



Admissions Policy



Introduction

The King's School Worcester is a Co-Educational independent school foundation for pupils from ages 2 to 18. The Foundation has around 1250 pupils, 860 of whom are in the Senior School. Deciding on the right school for your child is very important, and we believe that a personal visit is invaluable. We very much hope that you and your child will visit.

We usually hold a number of open events over the school year, which give a general introduction to the Foundation. Details are published on our website. We are also very happy to welcome prospective parents/guardians and their children at other times. Please contact the relevant school's registrar, or email admissions@ksw.org.uk to arrange a visit. If it is not possible to hold open events or arrange school visits because of circumstances beyond the Foundation's control, then the School will publish on its website the alternative arrangements in place.

The aim of this policy is to identify and admit children who will benefit from an academic education and who will contribute to and benefit from the ethos and activities of our Foundation community. The Foundation has a Christian ethos that has a close, historic relationship with the Cathedral. Parents'/guardians' acceptance of the offer of a place is conditional upon signing agreement of the Foundation's Terms and Conditions.

Equal Opportunities

The King's Worcester Foundation's aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world. Generous bursaries are offered in order to make it possible for as many as possible who meet the Foundation's admission criteria to attend the School. The Foundation's provision for bursaries is described below.

The King's Worcester Foundation is committed to equal treatment for all, regardless of a candidate's sex, race, ethnicity, religion/belief (or lack of), disability, gender reassignment, sexual orientation or social background and as such treats every application for admission in a fair and equal way in accordance with this policy and the Foundation's *Equal Opportunities Policy*.

Please see our *Equal Opportunities Policy – pupils*. All parents/guardians are expected to support the aims of the *Equal Opportunities Policy – pupils* and the Foundation's ethos of tolerance and respect.

Disability and Special Educational Needs

The Foundation has an ongoing duty to make reasonable adjustments for pupils with a disability or Special Educational Needs to ensure they do not suffer a substantial disadvantage in comparison with other pupils – see *Equal Opportunities Policy – pupils*.

The King's Worcester Foundation does not unlawfully discriminate in any way regarding entry and welcomes pupils with disabilities and/or special educational needs, provided we can offer them any support that they require and cater for any additional needs and that our site can accommodate them. We aim to ensure that all our pupils, including those with disabilities and/or special educational needs, are provided with a safe and inclusive environment in which to learn. Our policy is to apply our admission criteria to all potential pupils. We require parents/guardians of children with special educational needs or disabilities or allergies to discuss their child's needs with the Foundation before they submit an application so that we can assess whether we can make adequate provision for them.

Parents/guardians should provide with the Registration Form full details of all relevant information, a copy of an educational psychologist's report or a medical report if they have one (In the case of a child who has an EHCP in place, parents/guardians should provide this report to the Foundation Head in discussions prior to an application being made). This is so that the Foundation can assess their child's needs and consult with parents/guardians about the adjustments which can reasonably be made and so that the Foundation can ensure, for example, that their child will be able to access the education offered and that we are able to ensure their health and safety, and the health and safety of others.

Where a prospective pupil is disabled, the Foundation will discuss with parents/guardians (and their child's medical advisers, if appropriate) the adjustments that can reasonably be made for the child if they become a pupil at the Foundation, to ensure that the prospective pupil is not put at a substantial disadvantage compared to a pupil who is not disadvantaged because of a disability.

There may be exceptional circumstances in which we are not able to offer a place for reasons relating to a child's disability. For example, if, despite reasonable adjustments, we feel that a prospective pupil is not going to be able to access the education offered, or that their health and safety or those of other pupils or staff may be put at risk, we may not be able to consider an application or offer a place at any of The King's Worcester Foundation's schools.

Sometimes, the situation of pupils with disabilities and/or special educational needs changes between an offer of a place being made and the pupil starting in the Foundation. The Foundation requires parents/guardians to be pro-active in updating the King's Worcester Foundation as to any significant changes which mean that the information provided during the application process is out of date or incomplete. In the vast majority of cases, this will not affect a pupil's place at the King's Worcester Foundation. However, the Foundation may, in exceptional circumstances, need to reconsider the offer of a place if a pupil's circumstances change materially. It is in the pupil's interests that any such decision is made as early as possible to avoid any disruption to their education, so parents/guardians are urged to be forthcoming in their communications with the Foundation about any material change to their child's circumstances.

The Assessment Process

The aim of the process is to identify potential. The King's Worcester Foundation is looking for well-rounded pupils with a genuine interest in education in the broadest sense of the word, with interests that stretch beyond the confines of the academic curriculum. The Foundation has strong traditions in music, drama, art, debating, community activities and sport. There are many extra-curricular activities, all of which are important in developing a well-balanced, confident individual.

No specific preparation for our entrance tests is needed; all candidates start on an equal footing, with identical opportunities to display their academic aptitude.

Summary of Admissions Procedure The Assessment Process

Our admission procedure has a number of elements, which, depending on the child's entry point may include competitive entry tests (or other academic criteria):

- interviews
- character references
- disability assessments (if applicable)
- pupil observation
- acceptance of the Terms and Conditions.

Character reference:

The Head of the candidate's current school (where applicable) will be asked to provide a written reference as to the candidate's academic ability, attitude and behaviour, involvement in the school community, talents and interest, and any other special circumstances such as special education needs, or a disability. The reference may also include the results of tests taken at the school (such as NFER or SATs) and predicted grades at GCSE (if appropriate).

Candidate's age:

Very occasionally, we may offer places to pupils one year ahead or behind their standard year group, if we consider, as a matter of professional judgement that this would be in the best interests of the pupil and the Foundation.

Special circumstances:

We recognise that a candidate's performance may be affected by particular circumstances, for example:

- if he/she is unwell when taking tests or has had a lengthy absence from his/her school
- if there are particular family circumstances such as a recent bereavement
- if there is a relevant educational history, for example education outside the British system
- if the candidate has a disability or specific learning difficulties
- if English is not the candidate's first language.

In any of these cases, we may request further information such as a medical certificate or educational psychologist's report and any associated correspondence or details from the pupil's current school (including samples of work) or any family history of dyslexia, as we consider necessary to make a fair assessment.

Disclosures:

Parents/guardians must as soon as possible disclose any particular known or suspected circumstances relating to their child's health, allergies, disabilities or learning difficulties.

Additional factors:

If the Foundation is oversubscribed and we have to decide between two or more candidates who meet our admission requirements after all appropriate allowances and special consideration have been given, we may give preference to:

- a child who already has a brother/sister in the Foundation or whose parent/guardian is a former

pupil here

- a child whose parent/guardian is a current member of our staff
- a child with a particular skill, talent or aptitude.

All decisions relating to offers of a place in the Foundation remain at the discretion of the Foundation Head.

Complaints:

The King's Worcester Foundation's Complaints Procedure is not available for use by prospective parents/guardians.

Records and Review:

Applicants' details will be held on file with due regard to data protection legislation and the Foundation's Privacy Notice.

The King's Worcester Foundation will not hold the personal data of you or your child for longer than is necessary for a lawful purpose. Reasons to retain such information for longer might include for example, if the parents/guardians express an interest in the candidate re-applying at a later date; or if the potential candidacy has another sibling within the Foundation; or to deal with any ongoing matters or queries arising from the application.

Bursaries:

The King's Worcester Foundation's bursary programme is generous and is designed to make it possible for as many as possible of those who meet our entry criteria to take up a place. Please note that in order to support as many families as possible, provision is mainly for the Senior School entrants.

The Foundation offers a number of means-tested awards annually to entrants at the usual points of entry (Year 7, Year 9, Year 12), where the parents/guardians have indicated that they require financial support. Bursaries are means-tested. Both parents/guardians are required to provide proof of their income and assets. The level of support varies according to parental need; but can extend to full fee remission in cases of proven need. New entrant bursaries are always offered for 12 months at a time. The family is required to provide fresh information about its circumstances for every year that their child is enrolled. Levels of support may vary with fluctuations in income or wealth.

The King's Worcester Foundation's practice is to allocate its entire available bursary funding on entry. The Foundation's expectation is that parents/guardians who do not choose to apply for a bursary at the time that their child is being assessed will not require financial support throughout the time that their child attends the School, except in wholly unforeseen circumstances when hardship bursaries are available to tide the parents/guardians of pupils already in the Foundation over difficult periods, particularly if their children are in examination years. All such grants are means-tested and subject to annual review.

Further details are available on the website [here](#) or from the Registrar.

Scholarships:

Scholarships are designed to reward excellence and to celebrate exceptional talent.

The Foundation follows the agreed policy and practice of the Headmasters' Conference in the award of scholarships. In brief, these are as follows:

- No scholarship award shall exceed one third of fees in value.
- Scholarship awards only bring a discount in fees if awarded at the point of a pupil joining. Some

scholarships are awarded during a pupil's time in the Foundation. Such scholarships are purely honorary. They are in some cases marked with book tokens.

- Occasionally a pupil will be awarded a joint scholarship award. No pupil may hold combined scholarship awards worth more than a total of one third of fees.
- In cases of proven need, the value of scholarships may be augmented from the Bursary Fund; all such grants are means-tested.
- The only type of scholarship normally awarded are Academic (Year 7/ Year 9/ Year 12), Music (Year 7/ Year 9/ Year 12) and Sport (Year 9/ Year 12), however subject to the Foundation Head's discretion, a candidate for the Senior School at Year 7, who combines good academic capability with sporting ability may be considered for a Sports Skills Award and at Year 7/ Year 9/ Year 12 those who show significant leadership aptitude or other talent in art, drama or performing arts, may be awarded an All-Rounder Award.
- Awards are only retained by a pupil as long as his or her progress remains satisfactory. Further details are included in the Terms and Conditions.

Worcester Cathedral Choir:

A pupil normally joins the Choir as a probationer at the age of 7-9 or later for girl choristers. Candidates must take the voice trial and pass the entrance assessment set by the School. Voice trials for entry into the School in September are held by arrangement throughout the year. A Choral Scholarship is awarded jointly by the Cathedral and the King's Worcester Foundation. When a child leaves the Choir the Choral Scholarship will cease and full tuition fees become applicable.

While in the Choir, choristers are expected:

- to maintain a satisfactory musical standard in the Choir, and to make appropriate vocal progress
- to make acceptable academic progress, and to qualify to join the Senior School in the examination taken by all members of the Prep Schools.

A child ceases to be a probationer and becomes a Foundation Chorister after election by the Dean and Chapter upon the recommendation of the Master of the Choristers. Recommendations for election are usually made after two or three years as probationers, on the basis of merit and seniority, and as vacancies arise in the Foundation.

Choristers and Probationers sing the statutory Cathedral Services, and take part in special services, recitals, broadcasts and recordings. They attend the necessary practices for these, and also sing the main services at Christmas and Easter.

King's St. Alban's and King's Hawford Prep Schools

Entry into Years R, 1 & 2:

For entry into Reception, candidates will undertake a school readiness assessment and spend time with the Reception teacher.

For entry into Year 1 or 2:

Candidates will spend a day in school during which we will carry out a gentle assessment of their ability in Maths and English.

Entry into Years 3-6:

For entry in Years 3 to 6, candidates take nationally age-standardised tests in Mathematics, English and Verbal Reasoning, appropriate to their age group.

Scholarships:

Scholarships are offered to candidates of outstanding academic ability after assessment for entry into Year 4 upwards or of existing pupils at the same point.

Scholarships are capped at a maximum of 10% of tuition fees when in Year 4. A pupil offered a scholarship in Year 4 can be reassessed in Year 5 with the scholarship potentially being increased to 20%.

Scholarships will be awarded following our usual entrance testing process (new entrants) or through a review of ongoing pupil assessment (existing pupils) and in some cases an additional scholarship interview with the Head.

These awards will be tenable only while a child is at the Prep School.

Scholarships will only to be offered with a firm commitment that the child will progress to King's Worcester Senior School. If they are offered a place for Year 7 and do not accept it, any scholarship received in the Prep School will be repayable.

King's Senior School

Entry points:

These procedures apply at the main points of entry: Year 7/ Year 9/ Year 12 and also to candidates for occasional vacancies in any other year group.

Entry Procedure:

These are as follows:

- For entry in years 7 to 10, candidates take papers in Mathematics and English set by the Heads of Department, appropriate to their age group.
- For admission to the Sixth Form (Year 12) from outside the Foundation, King's Worcester asks for a personal statement and reference from a candidate's current school to include projected i/GCSE grades. All offers at this level are made conditionally on GCSE grades. To qualify for entry to the Sixth Form the normal requirement for external candidates is six passes at least at grade 6 (or equivalent) and a further two passes at grade 4 (or equivalent) at GCSE. Entry for internal candidates is based on i/GCSE results and they must achieve five passes at least at grade 6 (or equivalent) and a further two passes at grade 4 (or equivalent). English language and mathematics must be passed at grade 4 (or equivalent) or higher. It is in the interests of candidates to achieve a grade 7 or better in subjects they intend to continue to A level but we do not routinely set minimum grade requirements to take a particular subject at A level. Occasionally an external candidate may be given an offer which requires them to achieve higher GCSE grades than the normal requirement.

Interviews:

These are of two kinds.

General interviews: in some cases, there will be a general interview (conducted one to one or in small groups) to explore the candidate's interests, attitude to school, personal qualities, ability to contribute to the school community, support available at home and any relevant connection with the Foundation; in many cases, particularly with older candidates, there will also be a discussion on the pupil's knowledge of and thoughts about current affairs.

Scholarship interview: for Year 7 and Year 12 candidates who show the greatest academic potential, there may also be a scholarship interview to explore further the candidate's academic ability and potential. Prior to Sixth Form entry, scholarship candidates may be asked to submit samples of their work in the subjects, which they are most likely to study at A Level.

Entrance examinations:

Take place annually in January/February; candidates for Year 7 from The King's Worcester Foundation take their papers in either St Alban's or Hawford, whereas external candidates come to school on an examination day.

Scholarships at the Senior School, including King's Scholarships and Entrance Scholarships:

King's Scholarships and Sports Scholarships (both awarded for Year 9 and Year 12) are the internal senior awards. These are honorary and do not carry fee remission; there are also other scholarships, including entrance and Chorister scholarships.

The following new entrant awards are normally offered:

- Year 7 – Up to 20 scholarships, value up to 25% tuition fees, the awards to be made on the basis of our Entrance Tests and interview. One or more of these awards may be for Music. All Rounder and

Sports Skills Awards are also offered. Some awards may be in the form of book tokens, music lessons or annual allowances rather than a fee remission.

- Year 9 – Three or four scholarships of value up to 25% of tuition fees are awarded on the basis of our Entrance Tests and interview. One music and sports scholarship may be awarded each year.
- Year 12 – There are up to 8 scholarships, whose value is up to 25% of tuition fees. However, a larger number of awards of smaller value may be made if that seems appropriate. These awards will be made on the basis of a Cognitive Abilities Test (CAT) and interview and are in addition to any made to pupils already in the Senior School.

The following awards are normally offered to current students:

- At the end of Year 8 – King's Scholarships are awarded to up to five or six pupils currently at the School and Sports Scholarships to three or four pupils.
- At the end of Year 12 – A few honorary awards are made to pupils in the School at the end of their Lower Sixth year on the basis of their GCSE results and progress in the Sixth Form. These awards may include up to 6 King's Scholarships. Sports Scholarships to three or four pupils may also be awarded at this age.

Review

This policy will be reviewed by the Director of Finance and Business Development and the Registrar annually, or at more frequent intervals if there are relevant legislative changes, and/or the evaluation of the policy highlights the need for a review.

Authorised by	Resolution of the Governors
Signature	
Date Adopted:	08 December 2023
Revised on:	01 November 2023
Review due:	01 September 2024
Circulation	Members of Governors/ all staff / parents / pupils [on request]

Review Notes

- Bursaries subsection has been updated to include a link to the 'Scholarships & Bursaries' page on the Foundation website.
- Introduction has been updated to note the Foundation has a Christian ethos and close, historic links to the Cathedral.

- Complaints subsection updated to note the Complaints policy is not available for use by prospective parents

Review 4.10.23

- The policy has been reviewed in conjunction with the ISBA model admissions policy (October 2022 version)
- Minor changes to Foundation and school number
- Amendment to Disability and Special Needs to include allergies
- Addition of paragraph detailing disability or special needs changes between offer and admission to the school roll.
- Addition of section called 'Assessment Process'
- Addition of paragraph advising that our new bursaries are given to new entrants and only available to current pupils as hardship bursaries for unforeseen circumstances
- Amendments to Senior School entry procedure to reflect new 16+ entry process
- Addition of line advising that awards may not be in the form of fee remission.