



King's College  
*The British School of Madrid*

Soto de Viñuelas

## **Admissions Policy (Applicable to all Three Madrid Schools)**

### **Introduction**

King's College schools are co-educational independent day schools (with a boarding house at Soto) for pupils aged 20 months -18 years (Soto), 3 - 14 years (La Moraleja) and 3 – 7 years (Chamartín).

Offers of places are based on a judgement about whether a child will thrive in our educational environment. Thus, the later the stage in a child's school career when an application is made, the more likely it is that there will be a requirement for existing proficiency in spoken and written English.

Children may be admitted to any year group provided that there is space, though entry into either Year 11\* or Year 13 needs to be approached with caution since these years are the second phases of two-year courses.\*King's College Soto offers the possibility of a one year reduced GCSE programme in Year 11.

For the purposes of entry applicants' ages are calculated according to Spanish custom, with a 1 January birthday watershed. In cases where applicants apply from a different education system or country, the year group on entry will be considered sequentially according to their previous education system.

In exceptional circumstances, an applicant may have fallen behind in his/her education due to illness, time spent abroad, etc. In such a case, the School may offer a place in a year lower than the applicant's age would normally imply. Likewise in exceptional circumstances, the School may also offer an applicant a place in a year ahead of his/her chronological age group if it is deemed by the Head to be in the pupil's best interests to do so. Parents or guardians will be consulted before such an offer is made, but the decision as to the appropriate year for the applicant, taking into account all the relevant circumstances, is a matter for the Head, whose decision is final.

This policy and its procedures have been authorised by the King's Group Board. The Board delegates authority to the Heads of the schools to identify applicants whose academic and other abilities appear to match the ethos and standards of the schools, and whose personal qualities suggest that they have the potential to contribute sufficiently to the school community and benefit from the many opportunities that are offered.

This policy is for guidance and will be adapted by the school from time to time as circumstances require.

Most sections of this policy apply to all three Madrid schools. The sections covering procedures vary slightly between schools.



King's College  
*The British School of Madrid*

Soto de Viñuelas

## **Policy and procedures for King's College Madrid**

Throughout the admissions procedure King's College's policy is to ensure the best interests of the pupil educationally. To this end:

- All prospective pupils must undergo a selection process which varies according to their age (see information below on the different sections within the college).
- The selection process is to be carried out with the full knowledge and participation of the Heads of the appropriate feeder schools.
- Following this selection process, admission to the school requires the approval of the Head of King's College.
- Once an application is in process King's College may contact the child's current school for a confidential reference.
- The school reserves the right to refuse admission to candidates whom it considers will not benefit from the educational programme offered by King's College.
- When allocating places the Head may at his/her discretion also take the following into account (in no particular order):
  - a) academic performance and potential
  - b) pupil's ability to offer excellence within a particular facet of the school's extracurricular programme
  - c) pupils with brothers or sisters in the school
  - d) children with one or both English speaking parents
  - e) children from families who are relocating to Spain
  - f) children of former King's College pupils
  - g) pupils at other King's Group schools

However, children's admission to the school is subject to the selection process for the appropriate age group and the availability of places in the appropriate year group.



King's College  
*The British School of Madrid*

Soto de Viñuelas

## **Foundation Stage and Key Stage 1 (Pre Pre- Nursery – Year 2)**

Entrance to the EYFS and Key Stage 1 requires an interview with the parents and the child. Where this is not possible or where appropriate, reports from previous schools or Pre-Nursery should be presented.

If it is felt that the child is not progressing adequately even by the time he/she is in Reception, parents may be asked to find alternative schooling for their child at the end of the Foundation Stage.

Pupils with no prior knowledge of English may be accepted into Pre Pre- Nursery to Reception classes and initially are not required to have any extra language support.

Applicants to Years 1 and 2 will be assessed by the Head of Primary. Pupils for Years 1 and 2 with no prior knowledge of English can only be accepted if agreed provision is made for English as an Additional Language Programme (EAL) and parents should expect to be liable for the incurred costs. The duration of the EAL course will be decided by the school.

Pupils are not required to have previous knowledge of Spanish.

## **Primary School Key Stage 2 (Year 3- Year 6)**

Entrance to Key Stage 2 requires school reports from previous years, for entry to Years 3 will sit a Maths and English examination, for entrance to Years 4 to 6 a CAT4 baseline assessment and a written English exam, which may take place in their current school for pupils from international schools abroad.

Pupils with no/little prior knowledge of English must agree to a programme of EAL as recommended by the school and parents should expect to be liable for the incurred costs. The duration of the EAL course will be decided by the school.

All Spanish nationals are required to follow a programme of Validation Studies (Spanish Language and Humanities) set out by the Spanish Ministry of Education.

New pupils are not required to have any previous knowledge of Spanish. Pupils joining the school with a low level or no prior knowledge of the language may receive Spanish as a Second Language (SSL) classes.



King's College  
*The British School of Madrid*

Soto de Viñuelas

## **Secondary Department KS3 and KS4: Year 7- Year 10**

Entrance to the Secondary Department requires school reports from previous years and a CAT4 baseline assessment and a written English exam, which may take place in their current school for pupils from international schools abroad.

The reports must show consistently favourable progress academically, behaviourally and in terms of effort.

Confidential references are normally sought from the pupil's current school regarding their academic record and behaviour.

All pupils applying for entry to the Secondary Department should preferably have a good level of English and have attended a UK or a British international school. Pupils with little prior knowledge of English must agree to a programme of EAL as recommended by the school and parents should expect to be liable for the incurred costs. The duration of the EAL course will be decided by the school.

### **Additional Requirements at King's College Soto**

## **Secondary Department KS4: Year 11**

**Pupils applying for admission to Year 11 to study a complete set of GCSEs must have studied the first year of the (I) GCSE course (Year 10) in the British system the year prior to their entry to King's College. The (I) GCSE examinations boards in their current school must coincide with the examination boards used at King's College.**

Pupils applying from alternative education systems have the opportunity to take a one year reduced GCSE programme.

Applicants will be required to provide school reports from previous years as well as a CAT4 baseline assessment and a written English exam, which may take place in their current school for pupils from international schools abroad.

The reports must show consistently favourable progress academically, behaviourally and in terms of effort.

Confidential references are normally sought from the pupil's current school regarding their academic record and behaviour.



King's College  
*The British School of Madrid*

Soto de Viñuelas

Pupils entering Year 11 may be restricted in their option choices by the size of the existing groups.

## **Secondary Department Sixth Form: Year 12 – Year 13**

**All students are usually required to attend an interview with a senior member of staff before being admitted to the 6<sup>th</sup> Form**

**Pupils from the British system wishing to enter Year 12 are required to have a minimum of 5 passes at (I) GCSE (including Mathematics and English as a first language), with grade C or above, normally including an A or B grade in subjects to be taken at GCE A level. (I) GCSE grades at A\* or A are usually required for the study of Mathematics and Science A level subjects.**

Pupils applying from alternative education systems must sit entrance exams in Maths and English and may need to sit additional exams dependent on A level subject choice.

Copies of school reports for the previous two years must also be presented. The reports must show consistently favourable progress academically, behaviourally and in terms of effort.

Confidential references are normally sought from the pupil's current school regarding their academic record and behaviour.

The school may admit pupils into Year 13 provided that they have a proven academic level and their subject choices and examination boards coincide with the programme offered by King's College. Entry to year 13 is reviewed on a case by case basis. Results of year 12 end of year examinations and other reports and references from the current school will be sought.

### **Tenbury House (Boarding) Admissions**

Pupils may only be admitted to the boarding house from Year 7 onwards. Therefore, the admissions process for Year 7 to 13 applies, a

We do not cater for taster days in boarding due to Safeguarding rules in operation at King's College Soto.



King's College  
*The British School of Madrid*

Soto de Viñuelas

Under normal circumstances all prospective boarders are expected to visit the premises and to attend an interview with a senior member of staff.

The Admissions office will offer advice to families, but it is the responsibility of parents of all non-EU boarders to obtain all the necessary immigration and residence documentation (e.g. power of attorney and ID documents). The Admissions office must receive copies of such documents by the end of term prior to their child joining Tenbury House.

All Spanish nationals are required to follow a programme of Validation Studies (Spanish Language and Humanities) set out by the Spanish Ministry of Education. The school makes provision for new pupils entering the Secondary Department with no prior knowledge of Spanish by including additional Spanish as a Second Language classes on the time-table.

### **Returning Pupils**

Pupils who leave King's College for any reason will not be automatically accepted if they wish to return.

Pupils who wish to return after a year should reapply and follow the normal Admissions procedure for their age group. Returning pupils will be charged the enrolment fee.

If a parent plans to remove their child from King's College for a whole academic year (e.g. to spend Year 8 in an English boarding preparatory school), then the school can only guarantee readmission via the payment of holding fee of €1.000 per term.

### **Transfers between King's Group Schools**

Transfers between King's Group Schools in Madrid should occur at the end of the natural school cycle:

King's Infant School to King's College School, La Moraleja	Yr 2 to Yr 3
King's Infant School to King's College Madrid, Soto de Viñuelas	Yr 2 to Yr 3
King's College School, La Moraleja to King's College Madrid, Soto de Viñuelas	Yr 11 to Yr 12



King's College  
*The British School of Madrid*

Soto de Viñuelas

Any transfer requests before these times should be discussed with the Head of the current school and the Head of Admissions of the school the parent wishes their child to transfer to. Transfer requests are considered on a case by case basis and are subject to place availability.

Transfers between other King's Group schools are subject to place availability. Early transfer requests for younger siblings are neither automatic nor guaranteed.

All transfers are subject to the pupil reaching a specific minimum academic and behavioural performance in their current year group.

### **Equal Treatment**

All candidates for admission will be treated equally, irrespective of their or their parents', race, sexual orientation, religion or belief, pregnancy or maternity, gender reassignment or any disability. Candidates will also be treated equally in respect of their parents' age, gender or marital or civil partnership status.

### **Confirmation of Places**

All admissions to King's College are considered by the school's Admissions Panel, which comprises a member of the Senior Leadership Team (Head, Deputy Head, Head of Primary or Secondary) and the Head of Admissions. This meeting takes place upon Head of Admissions' request as and when necessary.

The School will be in a position to offer or reject an application once all the above steps in the admissions process have been satisfactorily completed.

If King's College has not received the confirmation payment by the date stated on the offer letter, a place can no longer be guaranteed.



King's College  
*The British School of Madrid*

Soto de Viñuelas

## **Register of Admissions**

The register of admissions is held securely in electronic form by the Head of Admissions. Paper copies of admissions documentation are also kept securely.

Admissions documentation for candidates who are not admitted to the school is kept for 6 months and then destroyed. Names and contact details of all parents who seek admission to the school are kept. Data is stored in accordance GDPR (General Data Protection Regulation (EU) 2016/679) with effect on or before 25<sup>th</sup> May 2018.

## **Disability and Special Educational Needs**

King's College has limited facilities for the disabled but will do all that is reasonable to comply with its legal and moral responsibilities under Spanish law.

Parents of a child who has any disability or special educational needs must provide the Head of Admissions with full written details (including a copy of all reports prepared by an Educational Psychologist and/or other appropriate specialist where available) when registering for admission. A Disability Needs Assessment Form is available from the Head of Admissions.

This information is required so that, in the case of any child with particular needs, the School can assess those needs and endeavour to make sure that facilities can be provided adequately for those needs throughout the admissions process.

The School will consult with parents and their medical advisers about the adjustments which can reasonably be made for the child, subject to the School's Accessibility Plan and usual routines and budget constraints, both during the admission process and later as a pupil.

Where the School agrees to support the provision of additional services, such as the use of extra staff or auxiliary aids, parents or guardians will be charged for these at a level that reasonably reflects the cost to the school of providing the service or facility.





King's College  
*The British School of Madrid*

Soto de Viñuelas

## **Payment of Fees**

For entry to King's College, once a place has been offered parents are required to confirm the reservation by making the corresponding payment as set out below:

### Pre Pre-Nursery and Pre-Nursery

- An advance on the first month's fees, the enrolment fee is payable during the first term of Pre-Nursery.

From September 2019 all other year groups:

- A 1250€ non-returnable enrolment fee per pupil

### Boarders

- A 1250€ non-returnable enrolment fee per pupil
- A 3000€ refundable security deposit

Children of former King's College pupils will benefit from a discount applied to the enrolment.

For new pupils not joining at the beginning of the academic year, a holding fee of 1000€ is payable per term, per child for which the place is reserved.

A pupil may not start at the school until King's College Accounts Department has received the confirmation payment.

## **Documentation required on application for a place**

An application for a place in the school may be made by completing and returning the official application form available on the website or from the School Office.

Parents must provide the following documents before their child commences his/her education at the school:



King's College  
*The British School of Madrid*

Soto de Viñuelas

- A signed copy of the School's Terms and Conditions by which they agree to abide by the school regulations.
- A photocopy of either the birth certificate, the "Libro de Familia", identity card or passport.
- Two passport size photographs.
- A medical certificate or immunisation records indicating that the child has no infectious or contagious diseases, specific illness or disability.
- Photocopies of certificates from previous schools attended, if any.
- Photocopies of school reports for the previous years (where appropriate).

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