

KIRKHAM GRAMMAR SCHOOL

POLICY DOCUMENT

ADMISSIONS

This is a whole-school policy and is applicable to Kirkham Grammar Senior School (KGS) and Kirkham Grammar Junior, Infant and Pre-School (KGJS).

Policy number: 1	Originating date: February 1998	Date last reviewed: November 2019	Next review: November 2020
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INTRODUCTION

- Kirkham Grammar School ("the school") is an independent school for boys and girls aged 3 to 18 with boarding facilities in the Senior School.
- The Headmaster/Headmistress is responsible for admissions and the operation of this policy.
- The aims of this policy are:
 - To ensure compliance with the school's charitable and public benefit purposes.
 - To ensure compliance with the Education (Pupil Registration) (England) Regulations 2006.
 - To set selection criteria and procedures that are consistent with this charitable purpose and fair to applicants.
 - To identify applicants whose academic and other abilities appear to match the ethos and standards of the school and whose personal qualities suggest they have the potential to contribute sufficiently to the school community and benefit from the many opportunities that are offered here.
- The selection criteria and interview procedure are determined and reviewed from time to time by the Governors of the school. Those involved in selection and interviewing must have received appropriate training.

PUPILS WITH DISABILITIES

The school has limited facilities for the disabled but will do all that is reasonable to comply with its legal and moral responsibilities under the *Equality Act 2010* in order to accommodate

the needs of applicants who have disabilities for which, with reasonable adjustments, the school can cater adequately.

The school will endeavour to identify pupils who have any disability at the outset of the entrance procedure through declaration on the registration form. If a disability is identified which raises questions about the ability of the school to cater for the needs of the pupil without unreasonable adjustments the following procedures will be applied.

- A request for a meeting between the Headmaster/Headmistress and parents/carers before the Entrance Examination.
- Establish the specific needs required, ie wheelchair access; meals; Braille, etc.
- Assessment of the school's ability under its current Accessibility Plan and applying the criteria below to establish the school's ability to meet the needs required.
- Provision within the Open Days and Entrance Examination for particular needs where identified prior to these events.

It must be clear, however, that admission to the school depends upon a prospective pupil, as with all pupils, meeting the criteria required to maintain and, if possible, improve the educational and general standards for all its pupils commensurate with the ethos to which the school aspires. Nor does having a disability automatically imply that a pupil has special educational needs.

The school must also feel reasonably sure that it will be able to educate and develop the prospective pupil to the best of his/her potential in line with the general standards achieved by the pupil's peers, so that there is every chance that the pupil will have a complete, happy and successful school career and emerge a confident well-educated and well-rounded adult.

The school's policy is to apply these criteria to all its pupils and potential pupils regardless of any disability of which it is aware, subject to its obligation to make reasonable adjustments not to put any disabled pupil or potential pupil at a substantial disadvantage compared to any pupil who is not disadvantaged because of his/her disability.

PUPILS WITH SPECIAL EDUCATIONAL NEEDS

Pupils admitted to KGS must sit and attain the required standard in the school's entrance examination. The results of this are considered alongside school reports and interview where deemed necessary by the Headmaster. Pupils admitted to KGJS are assessed by tests and social interaction during a visit to school. The results of this are considered alongside school reports and discussion with the class teacher and the Headmistress.

Due regard will be paid to SEN in the process of admission with regard to time and venue, based upon the preferred Educational Specialist's recommendations and other available reports. In any case, parents/carers of an applicant with special educational needs are requested to provide the Headmaster/Headmistress with full written details and any additional information when applying for admission at least one month before attending an interview or entrance examination at the school. The school will consult with parents/carers about the

adjustments which can reasonably be made for the applicant both during the admission process and later as a pupil.

SCHOLARSHIPS AND BURSARIES

The following scholarships are awarded by the school to external candidates:

11+ Academic Scholarships - awarded on the candidate's performance in the 11+ Entrance Examinations and (if required) interview.

11+ Music Scholarships - awarded on the candidate's performance in an audition by the school's Director of Music and subject to the candidate satisfying the school's admission requirement.

11+ Sports Scholarships - awarded on the candidate's demonstration of performance/ aptitude in one or more of the major team sports, ie Athletics, Cricket, Hockey, Netball, Rugby Football, Swimming, Tennis, although it is not expected that entrants will have experienced all these areas. All references must be from coaches at district level or above. Candidates must satisfy the school's admission requirement.

11+ Drama Scholarships - awarded on the candidate's monologue performance in an audition. Candidates must satisfy the school's admission requirement.

Sixth Form Academic Scholarships - awarded on the candidate's performance in their GCSE examinations.

Sixth Form Music Scholarships - awarded on the candidate's performance in an audition by the school's Director of Music and subject to the candidate satisfying the school's admission requirement.

Sixth Form Drama Scholarships - awarded on the candidate's performance in an audition by the school's Head of Drama and subject to the candidate satisfying the school's admission requirement.

Sixth Form Sports Scholarships - awarded on the candidate's demonstration of potential contribution and aptitude in one or more of the major team sports, ie Athletics, Cricket, Hockey, Netball, Rugby Football, Swimming, Tennis. Sporting references from a current coach in any sport will be taken into account as will details of any representative honours, verified by the teacher or representative body. Candidates must satisfy the school's admission requirement.

The following scholarships are awarded by the school to pupils already attending the school:

Loyalty Discount - awarded according to years in attendance at KGS (including KGJS).

Sixth Form Sports Scholarships - awarded on the candidate's demonstration of potential contribution and aptitude in one or more of the major team sports, ie Athletics, Cricket, Hockey, Netball, Rugby Football, Swimming, Tennis. Sporting references from a current

coach in any sport will be taken into account as will details of any representative honours, verified by the school's Heads of PE or representative body.

On moving up through the school - Academic, Music and Sports Scholarships may be awarded to pupils moving from the Junior School to the Senior School. Awards are made by the Headmaster of the Senior School in consultation with the Headmistress of the Junior School. The Academic Scholarship is awarded on the candidate's performance in the Entrance Examination and academic record at the Junior School. The Music Scholarship will be awarded according to the same procedure and criteria as the 11+ music scholarship.

Pupils awarded scholarships at 11+ are expected to continue through the school and complete the Sixth Form. The Headmaster will review the status of awards on an annual basis which could result in future recognition for those excelling at Senior School.

An award is subject to satisfactory progress and behaviour on the part of the pupil and the support of both the pupil and parents/carers for the aims and good name of the school. The award does not apply to any term for which fees in lieu of notice are payable. The value of the award is deducted from fees before any other allowance such as a bursary is calculated. In all other respects, the school's standard terms and conditions apply.

Bursaries - parents/carers who wish their child to enter the school at ages 11 or 16 may apply to the school for financial assistance by means of a bursary. Bursaries are awarded based on financial need and achievement. To apply for a bursary parents/carers are required to complete a financial questionnaire. Parents'/carers' financial circumstances will be reassessed annually and the value of the bursary may be adjusted accordingly.

Conditions apply to the award of a scholarship or bursary which are described in the school's policy on Scholarships and Bursaries. The Registrar is the contact point for parents/carers wanting further details of scholarships, and the Bursar for further details of bursaries.

ENTRY POINTS

At KGJS the usual entry points are at Pre-School (aged 3+), Reception (aged 4+) and Juniors (aged 7+). Children can commence at the beginning of the term in which their third birthday falls. At KGS the usual entry points are First Year (11+) and Sixth Form (16+), although pupils may be admitted at other points if places are available.

For the purposes of entry, the applicant's age is calculated according to UK custom. The school does not rigidly apply the 1 September birthday watershed for determining the applicant's eligibility for entry, but an applicant whose birthday falls after 1 September in the year of entry will need to demonstrate that he/she is of sufficient maturity to cope with the academic and social demands of the school.

Occasionally, an applicant may have fallen behind in his/her education due to illness, time spent abroad, etc. In such a case, the school may offer a place in a year lower than the applicant's age would normally imply. Occasionally, the school may also offer an outstanding applicant a place in a year ahead of his/her chronological age group. Parents/carers will be consulted before such an offer is made, but the decision as to the appropriate year for the

applicant, taking into account all the relevant circumstances, is a matter for the Headmaster/Headmistress, whose decision is final.

OPEN AFTERNOONS

Open Afternoons are held each year. Parents/carers of prospective applicants are encouraged to attend, or to arrange a visit to the school which would include a tour and meeting with a senior member of staff or the Headmistress (at KGJS).

ADMISSION PROCEDURES

Pre-School

Parents/carers of applicants for the Pre-School will be requested to complete a Registration Form and pay the appropriate Registration Fee which must be received by the school by the date the child will attend the Pre-School for a Taster Session.

After the Taster Session the Pre-School Manager will discuss with the parents/carers of the child if a place can be offered and the proposed start date and time. This is confirmed in writing. Parents/carers who have not heard from the school by seven days after the Taster Session will be requested to contact the school. The school cannot accept responsibility for administrative errors or post going astray.

"Kirkham Grammar Pre-School has capacity for 41 children between the ages of rising three and five years". The above statement is taken from the registration document and is the overriding policy in respect of admissions.

Other matters taken into account in deciding whether children can be offered a place in the Pre-School are:

- Availability of spaces taking into account the staff/child ratios, the age of the child and the registration requirements.
- The child's ability to use the toilet with adult assistance.
- The Pre-School's ability to provide the facilities for the welfare of the child.
- Children who are siblings of children already attending the Pre-School, Infant, Junior or Senior School will be given priority.
- The child completes one or more visits to the Pre-School. The staff will observe the child's personal, social and emotional development and if the child is settled then a place will be offered.

Entry to Kirkham Grammar Pre-School does not guarantee a place in the Reception class of the Junior and Infant School. A place will be offered upon satisfactory assessment. Once a child starts in the Pre-School, a member of staff will be assigned as a Key Person and will talk to parents/carers and help the child to settle and introduce them to the group and show them around the setting. They will also continue to welcome and settle the child into a routine and keep parents/carers informed on progress, achievements and learn more about the child's interests at home.

KGJS

Parents/carers of applicants aged rising 3 years and above will be requested to complete a registration Form and pay the appropriate Registration Fee which must be received by the school by the date the child will attend school for an assessment. The school sets its own assessment papers in English and Mathematics for Junior children and the children do a standardised Reading and Spelling Test (in J1, J2, J3 and J4). In Infant classes the school has an assessment sheet to be completed by the class teacher during the day.

Candidates are normally expected to attend the school to take the assessment day, however, candidates who live some distance from the school or who have limited mobility may, by special arrangement and agreement between the schools, be able to sit the assessment under the supervision of the school they currently attend.

Results of the assessments are confidential to the school and are not normally released. Parents/carers of successful candidates will be sent details of the date and times of agreed school start time, together with any relevant additional information. Parents/carers who have not heard from the school by seven days after the assessment will be requested to contact the school. The school cannot accept responsibility for administrative errors or post going astray.

KGS

Parents/carers of applicants for the First Year (11+) will be requested to complete a Registration Form and, in the case of an external application, pay the appropriate Registration Fee. After the closing date, prospective parents/carers who have completed a Registration Form will be sent details of the date and times of the Entrance Examinations usually January or early February, together with any relevant additional information relating to the tests and criteria relating to the award of Scholarships and Bursaries.

The school sets its own Entrance Examinations in English, Mathematics and Verbal Reasoning and does not subscribe to the Common Entrance examinations. Applicants for entry at 11+ are required to sit the Entrance Examinations on the date set by the school which is usually in January (or at other times in the year when vacancies have arisen).

In exceptional circumstances and at the absolute discretion of the Headmaster, a candidate who has passed equivalent examinations and been admitted to another independent school (of a similar status to the school) may be offered a place at the school without having to take the Entrance Examinations.

Candidates are normally expected to attend the school to take the Entrance Examinations; however, candidates who live some distance from the school or who have limited mobility

may, by special arrangement and agreement between the schools, be able to sit the examinations under the supervision of the school they currently attend.

Results of the Entrance Examinations are confidential to the school and are not normally released.

Parents/carers who have not heard from the school by four school days before the published date of the Entrance Examinations will be advised to contact the school. The school cannot accept responsibility for administrative errors or post going astray.

MOVING UP THE SCHOOL

Pupils at the school who wish to move from the Junior to the Senior School are required to sit and pass the 11+ Entrance Examinations. If the Headmistress of the Junior School believes on reasonable grounds that a pupil in the Junior School is unlikely to be successful in the 11+ Entrance Examinations, the school will consult with the parents/carers in advance to discuss the options.

SIXTH FORM

Entry to the Sixth Form is conditional on the candidate satisfying the school's academic criteria at GCSE as set out in the conditional offer made by the school, based on predicted grades. The Headmaster retains discretion to refuse entry to the Sixth Form to any pupil whose disciplinary or academic record does not indicate that they are suited to the Sixth Form regime. The school will ask for a written reference to be given by the applicant's current school and may also require an interview.

OFFERS OF A PLACE

At KGJS, letters offering places will normally be sent out within one week of the Assessment Day. If the child has not been successful on the day, parents will be told verbally that the applicant has not gained a place. A letter confirming this decision will be sent out to the parent/carer.

At KGS, letters offering places and scholarships or other awards will normally be sent out within one month of the Entrance Examinations or, for applicants to the Sixth Form, the interview. Parents/carers will be asked to accept the offer, complete and return the Acceptance Form and pay the securing fee within two weeks. If no response to an offer has been received within the time specified in the offer, the school will assume that the offer has been declined and the place and award may be offered to another applicant.

Letters will also be sent out to those parents/carers whose applicant has not gained a place and to those whose name has been placed on the waiting list by the circulated date.

Failure to disclose any medical/SEN information may result in the school withdrawing the place/offer of a place.

The school will notify the local authority within five days of adding a pupil's name to the admissions register at a non-standard transition point.

The school will inform the local authority (where the child is resident) where a pupil's name is going to be deleted from the admission register under any of the fifteen grounds listed in The Regulations¹ (Appendix A).

SELECTION

The **pre-conditions for admission** are that:

- The applicant is of the appropriate age and sufficient maturity.
- The school is able to provide adequately for any special educational needs (if any) the applicant may have.
- The school, having made reasonable adjustment, has the capacity to cope with any disability the applicant may have.
- The present school reports satisfactory attitudes and conduct on the part of parents/carers and the applicant (if applicable).
- Fees (if applicable) at the present school have been paid.

The **academic criteria** for selection are:

- Success in the relevant Assessment Day/Entrance Examination;
- A positive recommendation from the Head of the applicant's present school;
- If required a satisfactory interview at the school;

Sixth Form Entry

- Pupils must normally achieve five GCSE's at grades 9 to 4, including English and Maths. Candidates are expected to have a grade 6 or above in the subjects they wish to take in the Sixth Form. Consideration will be given in exceptional circumstances to change this by the Headmaster.

In all cases the preference factors for offers of a place are that the applicant has special aptitudes or gifts. The school is looking for well-rounded and balanced pupils and those with exceptional abilities in sports, music and the arts, and for pupils who will benefit from the educational provision the school offers and contribute to school life.

Factors which will not be taken into account in the assessment of a pupil for admission are: the applicant's skin colour, race, nationality or ethnic or national origin, religious faith or socio-economic group.

Kirkham Grammar School
Registered Charity No: 1123869 and Registered Company No: 6195985

¹ Regulation 8 of The Education (Pupil Registration) (England) Regulations 2006

GROUNDS FOR DELETING A PUPIL FROM THE SCHOOL ADMISSION REGISTER

	Grounds for deleting a pupil of compulsory school age from the school admission register set out in the Education (Pupil Registration) (England) Regulations 2006, as amended
1	8(1)(a) - where the pupil is registered at the school in accordance with the requirements of a school attendance order, that another school is substituted by the local authority for that named in the order or the order is revoked by the local authority on the ground that arrangements have been made for the child to receive efficient full-time education suitable to his age, ability and aptitude otherwise than at school.
2	8(1)(b) - except where it has been agreed by the proprietor that the pupil should be registered at more than one school, in a case not falling within sub-paragraph (a) or regulation 9, that he has been registered as a pupil at another school.
3	8(1)(c) - where a pupil is registered at more than one school, and in a case not falling within sub-paragraph (j) or (m) or regulation 9, that he has ceased to attend the school and the proprietor of any other school at which he is registered has given consent to the deletion.
4	8(1)(d) - in a case not falling within sub-paragraph (a) of this paragraph, that he has ceased to attend the school and the proprietor has received written notification from the parent that the pupil is receiving education otherwise than at school.
5	8(1)(e) - except in the case of a boarder, that he has ceased to attend the school and no longer ordinarily resides at a place which is a reasonable distance from the school at which he is registered.
6	8(1)(f) - in the case of a pupil granted leave of absence in accordance with regulation 7(1A), that - (i) the pupil has failed to attend the school within the ten school days immediately following the expiry of the period for which such leave was granted; (ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and (iii) the proprietor and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.
7	8(1)(g) - that he is certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he nor his parent has indicated to the school the intention to continue to attend the school after ceasing to be of compulsory school age.
8	8(1)(h) - that he has been continuously absent from the school for a period of not less than twenty school days and - (i) at no time was his absence during that period authorised by the proprietor in accordance with regulation 6(2); (ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and (iii) the proprietor of the school and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.
	Grounds for deleting a pupil of compulsory school age from the school admission

	register set out in the Education (Pupil Registration) (England) Regulations 2006, as amended
9	8(1)(i) - that he is detained in pursuance of a final order made by a court or of an order of recall made by a court or the Secretary of State, that order being for a period of not less than four months, and the proprietor does not have reasonable grounds to believe that the pupil will return to the school at the end of that period.
10	8(1)(j) - that the pupil has died.
11	8(1)(k) - that the pupil will cease to be of compulsory school age before the school next meets and - (i) the relevant person has indicated that the pupil will cease to attend the school; or (ii) the pupil does not meet the academic entry requirements for admission to the school's Sixth Form.
12	8(1)(l) - in the case of a pupil at a school other than a maintained school, an Academy, a city technology college or a city college for the technology of the arts, that he has ceased to be a pupil of the school.
13	8(1)(m) - that he has been permanently excluded from the school.
14	8(1)(n) - where the pupil has been admitted to the school to receive nursery education, that he has not on completing such education transferred to a reception, or higher, class at the school.
15	8(1)(o) where - (i) the pupil is a boarder at a maintained school or an Academy; (ii) charges for board and lodging are payable by the parent of the pupil; and (iii) those charges remain unpaid by the pupil's parent at the end of the school term to which they relate.