

# 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	Date last reviewed: November 2024	Next review: November 2025
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#### INTRODUCTION

- Kirkham Grammar School ("the school") is an independent school for boys and girls aged 3 to 18 (including Rising 3s) with boarding facilities in the Senior School.
- The Head/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 Head/Headmistress and parents/carers before the Entrance Examination/taster day.
- 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 Head. 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 Learning Support Coordinator's recommendations and other available reports. In any case, parents/carers of an applicant with special educational needs are requested to provide the Head/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/apptitude 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 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 Sport, Music and Drama Scholarships** may be awarded according to the same procedure and criteria applied to 16+ new entrants.

**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 Head 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 Head 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 School Business Manager for further details of bursaries. No awards, either individually or combined, will exceed the maximum discount of 50%.

## **ENTRY POINTS**

At KGJS the usual entry points are at Pre-School (Rising 3s), 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 Head/Headmistress, whose decision is final.

## **TOURS OF THE SCHOOL**

Parents/carers of prospective applicants are encouraged to arrange a visit to the school which would include a tour and meeting with the Head or 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 the first Taster Session.

After two Taster Sessions 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 are requested to contact the school.

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 two 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.

#### Junior and Infant School

Parents/carers of applicants aged 4 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.

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.

#### 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 in early February, together with any relevant additional information relating to the tests and criteria relating to the award of Scholarships and Bursaries.

Applicants sit a computer adaptive test in English, Mathematics, Non-Verbal and Skills.

In exceptional circumstances and at the absolute discretion of the Head, 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.

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

## **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 Head 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 may ask for a written reference to be given by the applicant's current school and will also require an interview with the Head.

## **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.

At KGS, letters offering places and scholarships or other awards will normally be sent out within one week 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 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 Regulations<sup>1</sup> (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).

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 Head.

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*

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<sup>1</sup> 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 School Attendance (Pupil Registration) (England) Regulations 2024

The proprietor of a school must ensure that the name of a pupil of compulsory school age is deleted from the school's admission register when –

**(a) the pupil has been registered at another school, unless –**

- (i) a school attendance order naming the school is in force in relation to the pupil;
- (ii) the pupil is a mobile child and the school is their main school; or
- (iii) the proprietor has agreed with a person with control of the pupil's attendance at the other school, or is such a person and has decided, that the pupil should be registered at more than one school;

**(b) the pupil was admitted to the school for nursery education and –**

- (i) they have completed such education and would, if they continued attending the school, be transferred to a reception, or more senior, class at the school; but
- (ii) the proprietor does not have reasonable grounds to believe that the pupil will attend the school again;

**(c) the pupil is also registered as a pupil at one or more other schools and –**

- (i) the proprietor does not have reasonable grounds to believe that the pupil will attend the school again;
- (ii) the proprietor of each other school where the pupil is registered has consented to the deletion;
- (iii) there is no school attendance order naming the school in force in relation to the pupil; and
- (iv) the pupil is not a mobile child or, if they are, the school is not their main school;

**(d) a school attendance order relating to the pupil and formerly naming the school has been amended by the relevant local authority to substitute the name of the school with that of another school;**

**(e) a school attendance order relating to the pupil and naming the school has been revoked by the relevant local authority on the ground that arrangements have been made for the pupil to receive suitable education otherwise than at school;**

**(f) a parent of the pupil has told the proprietor in writing that the pupil will no longer attend the school after a certain day and will receive education otherwise than at school and –**

- (i) that day has passed; and
- (ii) there is no school attendance order naming the school in force in relation to the pupil;

**(g) the pupil no longer normally lives a reasonable distance from the school and –**

- (i) the proprietor does not have reasonable grounds to believe that the pupil will attend the school again; and
- (ii) the pupil is not a boarder;

**(h) the pupil has been given leave of absence and –**

- (i) the pupil has not attended the school within the ten school days immediately after the end of the period of leave;
- (ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or an unavoidable cause; and
- (iii) the proprietor and the local authority have jointly made reasonable efforts to find out the pupil's location and circumstances but –
  - (aa) they have not succeeded; or
  - (bb) they have succeeded and they agree that there are no reasonable grounds to believe that the pupil will attend the school again, taking into account any reasonable steps they could take (either jointly or separately) to secure the pupil's attendance;
- (i) the pupil has been continuously absent from the school for at least twenty school days and –**
  - (i) none of the circumstances mentioned in Table 2 in [regulation 10\(3\)](#) or in any row of Table 3 in [regulation 10\(4\)](#) other than the final three rows applied to the pupil at any point during that period;
  - (ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or an unavoidable cause; and
  - (iii) the proprietor and the local authority have jointly made reasonable efforts to find out the pupil's location and circumstances but –
    - (aa) they have not succeeded; or
    - (bb) they have succeeded and they agree that there are no reasonable grounds to believe that the pupil will attend the school again, taking into account any reasonable steps they could take (either jointly or separately) to secure the pupil's attendance;
- (j) the pupil is detained under a sentence of detention** and the proprietor does not have reasonable grounds to believe that the pupil will attend the school after they cease to be detained under that sentence;
- (k) the pupil has died;**
- (l) the pupil will be over compulsory school age by the next time the school meets and –**
  - (i) the proprietor does not have reasonable grounds to believe that the pupil will attend the school again; or
  - (ii) the pupil does not meet the academic entry requirements to be transferred to the school's sixth form;
- (m) the pupil is a boarder at the school and –**
  - (i) the school is a school maintained by a local authority or is an Academy;
  - (ii) charges for the pupil's board and lodging are payable by a parent of the pupil; and
  - (iii) those charges remain unpaid by the parent at the end of the school term to which they relate;
- (n) the pupil has ceased to be a pupil at the school and the school is not –**
  - (i) a school maintained by a local authority; or
  - (ii) an Academy; or
- (o) the pupil has been permanently excluded from the school.**