ADMISSIONS POLICY

WHOLE SCHOOL

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

1. General

1.1 Kent College Pembury is an inclusive, co-educational selective day and boarding school that welcomes pupils with a broad range of abilities, interests and talents. We celebrate individuality and recognise that success takes many forms. Our admissions process looks beyond academic achievement alone. We seek children and young people who demonstrate curiosity, enthusiasm, resilience, creativity, problem-solving skills, potential, and a genuine willingness to learn. Above all, we value kindness, a positive attitude, and a commitment to contributing to our school community and the wider world. For our most academically able pupils, the AIMS programme provides additional stretch, challenge and enrichment, equipping them to achieve exceptional outcomes and secure places on highly competitive courses and at leading universities, including Oxbridge. We are also proud of our inclusive approach and are able to support pupils with a range of SEND, including social, emotional and mental health needs. Pupils at Kent College are given every opportunity to thrive, develop confidence, and fulfil their potential.

1.2 Boys and Girls can join us at 2 years of age until 18 years old. Children can board from Year 7 (aged 11).

1.3 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 inclusive, gently selective school. Selection is not solely based upon academic merit, but on potential, with the priority being to successfully ensure that we are the right fit for your child. 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 and thrive throughout their time here.

2.2 The usual points of entry are at 2+, 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)
Prep - Reception to Year 6	1 form entry of classes of around 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 Prep School Entry Procedure: Our aim is for all pupils to thrive at Kent College. In initial discussions with prospective parents during a tour of Prep School, we seek to establish whether our environment is one in which their children will achieve this. Should we need to, we may ask for input from our SENCO.

The nature and formality of the Prep School entry procedure will vary according to the age of the pupils.

In Early Years (Nursery and Reception), prospective parents tour the Prep School with the Head of Prep (or Assistant Head of Early Years and Key Stage 1). Following discussion to ensure it is the right setting, a place will be offered. Once accepted, we invite parents and children to two settling in sessions to ensure a smooth transition to the new setting.

In Year 1 and Year 2, following a tour of the Prep School with the Head of Prep (or Assistant Head) and receipt of application, pupils are invited for a Taster Day. An informal assessment during the day is based on observations of the pupil's engagement in class, including Maths and English, as well as their social interactions during their visit. An offer will be based on the result of the visit and place availability.

For entry to Year 4 onwards, following a tour of the Prep School with the Head of Prep (or Assistant Head) and receipt of application, pupils are invited for a Taster Day. During this visit, pupils will sit an online GL assessment in English and Maths. Current Year 3 pupils entering mid-Year 3 will also sit an online test. An offer will be based on the assessment result and observations of the pupil's engagement in class and their social interactions.

2.4 Senior School Entry Procedure: 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.

2.5 Year 7 Entry Procedure: Pupils will attend an Entrance Day in the November proceeding the start date. The main aim of this day is to help everyone feel settled, comfortable and confident to enable them to showcase themselves at their best. Kent College Pembury will determine each pupil's ability to access the curriculum through a range of assessment tools. During the day, pupils will be assessed through:

- Completing the Kent College Pembury Entrance Examinations, which assess literacy through creative writing and mathematical reasoning and competence.
- Participating in a range of activities, including a short lesson, a team challenge, and a group interview, where their engagement and contribution will be observed.

The School will consider the outcomes of all assessments holistically and, where appropriate, will also take into account additional evidence such as school references, reports, visits, and discussions with parents/carers before reaching a final decision.

The Entrance Examinations and assessment activities are designed to determine whether each candidate is likely to access and thrive within the Kent College Pembury curriculum, with a view to long-term success. While the School is committed to being inclusive and will make reasonable adjustments where appropriate, it reserves the right to refuse entry based on a candidate's performance in the admissions process. Decisions regarding offers of places are made with careful consideration of the needs of the individual child, ensuring that those needs can be met appropriately and that the School's resources can be used effectively and practicably.

Following Entrance Day, parents are invited to an online meeting with the Head to discuss the fit between families and Kent College Pembury and how we can work together to help everyone thrive.

Once an offer has been made, the transition process begins, with a series of online information evenings, two in-person transition days for the pupils in June prior to the September start and an induction day in September. Members of Kent College Pembury staff will also visit pupils in their current setting to aid smooth transition.

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.

2.6 In the spirit of Kent College Pembury being one school, there is no expectation that children from the Prep School need to apply to join the Senior School. Children will automatically be considered for entry. Should staff feel that Kent College Pembury 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.

2.7 Entry at alternative points: following an application, pupils will attend an Entrance Day on an agreed date.

During the day, pupils will be assessed through:

- Completing the Kent College Pembury Entrance Examinations, which assess literacy through creative writing and mathematical reasoning and competence.
- Participating in a lesson.
- Attending an interview with a member of staff.

Throughout the assessments, staff will be looking for a range of characteristics and skills which show the students' potential, such as:

- enthusiasm for learning and curiosity.
- positive interactions with peers and teachers.
- kindness and a drive to contribute to the wider community.

Following the entrance assessments, parents are invited to a meeting with a member of the senior team to discuss the fit between families and Kent College Pembury and how we can work together to help everyone thrive.

2.8 Sixth Form Entry Procedure: Following application, entry for external candidates at 16+ is 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. Candidates are normally required to have at least six GCSEs at Grade 4 or above, with Grade 6 or above in the subjects being pursued at A Level. Candidates are usually expected to achieve a Grade 7 or above in Maths and the Sciences if they wish to study these subjects at A Level.

Following application, candidates will be invited to a Taster Day at Kent College Pembury where they will:

- take part in and be observed participating in a number of lessons.
- attend an interview with a member of the Sixth Form staff team.

Throughout the assessments, staff will be looking for a range of characteristics and skills which show the students' potential, such as:

- enthusiasm for learning and curiosity.
- positive interactions with peers and teachers.
- kindness and a drive to contribute to the wider community.

Following the entrance assessments, parents are invited to a meeting with a member of the senior team to discuss the fit between families and Kent College Pembury and how we can work together to help everyone thrive.

3. International Applicants

3.1 We welcome international pupils, who wish to study at Kent College Pembury as day pupils or boarders, provided that every pupil has a relative or responsible adult living in the UK to act as an Educational Guardian and they are eligible for the appropriate visa. More details of which are contained in the School's Terms and Conditions.

3.3 All pupils who do not speak English as a first language will be enrolled on one of three study pathways on our International Programme which will equip them with the language skills to enable them to access the curriculum. Full details of the International Programme and the fee structure can be found in the EAL policy on the website.

3.4 In addition to the School's main entry requirements, international students whose first language is not English are also required to have a certain level of English:

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.

4. Equal Treatment

4.1 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.

4.2 Kent College Pembury is committed to equal treatment for all, regardless of a candidate's race, ethnicity, religion, disability, sexual orientation or social background.

5. Special Needs

5.1 The School welcomes candidates with disabilities and/or special educational needs, providing we can offer them the support that they require.. All offers of a place take into careful consideration the needs of the whole child and ensure needs are compatible with the appropriate and practicable use of resources. We will consider carefully if we can accommodate the full range of additional needs and may need to take into account any limitations of our site as part of our application process. Kent College Pembury does not unlawfully discriminate in any way regarding entry.

5.2 Parents of children with special educational needs or physical or mental disabilities must discuss their child's requirements with the School before they attend their entrance day so that we can make adequate arrangements for them. Parents must provide a copy of an educational psychologist's report or a medical report if they have one. This should include details about any ongoing or pending diagnostic assessments. Reasonable adjustments which can be accommodated will be agreed between the parents and the School in advance of the assessment.

5.3 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. For example, if a pupil has a diagnosis of dyslexia, or a known dyslexic profile, additional support can be made available through the Supported Learning Programme and may include 1:1 Literacy or Maths support. The School is able to provide reasonable adjustments for pupils with ASC and ADHD.

5.4 For pupils with an EHCP, the SENCO will complete the LA consultation process, providing information as to the level of provision that the School is able to support and provide within the current and anticipated resourcing available.

6. Religious Beliefs

6.1 Kent College Pembury welcomes applications from prospective pupils of all faiths and of no faith.

6.2 Kent College Pembury is part of Alpha Schools and is a School with a strong Christian ethos. We expect all our pupils to attend assemblies and chapel services, which are fundamental to our ethos.

7. Sibling Policy

7.1 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. Families may be subject to a waiting list if oversubscribed, with a first-come, first-served basis for selection.

8. Scholarships

8.1 Kent College Pembury offers scholarships and awards (including academic, art, dance, drama, music and sport) 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.

8.2 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.

8.3 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.

9. Bursaries

9.1 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.

9.2 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.

9.3 Bursaries are only offered to families who are permanently resident in the UK.

9.4 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.

9.5 Our Bursary policy can be viewed on our website or can be obtained from the Admissions team.

9.6 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.

10. School's Terms & Conditions

10.1 Copies of the School's Terms and Conditions will be made available to parents on request.

11. Complaints

11.1 The School hopes that parents and pupils do not have any complaints about the School's admission process; but a copy of the School's Complaints Policy is available on our website and can be sent to parents on request.

Approved by Education Committee – November 2017
Updated by Exec: October 2018
Approved by Education Committee: November 2018
Updated by Exec: October 2020
Approved by Education Committee: November 2020
Updated by Exec: October 2022
Approved by Education Committee: November 2022
Updated by Exec: September 2023
Approved by Education Committee: September 2023
Updated by Exec: June 2024
Approved by Governors: June 2024
Updated by Head: September 2025
Approved by Governors: November 2025
Updated by Head: September 2026
Approved by Exec: September 2026