

Application Form

Admissions Policy and Procedures

1 Aims of this Policy

- 1.1 To ensure compliance with the School's charitable purpose as a school providing independent day education for girls between the main age range of 11 and 18. (There may be pupils slightly younger and older in Years 7 and 13 respectively).
- 1.2 To set selection criteria and procedures that are consistent with this charitable purpose and fair to applicants.
- 1.3 To identify applicants whose academic and other abilities appear to match the ethos and standards of the School, and whose personal qualities suggest they have the potential to contribute sufficiently to the school community and benefit from the many opportunities that are offered here.

2 Entry Points

- 2.1 The School usually accepts between between 90 and 100 pupils in the first year.
- 2.2 Other standard entry points are at Sixth Form (Year 12) and GCSE (Year 10).
- 2.3 Places may also be available at non-standard entry points.
- 2.4 The School normally uses the 1 September birthday watershed for determining the applicant's eligibility for entry. An applicant who is a year young for the year group to which she is applying will need to be sufficiently mature to cope with the academic and social demands of the School.

3 Registration

- 3.1 All parents/guardians are requested to complete an application form, which should be addressed to the Registrar for Admissions together with a non-refundable registration fee to cover administration expenses.
- 3.2 The completion and signing of an application form does not guarantee admission by the Head nor does it in any way bind parents. The registration fee is non-refundable.
- 3.3 Upon receipt of a completed application form by the School parents will receive a copy of the current School contract.

4 11+ (Year 7) Admissions Timetable

- 4.1 Each year, in January, the School will write to parents of girls registered for the intake due to start the School the following September giving detailed information about the schedule for the entrance procedure.
- 4.2 Parents who have not heard from the School by mid January are requested to write to the Head and, in case of doubt, also to telephone. The School does not accept responsibility for administrative errors or letters going astray.
- 4.3 Applicants will be invited to attend the School for examination and interview during January. As to interviews, please see section 6 below.
- 4.4 Letters offering places and scholarships or other awards will be sent out usually within one month of the Entrance Examination. Parents will be asked to accept the offer and pay the acceptance deposit within the stated period, or decline the offer by the stated deadline (usually the common acceptance date in March for GSA schools) so that the place or award can be offered to another family if necessary. The deposit will be used as part of the general fund of the School. Any variation in these arrangements from year to year because of the timing of the announcement of places by the local grammar schools will be made known to prospective parents.
- 4.5 Parents will also need to complete the Parents' Contract upon which the offer is based and which sets out, in detail, the terms and conditions on joining the school.
- 4.6 Mid School (Years 8-10) Admissions Timetable
Entry is usually on the basis of an examination in English, Mathematics and a Modern Foreign Language, an interview and a report from the candidate's current school.
- 4.7 Sixth Form Admissions Timetable*
A provisional offer of a place will usually be made after an interview and on receipt of a satisfactory school report and reference and set of GCSE and A level predictions. Candidates should be capable of gaining a very good set of GCSEs with an "A" or "A*" in the subjects they intend to study at AS level and with at least grade "Bs" in the rest of their subjects. The "timetable" for the admissions process is flexible and depends on the timing of the application in respect of the entry date. Offers are confirmed on publication of the GCSE results.
- 4.8 Overseas entrants whose mother tongue is not English must satisfy the school in respect of their ability to cope with the curriculum in English and may be requested to complete a written test in their chosen subjects.

5 Selection

The School is an academically selective school.

- 5.1 The preconditions for admission are that:
 - The applicant is of the appropriate age and sufficient maturity.
 - The applicant enjoys satisfactory general health and will be able to attend lessons and participate fully in the life of the School. (As to HIV/AIDS please see below.)
 - The applicant's learning difficulties and other special needs (if any) have been fully disclosed at the point of registration to the school and are, in the opinion of the Head, within both School's and pupil's capacity to cope.
 - The present school report is satisfactory in respect of conduct and attitude.
- 5.2 The academic criteria for selection are:
 - Success in the School Entrance Examination.
 - A positive recommendation from the Head of the applicant's present school.
 - A satisfactory interview.
 - The School is looking for well-rounded and balanced pupils and those with exceptional abilities.

- 5.3 Factors which will not be taken into account in the assessment of a pupil for admission are: the Applicant's family connections with the school, skin colour, race, nationality or ethnic or national origin, religious faith, area of residence (except in respect of CV34 Foundation Awards) or socio-economic group.
- 5.4 HIV/AIDS/Hepatitis: The Governors have not established a policy in relation to children with these conditions. Applications which disclose one of these conditions will be considered but the Head reserves the right at her discretion to refuse admission.

6 Interview

- 6.1 The interview is only one of a number of the selection criteria. It provides an opportunity for the candidate to make her own decision over schooling as much as it is an opportunity for the School to learn about the candidate.
- 6.2 The aim of the interview will be to explore the criteria at section 5.1 above.
- 6.3 The interview will be carried out by an experienced and senior member of the academic staff. It will not include questions that imply racial bias and the interview procedure will be regularly monitored to ensure its objectivity.

7 Scholarships

- 7.1 Scholarships: may be awarded annually to pupils entering the School at Year 7 and to internal and external candidates entering the Sixth Form. They are up to 20% of school fees. They are awarded on academic merit and interview.
- 7.2 Music Awards: may be awarded to pupils entering the School at Year 7. Shortlisted candidates will be invited to an audition.
For further details about eligibility, application and the conditions that apply to the award of a scholarship, please contact the Registrar.

8 Foundation Bursaries

- 8.1 Foundation Bursaries enable talented pupils to gain places at our school. They are usually awarded on entry to Year 7 and are always means tested, up to the value of full fees.
- 8.2 A number of the bursaries are reserved for pupils living in Warwick (i.e. with a CV34 postcode). The remainder are open to girls from any area.
- 8.3 Parents wishing to apply for a Foundation Bursary should tick the relevant box on the application form. They will then automatically be sent the relevant information.
- 8.4 In order for an applicant to be considered for a Foundation Bursary the pupil must first satisfy the usual entry criteria.

9 Responsibility for Admissions

- 9.1 The Head is responsible for admissions and for the operation of this policy.
- 9.2 The admission process is supervised by the Head. The selection criteria and interview procedure are determined and reviewed from time to time by the governors. Those involved in selection and interviewing have received appropriate preparation.
- 9.3 Documents supporting each application for admission, together with selection and interview notes ("the records") will be retained by the School for at least one year after the interview, whether or not the Applicant is offered a place.

10 Specific Learning Difficulties or other Disabilities

- 10.1 The school is committed to securing equal opportunity through the creation of an environment in which individuals are treated on the sole basis of their relevant merits and abilities. Pupils, staff, parents and Governors share this commitment.
- 10.2 Parents/guardians are required to disclose their knowledge of any specific learning difficulty or disability relating to their daughter on registration. In addition pupils will normally be interviewed and, if appropriate, referred to curriculum support staff who will undertake an assessment of an individual's learning needs.
- 10.3 Should a request be made regarding special conditions required to take the entrance test, or any other special provision, then the school will require evidence of a formal diagnosis pertaining to that specific learning difficulty or disability.
- 10.4 In the event of such a request being made, then a response team will be assembled to assess and evaluate the applicant's needs, with regards to making any reasonable adjustments to provide equality of opportunity.

11 Withdrawal

- 11.1 A full term's notice is required by 12.00 noon on the first day of term in respect to withdrawal of a pupil from school after acceptance of a place, or for removal at any time during the pupil's education at the school.
- 11.2 A full term's fees become payable in the absence of the notice given above.

1a. Your daughter's details

Proposed year of entry _____

Date of birth _____

Surname _____

Forename(s) _____

Preferred forename (Please note: not an abbreviation or nickname) _____

Address _____

Postcode _____

Home telephone number _____

Please give an outline of your daughter's hobbies and interests

1b. Siblings

Other children: _____

Name (M / F) Date of birth School

2a. Personal details – mother

Title Surname _____

Forename(s) or initials _____

Daytime telephone _____

Evening telephone _____

Mobile telephone _____

Email address _____

Occupation _____

Relationship to child (if not parental mother/father) _____

Do you already have a daughter at the school?

Yes No

Are you an Old Girl?

Yes No

Maiden name (if applicable): _____

Year of leaving King's High: _____

2b. Personal details – father

Title Surname _____

Forename(s) or initials _____

Daytime telephone _____

Evening telephone _____

Mobile telephone _____

Email address _____

Occupation _____

Relationship to child (if not parental mother/father) _____

Do you already have a daughter at the school?

Yes No

Correspondence is normally addressed to both parents. If this is not appropriate please indicate to whom the correspondence should be addressed

3. Details of current school

Name of school _____

Address _____

Postcode _____

Telephone number _____

Fax number (if known) _____

Email (if known) _____

Name of head _____

Entry date to school _____

Please complete either section 4 or 5 or 6 dependent on the age of your daughter.

4. Entry at Year 7

Are you registering your daughter at any other school?

Yes No

Is King's High your first choice?

Yes No

Is your daughter taking Local Education Authority 11+ examinations?

Yes No

(If so, please provide details) _____

Please note that the information provided will be used only for planning purposes and will not affect our decision

Scholarships and Bursaries

All candidates are automatically entered for the academic scholarship

Do you wish your daughter to be considered for a Music Scholarship?

Yes No

If so, please provide details in a separate letter of your daughter's musical ability, including copies of examination certificates, and include it with this form

Do you wish your daughter to be considered for a Foundation

Bursary? (Please refer to eligibility criteria on page 7 of admissions information)

Yes No

If so, you will be sent the appropriate form separately. Please return this to us prior to the Entrance Examination.

5. Entry to Years 8, 9 or 10

Languages studied:

GCSE options (if applicable)

6. Entry into sixth form (Year 12)

Proposed subjects to be studied in the sixth form. AS level (4 subjects) – please asterisk the 3 subjects to be taken on to A2 level

Scholarships and Bursaries

Do you wish your daughter to sit the Sixth Form Scholarship

Examination?

Yes No

Do you wish your daughter to be considered for a Foundation

Bursary? (Please refer to eligibility criteria on page 7 of admissions information)

Yes No

If so, you will be sent the appropriate form separately. Please return this to us prior to the Entrance Examination.

7. Medical

Does your daughter have any medical condition (including allergies), learning difficulty or disability of which we should be aware?

Yes No

(If so, please give as much detail as possible and continue on a separate sheet if necessary).

8. Special Educational Needs

Does your daughter have special educational needs?

Yes No

If yes, please include an educational psychologist's report with this form.

9. How did you first hear about the school?

(Please tick the relevant boxes)

Please indicate how you came to hear about King's High School

- Local knowledge
- Recommendation by friends/family
- Current school
- Know an old girl
- Know a current pupil
- Advertisement (please give details) _____
- School's own website
- Event or exhibition attended
- Other website or search engine (please name) _____
- Other – please indicate _____

10. Signatory

First signature _____ Date _____

Name in full _____

Second signature _____ Date _____

Name in full _____

Enclosures with completed Application Form:

- Registration fee of £60
- (Cheques should be made payable to: "King's High School, Warwick")
- Educational Psychologist's Report (if applicable)
- Details of musical ability (if applicable)

When you have completed this form, please detach and return, with the registration fee, to:

The Registrar

King's High School

Smith Street

Warwick

CV34 4HJ