet the Head. Personal tours of the school are conducted by the Registrar who can be contacted on 01227 714019 or registrar@junior-kings.co.uk

Registration

Parents may register their child at any stage, either before or after their visit, by completing and returning the registration form, together with the £100 registration fee. The child's name is then added to the provisional entry list for the term and year indicated.

Assessment

During the academic year preceding entry, all children entering Reception, Years 1 and 2 will be invited to visit the school for assessment. These assessments are conducted informally and will generally involve the children joining a class of their own age group for a day in school. During the day, informal assessments of reading, writing and maths will be conducted in order to gain a broad view of a child's ability to flourish at the school.

A similar process is followed for children entering Year 3 and above though at this stage children are expected to sit entry tests in English (reading comprehension and writing), Maths and non-verbal reasoning. These tests are generally sat on a set date in January/February and entry will be competitive if we are oversubscribed. It may be possible to arrange entry tests on an alternative date later in the year if places are still available.

A report will be requested from the child's current school either before or after the assessments and prior to a formal offer being made. We also like to meet every child in person during the entry process and prior to an offer being made. A skype interview will be conducted where pupils are unable to visit the school.

Offer of a place

Assuming the assessment has been successful, a formal offer of a place will be made. Parents respond by accepting the place in writing and paying the acceptance deposit.

Joining the school

Once the acceptance deposit has been paid and the place confirmed, further information will be sent out in the term preceding entry. Children will also be invited to spend another day or part day in school in order to meet their new class and teachers.

Admissions Procedure for Overseas Applicants

Parents should apply for a place as above but should note that entry tests can be arranged at a British Council Centre if easier. A skype interview will be conducted where pupils are unable to visit the school. The school is able to offer extra English support for those for whom English is not a first language. These lessons are at an additional cost to the school fee.

EQUAL TREATMENT

We welcome children from as diverse a range of backgrounds as possible in order to enrich our community. 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, ethnicity, religion, sexual orientation, social background or other status.

The School has a formal Equality Policy which is available on request.

DISABILITY AND ADDITIONAL EDUCATIONAL NEEDS

The School will do all that is reasonable to comply with its legal and moral responsibilities under the Equality Act 2010 in order to accommodate the needs of applicants who have such disabilities for which, with reasonable adjustments, the School can cater adequately.

The School requires full written details of any known disability or special educational need which may affect a child's ability to take full advantage of the education provided at Junior King's School. We advise parents of

children with physical disabilities or special educational needs to discuss their child's requirements with the School Registrar at the point of registration so that we can make adequate provision and any reasonable adjustments prior to entry tests or assessments taking place and that the School can cater adequately for the pupil should an offer of a place be made. Parents should also provide a copy of a current Educational Psychologist's report or a medical report to support their request for extra time or other special arrangements.

If special educational needs or a disability become apparent, the School will consult with parents about reasonable adjustments that may allow the child to continue at the School.

Our Additional Educational Needs Policy gives more detailed information on school policy and procedure and is available on our website.

SIBLING POLICY

Siblings are welcome to join the School but admission is not automatic, and all applicants must meet any entry criteria as outlined in the admissions procedure.

SCHOOL'S CONTRACTUAL TERMS AND CONDITIONS

A copy will be made available to parents as part of the admissions process.

COMPLAINTS

We hope that you do not have any complaints about our admissions process; but a copy of our Complaints Procedure is available on the website.