

# POLICY

## THE KING'S SCHOOL

### Admissions

#### General

The School is open to anyone in sympathy with its aims and values. These values are stated in a separate document and listed in the School prospectus.

Academically, the School is non-selective. Pupils do not have to pass an entrance exam in order to gain admission to the School. The School does not exclude pupils on the grounds of disability, in accord with the government legislation of 2001

#### Intake

We have the option of two Infant intakes per year (one in September and the other at the end of February, after the half term break), or one intake in September. Most interviews for the September intakes for the Reception Infants and Y7 pupils take place in May; those for the February Reception intake are held in the previous November. For other places in the School, interviews take place whenever this is suitable.

*In the case of pupils wishing to transfer mid – year from another Christian School efforts are made to facilitate interviews more quickly.*

#### Application

Applications are made to the School on the appropriate application form.

Applicants' names are then recorded on the School Waiting List. Interviews depend on places being available. Parents and potential entrants are invited wherever possible, to visit the School to ensure that they are better informed. All potential entrants are personally interviewed, along with their parents, by the Head of Primary or Senior school as appropriate. The relevant class teacher and a Church Elder also attend the interview.

The first interview for any family is held in their home. Subsequent interviews for other children of the same family will automatically be held at School.

#### Decision

The decision to take a pupil is made by representatives of the School and the Church who attend the interview. Any decision is based upon:

- Whether the pupil wants to attend a Christian School (in the case of pupils mature enough for their opinion to be significant),
- The parents and prospective pupil being in agreement with the school's values.
- Prayerful consideration

Where there are more applicants than places, the following priorities apply:

- Members of Oxfordshire Community Churches have priority over non-OCC families.

- Families with siblings in the School take priority over families without any siblings in the school.
- Pupils transferring from other Christian Schools, especially those in the UK, have a higher priority than those transferring from other schools.

## **Disability Access**

At interview it needs to be established if a pupil has a disability. The parents have a responsibility, when asked, to provide the necessary information. If the prospective pupil is disabled, additional costs could be involved in the support of that child's education. In such instances the reasonable cost of providing those services will be passed on to the parents

*The school has a duty to provide for the child's needs but is entitled to pass the reasonable costs of those services to the parent.*

*The current senior school premises are not well suited to anyone with a more serious physical disability. Prior to enrolment in the school, a decision will need to be taken by the parents of a physically disabled child as to whether the school premises are suitable for their child. We are unfortunately, as the tenant of these premises, not in a position to make major changes to the building.*

## **Outcome**

Subsequent to the interview the Head of School writes to the parents to communicate the result of the interview. Parents then confirm their acceptance in writing. Those parents who are members of the Oxfordshire Community Churches and who cannot afford the appropriate fees are invited to talk with the Area Church Elder responsible for the Assisted Places Scheme.

The offer of a place is subject to financial arrangements being fully in place before the pupil starts at the School. The fees policy is to be set out clearly at interview. (See separate document.)

## ***Admissions Policy Appendix I***

### **Transferring From Another Church**

Where the pupil is transferring from another church and the family are looking to join an OCC church, the following needs to be clarified:

- Are the family moving primarily to join the church or join the school? i.e. would church membership be for relationship, (to join a new family) or out of expediency (cheaper fees)
- The fees policy (see below)

If possible, ask their previous Church pastor

- Is the family in good standing with you?
- Are you happy with them moving for education?
- Do they understand the principle of tithing? (do they tithe; if pastor willing to say).
- Are they generally responsible?
- Do they come 'commended'?

### **The King's School Bible Training Centre**

People attending TKBCTC may apply for places at TKS for a year. They will be treated as OCC members paying **full** OCC rate fees. No subsidy is available from TKSC. Applicants would have to seek subsidy from their home Church.

### **Fees and Admissions**

At interview, the fees policy must be made clear to the parents. In particular, the following must be communicated:

- Full non-OCC fees are payable until you become a committed, tithing member of an OCC Church.
- Those parents who are committed, tithing members of the Oxford Community Churches and who cannot afford the appropriate fees are invited to talk with our Elder who is responsible for the Bursary Scheme which offers assisted places in particular cases. It is means tested.
- A Half Term's notice is required to remove pupil from the School. Late withdrawal leaves parents liable to a fee invoice of two months.

## ***Admissions Policy Appendix I*** **Senior Intake**

To make the transference of pupils from the Primary School to the Senior School as smooth as possible, there will be two opportunities for contact with the Senior school during the Autumn term for Year 6 pupils. All primary pupils and their parents will be invited to an Open Day in October to look around the school. They will also be asked to attend an interview in the second half of the Autumn term to ascertain that both parent and child want to take up a place in the Senior school in Year 7. If so, a place will be offered following the interview. Finally, the prospective pupil will be invited to attend an Induction Day at the Senior school in June.

For Y6 pupils wishing to join the school from another school, the normal interview process would take place for new pupils, They too will be invited to the Induction Day.

In the event of there being a shortage of places in the Senior School, preference will be given to those pupils transferring from The King's School, Primary

