



Admissions and Procedure Policy

Kingshott School offers admission to any child who, in the opinion of the Headmaster and advised by a number of staff, will have a happy and fulfilling time at the school and hence will benefit from the type of education offered.

The school admits children with a broad range of academic ability and consequently parents should not be deterred from making an application for admission to the school because they perceive it as being too academic.

The school admits children into the Pre-Prep and Prep schools at any point during the academic year, to suit the specific needs of the child and family.

The school admits children into the nursery in the term following their third birthday.

Kingshott School does not discriminate either positively or negatively according to race, colour, ethnic origin or religion. The school will give careful consideration to applications from children who have a disability. A separate document sets out the school's policy on disability.

Procedure

Children (applying for Years 1 to 8) are invited for a Taster Day when they are assessed **as outlined in the Assessment Policy**. The Director of Studies is responsible for assessing the child and feeding back to the Headmaster who will make a final decision regarding the offer of a place.

Entrance Assessments

- Assessment are administered at any point during the year when a request for entry is made;
- The process is evaluation rather than selection;
- Administration of applications and contracts is the responsibility of the Registrar;
- At point of entry a Taster Day pro forma is prepared by the registrar. This is placed on the Headmaster's board in the Staff Room where teachers are expected to add comments as relevant. The Director of Studies will discuss assessment data and make recommendation accordingly;
- If the applicant's performance gives cause for concern, an immediate offer of a place may be withheld pending further assessments or discussions with the parents. It is critical to ensure that a place is offered in the child's best interest;
- Assessment for entry to the Reception class is carried out as 'introductory sessions', where small groups of children spend time in a classroom while being observed by the Reception teachers.
- There is no formal assessment for entry to the nursery. Where necessary the school reserves the right, in discussion with the parent(s), to offer advice even if that means withdrawing a child who already has a place.
- For children whose first language is not English, assessment may need to follow different criteria deemed to be more appropriate.

*I Gilmour
September 2009*

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September 2010*