

# Kenton College Preparatory School



## Admissions Policy

<b>Audience</b>	<b>Prospective Parents, Governors</b>
<b>Author</b>	<b>Headteacher Registrar</b>
<b>Last Review</b>	<b>November 2022</b>
<b>Next Review</b>	<b>November 2023</b>
<b>Related Policies</b>	<ul style="list-style-type: none"><li>• Equal Opportunities</li><li>• Accessibility Plan</li><li>• Parents' Contract</li></ul>

## **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, however we welcome children of all faiths.

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 Year 2 to Year 7. We do not admit pupils to Year 8.

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 Kenya will have passed their sixth birthday by 1st September on the year of entry into Year 2.
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, an equal gender balance on group admissions at Year 2 is retained, as it is with admissions in older year groups.
10. 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.
11. In the allocation of available spaces, preference will be given to siblings of children already in the school, subject to assessment.

### **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 / guardian 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:**

### **Year 2**

Group assessments will be carried out in November and February at Kenton. These will be done predominantly by Year 2 staff and the Head of Learning Support. Individual pupils will be assessed online if they are unable to attend the group assessments.

### **Year 3-7**

Pupils will be assessed individually by the Head of Year / appropriate colleague. This will be an online 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.