King's Worcester

Admissions Policy

Effective from 1st September 2026

1. Introduction

The King's School Worcester (the Foundation) is a Co-Educational independent school foundation for pupils from ages 2 to 18. The Foundation has around 1150 pupils, 800 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 Registrar, or email registrar@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 with 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.

Please contact the relevant Registrar, or email Registrar@ksw.org.uk for further details on registration or visit our website at https://www.ksw.org.uk/.

2. Equal Opportunities

The King's Worcester Foundation's aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. We are mindful of our obligations under the Equality Act 2010 during the Admissions Process. 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.

3. Information Sharing

We require parents to inform the Foundation at the outset of the application process about any needs (including special educational needs) which their child may have or any other significant matters which the Foundation should reasonably be aware of because, for example, it would necessitate tailored provision and/or would materially impact on their child's attendance at Foundation and/or ability to engage in day-to-day Foundation life. We also require applicant parents to be transparent

about any circumstances which may materially impact their ability to comply with the School's Parent Contract, for example, in respect of fees.

The School may wish to discuss these matters with the parents and/or require some further information.

Parents must ensure that information provided is accurate, complete and not misleading and relevant details and information (or changes to them) are shared in a timely and transparent manner.

A failure to disclose relevant information and/or the provision of inaccurate, incomplete or misleading information may - in some cases - lead to the withdrawal of an offer or termination of the School's Parent Contract.

4. 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 (suspected and diagnosed) 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 full details of all relevant information at the point of registration, including any reports (such as any educational psychologist reports, medical reports or other relevant expert third party reports), materials or information about their child's needs, and this may include any final or draft EHC Plans. In the case of a child who has an EHC Plan in place, parents/guardians should provide this report to the Head of the School to which the parents/guardians are considering applying for discussion 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 parents of a prospective pupil feel their child requires adjustments (in respect of the admissions process and/or with regards to education at Foundation and participation in Foundation life in the event they are offered and take up a place at the School), parents should raise these with the Foundation at the outset and the Foundation may – depending on the circumstances - require some further information from parents or request further assessments in respect of the needs identified and will discuss with parents (and their child's medical advisers, if appropriate) the adjustments proposed

and whether they can reasonably be made for the child if they were to become a pupil at the Foundation.

There may be exceptional circumstances in which we are not able to offer a place for reasons relating to a child's Special Educational Needs and/or 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, or where the Foundation cannot reasonably accommodate the adjustments required or reasonably provide the nature or level of the support required.

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.

In the event your child has an EHC needs assessment or EHCP (or equivalent) (whether at the application stage, draft or final form) it is important that these (and the applicable supporting documentation, e.g. educational psychologist reports or other expert assessments) are shared promptly with the School and that the School is kept up to date with respect to any relevant decisions of the Local Authority or changes in provision.

5. 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 which 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 co-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):

<table>
<tr><th>Years 7 – 11</th><th>Sixth Form</th></tr>
<tr><td colspan="2">Registration</td></tr>
<tr><td>Entrance Assessment</td><td>Submission and Review of Personal Statement</td></tr>
<tr><td colspan="2">Review of Current School Reference</td></tr>
<tr><td>Offer of a Place</td><td>Offer of a Place (conditional upon GCSE grades)</td></tr>
<tr><td colspan="2">Acceptance of terms and conditions</td></tr>
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School reference
The candidate's current school 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.

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, for example:

- a child who already has a brother/sister in the Foundation or whose parent/guardian is a former pupil here
- 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 Head of Foundation.

School's Terms & Conditions (Parent Contract)

The terms upon which the Foundation educates each pupil are set out in the School's Parent Contract which will be made available to parents/guardians as part of the admissions process. The Parent Contract is reviewed and updated periodically; the latest policy is made available to parents/guardians.

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 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 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 via our online portal. 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. Parents/guardians are required to provide fresh information about their circumstances for every year that their child is enrolled. Levels of support may vary from year to year, in line with fluctuations in the parents' or guardians' 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 hardship grants are also means-tested and subject to annual review.

A bursary may be withdrawn in accordance with the terms upon which such award is made or otherwise in accordance with the School's Terms and Conditions.

Financial Information

Any applicant for a place at the Foundation, including those who apply for bursary support and overseas applicants, may at the discretion of the Foundation be required to provide additional financial information and/or undergo checks to confirm that they are able to pay the Foundation's fees (or any percentage of the fees still payable if a bursary or scholarship is granted). As noted above, we expect applicant parents to be transparent with the Foundation in respect of any concerns they may have about their ability to meet their obligations under the Parent Contract, including in respect of fees.

Scholarships

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

The Foundation follows the Cross Association Code of Practice for Schools principles agreed between the five Head's Associations in the award of scholarships. In brief, these are as follows:

- scholarship awards are made on merit and are awarded in open competition via our assessment process to ensure fairness and transparency. Some scholarships are awarded during a pupil's time in the Foundation; such scholarships are generally honorary, however there are limited financial awards available each year
- occasionally a pupil will be awarded a joint scholarship award. No pupil may hold combined scholarship awards worth more than a total of 40% of fees
- in cases of proven need, the value of scholarships may be augmented from the Bursary Fund; all such grants are means-tested
- Once a scholarship has been offered it will not be subject to amendment other than by means testing
- the only type of scholarships normally awarded at the point of Admission are:

Academic Scholarship	11+, 13+, 16+	An academic scholarship is an award made to a pupil who shows a high level of academic attainment and intellectual curiosity in our entrance examinations.
Sports Scholarship	11+, 13+, 16+	Sports Scholars are talented young pupils who relish the challenge of competing at the highest levels of school sport. Pupils will have performed at a high level in two major sports

		and are likely to have attained representative honours beyond school.
Music Scholarship	11+, 13+, 16+	A music scholarship is an award granted to a pupil who demonstrates exceptional musical ability and performance potential,
Drama Scholarship	11+, 13+, 16+	Our Drama Scholarship programme aims to support committed and passionate pupils eager to refine and expand their theatrical and performing arts skills.
Art Scholarship	11+, 13+, 16+	Our Art Scholarship programme aims to support committed and passionate pupils eager to refine and expand their artistic skills.

- awards are retained by a pupil as long as his or her progress remains satisfactory. Further details are included in the Scholarship Terms and Conditions (Link to be inserted).

Further details are available on the website here or from the Registrar.

Worcester Cathedral Choir

A pupil normally joins the Choir as a probationer from the age of 7-9. 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.

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.

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

Entry into Years R:
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 and English.

Scholarships:
Scholarships are offered to candidates of outstanding academic ability after assessment for entry into Year 3 upwards.

Scholarships are capped at a maximum of 10% of tuition fees for entrance into Year 3 and above.

Scholarships will be awarded following our usual entrance testing process for new entrants.

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 a child is offered a place for Year 7 and it is not accepted, any scholarship received in the Prep School will be repayable.

7. King's Senior School

Entry points:
These procedures apply to all entry points from Year 7 to Year 10, and Year 12.

Entry Procedure:
These are as follows:

- for external entry in Years 7-10, candidates take a computer assessment measuring English, verbal, non-verbal and mathematical skills and a reference is requested from a candidate's current school.
- for internal entry in Year 7, pupils will only sit a computer assessment measuring verbal, non-verbal and mathematical skills if parents/guardians wish for them to be considered for an academic scholarship.

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.

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.

Academic 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:
For all year groups these take place annually in November/December.

Scholarships at the Senior School, including King's Scholarships and Entrance Scholarships:
The following new entrant awards are typically 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, Scholarship Assessment process and interview. Some awards may be in the form of book tokens or music lessons, rather than a fee remission
- Year 9 – up to four scholarships of value up to 25% of tuition fees are awarded on the basis of our Entrance Tests, Scholarship Assessment process and interview
- 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
- Choral Scholarships – are awarded jointly by the Cathedral and the King's Worcester Foundation up to 30% of tuition fees. When a child leaves the Choir, the Choral Scholarship will cease and full tuition fees become applicable

The following awards are normally offered to current students:

- King's Scholarships, Academic Scholarships and Sports Scholarships (all awarded for Year 9 and Year 12) are internal senior school awards. These are generally honorary and do not carry fee remission unless at the discretion of the Foundation Head,
- at the end of Year 8 – King's Scholarships are awarded to up to five pupils currently at the School, Academic Scholarships are awarded up to 2 pupils and Sports Scholarships are awarded up to four pupils. These are generally honorary and do not carry fee remission unless at the discretion of the Foundation Head,

- at the end of Year 12 – King's Scholarships up to 12 awards are made to pupils in the school at the end of their Lower Sixth year based on academic performance in the Sixth Form. Academic Scholarships are awarded to up to 2 pupils. Up to 2 Sports Scholarships may also be awarded at this age. These are generally honorary and do not carry fee remission unless at the discretion of the Foundation Head.

8. Review

This policy will be reviewed by the Head of Foundation and Director of Finance and Business Development 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.

9. Approval

The Governing Body will review and approve significant policy changes 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.