



ADMISSIONS POLICY WHOLE SCHOOL

1. General

1.1 Kent College, Pembury is an independent School for girls from ages 3 to 18. Deciding on the right school for your daughter is very important, and we believe that a personal visit is invaluable. We very much hope that you and your daughter will visit Kent College, Pembury. We hold a number of open events throughout the academic year, which give a general introduction to the School. Details are published on our website. We are also very happy to welcome prospective parents and their daughter(s) at other times. Please contact the Registrar, on 01892 820218 or email admissions@kentcollege.kent.sch.uk to arrange a visit.

2. The Entry Procedure

2.1 Kent College, Pembury is an academically selective school. Selection is based upon academic merit which is assessed through an entry examination, an interview at the School and references from the candidate's previous school. Our selection process is designed to identify pupils who are able to benefit from our balanced and well-rounded education and to make a positive contribution towards the life of the School.

2.2 The usual points of entry are at 'rising 3', 4+, 11+, 13+ or 16+. Girls may be admitted into most other year groups should space be available.

2.3 Applicants for admission to the Senior School should register by October of the year preceding the desired year of admission. The School's Registration Form is available on the School's website and from the Registrar, (contact details as above).

2.4 In the spirit of Kent College being one school, there is no expectation that girls from the Prep School need apply to join the Senior School. Girls will automatically be considered for entry. Should staff feel that Kent College Senior School would not be an appropriate choice, this will be communicated to parents/guardians in Year 5 and in Year 6. Should parents not wish their daughter to take up a place at the Senior School, they are required to give notice by the first day of the Summer term of Year 6.

3. Equal Treatment

- 3.1 Kent College, Pembury aims is to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world. Bursaries are offered in order to make it possible for as many as possible who meet the School's admission criteria to attend the School. The School's provision for bursaries is detailed in the Bursary Policy which can be found on the School website.
- 3.2 Kent College, Pembury is committed to equal treatment for all, regardless of a candidate's race, ethnicity, religion, disability, sexual orientation or social background.

4. Special Needs

- 4.1 Kent College, Pembury does not unlawfully discriminate in any way regarding entry. The School welcomes candidates with disabilities and/or special educational needs, providing we can offer them any support that they require and cater for any additional needs and that our site can accommodate them.
- 4.2 We strongly advise parents of girls with special educational needs or physical or mental disabilities to discuss their daughter's requirements with the School before she sits the entrance exam so that we can make adequate provision for her. Parents should provide a copy of an educational psychologist's report or a medical report if they have one.
- 4.3 The School will discuss thoroughly with parents (and their daughter's medical advisers, if appropriate) the adjustments that can reasonably be made for her if she becomes a pupil at the School.

5. The Assessment Process

- 5.1 The aim of the process is to identify potential. Kent College, Pembury is looking for well-rounded girls with a genuine interest in education in the broadest sense of the word, with interests that stretch beyond the confines of the academic curriculum. The School has strong traditions in music, drama, art, community activities and sport. There are many extra-curricular activities, all of which are important in developing a well-balanced, confident individual.
- 5.2 No specific preparation for the entrance tests is needed, all candidates start on an equal footing, with identical opportunities to display their academic aptitude and extra-curricular skills.
- 5.3 Assessment for Early Years is based on observing informal play in small groups.
- 5.4 Assessment for Prep entry is based on observation within a class setting. The nature and formality of the assessment will vary according to the age of the girl.
- 5.5 External candidates for entry in the Senior School sit an age standardised test that assesses a range of skills, including verbal, non-verbal and numeracy. Year 7 Applicants from Kent College Preparatory are not required to sit this entrance test. The Senior School will examine equivalent test data gathered by the Prep school in Year 5 and 6, and will be advised by the Head of Prep.

- 5.6 Entry for external candidates at 16+ is by age standardised assessment or equivalent, by current school reference, Year 10 and 11 reports and the achievements of GCSE grades which meet the published expectations of the departments whose subjects have been selected at A level. These expectations are published in the school Sixth Form guide and are subject to change from time to time. Normally English Language and Maths at Grade 'C' or above are expected.
- 5.7 We interview all candidates as part of our assessment process for each age group (apart from Reception).
- 5.8 The dates for the assessment process for the current year are published on our website, together with the dates that results are posted to families and the closing date for acceptances. We will offer places to candidates from our waiting list after the closing date for acceptances.

6. Sibling Policy

- 6.1 Most siblings join us at Kent College, Pembury. However, admission is not automatic and there may be occasions where the School judges that a sibling is likely to thrive better in a different academic environment.

7. Scholarships

- 7.1 Kent College, Pembury offers scholarships and awards to encourage girls to join the school, who will substantially contribute to the overall achievements of the school and who will benefit personally from what we are able to provide.
- 7.2 Please refer to the Scholarship Policy which can be found on the School website or alternatively contact the School Registrar, on 01892 820218 or admissions@kentcollege.kent.sch.uk to obtain further information.
- 7.3 A scholarship may be withdrawn in accordance with the terms upon which such an award is made or in accordance with the School's Terms and Conditions.

Purpose of Scholarships

- 7.3.1 Scholarships are designed to reward excellence and to celebrate exceptional talent. In recognition of this achievement, the scholar is offered a percentage reduction in the fees throughout her time at Kent College, Pembury. In addition, music scholars are offered free tuition in one musical instrument. Parents are asked to indicate on the Registration Form whether they wish to apply for a scholarship. Details of the arrangements will be sent to all who express an interest.
- 7.3.2 We encourage parents of scholars who anticipate that they will experience difficulty in meeting the balance of the tuition fees to apply (at the same time on registration of their child) for one of the School's means tested bursaries described below.

7.4 Academic Scholarships

- 7.4.1 Candidates who apply for academic scholarships are selected from the most outstanding performers in the entrance examinations.
- 7.4.2 Scholarships are held for the duration of a pupil's time at the School, provided her conduct is satisfactory. Further scholarships are offered to entrants to Year 9 and Year 12.

7.5 Music Scholarships

- 7.5.1 Music scholarships are awarded to outstanding musicians who play any instrument or sing with exceptional ability. Candidates must obtain a specialist reference from their current Head of Music in addition to a reference from their current Headmaster/Headmistress. She will be required to perform short pieces on two instruments and to complete a written paper, together with aural and practical tests. She will also be interviewed by the Director of Music or a member of the music department. She will be expected to demonstrate enthusiasm for and commitment to music and will be expected to make a contribution to the musical life of the School throughout her time at the School.
- 7.5.2 Music scholarships will only be awarded to pupils who have passed the School's entrance examination.

7.6 Sports Scholarships

- 7.6.1 Sports scholarships are awarded to outstanding, all round sportswomen who have achieved a high level of competence in two or more sports. She will be assessed and interviewed by the Director of Sport and will be expected to demonstrate qualities of leadership and team play of a very high order. Candidates will be required to provide a specialist reference from their Director of Sport. She will be expected to make a contribution to the sporting life of the School throughout their time at the School.
- 7.6.2 Sports scholarships will only be awarded to pupils who have passed the School's entrance examination.

7.7 Art Scholarships

- 7.7.1 Candidates who apply for art scholarships are selected from the most outstanding performers in the entrance examinations.
- 7.7.2 Scholarships are held for the duration of a pupil's time at the School, provided her conduct is satisfactory. Further scholarships are offered to entrants to Year 9 and Year 12.
- 7.7.2 Art scholarships will only be awarded to pupils who have passed the School's entrance examination.

8. Bursaries

- 8.1 Kent College, Pembury's bursary programme is generous and is designed to make it possible for as many as possible of those who meet Kent College, Pembury's entry criteria to take up a place here. The School offers means tested awards annually to entrants at the usual points of entry, where the parents have indicated on the Registration Form that they require financial support. Bursaries are means tested in accordance with the criteria published on the School's website. Both parents are required to provide proof of their income and assets. The level of support varies according to parental need; but can extend to full fee remission in cases of proven need.
- 8.2 Bursaries are always offered for 12 months at a time. The family is required to provide fresh information about its circumstances for every year that their child attends the School. Levels of support may vary with fluctuations in income or wealth.
- 8.3 Bursaries are only offered to families who are resident in the UK.
- 8.4 The School's practice is to allocate its entire available bursary funding on entry. The School's expectation is that parents who do not choose to apply for a bursary at the time that their child is being assessed will not require financial support throughout the time that their child attends the School, except in wholly unforeseen circumstances.
- 8.5 Our bursary policy can be viewed on our website or can be obtained from the Registrar.
- 8.6 A bursary may be withdrawn in accordance with the terms upon which such award is made or in accordance with the School's Terms and Conditions.
- 8.7 Methodist families may apply to MIST for a bursary award.

9. Overseas Applicants

- 9.1 We welcome overseas pupils, who can study at Kent College, Pembury as boarders provided that every pupil has a relative or responsible adult living in the UK with whom she can stay for some weekends, more details of which are contained in the School's Terms and Conditions.
- 9.2 Fluency in English
- 9.2.1 In order to cope with the high academic and social demands of Kent College, Pembury, pupils must be fluent English speakers. Details are included in the School's EAL policy available on the website. Tuition in English as an Additional Language (EAL) can be arranged at the parents' expense.

10. Religious Beliefs

- 10.1 Kent College, Pembury welcomes applications from prospective pupils of all faiths and of no faith.

10.2 Kent College, Pembury is part of MIST (Methodist Independent Schools' Trust) and is a School with the ethos of the Methodist Church. We expect all our girls to attend assemblies and services, which are fundamental to our ethos.

11. School's Terms & Conditions

11.1 Copies of the School's Terms and Conditions are on the School's website and will be made available to parents as part of the admissions process.

12. Complaints

12.1 The School hopes that parents and pupils do not have any complaints about the School's admission process; but copies of the School's Complaints Procedure are available on our website and can be sent to parents on request.

Approved by Education Committee – November 2017

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