



## **Admissions Policy and Procedure**

The King's House School, Windsor is an independent co-educational day school, offering an integrated Christian education to children from the ages of 3 to 11. We are currently registered to admit up to 75 pupils.

As a school founded upon Christian principles, priority will be given to children who regularly attend church. However, admissions are open to children of all faiths and none.

### **1.1 Open Days/School Tours**

We offer individual school tours throughout the year, by appointment only. They give a general introduction to the School.

### **1.2 Point of Entry**

A child may be enrolled with the School at any age. Children will be assessed prior to entry to determine their current ability level.

If you are interested in enrolling your child mid-year, please contact the School Office.

### **1.3 Early Years**

A child may enrol into the Pre-school for the term of their third birthday. However, they can also start the term after they turn three (see School Fees section).

If a child turns three during the summer term (April - July), a place can only be given subject to remaining Pre-school sessions being available. First choice Pre-school sessions are more likely to be available in the Autumn and Spring terms.



## 1.4 Admissions Procedure

There are 3 stages of the entry process:

### 1. Enquiry

- Informal enquiries about entrance procedures should be made to the School Office.

### 2. Register Interest

- Applicants should register their interest by September of the year preceding the desired year of admission.
- If you would like to register your interest for your child/ren, please request a Register Interest Form from the School Office or complete online.
- If you have missed this deadline, please contact the School Office to see if there is still availability.
- Following registration of interest, parents will be invited to make an appointment for a school tour.

### 3. Enrolment and Acceptance

- For entry into the School, parents must complete an Enrolment Form and return it to the School with a non-refundable deposit of £125 (not applicable to Pre-school children) by December of the year preceding the desired year of admission in order to reserve a place.
- Applicants will then be considered as candidates for admission following an interview with the parents by the Headteacher and one or two members of the School Management Board.
- The School will consider each application and parents will be informed in writing whether or not their application is successful.

## 1.5 Oversubscription Policy

Should it arise that the School is oversubscribed then priority will be given as follows:

- Children who already have siblings in the School, are part of the KCI Children's ministry (e.g. Kidz Klub, Kids Church, Kids small groups) and whose parents are committed members of King's Church International.



- Children who are part of the KCI Children's ministry (e.g. Kidz Klub, Kids Church, Kids small groups) and whose parents are committed members of King's Church International.
- Children whose parents can demonstrate an active role in another local church and who have a letter of recommendation from their church minister.
- Children from the local community whose parents would like them to be educated in a Christian school.

In cases of oversubscription, the School operates a waiting list.

## 1.6 Induction

We hold Parent Induction evenings for new parents ahead of each new academic year.

For new pupils, the first week of the new academic year is an induction week. For those joining Early Years in the Spring or Summer Terms, we offer settling-in mornings at a mutually agreeable time during term-time.

Review Leader:	Headteacher
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