

# Kenton College Preparatory School

## Admissions Policy

<b>Audience</b>	Prospective Parents, Governors
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<b>Last Review</b>	January 2019
<b>Next Review</b>	January 2021
<b>Related Policies</b>	Equal Opportunities Communication with Parents Transfer Curriculum Accessibility Plan Parents' Contract

## **Introduction and Purpose**

Kenton College Preparatory School is an independent, British-style, co-educational preparatory school for children aged 6 – 13 (Years 2 – 8). The medium of instruction is English, and the curriculum followed is based closely on the UK National Curriculum. The spiritual tradition and outlook of the school is Christian.

The majority of pupils are admitted to Year 2 at Kenton from local kindergartens in the September term following their 6<sup>th</sup> birthday, but older pupils may be admitted to other year groups at any time, subject to the availability of space and satisfactory assessment.

The purpose of this Policy is to concisely and objectively document the procedures to be followed with regard to the admission of all pupils, together with the rationale behind such practice. The Policy will clearly inform any interested parties as to the schools' thinking on this matter and, by clarifying procedures, will ensure that a consistency of approach and practice is followed at all stages of the admission of pupils to Kenton College Preparatory School.

The Board of Governors and staff of Kenton College take seriously their responsibility for safeguarding and promoting welfare of all pupils in their care. The Kenton College Board of Governors are ultimately responsible for the provision stated in this policy.

## POLICY STATEMENT

Entry to Kenton College Preparatory School is open to children of any gender, race, colour or creed between the ages of 6 and 13 years.

Entry will be subject to the availability of a place and the pupil satisfying the admission requirements at the time.

In admitting children to Kenton College Preparatory School it is our policy that:-

1. As an independent school, Kenton College Preparatory School will consider for admission children from any pre-school, kindergarten school or other educational establishment or home-schooling system.
2. All children from educational establishments in Kenya will have passed their 6th birthday by 1st September on the year of entry; (Exceptions can be and are made for children of expatriate families who will leave Kenya before their child reaches Year 8).
3. A parent seeking entry to Kenton College Preparatory School for a child who has an Educational Assessment Report containing certain recommendations that could not normally be met at Kenton College, in so far as they are outside the scope of our Accessibility Plan, will be advised not to pursue their child's application.
4. All children seeking entry to Kenton College Preparatory School should be able to participate fully and normally in all aspects of the school programme with support as possible through the Accessibility Plan, whether academic, spiritual or physical.
5. Every child attempting assessment for entry to Kenton College Preparatory School will be seen by the Headmistress, her Deputy or the Head of the Junior department of the school.
6. No child will be admitted to Kenton College Preparatory School without the full and prior knowledge of the Headteacher of that child's previous school.
7. No child will have admission confirmed without satisfactorily completing the relevant assessment.
8. As far as possible, an equal gender balance on group admissions at Yr 2 is retained.
9. As far as possible, an equal gender balance in the school will be maintained.
10. As far as possible on group admissions at Year 2, a balanced racial intake will be retained; (Owing to the mobility of much of the expatriate community, it may be necessary to admit a larger number of children from expatriate families to lower Year groups in order that an equable racial balance in the school is maintained).
11. As far as possible, an equal racial balance in the school will be maintained.
12. As a multi-racial school, no one racial group shall be allowed to dominate.
13. In the allocation of available spaces, preference will be given to siblings of children already in the school.
14. All other things being equal, preference will be given to children of Old Kentonians.

## **Policy in Practice**

### **Admission Procedure**

As far as possible the four stages outlined below of Enquiry, Application, Assessment and Acceptance will be followed before a child becomes a Kenton pupil.

### **Enquiry Procedure**

The initial contact with Kenton College can be made any time after the child's fourth birthday.

The applicant will be asked for the child's name, gender and date of birth, in order to establish proposed year of entry. This will be recorded on an Initial Interview sheet.

If this enquiry is prior to the January two years before intended entry, the applicant will be told to contact the school again, not before January two years before intended entry, in order to make an appointment to meet the Headmistress and to see the school.

If the initial enquiry is after the January two years before intended entry, the applicant will be informed as to the likelihood of them being able to proceed further.

Before an application can be considered from a pupil for entry, confirmation is required that the Head of the pupil's present/former school is aware of the application.

### **Application Procedure**

An appointment may be made to meet the Headmistress any time after the start of the Lent term two years before entry. The appointment will, as far as possible, be in term time. Both parents (if possible) will be asked to visit Kenton College where they will be shown round and have full details of Registration and entry procedure explained to them. A Parents' Contract will be made available. A copy of the child's latest school report may be required at this time.

Registration forms are only issued to parents wishing to make an application on behalf of their own child. Such forms will only be issued by the Headmistress, her Deputy or a named person appointed by her, usually following the initial appointment.

A child will be considered as a candidate for admission to the school when the Registration form has been completed and returned to the School, and the non-returnable Admission fee paid.

At this point the child's name will be entered on the School lists and the child will become eligible for entry. This will be the date of Registration.

## Assessment Procedure

Assessment procedures vary depending on whether the child is part of a group admission into Year 2, by normal transfer from Kindergarten school, or a single entry to Years 2 - 8.

## ADMISSION PROCESS FOR YEAR 2

- Kenton accepts children after their 6th Birthday.
- The admission process may start 2 years before intended year of entry.
- Kenton School fees are KShs. 575,000/- per term, effective September, 2017.
- School Fees are due at the beginning of each term. There are 3 terms per year.
- School Fees are marginally increased at the beginning of each academic year (September).

In order to start an admission process, we would need the following details:-

- Full Names, Date of Birth and Gender of the child.
- Details of the current school the child is attending.
- Names and contact details of the parents (please include email address and cell numbers).
- Provide details if a previous application has been made, including one for another child.

Once these details are received, the application process will continue as under:

1. Upon request, an appointment is made for an interview for the Parents only, with the Headmistress, Mrs. Maureen Cussans. This includes a tour of the school by Mrs Cussans.
2. A Registration Form will be given by the Headmistress at the interview. If you wish to continue the application the form should be completed and returned, together with a non-refundable Registration Fee of KShs 10,000/- made payable to Kenton College Trust.
3. Assessments: Year 2 sibling assessments will be held in November prior to the year of entry. Year 2 non-sibling assessments will be held in January prior to the September year of entry.
4. After the assessment is complete, the Headmistress will communicate with the parents as to whether the child has been accepted into Kenton or not.
5. If accepted, there is a non-refundable Admission Fee of KShs. 100,000 payable to the school.
6. Please note that final confirmation of acceptance of admission is not given until payment of the Admission Fee.
7. For successful applicants an Induction day is held in June.
8. Parents and children are welcome to attend our Open Afternoon, usually held at the end of November.
9. Admission is subject to parents agreeing to and signing the Parents' Contract.

## ADMISSION PROCESS FOR YEARS 3-8

In the case of applications for Years 3 to 8 (i.e. other than Year 2), The Headmistress first needs to confirm whether a place is available in the Year group requested, in which case an admission process can commence as follows:-

Provide the following details:

- Full Names, Date of Birth and Gender of the child.
- Details of the current school the child is attending.
- Names and contact details of the parents (please include email address and cell numbers).
- Details of any previous application to Kenton, including one for another child.

Thereafter:

1. An appointment is made via the Registrar for an interview for the Parents only, with the Headmistress, Mrs. Maureen Cussans. This includes a tour of the school by Mrs Cussans.
2. A Registration Form will be given by the Headmistress at the interview. This should be completed and returned together with a non-refundable Registration Fee of KShs 10,000/- made payable to Kenton College Trust.
3. The Headmistress will arrange an assessment of your child and is obliged to inform the current school.
4. Once the assessment is complete, the Headmistress will communicate with the parents as to whether a place can be offered.
5. If accepted, there is a non-refundable Admission Fee of KShs. 100,000 payable to the school.
6. Final confirmation of acceptance of admission is not given until payment of the Admission Fee.
7. Admission is subject to parents agreeing to and signing the Parents Contract.

A familiarisation day is normally arranged before the new term begins.

### Single Entry

1. As far as possible all assessment will be carried out by the Junior Co-ordinator, the Junior Department Head or the Deputy Head Academic, depending on the age of the child.
2. Parents will be asked to provide, at or prior to assessment, a copy of their child's latest school report. The content of this report may have some bearing on whether a place at Kenton is offered or not.
3. Assessment materials used will be consistent with the child's Year group level. They will be based on National Curriculum requirements and expectations at the relevant point in Key Stage 1 or 2 and may include reference to the ISEB's Common Entrance syllabus or Standardised tests. The results of any Standardised tests may be considered with or apart from other results in order to offer or refuse a place.
4. An applicant not able to offer all subjects in the academic curriculum (e.g. French) may be denied admission even though their assessment reveals an adequate level in other subjects.

## **Acceptance**

Parents of children successful at assessment for group admission will be asked for written confirmation of acceptance of the place offered, together with payment of a non refundable Admission Fee. The signed Parents' Contract will be required before a child starts in September.

The Admission Fee will be required by a date specified in the offer letter and the place may be forfeit if the acceptance letter and fee are not received by the due date.

Parents of children successful at assessment in other cases will receive a verbal offer of a place. This will be followed up by a written offer which will be conditional upon all obligations to the child's present/former school having been satisfactorily met. These parents will also be asked for written confirmation of acceptance of the place offered together with the payment of the Admission Fee. The Admission Fee may be required by a date specified in the offer letter, and the child's place may be forfeit if the acceptance letter plus Admission Fee are not received by the due date.

This Admission Fee will be refunded in full if the pupil is subsequently refused entry to the school for whatever reason. It will not be refunded in the event of the pupil failing, for whatever other reason, to join the school.

The offer of a place and subsequent receipt of acceptance plus Admission Fee will refer to a specific date of entry to Kenton College Preparatory School. If the place is not taken up at the time, the School reserves the right to admit the pupil subsequently. A place may not necessarily be held vacant for a pupil who should already have joined the school.