



## **ADMISSIONS POLICY AND PROCEDURE**

Person responsible: Admissions and Administration Manager, King's School, Canterbury International College  
Reviewed: Policy dated June 23. To be reviewed June 24.

# **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 recent 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 77 students (Year 9 to Year 11), almost 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 one-year course (joining age 13/14):** a one-year course preparing students for entry into Year 10 at another school.
- **Year 9 Plus three-year course (joining age 13/14):** a three – year course preparing students for entry into Year 12 at another school.
- **Year 10 two-year course (joining age 14/15):** a two-year course preparing students for entry into Year 12 at another school.
- **Year 11 one-year course (joining age 15/16):** a one-year course preparing students for entry into Year 12 at another school.

### **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 Admissions and 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.

- Once registered, the parents will be sent a questionnaire to complete to support the student's admissions process.
- 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 within twelve months before their month and year of entry to the College, 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 sit a Password test in English/Knowledge and Mathematics. Recent assessments they have taken at Junior King's School are also reviewed by International College staff.
  - **Performance in interview (Teams video call or in person)**  
 A Teams video call 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. A recent school report is also requested at this stage. 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 until receipt of the following documents, all outlined in the offer letter:

- Signed acceptance form
- Passport (information page with photograph)
- Translated birth certificate
- Satisfactory school reference
- Parent questionnaire

## Offers and Acceptance

- The King's School has partnered with a third party organisation to ensure the School is complying with all necessary anti-money laundering legislation. All prospective King's parents will be contacted to confirm the sources of funding of their fees. The School has procedures in place to ensure your private data will be treated sensitively and in line with relevant UK legislation.
- If a place is offered, the Extras deposit must be paid and the acceptance form returned within 10 days of the offer being made. This will hold the place. The family must complete the financial checks and pay the Fee Deposit within 21 days following this.
- The Fees Deposit (one term's fees) is released against the final fee invoice. The Extras Deposit (£2,000) 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.

- KIC reserves the right to release offers on a fixed date each half term, as necessary.

### **What happens next?**

Once the conditions of the offer letter and satisfactory completion of the forementioned financial checks have been met, and the Extras Deposit and Fees Deposit have been received, the candidate will be accepted to KIC. The Admissions and 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 be confident that reasonable adjustments can be made to 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 policy and Accessibility plan which are also available to read on our website). We advise parents of children with special educational needs, behavioural needs, medical conditions, physical disabilities, or any other condition that may affect how care is provided for them to discuss their child's requirements with the College Principals before their child sits any entrance examination so that we can assess whether we are able to meet her/his needs. Parents should provide a copy of a current Educational Psychologist's report or a medical report where applicable. Such reports are also useful when it comes to consideration of exam access arrangements, but the College reserves the right to insist on the use of its own assessors and local consultants to determine whether access arrangements are suitable. Any available reports should be submitted as part of the admissions process. Failure to provide this information during the admissions process may subsequently invalidate any offer made.

### **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  
Telephone: +44 (0)1227 287262  
Email: [jads@kings-school.co.uk](mailto:jads@kings-school.co.uk)

Admissions and Administration Manager: Alison Kelly  
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The International College Joint Principals: Jo and Bill Prior  
Telephone: +44 (0)1227 287255  
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The International College Assistant Principal: Sarah Joseph

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