

ADMISSIONS POLICY



INTRODUCTION

- 1.1 The King Alfred School (KAS) Admissions Policy seeks to achieve a successful fit between the school and its pupils. The procedure should allow the school to gain a realistic picture of the prospective student; and the student and parents to gain one of the school.
- 1.2 To maintain the character of the school and support its ethos there must be a reasonable spread of ability.

ADMISSIONS PROCEDURE

- 2.1 The main point of entry is into Reception Class where we normally admit forty children per year. The other points of entry are:
 - a limited number of places at age 11 into Year 7.
 - post GCSE into the Sixth Form (Year 12).
 - Occasional vacancies as they arise in other years. The Registrar maintains waiting lists.
- 2.2 The first stage of the procedure for all applicants is to return a completed registration form and non-refundable registration fee. The child's name will be put on the waiting list **but this does not guarantee a place.**
- 2.3 Since date order of registration has some bearing in our admissions procedure for Reception Class and occasional vacancies (but not Year 7 and Year 12 entry), it is important to register as early as possible.
- 2.4 The closing date for Year 7 entry is during September of the previous year, i.e. when the pupil is entering Year 6. This closing date is published by advertisement and on the school website.
- 2.5 The Admissions Procedure normally comprises:
 - registration of a prospective pupil's details with the Admissions Office;
 - consideration of that application and any supporting documentation by KAS;
 - a report from the previous school, or nursery (as appropriate);

- a completed Lower School Special Needs Form, or Middle and Upper School additional needs form (as appropriate);
- a visit to by the pupil to KAS, accompanied by parents in the case of those applying to Reception;
- a meeting between the parents and the Head or a Deputy Head;
- an assessment of the pupil;
- an offer of a place, or advice should it not be possible to offer a place.

In the case of those applying to reception, the school may on occasion decide to visit the child's nursery or school to observe the child in a familiar environment before determining whether or not to offer a place.

The Visit

3.1 The visit is central to the process. The procedures for visits are as follows:

- Reception Class admission: there is generally a half day visit;
- Year 1 admission (occasional vacancies): there is generally a 1 day;
- Other years admission (occasional vacancies): pupils normally spend two days at KAS, attending classes and mixing with their peer group;
- Year 7 and 6th Form admission: applicants undergo an assessment (see below). For Year 7, those shortlisted after the assessment will be invited to follow up with a visit to Year 6.

3.2 A visit is arranged when a place is available or likely to become so, and the school report and/or the interview with the parents indicates that KAS may be an appropriate school for the prospective pupil.

The Assessment and Interview Process

4.1 The assessment is an opportunity to determine a child's readiness for the next stage of his/her education, his/her academic potential, learning profile and suitability for the form of education offered by KAS. The school will make reasonable access arrangements for students with additional needs so they can perform to the best of their ability in the assessment. Further information is available in the schools Disability Access Policy, available from the Registrar or online at www.kingalfred.org.uk

4.2 The assessment of applicants for entry at all stages except Reception Class includes Maths and English exercises at an age appropriate level. For Year 7 and Sixth Form applicants:

- Year 7 admission: Following review of application forms, school reports and any other relevant information a number of applicants are invited to an assessment day in the autumn term of Year 6. The criteria for selecting

those who will be invited for an assessment are the same that apply for the assessment and interview process, as set out below. The assessment will normally comprise written exercises, team activities and interviews. After the assessment a shortlist of applicants is invited back for a visit to Year 6.

- Sixth Form admission: Following review of application forms, pupils' covering letters, school reports, actual or predicted examination results and any other relevant information, and taking into consideration the criteria set out below, selected applicants are invited to visit the school, generally for one day. During their visit prospective Sixth Formers will normally meet KAS students, do written assessments and have interviews with relevant Heads of Department. They are also asked to bring samples of recent school work with them.

4.3 We want the decision to join KAS to be an informed one, by both child and parents. Parents are expected to support the school and to trust us. We are honest with parents about KAS; we ask parents to be honest with us and to be open about any issues relating to their children. We look for children who will thrive at KAS and who will contribute to the school community.

4.4 Through the selection process we assess:

- How responsive the child is to teachers and to classmates.
- How well the child will integrate into the school community.
- How the child responds to the demands of schoolwork and how willing he or she is to work independently.
- If relevant, whether the school is able to meet any additional needs. We may ask for an Educational Psychologist's or other appropriate professional's report.
- Whether the child is able to thrive in the KAS atmosphere, in which a wide degree of freedom and encouragement to take responsibility for oneself are key elements. In this environment the ability and willingness to cooperate and negotiate are essential.

ACCEPTANCE CRITERIA

5.1 In considering applications the school will take into account:

- The date order of registration, and for 4+ entry, the period between birth and registration.
- The maintenance of a mixed ability range.
- How the child integrates with a group and his or her peers.
- The importance of parents understanding and supporting the aims and ethos of the school.

- Our ability to provide pupils with what they need to develop, including those pupils with additional needs (see Disability Access Policy).
- GCSE results for applicants to the Sixth Form. The minimum entry requirement is 5 B grades at GCSE; in practice most departments require higher grades in the subjects the students wish to pursue at AS level.
- The need to maintain a balance of entry so that we can encourage families new to KAS, while looking favourably on children whose families already have a demonstrable connection with the school.

5.2 Before offering a place the school must feel reasonably sure that it will be able to educate and facilitate the development of the prospective pupil to the best of his/her potential and in line with the standards achieved by the pupils' peers. The school operates an inclusion policy which it believes enhances school life, but the prospective pupil must be able to access the mainstream curriculum at an age appropriate level. The school will consider reasonable adjustments which will cater for the needs of applicants whilst ensuring that no other pupil's education is impaired. If the school is unable to make necessary adjustments, it reserves the right not offer a place. All parents of pupils will be asked to complete a form detailing their children's requirements and any reasonable adjustments necessary for the child to be educated at KAS. The school has the final decision in all cases of admissions.