



KING'S COLLEGE SCHOOL
CHAMARTIN

Admissions Policy

King's College School, La Moraleja (KCS) is a member of the Inspired Education Group of co-educational, non-denominational, independent schools designed to inspire students to achieve their maximum potential in a nurturing, progressive academic environment from ages 18 months to 18 years. KCS currently offers educational provision to students aged 12 months to 16 years.

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.

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 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 Headteacher, whose decision is final.

This policy and its procedures have been authorised by the Inspired 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.

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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.

Policy and procedures for King's College School, Chamartín

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

- All prospective pupils must undergo a selection process as appropriate to their age.
- Following this selection process, admission to the school requires the approval of the Head of King's College School, Chamartín
- Once an application is in process, King's College School, Chamartín may contact the child's current school for a confidential reference.
- The school reserves the right to refuse admission to candidates where the school considers will not benefit from the educational programme offered by King's College School, Chamartín and cannot meet the specific needs of the child.
- When allocating places the Head may at his/her discretion also take the following into account (in no particular order):
 - a) pupils at other Inspired Group schools
 - b) academic performance and potential
 - c) pupils with brothers or sisters in the school
 - d) children of former King's College School pupils
 - e) children from families who are relocating to Spain
 - f) pupil's ability to offer excellence within a particular facet of the school's extracurricular programme
 - g) children with one or both English speaking parents

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However, children's admission to the school is subject to the availability of places in the appropriate year group.

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

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

If it is felt that the child is not progressing in line with the age-related expectations, parents may be asked to agree to additional support for learning from external specialists or find alternative schooling for their child.

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

Pupils for Years 1 and 2 with no prior knowledge of English can only be accepted if agreed provision is made for an 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.

Returning Pupils

Pupils who leave King's College School, Chamartín 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.

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If a parent plans to remove their child from King's College School, Chamartín for a whole academic year, then the school can only guarantee readmission via the payment of holding fee of €1.000 per term.

Transfers between King's College Schools

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

King's College School, Chamartín to King's College School, La Moraleja - Yr 2 to Yr 3

King's College School, Chamartín 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

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 College 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 School are considered by the school's Admissions Panel, which comprises of a member of the Senior Leadership Team (Head or Deputy Head) and the Head of

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Admissions. This meeting takes place upon the 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 School, Chamartín has not received the confirmation payment by the date stated on the offer letter, a place can no longer be guaranteed.

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 is all uploaded electronically. Names and contact details of all parents who seek admission to the school are kept electronically for an indefinite period owing to the possibility of another approach to the school at a later date.

Disability and Special Educational Needs

King's College School 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 diagnosed 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.

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.

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When 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.

Payment of Fees

For entry to King's College School, Chamartín, once a place has been offered parents are required to confirm the reservation by making the corresponding payment in the form of a non-returnable admission fee of €1750 per pupil.

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

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

Please refer to our Fee Schedule for further information.

Documentation required on application for a place

An application for a place in the school may be made by completing the official application form available on the website.

Parents must provide the following documents before their child commences his/her education at the school, which can be uploaded to the online application form:

- The King's College School Chamartín Terms and Conditions by which parents agree to abide by the school regulations, are accepted on completion of the online application form.
- A scanned copy of either the birth certificate, the "Libro de Familia", identity card or passport.
- A scanned copy of both parents' ID documents.

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- A scanned passport size photographs.
- A scanned copy of the completed school medical form indicating any specific illness and/or disability (the medical form is provided by the school admissions department).
- Scanned copies of certificates from previous schools attended, if any.
- Scanned copies of school reports for the previous years (where appropriate).

Created by:	Policy Category:
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Approved by :	Next review:
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