



## **THE EYFS & JUNIOR KING'S SCHOOL, CANTERBURY**

### **ADMISSIONS POLICY**

Updated: September 2023, SAB  
Review: September 2024, SAB

## **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**

### **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](mailto:registrar@junior-kings.co.uk)

### **Pre-Prep Department (ages 3-7 years)**

Children can enter our Nursery Department as a 'Rising 3' or 'Rising 4' from the term of their third birthday on either a part- or full-time basis. Hours can be increased on a half-termly basis, subject to availability. 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 (ages 7-13 years)**

Children can enter the Prep School at any point from Year 3 onwards, subject to the availability of places. There is often 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 both the Prep and the Pre-Prep at the start of the academic year in September, but entry at the beginning of the Lent or Summer Terms is possible, depending on availability.

### **Registration**

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

### **Assessment**

#### ***Nursery***

Parents registering for a Nursery place for their son or daughter will be invited to the school with their child to have an 'All About Me' taster session with the Nursery teacher.

#### ***Reception to Year 3***

During the academic year preceding entry, all children entering Reception, Years 1, 2 and 3 will be invited to visit the school for a classroom-based assessment and taster day. These assessments are conducted informally and will generally involve the children joining a class of their own age group. 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.

### **Years 4-8**

Applications for these year groups will entail children coming into the School for an assessment and taster day, although at this stage, children will also sit standardised entry tests in verbal, quantitative, spatial and non-verbal skills, as well as submit a piece of creative writing. These tests are generally sat in January/February and selection is likely to be competitive. It may be possible to arrange entry tests on alternative dates in the year if places are available. All pupils will also have an interview with the Registrar or a senior member of staff. A report will be requested from the child's current school at the time of registration.

### **“Joint Offers” to the Senior School for Years 7 and 8**

Some pupils who apply for Years 7 or 8 may receive an offer for both Junior King's and the King's School, Canterbury. These places will be offered on the basis of the entrance tests, interviews, and any information from previous schools. All offers are conditional on continued academic commitment and high standards of behaviour.

### **“JKS Only” Offers for Years 7 and 8**

Some pupils who don't receive a joint offer will receive a JKS only offer. Towards the end of Year 7 (normally after a CATS assessment and two sets of exams) the school will be able to make an assessment as to the suitability of King's Canterbury for that child. Pupils will be supported in their applications regardless of their chosen future school.

### **Scholarship Awards**

Each year approximately two 11+ Academic Scholarships and two 11+ Academic Exhibitions are available to be awarded to suitable internal and external candidates showing strong academic potential for the future. Internal and external candidates are invited to attend a special 11+Scholarship day in January of each year. They will sit extension tests in English, Maths and Thinking skills and will have an interview with a senior member of staff. Awards will be based upon overall performance. The maximum award will be 5% of full fees for Scholarship, the award for an Exhibition being 2.5% of fees. The awards are held for two years only at the Junior School. Award holders will normally be entered for 13+ Academic Scholarships at the Senior school.

### **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 (or sometimes via an Agent) if easier. A Zoom/Skype interview will be conducted in cases where children are unable to visit the school.

### **Offer of a place**

Assuming the entry 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. An additional deposit equivalent to two terms' fees is payable for those parents for whom the UK is not their normal residence. This may be waived if they own a property in the UK (with a Land Registry document as evidence) and set up a direct debit for fees from a UK bank account.

### **Reference**

Junior King's will request a reference from the applicant's previous school or nursery. This may take place at any stage during the application process. The School reserves the right to withdraw an offer on the basis of information disclosed in the reference.

### **Anti Money Laundering**

To ensure that we are complying with all necessary anti-money laundering legislation, the King's School has partnered with First AML, who will contact all prospective King's and Junior King's parents to confirm the sources of funding for bill payers. Private data will be treated sensitively and in line with relevant UK legislation. A place at The Junior King's School will depend on satisfactory financial checks being completed.

### **Joining the school**

Once the acceptance deposit (and additional deposit, where applicable) has been paid, financial checks have been completed successfully, and the place confirmed, further information will be sent out in the term preceding entry. Where possible, children will also be invited to spend another day or part-day in school in order to meet their new class and teachers.

**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 and 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.

**Bursarial Support**

See separate Bursary Policy for details.

**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 (including Educational Psychologist and medical reports) which may affect a child's ability to take full advantage of the education provided at the Junior King's School. This must be provided at the point of Registration. We advise parents of children with physical disabilities or special educational needs to discuss their child's requirements with the School Registrar at Registration so that we can make adequate provision and any reasonable adjustments prior to entry tests or assessments taking place, and so 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. Where information about a disability or special education need has been intentionally withheld, the School reserves the right to withdraw a place.

The School is able to offer extra EAL support for those for whom English is not a first language. These lessons are at an additional cost to the school fee.

If special educational needs or a disability become apparent whilst a child is at the School, the School will consult with parents about any reasonable adjustments that can be made to support their continued education 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.

All parents who accept the offer of a place for a third or subsequent child to attend Junior King's Years 3 – 8 or Senior King's Years Shell – 6a, are eligible for a sibling discount on school fees. The discount is applicable to the boarding or day fee only.

Parents who apply for and accept a place for their third child will be eligible for a discount of 10% for the third child's school fees, and any subsequent children will be eligible for a discount of 20% on their school fees. The discount will be applied to the youngest eligible child/children between Years 3 and 6a.

The discount will only apply whilst there are a minimum of three siblings in full time education at either King's, Junior King's and/or Junior King's. Where there are fewer than three siblings, the fees will revert to full fees for each child.

The school reserves the right to withdraw a sibling discount in the event of late or non-payment of school fees, in accordance with the schools standard Terms and Conditions.

**School's Contractual Terms and Conditions**

The School's contractual Terms and Conditions are detailed on our website and a link is 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.