

## **Admissions Policy (applicable to all three Madrid schools)**

### **1.0 Introduction**

- 1.1 King's College schools are co-educational independent day schools (with a boarding house at Soto) for pupils aged 20 months -18 years (Soto), 3 - 14 years (La Moraleja) and 3 – 7 years (Chamartin).
- 1.2 Offers of places are based on a judgement about whether a child will thrive in our educational environment. Thus, the later the stage in a child's school career when an application is made, the more likely it is that there will be a requirement for existing proficiency in spoken and written English. Entry to the secondary department (11 years and older) is via an entry examination, an interview at the School and references from a candidate's previous school or schools. An offer of place in secondary is based on whether the candidate will be able access the whole British curriculum.
- 1.3 Children may be admitted to any year group provided that there is space, though entry into either Year 11 or Year 13 needs to be approached with caution since these years are the second phases of two-year courses.
- 1.4 For the purposes of entry applicants' ages are calculated according to Spanish custom, with a 1 January birthday watershed. In cases where applicants apply from a different education system or country, the year group on entry will be considered sequentially according to their previous education system.
- 1.5 In exceptional circumstances, 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. Likewise in exceptional circumstances, the School may also offer an applicant a place in a year ahead of his/her chronological age group if it is deemed by the Head to be in the pupil's best interests so to do. Parents or guardians 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, whose decision is final.
- 1.6 This policy and its procedures have been authorised by the King's Group Board. The Board delegates authority to the Heads of the schools to identify applicants whose academic and other abilities appear to match the ethos and standards of the schools, and whose personal qualities suggest that they have the potential to contribute sufficiently to the school community and benefit from the many opportunities that are offered.

1.7 This policy is for guidance and will be adapted by the College from time to time as circumstances require.

1.8 Sections 1, 3, 4, 5, 7, 8, 9 and 10 of this policy apply to all three Madrid schools. Sections 2 and 6, covering procedures, vary slightly between schools.

## **2.0 Policy and procedures for King's College, Soto de Viñuelas**

Throughout the admissions procedure King's College's policy is to ensure the best interests of the pupil educationally. To this end:

- All prospective pupils must undergo a selection process which varies according to their age (see information below on the different sections within the college).
- The selection process is to be carried out with the full knowledge and participation of the Heads of the appropriate feeder schools.
- Following this selection process, admission to the school requires the approval of the Head of King's College.
- Once an application is in process King's College may contact the child's current school for a confidential reference.
- The school reserves the right to refuse admission to candidates whom it considers will not benefit from the educational programme offered by King's College.
- When allocating places the Head may at his/her discretion also take the following into account (in no particular order):
  - a) academic performance and potential
  - b) pupil's ability to offer excellence within a particular facet of the school's extra curricular programme
  - c) pupils with brothers or sisters in the school
  - d) children with one or both English speaking parents
  - e) children from families who are relocating to Spain
  - f) children of former King's College pupils
  - g) pupils at other King's Group schools

However, children's admission to the school is subject to the selection process for the appropriate age group and the availability of places in the appropriate year group.

## **2.1 Foundation Stage and Key Stage 1 (Nursery – Year 2)**

- Entrance to the Infant Department requires an interview with the parents and the child.

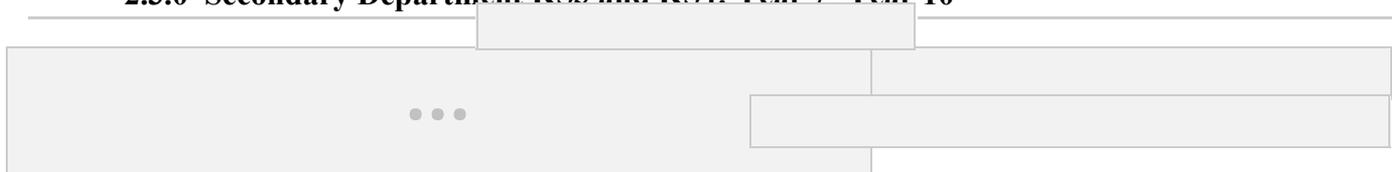
- New pupils entering [redacted] attend an interview with the [redacted]

- Where this is not possible or where appropriate, reports from previous schools or Pre-Nursery should be presented.
- If it is felt that the child is not progressing adequately even by the time he/she is in Reception, parents may be asked to find alternative schooling for their child at the end of the Foundation Stage.
- Pupils with no prior knowledge of English may be accepted into Nursery and Reception classes and initially are not required to have any extra language support.
- Pupils for Years 1 and 2 with no prior knowledge of English can only be accepted if agreed provision is made for an Induction English programme and parents should expect to be liable for the incurred costs. The duration of the Induction English course will be decided by the school.
- Pupils are not required to have previous knowledge of Spanish.

## **2.2 Primary School Key Stage 2 (Year 3- Year 6)**

- Entrance to Key Stage 2 requires tests in English and Mathematics based on the English National Curriculum for the corresponding level of entry and where appropriate a Non Verbal Reasoning (NVR) test. Copies of school reports for the previous two years must also be presented.
- Pupils from international schools abroad may sit the entrance tests at their current school. However, their school must accept responsibility for supervision.
- Pupils with no/little prior knowledge of English must agree to a programme of Induction English as recommended by the school and parents should expect to be liable for the incurred costs. The duration of the Induction English course will be decided by the school.
- All Spanish nationals are required to follow a programme of Validation Studies (Spanish Language and Humanities) set out by the Spanish Ministry of Education.
- New pupils are not required to have any previous knowledge of Spanish. Pupils joining the school with a low level or no prior knowledge of the language may receive special Spanish classes in small groups.

### **2.3.0 Secondary Department KS3 and KS4: Year 7- Year 10**



- Entrance to the Secondary Department requires pupils to be tested in English and Mathematics based on the English National Curriculum for the corresponding level of entry and where appropriate a Non Verbal Reasoning (NVR) test.
- A personal interview with a senior member of staff is normally required.
- Pupils from international schools abroad may sit the entrance tests at their current school. However, their school must accept responsibility for supervision.
- Copies of school reports for the previous two years must also be presented. The reports must show consistently favourable progress academically, behaviourally and in terms of effort.
- Confidential references are normally sought from the pupil's current school regarding their academic record, behaviour and payment of fees.
- All pupils applying for entry to the Secondary Department must have a good level of English and preferably have attended a UK or a British international school. As part of the conditions of an offer of a place, pupils may have to undergo a programme of Induction English as arranged by the school and parents should expect to be liable for the incurred costs. The duration of the Induction English course will be decided by the school.
- All Spanish nationals are required to follow a programme of Validation Studies (Spanish Language and Humanities) set out by the Spanish Ministry of Education. The school makes provision for new pupils entering the Secondary Department with no prior knowledge of Spanish by including additional Spanish classes on the time-table.

### **2.3.1 Secondary Department: Year 11**

- Pupils applying for admission to Year 11 must have studied the first year of the (I) GCSE course (Year 10) in the British system the year prior to their entry to King's College. The (I) GCSE examination boards in their current school must coincide with the examination boards used at King's College.
- Pupils may also be required to take entrance tests and where appropriate a Non Verbal Reasoning (NVR) test.
- Copies of school reports for the previous two years must also be presented. The reports must show consistently favourable progress academically, behaviourally and in terms of effort

- Confidential references are normally sought from the pupil's current school regarding their academic record, behaviour and payment of fees.
- Pupils entering Year 11 may be restricted in their option choices by the size of the existing groups.

### **2.3.2 Secondary Department 6<sup>th</sup> Form: Year 12 – Year 13**

- All students are usually required to attend an interview with a senior member of staff before being admitted to the 6th Form.
- Pupils from the British system wishing to enter Year 12 are required to have a minimum of 5 passes at (I) GCSE (including Mathematics and English as a first language), with grade C or above, normally including an A or B grade in the subjects to be taken at GCE A Level. (I)GCSE grades at A\* or A are usually required for the study of Mathematics and Science A level subjects.
- Pupils from other international systems wishing to join Year 12 will be required to take entry exams based on (I)GCSE standards for Year 11.
- Copies of school reports for the previous two years must also be presented. The reports must show consistently favourable progress academically, behaviourally and in terms of effort.
- Confidential references are normally sought from the pupil's current school regarding their academic record, behaviour and payment of fees.
- The school may admit pupils into Year 13 provided that they have a proven academic level and their subject choices and examination boards coincide with the programme offered by King's College. The minimum requirement is 3 AS passes with C grade or above in the subjects they wish to take to A2.

### **2.3.3 Tenbury House (Boarding) Admissions**

- Pupils may only be admitted to the boarding house from Year 7 onwards. Therefore the admissions process for year 7 to 13 applies, as well as the following:
- If a prospective pupil wishes to come for a "taster stay" their parents must provide behavioural reports and references from the child's current school in advance. Parents will also be asked to sign a consent form

- Under normal circumstances all prospective boarders are expected to visit the premises and to attend an interview with a senior member of staff.
- The Admissions Office will offer advice to families, but it is the responsibility of parents of all non-EU boarders to obtain all the necessary immigration and residence documentation (eg. power of attorney and ID documents). The Admissions Office must receive copies of such documents by the end of the term prior to their child joining Tenbury House.

### 3.0 Returning Students

- Pupils who leave King’s College for any reason will not be automatically accepted if they wish to return.
- Pupils who wish to return after a year should reapply and provide current academic reports.
- Pupils who wish to return after two or more years must reapply and sit the appropriate entrance examinations.
- If a parent plans to remove their child from King’s College for a whole academic year (eg. to spend Year 8 in an English boarding preparatory school), then the school can only guarantee readmission via the payment of holding fee of €1.000 per term.

### 4.0 Transfers between King’s College Schools

- Transfers between King’s College Schools in Madrid should occur at the end of the natural school cycle:

King’s Infant School to King’s College School, La Moraleja	
Yr 2 to Yr 3	
King’s Infant School to King’s College Madrid, Soto de Viñuelas	Yr
2 to Yr 3	
King’s College School, La Moraleja to King’s College Madrid, Soto de Viñuelas	Yr 9 to
Yr 10	

- Any transfer requests before these times should be discussed with the Head of the current school and the Head of Admissions of the school the parent wishes their child to transfer to. [redacted] on a case by case basis and are

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

- Transfers between other King’s College schools are subject to place availability. Early transfer requests for younger siblings are neither automatic nor guaranteed.
- All transfers are subject to the pupil reaching a specific minimum academic and behavioural performance in their current year group.

## **5.0 Equal Treatment**

All candidates for admission will be treated equally, irrespective of their, or their parents', race, sexual orientation, religion or belief, pregnancy or maternity, gender reassignment or any disability. Candidates will also be treated equally in respect of their parents' age, gender or marital or civil partnership status.

## **6.0 Confirmation of places**

- All admissions to King’s College are considered by the school’s Admissions Panel, which comprises the Head, Deputy Head and the Head of Admissions. This meeting is held weekly.
- The College will be in a position to offer or reject an application once all the above steps in the admissions process have been satisfactorily completed.
- If King’s College has not received the confirmation payment by the date stated on the offer letter, a place can no longer be guaranteed.

## **7.0 Register of Admissions**

- The register of admissions is held securely in electronic form by the Director of Admissions at each school. Paper copies of admissions documentation are also kept securely.
- Admissions documentation for candidates who are not admitted to the school is kept for 6 months and then destroyed. Names and contact details of all parents who seek admission to the school are kept electronically for an indefinite period owing to the possibility of another approach to the school at a later date.

## **8.0 Scholarships and Bursaries**

See separate Scholarships and Bursaries Policies.

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## **9.0 Disability and Special**

- King's College has limited facilities for the disabled but will do all that is reasonable to comply with its legal and moral responsibilities under Spanish law.
- Parents of a child who has any disability or special educational needs must provide the Head of Admissions with full written details (including a copy of all reports prepared by an Educational Psychologist and/or other appropriate specialist where available) when registering for admission and at least one week before attending an interview, taster day or Admissions Examination. A Disability Needs Assessment Form is available from the Head of Admissions.
- This information is required so that, in the case of any child with particular needs, the School can assess those needs and endeavour to make sure that facilities can be provided adequately for those needs throughout the admissions process (including at interview, any attendance at the school and during the Admissions Examination as appropriate).
- The School will consult with parents and their medical advisers about the adjustments which can reasonably be made for the child, subject to the School's Accessibility Plan and usual routines and budget constraints, both during the admission process and later as a pupil.
- Where the School agrees to support the provision of additional services, such as the use of extra staff or auxiliary aids, parents or guardians will be charged for these at a level that reasonably reflects the cost to the school of providing the service or facility.
- Special arrangements as are deemed reasonable and necessary will be made available for pupils with special educational needs in the Admissions Examination, as long as parents provide reasonable notice, and the School has been provided with a copy of an Educational Psychologist's report or medical report (prepared within the last two years), which must include a recommendation for such special arrangements.

## 10.0 Payment of Fees

For entry to King's College, once a place has been offered parents are required to confirm the reservation by making the corresponding payment as set out below:

Pre Nursery:	

Nursery:

- A non-returnable enrolment fee per pupil
- An advance on the first term's fee per pupil

All other year groups:

- A non-returnable enrolment fee per pupil

Tenbury House:

- A non-returnable enrolment fee per pupil
- A refundable deposit

Children of former King's College pupils will benefit from a discount applied to the enrolment fee.

A pupil may not start at the school until King's College Accounts Department has received the confirmation payment.

## **11. Documentation required on application for a place**

An application for a place in the school may be made by completing and returning the official application form available on the website or from the School Office.

Parents must provide the following documents before their child commences his/her education at the school:

- a) A signed copy of The College's Terms and Conditions by which they agree to abide by the school regulations.
- b) A photocopy of either the birth certificate, the "Libro de Familia", identity card or passport.
- c) Two passport size photographs.
- d) A medical certificate or immunization records indicating that the child has no infectious or contagious diseases, specific illness or disability.
- e) Photocopies of certificates from previous schools attended, if any.
- f) Photocopies of school reports for the previous two years (where appropriate).
- g) For pupils wishing to follow the Spanish Bachillerato course, the school requires a certificate from the Spanish Ministry of Education confirming convalidation of previous studies. All the official academic documentation concerning the pupil's education prior to joining King's College is strictly the parents' responsibility.

**Revised on 10 October 2016**

