



INTERNATIONAL COLLEGE

ADMISSIONS POLICY AND PROCEDURE

Person responsible: Administration Manager, King's School, Canterbury International College
Reviewed: Policy dated May 2020. To be reviewed September 2020.

The King's School, Canterbury International College

Admissions Policy and Procedure

The King's Family of Schools

The King's School International College (KIC) is a new addition to The King's School, Canterbury, family of schools which also comprises King's itself (KSC) and the Junior King's School (JKS).

- KSC is an independent co-educational Boarding and Day School for approximately 850 pupils from Year 9 (age 13+) to Year 13 (age 18).
- JKS is a Day and Boarding School for approximately 380 pupils (age 3 to 13).
- KIC can accommodate up to 80 students (Year 9 to Year 11), all of whom will be non-British and all of whom will board at KIC.

This document just deals with entry to KIC. Please note that some of the arrangements and details cited below are different from KSC and JKS.

Courses and Age Groups at KIC

- **Year 9 (13-14 year olds):** a preparation course for entry into a British curriculum school in Year 10 or to apply for Year 10-11 course at KIC.
- **Years 10-11 (14-16 year olds):** a two-year course combining GCSEs with preparation for studying A Levels or the IB in Years 12 and 13.
- **Year 11 (15-16 year olds):** a preparation course for entry into an A Level or IB school in Years 12 and 13; some GCSEs will be delivered depending upon ability and level of English.

Enquiries

Enquiries are likely to be through three routes:

1. Direct enquiries to KIC
2. Via the KSC Admission Department
3. At recruiting fairs and exhibitions

Key personnel and contact details are listed at the end of this document.

Admissions Policy

Students are admitted to KIC having satisfied the academic entry requirements detailed below. It is the College's policy to apply these criteria to all prospective students regardless of any disability and regardless of their race, religion, sexual orientation or social background.

The Admissions Procedure

- Following an initial enquiry, there will be further communication about the student concerned between the parent or the agent representing the parent and either the Head of Student Recruitment or Administration Manager.
- If all parties agree to proceed, it will then be necessary for the parent to complete the online registration form and pay a non-returnable Registration Fee of **£150**. Details of how to pay are on the admissions page of the College website.

- Before accepting a student, we consider the following **Criteria for Entry**:
 - **Performance in admissions tests**
Candidates who are new to the King's family sit a Password test in English/Knowledge and Mathematics. To be considered, students usually show a strong score in Mathematics and good English proficiency. In terms of English proficiency, we usually expect students to have achieved at least A2 by the start of Year 9, B1 for Year 10 and B2 for Year 11. If students can provide a UKiset certificate from the last six months, they do not need to sit the Password tests.
Candidates who have already applied to The King's School do not sit additional admissions tests; their admissions tests from The King's School are reviewed by International College staff.
Candidates who are currently at Junior King's School do not sit additional admissions tests; recent assessments they have taken at Junior King's School are reviewed by International College staff.
 - **Performance in interview (Skype or in person)**
 A Skype interview will be arranged with the candidate and the candidate will be asked to prepare a handwritten personal statement, to be received by the College Principals in good time before the interview. The personal statement must outline the student's achievements to date and reasons for applying to the College. The interview will be conducted in English at the appropriate level. We look for students who speak with enthusiasm and curiosity about their studies; who already have, or have a strong desire to develop, sporting, musical or cultural interests; who understand and are excited by the prospect of an education at the International College; whose spoken English is sufficient to contribute fully to life and learning at the International College.
 If the candidate's English is particularly weak, he/she might be required to take an additional test or second interview.
 - **A recent and satisfactory school report**
 We consider students' academic scores and also the comments on their character. We look for students who have strong academic skills, a positive and successful approach to study and school life and interests outside the classroom.

Any offer will remain conditional and the student will not be considered as accepted to the College, until receipt of the following documents, all outlined in the offer letter:

- Passport (information page with photograph)
- Translated birth certificate
- Satisfactory school reference

Offers and Acceptance

- If a place is offered, and the documents mentioned above have been submitted, it needs to be accepted by the deadline given in the offer letter, usually within **10 days** of the offer being made, via the International College's online system and the payment of the Extras Deposit (**£2000**) which is refundable at the end of the course, unless stated otherwise in the terms and conditions. The Terms and Conditions (found in a separate document) must be read and acknowledged at this stage and the acceptance form signed by both parents and returned.
- The Fees Deposit must be paid with the Extras deposit by the deadline given in the offer letter, usually within 10 days of the offer being made. Without this payment, the place will not be held. The Fees Deposit is released against the final fee invoice.

What happens next?

Once the conditions of the offer letter have been met and the Extras Deposit and Fees Deposit have been received, the candidate will be accepted to KIC. The Administration Manager will correspond regarding the appointment of a UK-based guardian, procedures for entry and visa arrangements. Information regarding uniform, what the

student needs to bring to the College, and travel arrangements will also be sent to the parents. Health forms and course options will be sent at a later date.

Special Educational Needs

We welcome students with special educational needs, provided that the College can offer the support they require. We welcome students with physical disabilities provided that the International College on the Malthouse site and The King's School in the historic site of The Precincts can cope with their needs (please see SEND and Accessibility policies which are also available to read on our website). We advise parents of children with special educational needs or physical disabilities to discuss their child's requirements with the College Principals before their child sits any entrance examination so that we can make adequate provision for his or her needs. Parents should provide a copy of a current Educational Psychologist's report or a medical report to support their request for extra time or other special arrangements. Any such report must also be submitted as part of the admissions process in advance of a student starting at the College.

Sibling Policy

We welcome siblings to join the College, but admission is not automatic, and all students must meet the entry criteria as outlined in this document.

Fees and Payment Procedures

Details on fees and payment procedure, including what fees include and what fees do not include, is available on the Fees Payment Schedule. Full details are found in the Terms & Conditions.

Contacts

Head of Student Recruitment:	James Stevenson
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Administration Manager:	Alison Kelly
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The College Principals:	Jo and Bill Prior
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