

# Kenton College Preparatory School

## Admissions Policy

<b>Audience</b>	Prospective Parents, Governors
<b>Author</b>	Headteacher Registrar
<b>Last Review</b>	November 2021
<b>Next Review</b>	November 2022
<b>Related Policies</b>	Equal Opportunities Communication with Parents Transfer Curriculum Accessibility Plan Parents' Contract

## **Introduction and Purpose**

Kenton College Preparatory School is an independent, British-style, co-educational preparatory school for children aged 6 – 13 (Years 2 – 8). The medium of instruction is English and the curriculum followed is based closely on the UK National Curriculum. The spiritual tradition and outlook of the school is Christian.

The majority of pupils are admitted to Year 2 at Kenton from local kindergartens in the September term following their sixth birthday, but older pupils may be admitted to other year groups at any time, subject to the availability of space and satisfactory assessment.

The purpose of this policy is to concisely and objectively document the procedures to be followed with regard to the admission of all pupils, together with the rationale behind such practice. The Policy will clearly inform any interested parties as to the school's thinking on this matter and, by clarifying procedures, will ensure that a consistent approach is followed at all stages of the admission of pupils to Kenton College Preparatory School.

The Board of Governors and staff of Kenton College take seriously their responsibility for safeguarding and promoting welfare of all pupils in their care. The Kenton College Board of Governors are ultimately responsible for the provision stated in this policy.

# POLICY STATEMENT

Entry to Kenton College Preparatory School is open to children of any gender, race, colour or creed between the ages of 6 and 13 years.

Entry will be subject to the availability of a place and the pupil satisfying the admission requirements at the time.

In admitting children to Kenton College Preparatory School it is our policy that:

1. As an independent school, Kenton College Preparatory School will consider admission of children from any pre-school, kindergarten school or other educational establishment or home-schooling system.
2. All children from educational establishments in Kenya will have passed their sixth birthday by 1st September on the year of entry.
3. A parent seeking entry to Kenton College Preparatory School for a child who has an Educational Assessment Report (which must be disclosed by the parent upon application) containing certain recommendations that could not normally be met at Kenton College, in so far as they are outside the scope of our Accessibility Plan, will be advised not to pursue their child's application.
4. All children seeking entry to Kenton College Preparatory School should be able to participate fully and normally in all aspects of the school programme with support as possible through the Accessibility Plan, whether academic, spiritual or physical.
5. Every child attempting assessment for entry to Kenton College Preparatory School will be seen by the Headteacher, a member of SLT or the relevant Head of Year.
6. No child will be admitted to Kenton College Preparatory School without the full and prior knowledge of the Headteacher of that child's previous school.
7. No child will have admission confirmed without satisfactorily completing the relevant assessment.
8. As far as possible, an equal gender balance on group admissions at Year 2 is retained, as it is with admissions in older year groups.
9. As far as possible on group admissions at Year 2, a balanced racial intake will be retained, as it is with admissions in older year groups.
10. In the allocation of available spaces, preference will be given to siblings of children already in the school, subject to assessment.
11. All other things being equal, preference will be given to children of Old Kentonians, subject to assessment.

## **Policy in Practice**

### **Admission Procedure**

As far as possible the four stages outlined below (Enquiry, Application, Assessment and Acceptance) will be followed before a child becomes a Kenton pupil.

#### **1. Enquiry Procedure**

The parent/guardian will be asked for the child's name, gender and date of birth, in order to establish the year of entry. This will be recorded on an Initial Interview sheet.

At the enquiry stage, confirmation from the parent/guardian that the Headteacher of the pupil's present/former school is aware of the application.

## **2. Application Procedure**

An appointment may be made to meet the Headteacher. The appointment will, as far as possible, be during Kenton's term times. Both parent/guardian (if possible) will be asked to visit Kenton College where they will be shown around and have full details of registration and entry procedure explained to them. A Parents' Contract will be made available. A copy of the child's latest school report will be required at this time.

Registration forms are only issued to parents wishing to make an application on behalf of their own child. Such forms will only be issued by the Registrar usually following the initial appointment.

A child will be considered as a candidate for admission to the school when the Registration Form has been completed and returned and the non-refundable admission fee has been paid.

At this point the child's name will be entered on the school lists and the child will become eligible for entry pending all other requirements are met.

## **3. Assessment Procedure**

Assessment procedures vary depending on whether the child is part of a group admission into Year 2, by normal transfer from Kindergarten school, or a single entry to Years 2 - 8.

### **ADMISSION PROCESS FOR YEAR 2**

- Kenton accepts children who are 6 years of age on or before the 1st September.
- The admission process starts when a parent makes an inquiry.
- Information about school fees are available upon request.
- School fees are due at the beginning of each of the three academic year terms.

In order to start an admission process, the following details are required:-

- Full names, date of birth and gender of the child.
- Details of the current educational establishment the child is attending.
- Names and contact details of the parent/guardian as per the application form.
- Provide details if a previous application has been made, including one for a sibling.

Once these details are received, the application process will continue as follows:

1. Upon request, an appointment is made for an interview for the parent(s)/guardian only, with the Headteacher or a member of school assigned by the Headteacher.
2. The parent/guardian is then referred to the Registrar where all necessary forms will be provided.
3. All assessments for Year 2 will be held in November prior to the year of entry. After the assessment is complete, the Registrar will communicate with the parent/guardian as to whether the child has been accepted into Kenton or not.

4. If accepted, there is a non-refundable Admission Fee to be paid. Final confirmation of acceptance of admission is not given until payment of this fee.
5. For successful applicants an induction event is held in June prior to the September start.
6. Admission is subject to parents reading, agreeing to and signing the Parents' Contract.

### ADMISSIONS PROCESS FOR YEARS 3-8

In the case of applications for Years 3 to 8 the Headteacher first needs to confirm whether a place is available in the Year group requested, in which case an admissions process can commence in the same way as for Year 2 entry.

#### **Single Entry**

1. Assessments will be carried out (the format will be explained by the Registrar)
2. Parents will be asked to provide a copy of their child's latest school report.
3. Kenton will request a confidential reference from the child's current school.
4. Assessment materials used will be consistent with the child's age.

#### **Acceptance**

Written confirmation of acceptance of a place offered, together with payment of a non refundable Admission Fee and the signed Parents' Contract will be required before a child starts at Kenton.

The Admission Fee will be required by a date specified in the offer letter and the place may be forfeited if the acceptance letter and fee are not received by the due date.

The Admission Fee will be refunded in full if the pupil is subsequently refused admission to the school by the Headteacher. It will not be refunded in the event of the pupil not joining Kenton for any other reason.

The offer of a place and subsequent receipt of acceptance plus Admission Fee will refer to a specific date of entry to Kenton College Preparatory School. If the place is not taken up at that time, the school reserves the right to admit the pupil subsequently. A place may not necessarily be held vacant for a pupil who should already have joined the school.