



ADMISSIONS POLICY WHOLE SCHOOL

This Policy applies to the Whole School, including EYFS and Boarding

1. General

1.1 Kent College, Pembury is an independent day and boarding School for children from ages 3 to 18. Forest Explorers Nursery is for girls and boys from 3 years, boys can join year 1 and year 2 from September 2023. Boys will be admitted into each subsequent year until the Prep School is fully co-ed by 2027.. Deciding on the right school for your child is very important, and we believe that a personal visit is invaluable. We very much hope that you and your child 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 child/children at other times. Please contact the Admissions team, 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 have a sufficient level of ability or potential to access our balanced and well-rounded education with success and 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+. Pupils may be admitted into most other year groups should space be available. The following places are normally available, although consideration will be given the expanding year groups to include an extra form if there is sufficient demand:

Year Group	Places Available
Nursery	30 (20 FTE)
Years Reception to 5	1 form entry of classes of around 18 to 20
Year 6	2 form entry of classes of around 18 to 20
Years 7 and 8	3 form entry of classes around 20
Years 9 to 11	4 form entry of classes around 20
Lower Sixth	60
Upper Sixth	60

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 Application Form is available on the School's website.

2.4 In the spirit of Kent College being one school, there is no expectation that pupils from the Prep School need apply to join the Senior School. Pupils 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 child 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 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 enable 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 children with special educational needs or physical or mental disabilities to discuss their child's requirements with the School before they sit the entrance exam so that we can make adequate provision. 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 child's medical advisers, if appropriate) the adjustments that can reasonably be made for him/her if they become a pupil at the School.

5. The Assessment Process

5.1 Kent College, Pembury is looking for well-rounded pupils with sufficient ability, potential and 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 pupil. Pupils are expected to sit a GL assessment for entry to Year 4 and above. Pupils entering Year 3 mid-year are also expected to sit a GL assessment.
- 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. Students will also sit a creative writing assessment. Assessments are used to determine whether each candidate is able to access the Kent College curriculum, with the aim of long-term examination success. Whilst the school is inclusive and will make adjustments when reasonable, it reserves the right to refuse entry on the basis of low performance in its entry tests. Year 7 Applicants from Kent College Preparatory are not required to sit these entrance tests. 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 '5' 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 pupils 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 Admissions team, 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 their time at Kent College, Pembury. In addition, music scholars are offered free tuition in one musical instrument. Parents are asked to indicate on the Scholarship application 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 (see Section 8)..

7.4 Academic Scholarships

- 7.4.1 Candidates who apply for academic scholarships are selected from the most outstanding performers in the entrance examinations in conjunction with an interview with a Senior member of staff.
- 7.4.2 Scholarships are held for the duration of a pupil's time at the School, provided their 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. They will be required to perform short pieces on two instruments and to complete a written paper, together with aural and practical tests. They will also be interviewed by the Director of Music or a member of the music department.

They 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 their time at the School.

7.5.2 Music scholarships will only be awarded to pupils who have passed the School's entrance examination.

7.5.3 Scholarships are held for the duration of a pupil's time at the School, provided their conduct is satisfactory. Further scholarships are offered to entrants to Year 9 and Year 12.

7.6 Sports Scholarships

7.6.1 Sports scholarships are awarded to outstanding, all round individuals who have achieved a high level of competence in three or more sports. They 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. They 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.

7.6.3 Scholarships are held for the duration of a pupil's time at the School, provided their conduct is satisfactory. Further scholarships are offered to entrants to Year 9 and Year 12.

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 Art scholarships will only be awarded to pupils who have passed the School's entrance examination.

7.7.2 Scholarships are held for the duration of a pupil's time at the School, provided their conduct is satisfactory. Further scholarships are offered to entrants to Year 9 and Year 12..

8. Bursaries

8.1 Kent College, Pembury's bursary programme is designed to enable 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 to the Senior School, 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 permanently 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 Admissions team.
- 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.

9. International Applicants and the International Study Centre

- 9.1 We welcome international pupils, who wish to study at Kent College, Pembury as boarders provided that every pupil has a relative or responsible adult living in the UK to act as a Guardian, more details of which are contained in the School's Terms and Conditions

9.2 International Study Centre (ISC)

- 9.2.1 All pupils who do not speak English as a first language will be enrolled on one of three study pathways to which will equip them with the language skills to enable them to access the curriculum. Full details of the ISC and the fee structure are attached at Appendix I.

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 pupils 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 will be made available to parents on request.

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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Kent College Pembury International Study Centre

For the study of English as an Additional Language (EAL).

It is very important that pupils whose first language is not English feel at home at Kent College and can fully benefit from their education in the UK. Not only do we want them to become confident in speaking and writing English as soon as possible, we also want them to acquire a real understanding of the culture and the way of life in England. Our International Study Centre offers excellent opportunities in this regard.

The aims of International Study Centre are:

1. To equip pupils with the language skills that will enable them to access the UK school curriculum and beyond.
2. To enable the pupils to achieve recognised ESOL qualifications, regardless of their point of entry.
3. To provide the excellent level of pastoral support that makes Kent College unique. Staff are highly supportive and all students in the ISC enjoy full integration into the boarding houses, tutor groups, sports and the very full activities programme.

Entry requirements

Years 7–9	Students with a beginner’s level of English (at least CEFR A1) or above will be considered.
Years 10– Lower Sixth	As a guide, students with an intermediate level of English (CEFR B1) or IELTS 5 equivalent or above will be considered. All applications will be considered on an individual basis.

Provision

All students are tested before and upon arrival to determine their level of English.

Parents can then be confident that we are providing the most appropriate tuition and curriculum for their child, in order to reach the minimum level for university entrance in the UK.

To that end we offer a provision, which follows three Pathways.

Pathway 1 (Standard)
 Pathway 2 (Enhanced)
 Pathway 3 (Bespoke)

However, it is important to note that these are loose groupings, as we see every pupil as an individual. Progress is monitored and reported throughout a pupil's time at Kent College and we expect students to make fast progress. Typically the level of EAL support tuition reduces significantly over time. **In this case the school will offer a reduced rate as appropriate.** However, it may also be necessary to increase the level of EAL support. We will inform parents on an ongoing basis should a change in the level of support and associated costs be required. Our aim is to be as flexible and as bespoke as possible with our provision.

In EAL lessons, the focus will be on improving the four language areas of reading, writing, listening and speaking. Pupils will improve their English to enable them to fully access our curriculum and will also be prepared for appropriate qualifications, depending on the level of English. These include:

Cambridge PET, FCE, and CAE (preparation for these examinations will be on top of normal EAL lessons and will require an extra charge)

IELTS

IGCSE English as a Second Language.

We also expect that most pupils will be entered for the IGCSE in English Language and Literature. However, if this is not appropriate to a pupil's level, they can instead/also be entered for IGCSE English as a second language.

Pathway 1: Standard

Pupils will have up to five 35 minute timetabled English as an Additional Language (EAL) lessons each week which will be factored into their timetable. In Years 7, 8 and 9 pupils will only take one Modern Foreign Language (MFL) and attend their EAL lessons during the second MFL lesson or Latin/Classics.

For pupils in Years 10 to Upper Sixth, lessons will be provided alongside their GCSE and A Level options.

Pathway 2: Enhanced

Based upon the results of the entry assessments and ongoing monitoring of progress, certain pupils may need dedicated support from the International Study Centre in order to access the full curriculum at Kent College. These pupils will receive the standard provision of lessons, but will also need to attend several extra sessions at an additional charge. These sessions will be in very small groups or 1:1.

As noted, this provision should be in place only as long as required. It will be reviewed on a termly basis.

To allow time for this provision, pupils may have a reduced curriculum, as is appropriate for the individual.

This level would ideally suit any student who wants to boost their English from an intermediate level as part of a one or two term stay at Kent College.

Pathway 3: Bespoke

Based upon the results of the entry assessments and ongoing monitoring of progress, certain pupils may require significant extra support before they are ready to access the full Kent College curriculum. In this case the ISC coordinator, together with the Deputy Head Academic will draw up a bespoke timetable, with a focus on accelerating each pupil's English to a point when they can enter and benefit from regular lessons. This may be for one term, two terms or a year, depending on the individual pupil's level on arriving at Kent College. Alongside their intensive EAL tuition pupils may still attend some mainstream lessons as a means of boosting key, subject based vocabulary and integrating socially.

This pathway would ideally suit any student who wants to boost their English from a basic level as part of a short term stay at Kent College – such as for one or two terms only.

The Kent College Pembury Study Abroad Programme

In addition to the three ISC Pathways, Kent College also welcomes a small number of international students for a short stay. This brief taste of a boarding school education boosts each pupil's English through specialised EAL teaching and lessons alongside native English speakers. There is also an exciting cultural programme. Pupils stay with us for between 2 and 6 weeks and receive the excellent care that is at the heart of a Kent College education.

Fees 2022-2023

English as an additional language tuition is provided to very small classes with specialist teaching that is beyond our normal curriculum. To that end EAL teaching is charged at a competitive rate on top of the regular fee structure, with costs dependent upon the amount or level of support required. As noted earlier, this requirement will be assessed before and on arrival at Kent College.

Pathway	Fees 2022-2023
1 - Standard	£320 per term
2 - Enhanced	£320 per term + £35 per 35 min period above the standard 5 EAL lessons.
3 - Bespoke	£320 per term + £35 per 35 min period above the standard 5. Fees will be up to a maximum of £5000 per term.
Study abroad programme	£1,350 per week