Kimbolton School
Cambridgeshire

ADMISSIONS POLICY

Policy owner: Headmaster and Director of External Relations
Governor Committee: Finance
Policy Summary Statement: This policy outlines our entry procedures for all entry points to the school (from Pre-School to Sixth Form).

Release Date: September 2026 **Review Date:** September 2029

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Admissions Policy

INTRODUCTION

This Policy applies to applicants for entry to both the Senior and Preparatory Schools.

All parents/guardians are requested to complete a Registration Form, which should be completed online together with a non-refundable Registration Fee to cover administration expenses.

1 Admission

Pupils are accepted into the School at all ages (3-17) subject to a system of assessment and/or testing, laid down by the Headmaster and the availability of a place. In all cases (except for entrants into Pre-School and Reception) a school report will be requested. Decisions on admissions rest upon a number of criteria. Current academic ability, potential and extra-curricular contribution all form part of the decision-making process and external candidates, at each of the Senior entry points, will be interviewed to ascertain more information on each of these factors. For pupils attending the Pre-School setting, transition to Reception, is automatic, unless it becomes apparent the environment is not in the best interest of the child or other children. If this is the case parents will be informed by 1 March of the nursery year.

Given the young age of pupils joining the Pre-School setting there are a number of minimum requirements. Pupils must be:

- able to use the toilet and wash/dry their hands independently (children must be out of nappies and pull-ups)
- able to listen and respond to instructions appropriately
- able to speak in short sentences
- able to enjoy playing and mixing with other children
- able to eat independently, sitting at a table, using a knife and fork
- able to hold a pencil or crayon and demonstrate an interest in 'mark making'.

Children in Pre-School are taught in a classroom setting with a pre-school approach; a more formalised learning environment than day care provision. Consequently, children who enter into Reception from our Pre-School are able to take advantage of the School's fast pace of learning and will generally make rapid progress.

Transfer from Year 6 in the Preparatory School into the First Form (Year 7) in the Senior School is usually automatic. The primary consideration throughout the process is what is in the best interests of the child, ensuring that they are appropriately supported and well placed to succeed in the next stage of their education.

A pupil's readiness for this transition is informed by internal academic assessments, alongside a broader range of evidence including classwork, teacher judgement, and wider indicators of progress and engagement. Where a pupil is performing at a level below that usually required to pass the Senior School entrance examination, parents will be made aware of this by the beginning of Year 5, or thereafter if concerns arise during the final two years in the Preparatory School.

In the event of a difference of view between the School and parents regarding a pupil's readiness to transfer, the child may be asked to sit the Senior School entrance examination. In such cases, the pupil would be expected to achieve the standard prescribed for entry into the Senior School.

Examinations are usually sat in Mathematics, English and Reasoning and further details can be obtained from the Marketing & Admissions department.

13+ candidates who are currently at Prep Schools can apply for deferred entry to the Third Form (pre-testing). These candidates will be able to sit the entrance examination in Year 6, 7 or 8 and secure a place for entry. Candidates at Prep Schools which undertake the Common Entrance curriculum can apply for deferred entry but are required to achieve a satisfactory standard at Common Entrance as well.

All current Fifth Form (Year 11) pupils are accepted into our Sixth Form automatically – pending successful GCSE results that meet our entrance requirements.

For candidates applying from other schools. Admission is based on an interview held prior to their results where possible, and the GCSE results they receive. For overseas candidates, this may take the form of an online interview. There is an entry requirement of 6 GCSE passes with five grades at 6 or above and Maths and English at grade 4 or above. Ideally, students should, where relevant, have at least a grade 6/7 in the A Level subjects being taken to ensure that the pupil is able to meet the demands of that course. Overseas students who are not taking GCSE's will need to sit entrance examinations in the subjects they are wishing to study at A Level. An English examination is also required if English is not their first language.

Parents are asked to inform the School of any special educational needs or existing provision before or during the entrance procedure, and to notify us if their child has an Education, Health and Care Plan (EHCP) in place. This enables us to consider carefully whether we can make appropriate and reasonable provision to meet the pupil's needs, and to put in place suitable arrangements for the admissions assessment.

While the School is committed to supporting pupils with additional needs where it is reasonable to do so, we may not be able to offer a place if the level of support required cannot be provided within our resources, facilities, or specialist expertise. Each application will be considered on an individual basis, in accordance with the Special Educational Needs and Disability Act (2001) and other relevant legislation.

Equal opportunities

The School is committed to equal treatment of all pupils and prospective pupils. We do not discriminate on the grounds of disability, race, religion or belief, sex, gender reassignment or sexual orientation in our admissions decisions.

Oversubscription

Where applications exceed the number of available places, priority will be given to current families (siblings of existing pupils and children of staff). Thereafter, offers will be made on the basis of academic ability and potential, as demonstrated through assessment, school reports and interview.

Waiting list

Where year groups are full, the School will operate a waiting list. Places are offered strictly in order of the date of registration ("first come, first served").

For further details, please contact the Marketing & Admissions team.

2 Registration

The completion of a Registration Form does not guarantee admission by the Headmaster nor does it in any way bind parents. The Registration Fee is non-refundable.

3 Entrance

Once a place has been offered by the School, an Acceptance Form will be completed and a deposit paid to guarantee the place. For the main entrance exams, sat in late January/early February, parents should confirm the decision for their child/ren to join the School normally by the first working day in March (within four weeks of the sitting of the formal entrance examinations). Parents will also sign an agreement accepting the current terms and conditions laid down by the School. Those applying outside the formal entrance testing period will be given a shorter decision-making period.

4 Age group

Pupils will usually enter the School in their *correct age* group as defined by the maintained sector. Thus, for instance, 11+ entrants will attain their twelfth birthday between 1 September and 31 August in First Form (Year 7). Exceptions to this rule may be made at the discretion of the Headmaster, in consultation with the Governors. However, pupils would only be permitted to enter the year group <u>below</u> their chronological age if:

4.1 an illness or injury had prevented that pupil from completing a full academic year in the past.
4.2 the pupil's education had been severely disrupted in the past for reasons other than the above.
4.3 the pupil has English as their second language.

Pupils already at Kimbolton School may repeat a year in the event of an occurrence of points 1 and 2 (above). Permission to repeat a school year will not be allowed as a result of academic weakness, other than after a poor Lower 6th year where a change of courses may be required; and only then after express permission from the Headmaster.

5 Overseas pupils

The School values its multi-cultural links and welcomes pupils from overseas. Careful attention is paid to maintaining an appropriate balance within the boarding community between pupils from the UK and those from overseas. We require evidence of a pupil's legal right to enter, live and study in the UK. Where necessary, the School is licensed to act as a sponsor for overseas boarding pupils applying for a Child Student visa.

6 Withdrawal

6.1 A full term's notice is required by 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. A full term's fees in lieu of notice, are payable in the absence of the notice given above as per the parent contract signed on acceptance of a formal offer or a place.

6.2 The Headmaster may require a pupil to leave the School immediately in the event of a grave disciplinary offence, or if, in his reasonable judgment, it is in the best interests of the pupil or the School for the pupil to do so. In such circumstances, no claim for repayment of fees paid in advance shall arise. The Headmaster may also, on giving one term's notice, require a pupil to leave the School if the pupil fails to maintain the academic or general standards required.

7 Fees

Fees are set annually by the Governors and announced towards the end of the previous Summer Term.

8 Scholarships

Kimbolton School offers a range of non-financial scholarships (these do not carry a fee remission) to recognise excellence in:

- Academia
- Art
- Computer Science
- Design & Engineering
- Drama
- Music
- Sport

Scholarships can be applied for at entry to the First, Third and Lower Sixth Form.

Please see our scholarships page on the website for information about our scholarships kimboltonschool.com/scholarships.

9 Bursaries

The School offers a limited number of means-tested bursaries, providing financial assistance with fees for families who might not otherwise be able to afford a Kimbolton education. Bursaries are awarded on the basis of financial need, assessed through a confidential review of family income and assets, and may cover a proportion of the fees. Further details, including eligibility criteria and the application process, are available from the Marketing & Admissions team and on the School's website.

10 Related policies

This policy should be read alongside other key School policies, including the SEND (Special Educational Needs and Disability) Policy, Behaviour and Discipline Policy, Safeguarding and Child Protection Policy and Complaints Policy. These, together with other related policies, are available on the Policies page of the School's website or from the School on request. In

the event of any conflict between this policy and the School's Terms and Conditions, the Terms and Conditions shall take precedence.