



King Henry VIII Preparatory School

# Admissions Policy

(including EYFS)

## **Admissions Policy**

The aim of this policy is to provide guidance for staff and parents regarding the process of admission to King Henry VIII Preparatory School and the associated entry requirements.

King Henry VIII Preparatory School is a feeder school for King Henry VIII (11-18) School and therefore tries to ensure that each pupil who is offered a place has a good chance of passing the senior school entrance examinations taken at the age of 11. King Henry VIII School is an academically selective school and King Henry VIII Preparatory School reserves the right to be academically selective.

### **SECTION ONE: ENTRY REQUIREMENTS**

The main ages of entry to King Henry VIII Preparatory School are at the ages of 3, 4 or 8 years of age. Children may gain admission to the School at other ages, subject to there being vacancies in specific year groups.

Once a child has been accepted at the School, education at King Henry VIII Preparatory School may be continued by the child up to the age of 11 unless there have been cases of exclusion for poor behaviour or it is deemed by the Head Teacher that the child is not making the progress likely to lead to passing 11+ at a Coventry School Foundation senior school. After the point of entry, the examinations and assessments taken by each child are there to provide data and information which will help staff to guide each child's progress and development.

The parents of children who are known to have special educational needs or disabilities must provide supporting documentation at the point of registration.

#### **(a) Entrance to King Henry VIII Preparatory School at ages 3 and 4**

The earliest a child can start at King Henry VIII School is 3 years of age. If parents wish children to attend the School's Nursery they may begin in the term following their 3<sup>rd</sup> birthday or in the September following their 3<sup>rd</sup> birthday. The School and the governors of Coventry School Foundation are aware that many parents initially want 3 – 11 education for their children and in due course hope their children will be able to pass into one of the Foundation's senior schools at the age of 11. Both King Henry VIII (11-18) School and Bablake School are academically selective and look to take children who are significantly above average by the end of Year 6.

It has been shown, from data used to track pupils' progress over a number of years, that if children start at King Henry VIII Preparatory School at an early age they stand a very good chance of passing into one of the Foundation's senior schools at the age of 11. This is achieved by children being taught in small classes, within a resource rich environment, by good teachers.

Approximately three months prior to a child joining King Henry VIII Preparatory School, at the age of 3, the Head of Early Years will ask the child to come to the School accompanied by one or both parents. At this point, the child's development will be discussed and a questionnaire will be considered. It is essential that as much information about the child, his/her development and any specific needs or medical issues are disclosed at this time. Language development and each child's knowledge and understanding of spoken English will be investigated, as well as any other matters which should be borne in mind: such as information about other languages spoken at home. In addition, the extent to which the child is able to attend to his/her own needs will be recorded (for example whether the child is able to feed him/herself or go to the toilet independently). Behaviour will also be considered and observed. The Head of Early Years will use this data and observations and assessments when the child is in school to consider his/her aptitudes towards learning, the level of independence regarding personal needs necessary to attend the School (this does not include diagnosed specific disabilities) and the child's ability to learn within the traditional structure of the King Henry's Prep.

When children are 4 years of age and being considered for a place in Reception, they are brought into school in March and left with staff for a short period of time (about an hour). They are assessed with regard to social development, academic aptitude and their level of independence with a view to establish the suitability of the School for their education.

In the vast majority of cases there are no problems and children are able to enter the School in either the Nursery or Reception years (aged 3 – 4) as parents have planned. However, in a small number of cases it might be felt by Early Years staff that a child would not be able to cope with the structure of the school day or the academic demands or perhaps lacks the maturity to attend to his/her personal needs. In such a case, the child will be invited back for further assessment at some point in the future. Ultimately the School reserves the right not to accept a child aged 3 or 4 if it is felt the School is not appropriate for the child.

Parents may register their children for admission to Nursery or Reception at any age after birth up to the date of entry.

#### **(b) Entrance to King Henry VIII Preparatory School at ages 5 and 6**

Entrance for all children aged 5 or 6 is conditional upon them demonstrating that they can attain, or have the potential to attain, the required academic standard for the School.

The School is aware that children of this age make progress at very different rates and that a major component in intellectual development is the age of the child, not just in years but also in months. Furthermore, the School does not believe it is right to subject children of this age to formal entrance examinations.

Admission to KHPS may be gained by children aged 5 or 6 via a 'taster' day. The overall aims of the 'taster' day are to give prospective pupils an enjoyable time at the School, which will hopefully make them keen to come, but also for teachers to assess their academic ability and consider whether KHPS is the right school for the child.

Taster days are agreed between the Headmaster (or his representative) and the parents of each child. A day will be decided upon for the child in question, after consideration of the timetable of the appropriate year group. During the taster day, gently and without undue stress, teachers will assess a prospective pupil's ability to read, write and do basic arithmetic. They will also observe how candidates interact with their peers in class and their aptitudes. It is very hard to be sure of the academic potential of children at these ages thus a child's present school will also be asked to provide a reference.

If there are any doubts about a child's ability or behaviour, it would be normal to offer parents the chance for their child to try another taster day. The aim is find what children can do, not what they cannot do, and to discover each child's potential.

### **(c) Entrance to King Henry VIII Preparatory School at ages 7, 8, 9 and 10**

Those children, whose parents wish them to join the School in Years 3, 4, 5 and 6 (ages 7 – 11), will be asked to take entrance examinations.

The entrance examinations will comprise assessments in English, Mathematics, Reasoning and Writing. These may be taken at any point during the academic year but are often taken in the Lent Term preceding the September they are scheduled to start.

Children, who take entrance examinations, will be tested in small groups, in a supportive environment. The School is aware that sometimes children of a young age can find the process of examinations quite difficult, so every effort is made to provide a supportive environment during the morning of testing. In addition, references are taken from each candidate's present school. If there are doubts about results, children may be invited in again and re-assessed. The School's aim is to find children with ability and to look for evidence of potential.

A component within an offer of a place being made to join the School between the ages of 7 and 11 will be behaviour. If there are concerns regarding a child's behaviour, which arise during entrance testing, taster days or from his/her reference, the School reserves the right not to offer a place, even if a child satisfies the academic standards required at the School.

Children who successfully pass into King Henry VIII Preparatory School will be invited back into the School later in the year to meet their teachers and the other children who will be in their classes. Parents are also invited to new parents' meetings to try to ensure that the start their child makes is a successful one.

#### **(d) Waiting Lists**

It is possible that parents may apply for places in year groups where the maximum number of places has already been allocated to other pupils. In such a situation, parents may still elect to have their child assessed for entry (if necessary) and ask for the child's name to be placed on the School's waiting list. Waiting lists are constructed on a strict 'first come, first served' basis and parents can be told the number of children already on the waiting list. The only exception to this rule will be in the case of siblings of children already at the School, who will be automatically placed at the top of any waiting list.

### **SECTION TWO: BURSARIES & SCHOLARSHIPS**

#### **(a) Bursaries**

Bursaries are based on a dual consideration of academic ability and financial need. A child must comfortably satisfy the School's academic requirements in order to be considered. Parents who would like to apply for a bursary should complete a Financial Assistance Form.

Financial Assistance forms are available from the Headmaster's P.A. or the School's Finance Department. Further advice regarding when and how bursaries may be applied for can be obtained from the Headmaster.

#### **(b) Scholarships**

Scholarships are available at the age of 8. These are awarded at the discretion of the Head and staff. Scholarships may only be applied for if a child completes Year 3 at the School. Each scholarship represents a specific percentage reduction in school fees and these are awarded to the parents of high performing children. If a child is awarded a scholarship, the reduction in fees will start at the beginning of Year 4 and continue until the end of Year 6 (3 years). Scholarships cannot be transferred between Foundation schools.

Children are assessed for scholarships in the summer term of Year 3 (the final term) and they are based on specific assessments in a variety of subjects. Parents are advised of the date of scholarship assessments and invited to apply.

Academic awards are available for outstanding attainment, as are awards for the Arts and there are All-rounder awards for children who are very able in several areas of the curriculum: the academic, arts and sport.

## **SECTION C: ADMISSIONS PROCEDURE**

1. The first step towards gaining a place for a child at King Henry VIII Preparatory School will probably be a telephone call or e-mail to the School. The member of staff who has responsibility for all admissions and the Head's diary is the Head's P.A. but any member of the administrative staff will help prospective parents.
2. Following initial contact, an information pack will be sent to parents. This will contain a registration form, a school prospectus and other useful information.
3. After receiving the prospectus, or at the point of enquiry, parents might wish to arrange a tour of the School and meet the Head and other teachers. This can be arranged by contacting the Head's P.A. and an appointment will be made during a school day. Tours and discussion take an average of 75 minutes.
4. When parents have received the School Information Pack and looked around the School, the next step is to register their child for a place. Children may be registered at any time after birth.
5. Upon receipt of a completed Registration Form and deposit, the School will contact parents to give information about availability of places and either to offer a place or to provide information regarding entrance examinations or taster days.
6. If a child is transferring to King Henry VIII Preparatory School from another school, prior to an offer being made a reference will be sought from the child's school.
7. When the School wishes to offer a place, a letter of offer will be written and a parental contract will be sent to parents. Upon receipt of a signed parental contract, a child's name will be formally entered on the School's roll.
8. In the term prior to a child starting at the School, further information will be sent to parents. This will include details of classes, houses and names of teachers, as well as dates for the child's and parents' induction.

N M Lovell  
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