



## **Admissions Policy**

This Admissions Policy is made available to all parents of pupils and of prospective pupils via the school website and, on request, in writing from the school office. This policy applies to the whole school, including the EYFS. Please also refer to the Equality of Opportunity and Inclusion Policy. This policy takes account of the School Attendance (Pupil Registration) (England) Regulations 2023, Working together to improve school attendance (2022) and Children Missing Education (2016).

### **1 Introduction**

1.1 This is a statement of procedures for admission to Knightsbridge School. It is reviewed annually.

### **2 Aim**

2.1 Our aim is to admit to the school a balance of pupils regardless of race, religious views or physical ability. We aim to ensure that children who enter Knightsbridge School will enjoy and benefit from the broad curriculum on offer and that the families will fit in with our 'KS' ethos and aims.

### **3 Equality Diversity and Special Education Needs and Disabilities (SEND)**

3.1 Knightsbridge School is a co-educational school, committed to providing equality of opportunity in relation to its pupils and its employees. The School's policy aims to ensure that no pupil or prospective pupil receives more or less favourable treatment on the grounds of race, creed, nationality, gender or disability. As a school we are committed to a policy that promotes and encourages good relations between all members of our community and all outside parties. We aim to ensure that no member of our community, current or prospective, will discriminate against another on grounds of any of the protected characteristics: race, colour, ethnic origin, religion, disability, nationality.

3.2 Knightsbridge School adheres to the implementation of provisions from the Children and Families Act 2014 and is therefore open to applications from any prospective pupil with a physical and/or mental impairment.

The registration or admission form will enable the parents to give details of their child's disability.

Every application will be considered on its merits within Knightsbridge School criteria for selection, on the grounds of the student's ability and aptitude in a fair, open-minded way.

Knightsbridge School will request from the parents and/or the previous school full details in the form of medical reports, educational psychologist reports and any other report which assesses a child's disability so that Knightsbridge School can make an assessment of the adjustments that would be needed in order to provide adequately for the pupil's physical

and educational needs. If appropriate, members of the Knightsbridge School team may visit a child at their current school or nursery setting to build as full a picture of their requirements as possible before making the decision as to whether or not to make the offer of a place final.

The Head of Learning Support is responsible for overseeing the arrangements for pupils with SEND and will make the decision, in conjunction with the Head, as to whether Knightsbridge School is able to provide, or make available, any specialist help required.

Applications will be considered on the basis that all “reasonable adjustments” will be made by Knightsbridge School in order for the child to fully access the school’s curriculum.

Pupils with SEND will have equal opportunity to join Knightsbridge School if they satisfy the School’s selection criteria. Parents may be asked to contribute to any special resources or specialist tuition/support.

If exam concessions are requested for the entrance assessments, e.g. a scribe, a reader, use of a laptop and extra time, evidence must be submitted to demonstrate this is their usual way of working (working practice).

Note: Regarding physical accessibility and other adjustments, parents of disabled children may wish to obtain a copy of the school’s Accessibility Plan. This is available on request.

## **4 Admission**

4.1 Admission will be subject to the availability of a place and the pupil satisfying the entrance requirements as described in the procedures for entry below and in the school prospectus.

## **5 Entry points**

5.1 Knightsbridge School has formal entry points into Reception and Year 7.

5.2 Entry to the school at other points is dependent on places becoming available.

5.3 Places are offered in line with the number of children that the school can accommodate. In September 2023 this number is 480 children.

## **6 Registrations**

6.1 The Registrar is responsible for all registrations.

6.2 Registrations are accepted from birth.

6.3 A child’s name is only placed on the list of applicants for admission after a registration form has been completed and returned to the Registrar, together with a non-refundable fee of £200.

6.4 Admission will be subject to the availability of a place and the pupil satisfying the entrance requirements.

## **7 Information for prospective parents**

7.1 Parents are informed about the ethos, aims and organisation of the school through the website [www.knightsbridgeschool.com](http://www.knightsbridgeschool.com). Before a child comes for an assessment, parents should have visited the school, by joining one of our tours or have had an individual tour of the school organised through the Registrar. In the event that a 'live' tour or meeting is not possible, then a virtual tour and meeting will be arranged by the Registrar.

## **8 Procedures for Early Years Foundation Stage entry (Reception)**

8.1 All pupils wishing to enter Knightsbridge School at the Foundation Stage will be observed by the Head of Early Years in their current Nursery. All Parents will be invited to attend a meeting with the Principal. There will also be an opportunity for children to visit the school for a stay and play event. At this age, we are looking for the child to tackle simple tasks with confidence and demonstrate sound, age-appropriate oral language skills through discussion of a favourite toy, book or event. We are also looking for happy children with well-developed fine-motor skills who are excited about learning and whom we feel will benefit from an education at Knightsbridge School. The candidate should demonstrate a good level of spoken English.

8.2 Knightsbridge School reserves the right to refuse entry into the Foundation Stage, or to refuse further progression up the school if, in the opinion of the Head and staff, the school cannot meet the educational, pastoral and/or social needs of the child.

## **9 Procedures for entry to the Junior School (years 1-6)**

9.1 Entry requirements to the Junior School ensure that the pupil will fit in with their peers in both an academic and social context.

9.2 The child will be invited to spend a full day with their peers, partaking in all school events.

9.3 We are looking for children to be articulate, confident and to 'have a go' at all challenges presented. We have an academic standard that children are expected to demonstrate; this is in line with the achievements of their current KS year group. However, we also look for additional skills such as music, art or other non-academic qualities. The candidate should demonstrate a good level of spoken and written English.

## **10 Procedures for entry to the Senior School**

10.1 Entry into the Senior School above Year 7 is based on places becoming available and the child demonstrating sound academic ability that is in line with their peer group. They will spend a full day at Knightsbridge School demonstrating their ability to join in and 'have a go' at our broad and balanced curriculum and all the day's activities as well as taking standardised written and computer assessments in English, maths and reasoning.

10.2 Both parents will then be invited to meet with the Head, Principal or Head of Seniors. This is an opportunity for parents and the school to discuss the pupil's test results and any feedback from their day at Knightsbridge School as well as aspirations for the child.

## **11 Observations of Behaviour**

11.1 In all cases, the behaviour of a prospective pupil will be observed during their visit to establish that the school is capable of catering satisfactorily for their needs and that their admission to the school is compatible with the learning and social development of other children in the cohort.

## **12 Outcome of Assessments**

12.1 Following the assessments and meeting, parents are informed by letter, email or phone call one of the following options:

- a) a firm place is offered
- b) the child is on a waiting list and there is no guarantee of a place
- c) we cannot offer a place.

## **13 Acceptance of places**

13.1 If the parent chooses to accept a place, a deposit of a full term's fees and a signed acceptance of the School's Parent Contract by a set date are required. The deposit is returnable when the child leaves the school, providing a full term's notice is given.

## **14 Children with SEND**

14.1 Parents **must** disclose, when registering their child, any information regarding SEND, e.g. Gifted and Talented, an educational psychologist's report or diagnosis of dyslexia or a similar condition which may affect learning.

14.2 Copies of any such reports must accompany the child to their assessment day at Knightsbridge School

14.3 If needed, 1:1 support will be offered where possible. This may incur an additional charge.

14.4 The School reserves the right to rescind any offer made if information regarding a child's learning needs has been withheld on application.

## **15 Siblings**

15.1 Providing a child meets all of the above criteria, siblings of current pupils are given priority. However, if it is felt that the School is not a suitable educational environment for the child at that stage, we will not offer a place. Reassessment may be offered at a later stage.

## **16 Children of current staff**

16.1 Children of current staff will be subject to the same admissions procedure and criteria as other applicants.

16.2 The offer of a place will be at the discretion of the Head.

## 17 Admissions register

17.1 The full names of all pupils must be included in the Admissions register from the start of their time at Knightsbridge School.

17.2 Once a place has been accepted, the child(ren) will be expected to attend school full-time from the first day of the relevant school term.

17.3 In the event that the school is going to delete the name of a pupil from the register, the local authority where the pupil is resident will be informed. The grounds for this are when the pupil has been taken out of school to be home educated, when the family has moved away, when the pupil has been certified as medically unfit to attend, when the pupil is in custody for more than four months, or has been permanently excluded. As of September 2016, the school will also inform the relevant local authority if a child joins or leaves the school at a non-standard transition point.

17.4 Knightsbridge has a legal duty to inform the local authority in the event that a pupil has ten days of unauthorised absence (other than for sickness or leave of absence) or the pupil fails to attend regularly.

## 18 Right to Reside

18.1 The school is required to check your child's right to reside in the UK. Along with your signed acceptance form, please provide the school with a copy of your child's passport. If your child has a UK passport, a copy of this will be sufficient.

18.2 If your child does not have a UK passport, please provide a copy of your child's passport, and provide either evidence of your child's settled/pre-settled status (for EU nationals living in the UK before 1<sup>st</sup> January 2021) or evidence of your child's right to reside in the UK (visa/BRP for all other nationalities).

18.3 If your child holds a visa/BRP (Biometric Residence Permit) please provide the school with a copy of the passport, visa, entry vignette or current valid BRP (both sides of the card) for both the dependent child and parents

Reviewed by: Miss Mary Caldecott-Smith (Registrar) & Shona Colaco (Head) Date: July 2023

Approved by: Aatif Hassan

Signed:



Date: July 2023

***This policy will be reviewed annually.***