

Admissions Policy and Procedure

Person responsible: Head of Admissions
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General

[The King's School](#) is an independent co-educational Boarding and Day School for approximately 880 pupils from Year 9 (age 13+) to Year 13 (age 18).

Pupils are admitted to The King's School having satisfied the school's academic entry requirements as outlined below. It is the School's policy to apply these criteria to all pupils and prospective pupils regardless of any disability and regardless of their race, religion, sexual orientation, or social background.

[The Junior King's School](#) has approximately 380 pupils (age 3 to 13) with boarding options available from year 5 to 8.

[The King's International College](#) can accommodate up to 77 students (Year 9 to Year 11), all of whom will usually board.

This document deals only with entry to The King's School. Please note that some of the arrangements and details cited below may be different to those for the International College and Junior King's School.

The Prospectus may be viewed online: [please click here](#). A hard copy may be requested by telephone or e-mail.

Year Group Ages

13+ entry

Pupil's Date of Birth	Year of Entry to King's
1 st September 2009 - 31 st August 2010	2023 Year 9 Entry
1 st September 2010 - 31 st August 2011	2024 Year 9 Entry
1 st September 2011 - 31 st August 2012	2025 Year 9 Entry
1 st September 2012 - 31 st August 2013	2026 Year 9 Entry
1 st September 2013 - 31 st August 2014	2027 Year 9 Entry

For applicants for 13+ entry (Year 9/ Shell) from Prep Schools, parents are advised to start the application process about three years in advance of entry, in consultation with the Prep School Head. For those applying from non-Prep or from international schools, parents are advised to start the application process at least one year in advance of entry.

14+ entry

Pupil's Date of Birth	Year of Entry to King's
1 st September 2009 - 31 st August 2010	2024 Year 10 Entry
1 st September 2010 - 31 st August 2011	2025 Year 10 Entry
1 st September 2011 - 31 st August 2012	2026 Year 10 Entry
1 st September 2012 - 31 st August 2013	2027 Year 10 Entry
1 st September 2013 - 31 st August 2014	2028 Year 10 Entry

For applicants for 14+ entry (Year 10/ Removes) parents are advised to start the application process at least a year in advance of entry but no more than two years in advance— the Admissions Team would be happy to advise you.

16+ entry

Pupil's Date of Birth	Year of Entry to King's
1 st September 2007 - 31 st August 2008	2024 Year 12 Entry
1 st September 2008 - 31 st August 2009	2025 Year 12 Entry
1 st September 2009 - 31 st August 2010	2026 Year 12 Entry
1 st September 2010 - 31 st August 2011	2027 Year 12 Entry
1 st September 2011 - 31 st August 2012	2028 Year 12 Entry

For applicants for 16+ entry (Year 12/ 6b) parents are advised to start the application process at least a year in advance of entry but no more than two years in advance– the Admissions Team would be happy to advise you.

Entry Procedure

The King's School is an academically selective school, but individual circumstances are given careful consideration within any application.

Visiting the School

The first stage of the admissions process is to attend one of the Open Mornings or visit the School for a guided tour and to meet the Director or Head of Admissions, with your child(ren).

We hold three Open Days throughout the year which will give you a general introduction to the School. Details are published on the school website: <https://www.kings-school.co.uk/admissions/open-mornings/>

We are happy to welcome prospective parents and their children at other times for individual visits which are organised during term time mornings from Monday through to Saturday. Booking is available through the school website: <https://www.kings-school.co.uk/admissions/book-a-visit/>

Registration

Registration is by an online application through the Admissions page of the School website: <https://www.kings-school.co.uk/flywire/>

Pupils must have registered and paid the non-refundable £200 registration fee in order to begin the application process.

Once a child is registered, the Admissions Team will be in touch with the next steps.

Assessment for 13+ Entry - Prep School Entry (for those sitting ISEB Pre-Test or CE)

In addition to a good performance in the ISEB Pre-test/Common Entrance, significant emphasis is given to a positive report from the pupil's current school.

HM's Reference Requests: These requests are made by the Head of Admissions to the pupil's current Head, during the Autumn Term of Year 6, or immediately after receipt of a registration form for later applications.

Offers to applicants: Offers will be conditional on Common entrance and will be made on receipt of a positive reference from the pupil's Prep school and on the pupil's performance in the ISEB Pre-Test. Offers will be subject to satisfactory academic and behavioural progress during Years 6-8 at the pupil's Prep school – they will be made during the Spring Term of Year 6. The school expects an average of 55-60% or equivalent in these assessments.

Assessment for 13+ Entry - Non-Prep School (not sitting ISEB Pre-Test or CE/ International Candidate Entry and for All 14+ Entry

Exam Form: All those who have registered will be invited to complete an exam form, to give the Admissions further details required for your application.

Confidential Report Requests: These requests are made by the Head of Admissions to the pupil's current school, immediately after the deadline for completion of the exam form has passed.

King's Entry Examination (KEE): Once registered, pupils will be invited to attend the KEE day in the January of the relevant year of entry. If overseas pupils are unable to attend the KEE day then they may sit the examination at the nearest British Council Office or accredited Examination Centre. UK-based candidates must sit the examination at The King's School, Canterbury.

The total length of the examination is approximately 3 hours, allowing for short breaks between each section. The examination consists of online assessments and an English paper:

- Part 1 (Spatial) 30 minutes
- Part 2 (Verbal) 40 minutes
- Part 3 (Numerical) 40 minutes
- Part 4 (an English written paper consisting of a comprehension exercise and a creative writing task) 40 minutes
- Part 5 (a Mathematics written paper) 40 minutes

Offers to applicants: Offers will be made on the basis of a pupil's performance in the King's Entry Examination, an interview and a positive confidential report from their current school. Places are generally offered in February of the relevant year of entry, following the examination and interview in January.

Assessment for 16+ Entry

Sixth Form Entry Each year some 40-50 pupils join the school in the Sixth Form. Registration is completed online: www.kings-school.co.uk/admissions/ Sixth Form entry registration is kept confidential until such time as a reference from an applicant's current school is required.

Exam Form: All those who have registered will be invited to complete an exam form, to give the Admissions Team further details required for your application.

Confidential Report Requests: These requests are made by the Head of Admissions to the pupil's current school, immediately after the deadline for completion of the exam form has passed.

King's Entrance Examination (KEE): Once registered, pupils will be invited to attend the assessment day in the November of the academic year before the relevant year of entry, eg November 2023 for applicants for September 2024. If overseas pupils are unable to attend the assessment day then they

may sit the examination at the nearest British Council Office or accredited Examination Centre. UK-based candidates must sit the examination at The King's School, Canterbury.

The total length of the examination is approximately 3 hours. The examination will consist of the following objective tests (2 hours):

- Spatial
- Quantitative Reasoning
- Verbal
- Non-Verbal

There will also be a short General Paper (1 hour) typically consisting of some comprehension, free writing and logic problems.

Offers to applicants: Offers will be made on the basis of a pupil's performance in the Entrance Examination, an interview and a positive confidential report from their current school. Successful candidates should expect to achieve at least seven (I)GCSEs at Grade B or Grade 6, with ideally a Grade A/7 or above for those subjects being taken at A Level, or equivalent. Places are generally offered in December of the academic year before relevant year of entry, following the examination and interview in November.

Acceptance of a Place

Acceptance Deposit: All parents are requested to pay a £2,000 deposit to confirm their acceptance of a place at The King's School. This deposit will be retained in the general funds of the School until the pupil leaves and will be repaid by means of a credit without interest to the final invoice, unless stated otherwise in the [Terms and Conditions](#).

Additional Deposit: Parents who do not hold UK residency, are requested to pay an additional deposit equivalent to two terms' fees, which will be confirmed in the offer of a place. This deposit will be retained by The King's School until the pupil leaves the School, and will be repaid by means of credit for the two final terms' fees, as stated in the [Terms and Conditions](#).

The King's School has partnered with a third-party organisation to ensure the school is complying with all necessary anti-money laundering legislation. All prospective King's parents will be contacted to confirm the sources of funding of their fees. The school has procedures in place to ensure your classified data will be treated sensitively and in line with relevant UK (United Kingdom) legislation.

Scholarships

There are seven main classes of Scholarship awards:

1. Academic, Year 9 and Year 12
2. Art, Year 9 and Year 12
3. Dance, Year 9 only
4. Design & Technology, Year 9 only
5. Drama, Year 9 only
6. Music, Year 9 and Year 12
7. Sport, Year 9 and Year 12

Scholarships are awarded in Year 9 and Year 12.

It is possible for a pupil to hold awards of more than one kind, and in cases of proven financial need and evident merit, additional bursary assistance may be available. All Scholarships and Awards are expressed as a percentage of the annual fees.

The award of non-academic Scholarships is subject to candidates meeting normal academic entrance requirements.

For further details of the Scholarships and Exhibitions Awards, [please click here](#).

Bursaries

Bursary support of up to 100% of full fees may be available depending on the financial, compassionate, or other circumstances of applicants.

All Bursary awards are subject to annual testing of parental means and may be varied upward or downward depending on circumstances. Parents who wish to apply for a bursary will be asked by the School to complete a Confidential Statement of Financial Circumstances form. The form is confidential and requires full information about the family's financial circumstances, with supporting documentation. At present the School uses an external organisation called the Bursary Administration Ltd (BAL) to review and assess bursary applications. Shortly after receipt of the application form, BAL will arrange a home visit.

The amount of a bursary award is not influenced by the academic ability of the child but by the extent of need. Each case is assessed on its own merits and awards are made accordingly, subject to the School's ability to fund these within the context of its overall budget.

Each applicant should meet the School's academic entrance requirements. The potential contribution of the candidate to the wider School community will also be taken into consideration, as will the impact of the award on the enhancement of the candidate's educational opportunity.

The Bursary Policy is available on the website: [please click here](#).

Sibling Policy

We welcome siblings to join the School, but admission is not automatic, and all pupils must meet the entry criteria as outlined in the School's Admissions Procedure. A sibling discount scheme operates; details are available from the Bursar (bursar@kings-school.co.uk)

Pupils joining from Junior King's School (JKS)

We welcome pupils from JKS to continue their academic journey at King's Senior School, and indeed expect them to, but admission is not automatic, and all pupils must meet the entry criteria as outlined in the School's Admissions Procedure.

House allocation

All pupils are members of a house. There are thirteen boarding Houses and three day Houses. Pupils will be allocated to their House by the Admissions Team, according to spaces available and demographics of each House.

Parents are invited to state their preferred House but as the allocation will depend on the aforementioned criteria, this is not guaranteed.

Special Educational Needs and Disabilities

We welcome pupils with special educational needs, provided that our Learning Enhancement Department can offer the support that they require. We welcome pupils with physical disabilities provided that our historic site in the Precincts of Canterbury Cathedral can support them (please see our Disability Policy which is available on our website).

We advise parents of children with special educational needs or physical disabilities to discuss their child's requirements with the School's Director or Head of Admissions before their child sits any entrance examination so that we can make adequate provision for his or her needs. Parents should provide a copy of a current Educational Psychologist's report or a medical report to support their request for extra time or other special arrangements. Any such report must also be submitted as part of the admissions process in advance of a pupil starting at the School.

For further details please view [the SEND Policy here](#).

Terms and Conditions

These are available to view on the [School's website](#) and will be made available to parents as part of the admissions process.

Right to study at The King's School

All children attending The King's School must have permission to study in the UK. If a pupil does not have a British passport, or already hold immigration permission or a visa that entitles them to study in the UK, then they will need to apply for a Child Student visa before they can travel to the UK to study at The King's School. If your child will not be applying under the Child Student route, then we will need to see confirmation of their current immigration status before they are able to join us in September.

The Kings School holds a Child Student Visa Licence. This Licence allows the School to sponsor students who live overseas to study at the School. We take our responsibilities seriously and follow [Student sponsor guidance - GOV.UK \(www.gov.uk\)](#)

Our legal representatives, Newland Chase Education (formerly known as The Taylor Partnership), act on behalf of the School and will support you through the process of securing a visa. We will ask Newland Chase Education to contact you as they will be responsible for all Child Student visa applications for prospective students.

For further information, please refer to the Overseas Pupil Policy, Appendix 1.

Appendix 1 – Overseas Pupil Policy

The King's School welcomes students from all over the world and is proud of its international outlook and values their contribution to the life of the school.

The King's School holds a Student Sponsor Licence, issued by United Kingdom Visa & Immigration (UKVI) Licence Number MJN6BR6U6. The licence allows The King's School to sponsor students who live overseas. The school takes its sponsorship responsibilities very seriously. Student sponsorship is a privilege not a right and the UKVI trusts the school to maintain immigration control by fulfilling the duties imposed in the immigration rules and policy guidance.

UKVI's rules are subject to change, often at short notice and the school's policy will be amended to reflect revised UKVI rules and guidance.

Any student who does not hold a UK (United Kingdom) Passport, settled/ pre-settled status or other immigration permission that allows them to study in the UK must apply for a Child Student /Student visa to study at The King's School. The Admissions Team will assess the visa need of each student entering the school.

Visa Route

An international student will need to apply for a Child Student (formerly known as Tier 4 Child) visa if aged between 4 and 17 and wishing to study at The King's School, Canterbury.

Newland Chase Education (NCE)

The King's School are partnered with Newland Chase Education (NCE) to handle all immigration matters relating to their Student Sponsor Licence and to assist our international students with their visa applications for the UK. This provides reassurance that the visa application process will not cause parents/students unnecessary difficulty and that the school is well placed to meet its legal obligations as a sponsor. The school requires all parents of any student applying for a visa to work with the immigration consultants' team at NCE who will discuss with the parents the student's application, visa requirements, and provide all relevant information and support. Please see attached NCE visa guidance booklets [Booklet - EEA Oct 2023](#) and [Booklet - Oct 2023](#) Non EEA.

Visa Application Procedure

1. Once an offer of a place has been made to an international student and this offer accepted, the Admissions Team at The King's School will prepare a CAS request instruction and send this to Newland Chase Education.
2. At this stage we will require all parents of international students who live outside of the UK to appoint a Guardian based in the UK. We cannot issue a CAS request instruction without the nomination of guardian form to be completed. It is essential to ensure the safeguarding and care for all our students studying in the UK must have suitable care arrangements.. [Please see our Guardianship Policy for more information.](#)
3. NCE will contact the parents and explain the application process. Please refer to the Newland Chase Visa guidance booklet for further details.
4. Newland Chase will conduct a compliance check on all mandatory documents necessary for the visa application purposes before issuing the CAS. A draft application will then be sent to the parents to check all the details are correct and payment instructions will be sent on how to make the government payments for the Immigration Health Surcharge (IHS) and visa application fee.
5. Parents are advised not to book flights to the UK before the confirmation of the visa decision has been made and documents received.

6. If making the application in the UK, the application **must** be submitted and paid **before** the start of the new course date, or the student will not be able to start studying. If an application is made in the UK, it is not permitted to travel outside of the common travel area (i.e., outside of the UK) until the application has been decided, and the new BRP card issued. **Travelling outside the UK before a decision is made will automatically invalidate and withdraw the application, and the student will have to re-apply.**
7. A student's visa cannot be transferred from another school as this will not be accepted. Parents will need to apply for a new visa under The King's School sponsorship licence if a student is moving to The King's School from another UK School or starting a new course.
8. An international student moving from Year 11 (5th Form) to year 12 (6b) will require to renew their visa as they will have completed one course (GCSE) with a view to commencing another (A Level).

If a visa application is refused, a copy of the refusal letter must be sent to the school prior to the issue of a new CAS. In line with our duties as a Student Sponsor, we reserve the right to withdraw or refuse to issue a CAS.

All successful applications will be issued with a Biometric Resident Permit (BRP) or a Digital Status (eVisa) which is linked to the student's passport.

Biometric Residence Permit

At this time BRPs can only be issued with a maximum validity of 31 December 2024. The Home Office has confirmed that from 1 January 2025 a BRP will not be required, and students will be able to prove their immigration status online, without a BRP.

UKVI will update their information on how to prove their immigration status in early 2024. Students do not need to do anything, and their immigration status will not be affected - it is only the card that will expire, not their permission.

Parents will be updated as soon as there is more information about this change.

General Information

1. The school must keep independent visa files on each sponsored or subject to immigration control international students which may be inspected by the UKVI at any time. The Admissions team will make copies of the passport and upload this on iSAMs; the Overseas Coordinator will make a copy of the visa for the students' files and add all the details to the school's database to monitor the passports and visas expiry dates. The Admissions team will also take copy of any parents' details who are the main visa holder for dependant visas, and these will be uploaded on iSAMs.
2. The Overseas Pupils Co-ordinator will monitor all new students' travel arrangements to the UK.
3. The school will perform a Right to Study Check within the first few days of arrival. For this the student will need to show their passport and this will be checked to ensure that the date of the student's entry into the UK is within validity dates of their Entry Vignette; evidence of flights such as a boarding pass, and the flight itinerary will also be recorded.
4. Unauthorised absence of more than 10 continuous days must be reported to the UKVI. This includes students who arrive late at the beginning of term or leave early at the end of term. Parents are requested to adhere to the term dates when booking international flights. Students must ensure that their attendance levels are satisfactory or risk their Child Student Visa being withdrawn.
5. When a student leaves the school before the scheduled end of course date, the student will be withdrawn, and the information referred to Newland Chase and this will be reported to the UKVI.

6. If a student turns 18, they can carry on with their course until their permission to stay ends. If they want to undertake further study in the UK, then they will have to apply for another visa under the Student Category.
7. Visas are granted based on the length of the pupil's course, and this is calculated by the start and end date on the CAS. It is mandatory for the visa to stay valid for up to four months following the course of study ending. The school still has reporting responsibilities to the UKVI during this period if the pupil has not left the UK or returned home. As such parents/guardians will be required to complete a leavers form giving information of any departure from the UK in this time.
8. The school must be notified if a student has obtained a new passport or changed their visa immigration status and copies must be provided as soon as possible.
9. Parents must inform the school immediately if there are any changes to their personal details that may affect a student's visa and/or immigration status.
10. Parents/guardians will be asked to complete Travel forms for care arrangements for students during Exeat weekends/holidays and for any days out of school for personal reasons.
11. The Overseas Pupils Co-ordinator will also keep checks on all non-sponsored pupils who are still under some form of immigration conditions e.g., those with BNO status.