



Kimbolton School  
Cambridgeshire

# ADMISSIONS POLICY

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<b>Policy owner:</b> Headmaster + Head of Admissions
<b>Governor Committee:</b> Finance
<b>Policy Summary Statement:</b>  This policy outlines our entry procedures for all entry points to the school (from Reception to Sixth Form).

<b>Release Date:</b> Autumn 2024
<b>Review Date:</b> Autumn 2025



## 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.

#### I Admission

Pupils are accepted into the School at all ages (4-17) 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 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.

Transfer from Year 6 in the Preparatory School into the First Form (Year 7) in the Senior School is by means of a formal entrance examination. Acceptance into the Preparatory School does not guarantee admission into the Senior School (11+). The parents of Preparatory School pupils who are performing at an academic level below the standard usually deemed necessary to pass the entrance examination, will be alerted to this fact by the beginning of Year 5 or thereafter if academic concerns develop in the final two years.

Examinations are usually sat in Mathematics, English and Reasoning and further details can be obtained from the Registrar.

13+ candidates who are currently at Prep Schools can apply for deferred entry to the Third Form. 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 pupils into the Sixth Form are accepted on the basis of their GCSE results after (where feasible) an interview with two senior teachers, including the Head of Sixth Form. This may take the form of a video interview for overseas candidates. 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.



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Parents must inform the School of any special need, or Special Education Need, provision prior to the entrance procedure. The School will then be able to make suitable arrangements to support the prospective pupil during assessment for admission, in accordance with the terms of the Special Educational Needs and Disability Act (2001). For further information, please refer to the Kimbolton School Entrance Exam Access Arrangement policy.

### 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 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<sup>st</sup> September and 31<sup>st</sup> 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 below 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 6<sup>th</sup> year where a change of courses may be required; and only then after express permission from the Headmaster.

### 5 Overseas Pupils

The School supports multi-cultural links and welcomes pupils from overseas. Careful attention is paid to ensure that there is an appropriate balance within the boarding community between the number and origin of overseas pupils and those from the UK. We require evidence of the legal right to enter, live and study in the UK or can provide sponsorship for overseas boarding pupils to obtain a Child Student Visa.



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### 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 become payable in the absence of the notice given above.
- 6.2 The Headmaster may require a pupil summarily to leave the School for a grave disciplinary offence or if otherwise he considers that it is in the best interests of the pupil or the School so to do. No claim for repayment of fees in advance shall then arise. Upon a term's notice by the Headmaster, a pupil's attendance may be terminated following a failure 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 number of scholarships for excellence in:

- Academia
- Art
- Digital Learning
- Drama
- Engineering
- Music
- Sport

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

Expressions of interest are to be made in the registration form with a formal application sent thereafter. The Scholarship assessment process will take place following the entrance examination in February and successful candidates notified thereafter.

Scholarship applications are welcomed from both existing pupils and prospective pupils.

Scholarships are awarded to First Form and Lower Sixth Form pupils for two years, Third form scholarships are awarded for three years.