

# Application Form for Registration



King's High  
School

# 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 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 Parents or guardians of applicants must complete a Registration Form and pay the Registration Fee\* and send them to the Registrar. The Registration Fee\* is set as a payment towards the costs incurred by the School in administering the admissions process and is non-refundable irrespective of whether or not the registered child actually attends an assessment. (\*The Warwick Independent Schools Foundation requires only one Registration Fee per pupil. Warwick Preparatory School pupils applying to King's High School do not pay a second fee, but must submit an Application Form).
- 3.2 The Registration Form and Registration Fee must be received by the School by the closing date for the intended year of entry which is published in the Admissions area of the School website.
- 3.3 The completion and signing of a Registration Form does not guarantee admission by the Head nor does it in any way bind parents.

## 4a 11+ (Year 7) Admissions Timetable

- 4.1 Girls applying to join the school in Year 7 take the Entrance Examination in Year 6.
- 4.2 The School will write to parents of girls registered two weeks in advance of the Entrance Examination, giving detailed information about the schedule.
- 4.3 Parents who have not heard from the School by two weeks before the Examination are requested to contact the Registrar. The School does not accept responsibility for administrative errors or letters going astray.
- 4.4 Applicants will be invited to attend the School for examination. Exceptionally, overseas candidates may take papers in their own school where satisfactory invigilation arrangements can be assured.
- 4.5 An interview forms part of the entrance process.
- 4.6 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 by returning the Acceptance Form and paying 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 Acceptance Deposit will be retained in the general funds 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.
- 4.7 Parents will receive a copy of the Warwick Independent Schools Foundation's Terms and Conditions with the offer letter together with any Conditions of Award of a scholarship or other awards, if applicable.

## 4b 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.

## 4c 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 will be expected to gain a very good set of GCSEs with a 9 to 7 grade, or the equivalent in the subjects they intend to study at A Level and with at least a grade 6, or the equivalent, in the rest of their subjects, and, in certain circumstances, a grade 5, or the equivalent, may be considered. 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.

## 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's learning difficulties and other special needs (if any) have been fully disclosed at the point of registration to the School.
  - 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 (or predicted grades at GCSE for entry to the Sixth Form).
  - A positive recommendation from the Head of the applicant's present school.
  - A well-rounded, well behaved and balanced pupil with exceptional abilities.
- 5.3 The curriculum is taught in English and pupils will need to meet the required academic criteria in order to be able to access the curriculum. Additional support

for pupils for whom English is an additional language might be required. Where available within the School, it will be provided in consultation with parents should a place be offered. The cost of this additional support will be borne by the parents.

## 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.

## 7 Scholarships

- 7.1 Academic 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 Subject Scholarships: Music, Drama, Art, DT, Sport, Gym, Dance and an All Rounder scholarship may be awarded to pupils entering the School at Year 7. Mathematics and English are awarded on the basis of the Entrance Examination.
- 7.3 Sixth Form Academic and Performance Scholarships are available. For further details about eligibility, application and the conditions that apply to the award of a scholarship or other award, please contact the Registrar.

## 8 Foundation Awards

- 8.1 Foundation Awards enable talented pupils to gain places at the School. They are usually awarded on entry to Year 7 and are always means tested, up to the value of full fees.
- 8.2 Means-testing is, thereafter, carried out on an annual basis and the Foundation Award adjusted accordingly, if necessary.
- 8.3 A number of the Awards are reserved, by virtue of their provenance, for pupils living in Warwick (i.e., with a CV34 postcode). The remainder are open to girls from any area.
- 8.4 Parents wishing to apply for a Foundation Award should tick the relevant box on the Registration Form. They will then automatically be sent information from the Foundation Office.
- 8.5 In order for an applicant to be considered for a Foundation Award, 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 selection criteria and admissions procedures are determined and reviewed from time to time by the Foundation Governors.
- 9.3 The admission process is supervised by the Head. Those involved in selection and interviewing have received appropriate preparation.
- 9.4 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.
- 9.5 Correspondence regarding unsuccessful candidates will be dealt with by the Head.

## 10 Equality, diversity and disability

- 10.1 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.
- 10.2 The School is inclusive and welcomes applicants with disabilities and special educational needs. It promotes a positive culture towards inclusion of disabled people and those with special educational needs. The School's facilities, physical and otherwise, for the disabled and those with special educational needs are limited, but it will do all that is reasonable to comply with its legal and moral responsibilities under the Equality Act 2010 and the Special Educational Needs and Disability Act 2001 in order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the School can cater adequately.
- 10.3 If the applicant has any special educational needs, learning difficulties or a disability, parents or guardians must notify the School on the Registration Form and provide full written details, including a copy of all reports prepared by an Educational Psychologist and/or other appropriate specialist where available. The School needs to be aware of any particular requirements which may affect a child's ability to participate in the admissions procedure and take full advantage of the education provided at the School.
- 10.4 The School shall determine the reasonable adjustments that are required for the applicant based on the information provided, in accordance with the School's obligations under equality legislation as explained above. The School staff will assess the child's needs and consult with parents about the adjustments which can reasonably be made to ensure that the application procedure is accessible for the child and that the School can provide adequately for them should an offer of a place be made.

## 11 Withdrawal

- 11.1 A full term's Notice is required 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. (By the last day of the preceding Easter holidays, for September; the last day of the preceding Summer holidays for January and the last day of the preceding Christmas holidays for the Summer term.)
- 11.2 A full term's fees become payable in the absence of the Notice given above.

# APPLICATION FORM FOR ENTRY TO KING'S HIGH SCHOOL

Please complete this form in as much detail as possible. We need this information to be able to process your application for a place for your child. Information which is mandatory for you to provide is indicated below by an \*. If you do not complete the mandatory sections in full this may jeopardise or delay your application.

## 1a Your daughter's details\*

Date of birth	Proposed year of entry
_____ Daughter's surname	
_____ Daughter's forename(s)	
_____ Preferred forename (Please note: not an abbreviation or nickname)	
_____ Address	
_____ Postcode	
_____ Home telephone number	

## Nationality

Is your child British or Swiss or from a country within the European Economic Area? Yes  No

If you answered No above, please state your child's nationality: \_\_\_\_\_

Please outline any of your daughter's artistic, dramatic, musical or sporting skills or experience (if applicable): \_\_\_\_\_

Please give an outline of your daughter's hobbies and interests (if applicable): \_\_\_\_\_

## 1b Siblings

Other children – Name:	M/F:	Date of birth: / /	School:
Other children – Name:	M/F:	Date of birth: / /	School:

## 2a Personal details\* – Parent/Guardian 1

Title	Surname
_____ Forename(s) or initials	
_____ Daytime telephone	
_____ Evening telephone	
_____ Mobile telephone	
_____ Email address**	
_____ Occupation	
_____ Employer's business name and address	
_____ Relationship to child (If not parental mother/father)	

## 2b Personal details – Parent/Guardian 2 (if applicable\*)

Title	Surname
_____ Forename(s) or initials	
_____ Daytime telephone	
_____ Evening telephone	
_____ Mobile telephone	
_____ Email address**	
_____ Occupation	
_____ Employer's business name and address	
_____ Relationship to child (If not parental mother/father)	

## Connections with King's High and the Warwick Independent Schools Foundation

Do you already have a daughter(s) at the school? Yes  No

Are you an Old Girl? Yes  No

Maiden name (if applicable) \_\_\_\_\_

Year of leaving King's High \_\_\_\_\_

Are you an Old Warwickian? \_\_\_\_\_

Do you have a daughter(s) or son(s) attending Warwick Preparatory School, Warwick Junior School or Warwick School?

If so, please give their name(s) and Year(s) \_\_\_\_\_

Are you, or a family member, affiliated with the Warwick Independent Schools Foundation?

If so, please provide your/their name(s) and affiliation(s)? \_\_\_\_\_

\*\*I agree to receive information from the School via email. Please tick this box if you agree for us to send you Admissions information and invitations via email.

## 2c Other people with parental responsibility (if applicable\*)

Please provide the name(s) and current address(es) of any other person with parental responsibility (i.e., legal responsibility) for the above named child. Their consent to the child attending the School will be required if an offer of a place is made.

Title	Surname
_____ Forename(s) or initials	
_____ Address	
_____ Postcode	
_____ Home telephone number	
_____ Email address	

If someone other than the first and second signatories is to pay the School fees for your child, please provide below their full name and address and their relationship to your child. \_\_\_\_\_

## Please indicate how you first heard of the School

<input type="checkbox"/> Local reputation	<input type="checkbox"/> Present school	<input type="checkbox"/> Friends	<input type="checkbox"/> Advertisement
<input type="checkbox"/> Website	<input type="checkbox"/> Social media	<input type="checkbox"/> Other (please give details)	

### 3 Details of current school\*

Name of school

Address

Postcode

Telephone number

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

Will your daughter be taking the 11+ grammar school examination? Yes  No

Is King's High your first choice school for your daughter? Yes  No

Are you applying to any other schools for your daughter? Yes  No

If so, which school(s)?

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

#### Scholarships and Bursaries (if applicable\*)

All candidates are automatically entered for the Academic Scholarship and the English and Mathematics Subject Scholarships.

Subject Scholarships – Do you wish your daughter to be considered for a specific Subject Scholarship? (If so, please indicate which subject(s)).

Art  DT  Drama  Music  PE  Performance in Dance  and/or Gymnastics  All Rounder

(If so, please complete the Subject Scholarship Form).

You may apply for two of these Scholarships, plus the All Rounder Scholarship.

Do you wish your daughter to be considered for a Foundation Bursary? Yes  No

(Please refer to eligibility criteria on page nine of the Admissions Information booklet)

(If so, you will be sent the appropriate form separately. Please return the Bursary Form to the Foundation Office prior to the Entrance Examination).

Does your daughter reside in CV34? Yes  No

#### 5 Entry to Years 8, 9 or 10

Languages studied (if applicable\*):

GCSE options (if applicable\*):

#### 6 Entry into Sixth Form (Year 12)

Proposed three subjects to be studied in the Sixth Form to A Level (if applicable\*):

#### Scholarships and Bursaries

Do you wish your daughter to sit the Sixth Form Scholarship Examination? Yes  No

If yes, please indicate in what subject(s):

Do you wish your daughter to be considered for a Foundation Bursary? (Please refer to eligibility criteria on page nine of the Admissions Information booklet).

Yes  No  (If so, you will be sent the appropriate form separately. Please return the Bursary Form to the Foundation Office prior to the Entrance Examination).

Does your daughter reside in CV34? Yes  No

#### 7 Medical\* (Please complete the attached Confidential Information Form).

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

Yes  No

(If so, the information you provide on the Confidential Information Form will assist us with making any special arrangements which are required for School visits and/or entrance assessments).

#### 8 Special Educational Needs (if applicable\*)

Does your daughter have special educational needs? Yes  No

(If yes, please include an Educational Psychologist's report with this form). Please complete the attached Confidential Information Form, where applicable, as this will assist us with making any special arrangements which are required for School visits and/or entrance assessments.\*

**Notes**

Early registration is recommended. Registrations will be considered in the order they are received. Offers of places are subject to availability and the Admission requirements of the School at the time offers are made. A copy of the School's Terms and Conditions will be supplied on request.

**How we will use the information provided in this form:**

This information will be used by the School during the Admissions Process in order to manage and assess your application and your child's suitability for a place at the School. For example:

- a) we may contact your child's current, or previous school, to ask for a reference;
- b) we may ask for information about other schools to which you are applying because they may hold their entrance exam on the same day as ours;
- c) we may contact other people with parental responsibility to check that they consent to your child joining the School;
- d) the Confidential Information Form will be used to ensure that we have made any reasonable adjustments/suitable arrangements for your child when they visit the School or during any entrance assessments and, subsequently, if they are offered a place;
- e) we may share your information with credit reference agencies.

If your child is not offered a place, or if you do not accept the offer of a place, we will only retain this information for as long as we need to. Unless there are exceptional circumstances, information is kept for a year after the end of the Admissions Process.

For more information about how the School will use your information, and your child's information, please see our Pupil Privacy Notice and our Parent Privacy Notice. Both of these documents are published on the School's website: <https://www.kingshighwarwick.co.uk/page/?title=Policies&pid=16>

If your child is aged 12 years or older, please show her a copy of the Pupil Privacy Notice and discuss it with her.

**Declaration\***

- I/We request that our child named above is registered as a prospective pupil.
- I/We enclose the non-refundable Registration Fee of £75 together with this completed Registration Form duly signed by me/us.

**Signatory** (Please note, signature(s) of all adults with parental responsibility is/are required).

First signature\* Date

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Name in full (please include all names)\*

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Date of birth (optional)

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Relationship to child\*

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Second signature (if applicable\*) Date

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Name in full (please include all names)\*

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Date of birth (optional)

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Relationship to child\*

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Other signature (if applicable\*) Date

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Name in full (please include all names)\*

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Date of birth (optional)

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Relationship to child\*

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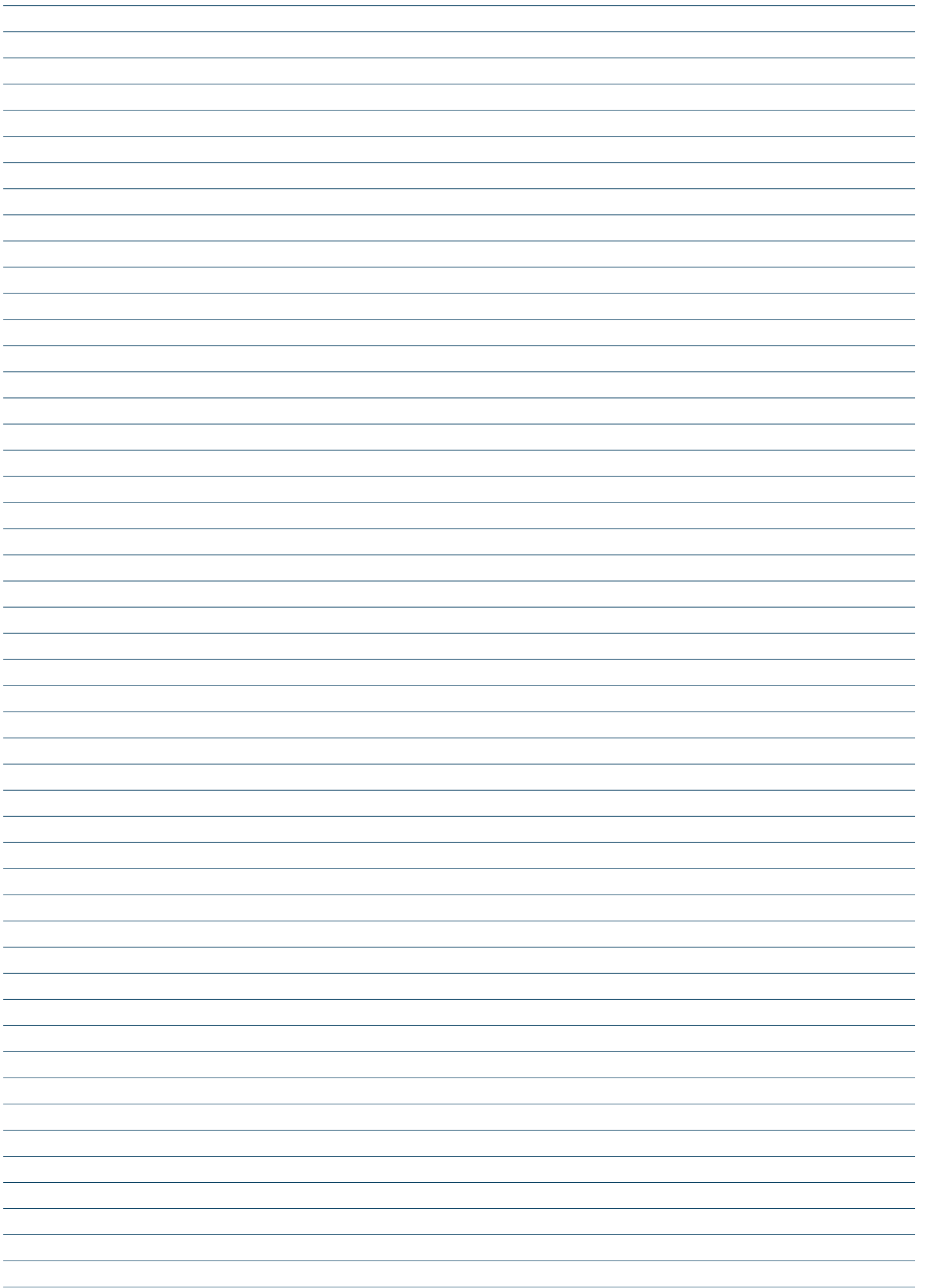
Enclosures with completed Application Form:

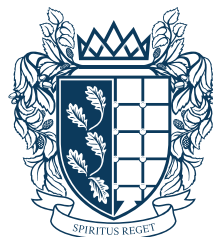
- Registration fee of £75 (Cheques should be made payable to: "King's High School, Warwick")
- Educational Psychologist's Report (if applicable)
- Copy of Birth Certificate (Form ref BAB with parents' details)
- Confidential Information Form
- Immigration Information (if applicable)

When you have completed this form, please detach and return, with the £75 Registration Fee, to:

**The Registrar, King's High School, Banbury Road, Warwick CV34 6YE**







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