



**KNELLER HALL**  
SCHOOL

**Kneller Hall Admissions Policy: External Applicants**

**Applies to:**

- The whole school and all activities provided by the school, including those outside of the normal school hours;
- All staff (teaching and support), the Governors and volunteers working in the school.

In our school, the term 'staff', in the context of safeguarding, is inclusive of all staff and is also inclusive of students on placement, contractors, agency staff, volunteers, governors and the Proprietor.

**Availability**

This policy is made available to parents, staff and pupils in the following ways: via the school website, within the Parent Policies Folder in the reception area, and on request from the school office.

**Monitoring and Review**

This policy is subject to continuous monitoring, refinement and audit by the Principal, who undertakes a formal annual review of this policy.

**INTRODUCTION**

Kneller Hall is an independent senior school for boys and girls aged 11 to 18.

Above all, we seek to admit pupils who are:

- academically able and well suited to the pace and breadth of the curriculum;
- able and willing to contribute to the life of the school;
- capable of taking initiative and responsibility for themselves;
- likely to get on well with other pupils and with staff;
- interested in making the most of the range of activities and opportunities offered by the school;
- willing to work hard and cooperate with teachers and peers.

Subject to the admissions criteria being met, priority is given to candidates who:

- are siblings of current pupils at Kneller Hall School;
- are current pupils of any Dukes school;
- have a talent that is valuable to the school, such as academic, sporting, musical or artistic ability;

- are Looked After Children, consistent with the Education (Admission of Looked After Children) (England) Regulations 2006, subject to the school's admissions criteria in accordance with the school's Looked After Children Policy.

At the Kneller Hall site, the school has provision for approximately 144 pupils per year group (Years 7-11), aiming for 24 pupils in each form within the offers made. Should the Kneller Hall site not be ready by September 2024, the school will remain at its existing site and there may be fewer places available as a consequence. The target number for pupils may be exceeded on rare occasions depending on the offers that are accepted. There are places available for entry into the Sixth Form each year for external candidates.

The school supports gender equality and, as a coeducational school, aims to achieve a 50/50 gender balance within the offers made, striving to achieve at least a 60/40 boy/girl ratio in the resulting cohort.

### **EQUAL TREATMENT**

We are an inclusive school, welcoming applications from pupils from as diverse a range of backgrounds as possible. This enriches our community and helps our pupils' understanding of the world. Human rights and freedoms are respected but must be balanced with the lawful needs and rules of our school community and the rights and freedoms of others. We are committed to equal treatment for all pupils, regardless of gender, race, religion or belief, sexual orientation, gender reassignment, pregnancy, maternity or disability in accordance with our obligations under the Equality Act 2010.

### **SPECIAL EDUCATIONAL NEEDS AND DISABILITIES**

We are an academically selective school, and we welcome all pupils who can make the most of the opportunities on offer and flourish in our community. We welcome applications from candidates with special educational needs and disabilities, providing that we can offer them the support they need and they are able to access the curriculum independently. We do not have the facilities to offer highly specialised support. However, the school will do all that is reasonable to comply with its legal and moral responsibilities under the Act and the Special Educational Needs and Disability Act 2001, in order to accommodate the needs of candidates with disabilities or needs for which, with reasonable adjustments, the school can cater adequately.

We welcome applications from candidates with disabilities and we will discuss thoroughly with parents, in consultation with their medical advisers, the adjustments that can reasonably be made to ensure that any pupil who has fulfilled our entry requirements can access the school's culture, curriculum, policies and procedures.

### **ASSESSMENT PROCESS AT 11+**

Our admission procedure for candidates applying from a school which is not a member of the Dukes Education Group\* is as follows:

Parents must register their child by completing the online form available on the school website and paying the non-refundable registration fee of £150 by the published deadline.

All applicants seeking entry at 11+ are required to sit entrance examinations, consisting of a written English and mathematics paper, each of one hour in duration. These assessments usually take place towards the end of November in the autumn term preceding entry.

All applicants who achieve the minimum standard for entry will be invited to participate in the second stage assessment, which is a 'Beyond the Classroom' activity that usually takes place in mid-January. Offers will then be made based on all-round performance corresponding to the criteria laid out in the introduction.

In addition, Kneller Hall School will request a copy of the most recent full written school report and a reference from the Head of the applicant's school, to further explore an applicant's attitude to learning and behaviour prior to the second-round assessment.

\* For details on the Dukes Education priority offer system, please see the Admissions Policy – Dukes Education.

### **OFFERS**

Applicants will be contacted by the beginning of February prior to September entry to confirm whether they have been offered a firm place at Kneller Hall.

Applicants who are not offered a firm place, but who meet the criteria for entry, will remain on the waiting list for a second round of offers, should places not be filled by the published deadline. Applicants who do not meet the criteria for entry will be informed by the published deadline.

Places are offered based on availability. If all spaces are filled before the deadline, outstanding offers will be placed on a waiting list. Once the deadline is passed, should any spaces remain, offers will be made from the waiting list based on what the school deems to be the best fit for the cohort. Placement on the waiting list is not disclosed and may vary depending on subsequent withdrawals from the list or additional applicants assessed.

Successful applicants will be sent a formal offer via email, accompanied by the school's parent contract and a link to the online acceptance form and deposit payment link.

Acceptance of the place should be made by returning the signed Parent Acceptance Form, which acknowledges that the parents have read and understood the Parent Contract (Terms & Conditions). Alongside the form, parents must pay a deposit of £3,000. This deposit is held by the school and will be refunded when the child leaves the school, minus any deductions for unpaid items.

Offers must be accepted by the deadline stated in the offer email.

The first term's fees will be payable in July prior to entry in September.

### **ADMISSIONS PROCESS – 16+ (YEAR 12 / LOWER SIXTH)**

#### **Current Pupils**

Pupils at Kneller Hall School are expected and encouraged to stay with us throughout their school career until they complete their Sixth Form studies. Our aim is that all children are able to continue their education into the Sixth Form, except where a pupil does not achieve the minimum GCSE grade/s required to study their three chosen A Level options.

Current pupils are not required to attend an interview prior to entry into the Sixth Form. However, if a pupil's performance, attitude to learning or behaviour are not meeting our required standard, transfer

into the Lower Sixth may not be in the pupil's best interest. In that case, after careful consideration, the situation would be discussed with parents at an early stage and advice given as to alternative schooling.

### External Applicants

Entry to Kneller Hall Sixth Form for external applicants is based on academic achievement in GCSE examinations, a positive school reference, an interview, and an assessment of the candidate's all-round commitment and contribution to the wider life of the school.

Applicants for the Sixth Form are only considered on receipt of a completed Sixth Form registration form, personal statement and payment of the £150 registration fee. A copy of the applicant's most recent full written school report and predicted GCSE grades will be required.

All Sixth Form applicants must be judged capable of achieving a minimum of three A Level passes at Grade C or above. The minimum entry requirement is the achievement of 7 GCSEs at Grade 6 or above, including English Language and Mathematics, and to meet the required GCSE grades for the chosen A Level subject, which are set individually by each academic department but are typically at Grade 7 or above.

All candidates will be invited to attend an interview to assess suitability for entry. Interviews will be held throughout the autumn term following the published application deadline. School reports and references for all candidates will also be reviewed prior to any offers being made.

Places are offered based on availability and are conditional offers based on attainment at GCSE. If all spaces are filled before the deadline, outstanding offers will be placed on a waiting list. Once the deadline is passed, should any spaces remain, offers will be made from the waiting list based on what the school deems to be the best fit for the cohort. Placement on the waiting list is not disclosed and may vary dependent on subsequent withdrawals from the list or additional applicants assessed.

The school will advise on Sixth Form courses and Higher Education options, and is always delighted to arrange individual interviews with parents and pupils to discuss options in our Sixth Form and beyond.

### Accepting a Sixth Form Place

Conditional offers will be made towards the end of November in the autumn term preceding the year of entry. Successful applicants will be sent a formal conditional offer via email, accompanied by the school's parent contract, and a link to the online acceptance form. Acceptance intention is required by the published deadline – usually in line with the 11+ process at the beginning of March. A deposit of £3,000 is payable as final acceptance by 1<sup>st</sup> June and the first term's fees are payable on the first day of September of entry.

Should a child withdraw either prior to, on or following GCSE results day, the deposit will be retained by Kneller Hall School, unless the conditional entry requirements were not achieved and the conditional offer was retracted by the school. This deposit is held by the school and will be refunded when the child leaves the school, minus any deductions for unpaid items.

## **ADMISSIONS PROCESS - OCCASIONAL PLACES**

These may be available from time to time and are limited to the fulfilment of pupil numbers in each year group.

All applicants wishing to gain a place are required to complete a registration form and pay the registration fee to join a waiting list for assessment. Places will become available as pupils vacate the school.

Once a place has been vacated, all applicants on the list for the relevant year group will be invited to attend an assessment. Place/s will be made available to the applicant/s in order of successful performance and what the school deems to be the best fit for the cohort and according to the criteria outlined above for entry to the school and/or Sixth Form.

In the filling of occasional places, the school aims to improve or at least maintain the gender balance where achievable, and to ensure a best fit for the year group in which the vacancy has arisen.

Priority will be given to siblings and children applying from another Dukes Education school. For details on this priority offer system, please see the Admissions Policy – Dukes Education.

## **CANCELLATION OF A PLACE**

The cancellation of a place that has been accepted can cause long term loss to the school, especially if it occurs after other families have made their decisions about schooling for their children. As a result:

- the deposit is non-refundable and will be retained by the school if a place is cancelled prior to entry;
- if less than a full term's notice of cancellation has been given in writing, the parents are liable to a full term's fees payable as a debt.

## **SPECIAL CIRCUMSTANCES**

We recognise that a candidate's performance may be affected by particular circumstances, for example:

- if they are unwell or have had a lengthy absence from school;
- if there are family circumstances such as a recent bereavement;
- if there is a relevant educational history, for example education outside the British system;
- if the candidate has a disability or underlying learning difficulty;
- if English is not the candidate's first language.

If we are made aware of any of these cases, we may request further information such as a medical certificate or educational psychologist's report, and any associated correspondence or details from the applicant's school, including samples of work, or any family history as we consider necessary to make a fair assessment.

## **DISCLOSURES**

Parents must, as soon as possible, and in advance of the school's decision, disclose any particular known or suspected special circumstances relating to their child's health, allergies, disabilities or learning difficulties, special educational needs or other circumstances which may affect their child's performance

or ability to participate in assessment processes. The school needs this information so that, in the case of any pupil with a disability or special educational need, staff can assess these and, where possible, take reasonable steps to make sure the school can provide adequately for them throughout the assessment processes.

Disclosures must be made at the point of application within the 'Confidential Information' section of the application form. Parents with requests for special arrangements, for example with respect to food, uniform or special educational needs and disabilities for their child during their time at Kneller Hall, must notify the school at this stage and in advance of the school's decision, so that we can establish whether the school can reasonably meet their requirements. Careful consideration will be given to all such requests.

Failure to make a full and appropriate disclosure of a child's needs may result in the offer of a place being withdrawn or a child being asked to leave the school, if the school feels it cannot reasonably meet the needs that subsequently come to light.

### **ENGLISH AS AN ADDITIONAL LANGUAGE**

We do not regard pupils as having a learning difficulty solely because the language or medium of communication of the home is different from the language in which they are or will be taught. However, pupils for whom English is an additional language (EAL) will be given appropriate support providing that they fully meet the Kneller Hall School entrance criteria. Pupils must be strong English speakers to cope with the academic and social requirements of the school. They will be assessed to gauge the support that may be needed to ensure equal access to the curriculum along with all other aspects of life at Kneller Hall School.

For full details regarding the school's policy and procedures for pupils requiring English as an Additional Language (EAL), please see the Learning Differences Policy, which is available on the school website.

### **OVERSEAS APPLICANTS**

The school can only make offers to pupils who are UK or EU nationals with the right to remain in the UK, or to those who have the relevant visa to enable them to live in the UK for the duration of their education here. The school does not sponsor Tier 4 visa applications.

### **DECISIONS**

The Principal's decision about admissions is final and there is no right of appeal.

### **SCHOLARSHIPS & BURSARIES**

Scholarships are awarded for academic excellence, usually at Year 7 and Sixth Form entry points, to those who are new to the school based on performance in the entrance tests, and to existing pupils based on consistent excellence once a child has joined the school.

We also seek to reward those who adhere most strongly to the Kneller Hall School core values of courage, excellence, perseverance and respect, with such awards usually being given to existing pupils at key transfer points within the school, for example from Year 11 to the Sixth Form.

Limited bursary assistance may be available in exceptional circumstances, usually to provide short-term help when parental circumstances change. Resources are not available to fund long-term or substantial

levels of financial support. All enquiries about bursaries should be made to the Principal in the first instance.

Additional bursary funding may be provided by the Dukes Foundation. Applications in the first instance are made by completing a Statement of Financial Circumstances form, after speaking first to the Principal. The trustees of the Dukes Foundation consider each application on an individual basis and awards are made in writing to the applicant following the successful completion of the admissions procedure.

