



**MOUNT
KELLY**

Boarding and Day School
Boys and Girls, Aged 3-18

Admissions Policy and Procedure

(This policy applies to all pupils including those in the EYFS)

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Owner Head of Admissions

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1. Introduction

The aim of this policy is to ensure compliance with Mount Kelly's charitable purpose as a school providing independent day and boarding education for girls and boys between the main age ranges of 4-18 (Reception to Year 13).

The aim of our admissions procedures is to ensure that pupils who join Mount Kelly are able to thrive at the School. We aim to set selection criteria and procedures that are fair to applicants and to identify applicants whose academic and other abilities appear to match the ethos and standards of the school, and whose personal qualities suggest they have the potential to contribute sufficiently to the school community and benefit from the many opportunities that are offered at Mount Kelly.

2. General Admission Criteria

Mount Kelly will only make the offer a place if there is a place available. In order to be considered for admission to the School applicants must meet the following criteria:

- Be able to attend School on a regular basis.
- Be of sufficient maturity and appropriate age to participate in all aspects of School life.
- Be supported by the most recent full written school report and a satisfactory reference from the Head of their current school in terms of academic achievement, motivation and co-curricular involvement.
- For entrance to Sixth Form: be appropriately supported by their most recent full written report and GCSE grade predictions in line with the entry requirements.
- Perform well in the entrance examinations and interviews.
- If English is not their first language, applicants must demonstrate a satisfactory level of spoken and written English in order that they can engage and participate fully in all aspects of School life.
- Where English is not the first language of parents, there are suitable arrangements in place to ensure that the School can communicate effectively with them.
- Any learning difficulties or special needs have been identified to the School by the parents and the School can meet the needs.
- All fees due at the applicant's present school have been paid.
- Where an applicant's family is not resident in the UK, an appropriate guardian has been arranged.

3. Entry Points

- Mount Kelly accepts pupils at the usual entry points including Reception, Year 7, Year 9 and Sixth Form (Year 12).
- A number of places may also be available at non-standard entry points. Mount Kelly is friendly and welcoming and pupils joining midway through the year/term rarely have problems settling in.

Whilst the School calculates ages, for the purpose of entry, according to the UK 1st September to 31st August custom, we are conscious that, occasionally, it can be more beneficial for a child to be in the academic year below (or, very rarely, above) that determined by his or her age. Parents/guardians are invited to discuss this with the School should they wish; the decision as to the appropriate year-group for a pupil, taking into account all of the relevant circumstances, is a matter for the Head Master, whose decision is final.

4. Registration

- All parents/guardians are required to complete a Registration Form, which should be addressed to the Head of Admissions together with the non-refundable registration fee to cover administration expenses.
- The completion and signing of a Registration Form do not guarantee admission by the Head Master or Head of Prep nor does it in any way bind parents. No priority is given to applicants based on the order applications are received.
- Registration forms should be completed and the fee paid prior to the applicant sitting entrance assessments.

5. Entry Requirements

- Pre-Prep entry is by key skills assessment during a taster day. If appropriate, a report from the child's current school will be requested.
- Prep entry varies according to the year group for which the child is applying however a school report is required and a reference will be sought from the current school. Children applying for Years 3-5 will be informally assessed during a taster day. Children applying for Years 7-8 will also be required to sit entrance assessments in English and Mathematics with Year 7 (11+) applicants also sitting the CEM InCAS assessments.
- College. Whilst the vast majority of pupils enjoy a seamless transition to the College from Year 8 the School reserves the right to discuss with parents if such progression is in the best interests of the pupil. If it is the parent choice not to progress through the School, a full term's notice is required, in writing, as per the Mount Kelly Terms and Conditions. Parents of pupils with special educational needs will be advised as early as possible if the provision at the College is not deemed appropriate for their child. Applicants from other schools will sit our own assessments in English and Mathematics and the results of these assessments are considered, together with recent school reports, to confirm entry.
- Sixth Form. Whilst the vast majority of pupils enjoy a seamless transition to the Sixth Form from Year 11, the School reserves the right to discuss with parents if such progression is in the best interests of the pupil. If it is the parent choice not to progress through the School, a full term's notice is required, in writing, as per the Mount Kelly Terms and Conditions. For pupils applying from elsewhere offers are made after an interview with a member of the Senior Leadership Team and on receipt of a satisfactory school report and GCSE predictions. Candidates should be capable of gaining a good set of GCSEs, with a minimum of six passes, at least three at grade 6 or above. Candidates will be expected to gain a grade 6 in those subjects that they wish to study at A Level. A Levels in Mathematics, Chemistry, Biology or Physics require pupils to gain a grade 7 in the relevant subject at GCSE. The timetable for the admissions process is flexible.

- Every admission (where applicable) is conditional on the receipt of a positive confidential reference from the child's current school.
- In signing the contract to accept the place at Mount Kelly, parents/guardians are accepting the Mount Kelly Terms and Conditions on joining the school which will have accompanied the offer of a place.
- International applicants whose first language is not English must satisfy the school in their ability to cope with the curriculum in English and will be requested to complete written tests as appropriate. An interview with the Head of Admissions, via video link, will be required if the pupil is unable to visit the school. Other assessments may be required depending on the A Level options chosen. Assessments may be taken at the child's current school or at an agent's office but must be taken under the correct examination conditions.

6. Equal Treatment

Mount Kelly's aim is to encourage applications from candidates with a diverse range of backgrounds. This enriches our community and is vital in preparing our pupils for today's world. A number of bursaries are offered in order to help make it possible for those who would otherwise not be able to afford the fees, and who meet the School's admission criteria, to attend the School. The School's provision for bursaries is described below.

Mount Kelly is committed to equal treatment for all, regardless of a candidate's sex, race, ethnicity, religion, disability, sexual orientation or social background.

7. Disclosures

Parents must as soon as possible disclose any known or suspected circumstances relating to their child's social, emotional and mental health, development, behaviour, allergies, disabilities or learning difficulties. Any child protection issues or reports should also be fully disclosed. Should an undisclosed condition or issue subsequently become apparent, and the School cannot fully meet the needs of the pupil, or current pupils may be at risk as a result, parents may be required to withdraw the child from the School.

8. Applications from Pupils with SEND

Mount Kelly does not unlawfully discriminate in any way regarding entry. The School welcomes pupils with disabilities and/or special educational needs, provided we can offer them any support that they require and cater for any additional needs and that our site can accommodate them. We aim to ensure that all our pupils, including those with disabilities and/or special educational needs, are provided with a safe and inclusive environment in which to learn.

Our policy is to apply our admission criteria to all potential pupils. We require parents of children with special educational needs, disabilities or allergies (suspected and diagnosed) to discuss their child's needs with the School at the outset of the admissions process so that we can make adequate provision for them.

During the admissions process pupils with known difficulties will have a formal meeting with the Assistant Head – Personalised Learning at the College and the Prep Assistant Head – Personalised Learning at the Prep who will involve other members of staff as required. At this point all previous

Standardised Test results, Specialist Assessments and Exam Access Arrangement reports will be required. For pupils with an Education Health and Care Plan (EHCP) or a Statutory Statement of SEND the content of this document will be discussed with the appropriate Assistant Head to clarify the pupil's needs and provision available at the Prep or College.

Where parents of a prospective pupil feel their child requires adjustments, the School will discuss with parents (and their child's medical advisers, if appropriate) the adjustments proposed and whether they can reasonably be made for the child if they were to become a pupil at the School.

There may be exceptional circumstances in which we are not able to offer a place for reasons relating to a child's special educational needs and/or disability. For example, if, despite reasonable adjustments (in the case of disability), we feel that a prospective pupil is not going to be able to meaningfully access the education offered, or that their health and safety or those of other pupils or staff may be put at risk, we may not be able to offer a place at the School.

Sometimes, the situation of pupils with disabilities and/or special educational needs changes between an offer of a place being made and the pupil starting at the School. The School requires parents to be pro-active in updating the School as to any significant changes which mean that the information provided during the application process is out of date or incomplete. In the vast majority of cases, this will not affect a pupil's place at the School. However the School may, in exceptional circumstances, need to reconsider the offer of a place if a pupil's circumstances change materially. It is in the pupil's interests that any such decision is made as early as possible to avoid any disruption to their education, so parents are urged to be forthcoming in their communications with the School about any material change to their child's circumstances.

9. Scholarships and Bursaries (income related fee reduction)

At Mount Kelly it is our policy to encourage and acknowledge excellence through the awarding of scholarships to applicants showing exceptional aptitude in their chosen area. The purpose of these awards is to facilitate admission to Mount Kelly for gifted individuals who, through their dedication and enthusiasm, will inspire those around them.

In addition to the scholarships and exhibitions, normally to a maximum value of 10% of the stated fees, there are a number of non-discretionary and means tested bursaries available.

Scholarships

- Year 9

Scholarships in Academics, Sport, Music, Art and Design Technology are available for pupils seeking to enter the College in Year 9. Pupils who are already at the School may apply for awards at this point.

- Year 12

Scholarships in Academics, Music and Sport are available for pupils seeking to enter the College in Year 12. Pupils who are already at the School may apply for awards at this point.

- Specialist Awards

There are number of specialist awards available at the School. These awards may be augmented by significant means tested bursaries.

- Swimming Scholarships – Year 7 and above
- Choral Scholarships – Year 10 and above
- Girls' Football – Year 12

Full details are available by contacting the Admissions Office.

Bursaries, with the exception of non-discretionary bursaries (see below), are means-tested and can be available to parents/guardians on application for places in Year 7 and above. Both parents (with parental responsibility) are required to provide proof of their income and assets. The level of support varies according to parental need but can extend to 50% remission in cases of proven and exceptional need.

Bursaries are always offered for 12 months at a time. The family is required to provide fresh information about its circumstances for every year that their child attends the School. Levels of support may vary with fluctuations in income and according to the School's means.

Non-discretionary bursaries include awards for pupils whose parents are serving members of HM Armed Forces, a sibling discount and an award for children of past pupils. Details of these awards are available by contacting the Admissions Office and are limited to a maximum of 25% off the stated fees per child. HM Forces awards are only available from Year 3.

Bursaries are only offered to families whose financial affairs are based in the UK.

10. Accepting a Place

Parents/guardians are notified of the closing date for acceptance of an offer of a place at the School.

Acceptance is confirmed by returning the signed Parent Contract together with a non-returnable deposit. This deposit is held as a credit against the final fee account that is presented after a pupil leaves the School.

DEPOSIT:

- UK residents £1500
- EU residents £2500
- Non UK or EU residents the deposit is a full term's fees

All places at the School are offered as, and charged as, full-time places.

11. Guardians

We require all pupils living overseas to have a guardian in this country who will act in loco parentis for them in the following circumstances:

- In cases of illness or disciplinary matters.
- Make arrangements for half-term breaks and holidays when the pupil is unable to go home.
- Oversee and assist with their arrival at or departure from airports as necessary.
- Assist with any visa issues which may arise.

Guardians are always welcome at the School and are encouraged to take as much interest in their wards as they feel able.

12. Terms and Conditions

A copy of the School's Terms and Conditions will be made available to parents as part of the admissions process.

13. Complaints

We hope that you and your child do not have any complaints about our admissions process; but copies of the School's complaints procedure can be sent to you on request.