Kenton College Preparatory School

Founded in 1924

Admissions Policy

Audience	**Prospective Parents, Governors**
Author	**Headteacher** **Registrar**
Last Review	**November 2026**
Next Review	**November 2027**
Related Policies	• Equal Opportunities • Accessibility Plan • Parents' Contract

Introduction and Purpose

Kenton College Preparatory School is an independent, British-style, co-educational preparatory and early years school for children aged 3 – 13 (Years EY1 – Y8). The medium of instruction is English and the curriculum followed is based closely on the UK National Curriculum. The spiritual tradition of the school is Christian, however we welcome children of all faiths.

Pupils in Early Years have priority in the allocation of places subject to availability into Year 2 (the Preparatory School). Year 2 pupils are admitted to Kenton from local kindergartens in the September term following their sixth birthday. However, 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 faith for EY1 to Year 7. We do not admit pupils to Year 8 (unless they have been following the ISEB Common Entrance Curriculum).

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. Although preferable that a pupil starts in September of a new academic year, Kenton will admit pupils throughout the academic year should circumstances require it.
3. All children from educational establishments in and outside Kenya by August 31st, on the year of entry;
   Passed their 3rd birthday for entry into Early Years 1.
   Passed their 4th birthday for entry into Early Years 2.
   Passed their 5th birthday for entry into Year 1.
   Passed their 6th birthday for entry into Year 2.
   Passed their 8th birthday for entry into Year 3.
   Passed their 9th birthday for entry into Year 4.
   Passed their 10th birthday for entry into Year 5.
   Passed their 11th birthday for entry into Year 6.
   Passed their 12th birthday for entry into Year 7.
4. A parent seeking entry 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 will be advised not to pursue their child's application.
5. All children seeking entry to Kenton should be able to participate in the majority of the school programme.
6. Every child attempting assessment for entry to Kenton will be seen by the Headteacher, a member of SLT or the relevant Head of Year.
7. No child will be admitted to Kenton without the full and prior knowledge of the Headteacher of that child's previous school.
8. No child will have admission confirmed without satisfactorily completing the relevant assessment, documentation and clearance from their previous school.
9. As far as possible on group admissions, a balanced racial and gender 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. Any child will be considered for entry to Kenton including children with SEND. On declaration of any SEND Kenton will make a fair and reasonable judgement about whether it can meet the child's needs fully.

Admission Procedure

As far as possible the four stages outlined below will be followed before a child becomes a Kenton pupil:

1. Enquiry
2. Application
3. Assessment
4.Acceptance

1. **Enquiry Procedure**

An online enquiry form should be fully completed by any prospective parent / guardian.
At the enquiry stage, confirmation is sought from the parent/guardian that the Headteacher of the pupil's present/former school is aware of the application.

An appointment is made to meet the Headteacher or designated colleague. The appointment will, as far as possible, be during Kenton's term times. Both parents/guardians (if applicable) 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.

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.

2. **Application Procedure**

Parents / guardians are required to complete a Registration form and pay a registration fee. At this point they will be asked to provide the following documents / informations:

- a copy of the child's ID
- the child's most recent school report
- a copy of any other relevant reports such as Educational Psychologist Report
- information regarding special family circumstances such as adoption
- Kenton will request a confidential reference from the child's current school.

3. **Assessment Procedure:**

Early Years Programme (Age 3+)

- **Eligibility**: Children who have reached the age of 3 by 31st August in the year of entry.
- **Application Process**: Parents must complete an application form and submit it along with a copy of the child's birth certificate.
- **Assessment**: A play-based assessment will be conducted to evaluate readiness for the Early Years programme. All Early Years applicants and their parents are required to attend an interview to assess the child's readiness for school and alignment with the school's values.

Year 2 to Year 7

- **Eligibility**: Admission is open to children entering Year 2 to Year 7.
- **Application Process**:
    - Complete the application form.
    - Submit recent school reports and a birth certificate.
- **Assessment**:
    - An entrance assessment in English and Mathematics.
    - An interview with the Head of Year/ appropriate colleague to assess the child's suitability and readiness for the school environment.

Year 2-7

Pupils will be assessed individually by the Head of Year / appropriate colleague. This will be an online or an in person assessment. If needed the Head of Learning Support will be asked to meet with the prospective pupil and their family.

4. Acceptance

The successful prospective pupil will receive an offer letter and a copy of the Kenton Parents Contract. Written confirmation of acceptance of a place offered, together with payment of a non refundable Admission Fee and the signed Parents' Contract should be returned to the school within the time specified in the offer letter.

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.

5. Admission

Once the admission fee has been paid, parents will be asked to complete and return Welcome Pack forms prior to each child joining the school. These forms gather essential information to support each child's smooth transition into Kenton College Preparatory School. Parents are required to familiarise themselves with the Parent Handbook, which contains important information about school policies, procedures and expectations. The Parent Handbook will be provided alongside the Welcome Pack forms and serves as a key reference document throughout each child's time at the school.