



King's Group

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## **Admissions Policy**

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## **Introduction**

King's College schools are co-educational independent day schools (with a boarding house at Soto de Viñuelas) for pupils aged 20 months -18 years (Soto), 3 - 14 years (La Moraleja) and 3 – 7 years (Chamartin) and 18 months - 18 years (Murcia).

Offers of places are based on a judgement about whether a child will thrive in our educational environment. Thus, the later stage in a child's school career when an application is made, the more likely it is that there will be a requirement for existing proficiency in spoken and written English.

Children may be admitted to any year group provided that there is space, though entry into either Year 11 or Year 13 needs to be approached with caution since these years are the second phases of two-year courses.

For the purposes of Year Group entry, applicants' ages are calculated according to British custom, with a 31st August birthday watershed. The Headteacher is able to apply discretion in cases where applicants apply from a different education system or country. In these cases the year group on entry may be considered sequentially according to their previous education system. The absolute cut off for 'Young Learners' (those students born between 1st September and 30th November who are therefore, between 1 and 3 months younger than their peers) is November 30th as required by MEDUCA law.

In exceptional circumstances, an applicant may have fallen behind in his/her education due to illness, time spent abroad, etc. In such a case, the School may offer a place in a year lower than the applicant's age would normally imply. This may also be the case for students born in July and August and are therefore, the youngest in their year group. Parents may if wanted request for their child to be placed a the Year Group below that indicated by the UK system for their age. Likewise in exceptional circumstances, the School may also offer an applicant a place in a year ahead of his/her chronological age group if it is deemed by the Head to be in the pupil's best interests to do so. Parents or guardians will be consulted before such an offer is made, but the decision as to the appropriate year for the applicant, taking into account all the relevant circumstances, is a matter for the Head, whose decision is final.

This policy and its procedures have been authorised by the King's Group Board. The Board delegates authority to the Heads of the schools to identify applicants whose academic and other abilities appear to match the ethos and standards of the schools, and whose personal qualities suggest that they have the potential to contribute sufficiently to the school community and benefit from the many opportunities that are offered.

This policy is for guidance and will be adapted by the school from time to time as circumstances require.

Most sections of this policy apply to King's College, Panama. The sections covering procedures vary slightly between schools.

### **Policy and procedures for King's College, Panama (KCP)**

Throughout the admissions procedure KCP policy is to ensure the best interests of the pupil educationally. To this end:

- All prospective pupils must undergo a selection process which varies according to their age (see information below on the different sections within the college).
- Following this selection process, admission to the school requires the approval of the Head of Section (Primary or Secondary) and ultimately the Head of King's College Panama.
- Once an application is in process King's College Panama may contact the child's current school for a confidential reference.
- The school reserves the right to refuse admission to candidates whom it considers will not benefit from the educational programme offered by KCP.
- When allocating places the Head may at his/her discretion also take the following into account (in no particular order):
  - a) academic performance and potential
  - b) pupil's ability to offer excellence within a particular facet of the school's extracurricular programme
  - c) pupils with brothers or sisters in the school
  - d) children with one or both English speaking parents
  - e) children from families who are relocating to Panama
  - f) children of former King's College School pupils
  - g) pupils at other King's Group schools

However, children's admission to the school is subject to the selection process for the appropriate age group and the availability of places in the appropriate year group.

### **Foundation Stage and Key Stage 1 (Nursery – Year 2)**

Entrance to the Infant Department and Key Stage 1 requires an interview with the parents and the child. Where this is not possible or where appropriate, reports from previous schools or Pre-Nursery should be presented.

If it is felt that the child is not progressing adequately even by the time he/she is in Reception, parents may be asked to find alternative schooling for their child at the end of the Foundation Stage.

Pupils with no prior knowledge of English may be accepted into Nursery and Reception classes and initially are not required to have any extra language support.

Pupils for Years 1 and 2 with no prior knowledge of English can only be accepted if agreed provision is made for an English as an Additional Language Programme (EAL) and parents should expect to be liable for any incurred costs. The duration of the EAL course will be decided by the school.

Pupils are not required to have previous knowledge of Spanish.

### **Primary School Key Stage 2 (Year 3- Year 6)**

Entrance to Key Stage 2 requires school reports from previous years and a CAT4 baseline assessment which may take place in their current school for pupils from international schools abroad.

Pupils with no/little prior knowledge of English must agree to a programme of EAL as recommended by the school and parents should expect to be liable for the incurred costs. The duration of the EAL course will be decided by the school.

New pupils are not required to have any previous knowledge of Spanish. Pupils joining the school with a low level or no prior knowledge of the language may receive Spanish as a Second Language (MFL) classes.

### **Secondary Department (Years 7 - 10):**

Entrance to the Secondary Department requires school reports from previous years and a CAT4 baseline assessment which may take place in their current school for pupils from international schools abroad.

The reports must show consistently favourable progress academically, behaviourally and in terms of effort.

Confidential references are normally sought from the pupil's current school regarding their academic record and behaviour.

All pupils applying for entry to the Secondary Department should preferably have a good level of English and have attended a UK or a British international school. Pupils with little prior knowledge of English must agree to a programme of EAL as recommended by the school and

parents should expect to be liable for the incurred costs. The duration of the EAL course will be decided by the school.

All the students regardless the nationality must follow the Panamanian (MEDUCA) program in Spanish (Lengua) in primary and Spanish (Lengua), Panamanian History, Geography (Ciencias Sociales) and Civics (Civica) in Secondary. The school makes provision for new pupils entering the Secondary Department with no prior knowledge of Spanish by including additional Spanish as a Second Language classes on the time-table.

## **Year 11**

Pupils applying for admission to Year 11 must have studied the first year of the (I) GCSE course (Year 10) in the British system the year prior to their entry to King's College. The (I)GCSE examination boards in their current school must coincide with the examination boards used at King's College.

Pupils would also be required to take entrance tests and where appropriate a CAT4 test.

Copies of school reports for the previous two years must also be presented. The reports must show consistently favourable progress academically, behaviourally and in terms of effort.

Confidential references are normally sought from the pupil's current school regarding their academic record, behaviour and payment of fees.

Pupils entering Year 11 may be restricted in their option choices by the size of the existing groups.

## **Secondary Department 6th Form (Year 12 – Year 13)**

All students are usually required to attend an interview with a senior member of staff before being admitted to the 6th Form.

Pupils from the British system wishing to enter Year 12 are required to have a minimum of 5 passes at (I) GCSE (including Mathematics and English as a first language), with a grade C/5 or above, normally including an A/7 or B/6 grade in the subjects to be taken at GCE A Level.

Pupils from other international systems wishing to join Year 12 will be required to take entry exams based on (I)GCSE standards for Year 11.

Copies of school reports for the previous two years must also be presented. The reports must show consistently favourable progress academically, behaviourally and in terms of effort.

Confidential references may be sought from the pupil's current school regarding their academic record, behaviour and payment of fees.

The school may admit pupils into Year 13 provided that they have a proven academic level and their subject choices and examination boards coincide with the programme offered by King's

College. The minimum requirement is 3 AS passes (if available) with C grade or above in the subjects they wish to take to A2.

### **Returning Pupils**

Pupils who leave King's College Panama for any reason will not be automatically accepted if they wish to return.

Pupils who wish to return after a year should re-apply and follow the normal Admissions procedure for their age group.

If a parent plans to remove their child from KCP for a whole academic year (e.g. to spend Year 8 in an English boarding preparatory school), then the school can only guarantee readmission via with the presentation of any new reports or exams taken during the time away from KCP.

### **Transfers between King's College Schools**

Transfers between other King's College schools are subject to place availability. Early transfer requests for younger siblings are neither automatic nor guaranteed.

All transfers are subject to the pupil reaching a specific minimum academic and behavioural performance in their current year group.

### **Equal Treatment**

All candidates for admission will be treated equally, irrespective of their or their parents', race, sexual orientation, religion or belief, pregnancy or maternity, gender reassignment or any disability. Candidates will also be treated equally in respect of their parents' age, gender or marital or civil partnership status.

### **Confirmation of Places**

All admissions to King's College Panama are considered by the school's Admissions Panel, which comprises a member of the Senior Leadership Team (Head, Head of Primary or Secondary) and the Head of Admissions. This meeting takes place upon Head of Admissions' request as and when necessary.

The School will be in a position to offer or reject an application once all the above steps in the admissions process have been satisfactorily completed.

If KCP has not received the confirmation payment by the date stated on the offer letter, a place can no longer be guaranteed.

### **Register of Admissions**

The register of admissions is held securely in electronic form by the Head of Admissions. Paper copies of admissions documentation are also kept securely.

Admissions documentation for candidates who are not admitted to the school is kept for 6 months and then destroyed. Names and contact details of all parents who seek admission to the school are kept electronically for an indefinite period owing to the possibility of another approach to the school at a later date.

### **Disability and Special Educational Needs**

King's College Panama has limited facilities for the disabled but will do all that is reasonable to comply with its legal and moral responsibilities under Panamanian law.

Parents of a child who has any disability or special educational needs must provide the Head of Admissions with full written details (including a copy of all reports prepared by an Educational Psychologist and/or other appropriate specialist where available) when registering for admission. A Disability Needs Assessment Form is available from the Head of Admissions.

This information is required so that, in the case of any child with particular needs, the School can assess those needs and endeavour to make sure that facilities can be provided adequately for those needs throughout the admissions process.

The School will consult with parents and their medical advisers about the adjustments which can reasonably be made for the child, subject to the School's Accessibility Plan and usual routines and budget constraints, both during the admission process and later as a pupil.

Where the School agrees to support the provision of additional services, such as the use of extra staff or auxiliary aids, parents or guardians will be charged for these at a level that reasonably reflects the cost to the school of providing the service or facility.

### **Payment of Fees**

For entry into KCP, once a place has been offered, parents are required to confirm the reservation by making the corresponding payment as set out below:

- Nursery: A non-returnable admission fee and a registration fee (deducted from first term's fee).
- All other year groups: A non-returnable admission fee per pupil

Discounts for siblings are also available\*.

\*Please refer to our Fee Schedule for further information.

A pupil cannot start at the school until King's College Accounts Department has received the confirmation payment.

### **Documentation required on application for a place**

An application for a place in the school may be made by completing and returning the official application form available on the website or from the School Office.

Parents must provide the following documents before their child commences his/her education at the school:

- A signed copy of the Application form with the school's terms and conditions by which they agree to abide by the school regulations.
- Copies of valid passports (Parents and student)
- SEN and allergies form completed and signed
- 2 passport sized photographs
- Up-to-date vaccinations register or a letter of good health from a certified doctor
- Student Birth Certificate
- School Reports of all previous education (Verified by MEDUCA if coming from another country)
- Letter of Recommendation from the last school attended
- Letter from the finance department of the last school attended (when applicable)

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