



## KNELLER HALL SCHOOL

### ADMISSIONS POLICY 2025 ENTRY: DUKES EDUCATION APPLICANTS

#### Applies to:

- The whole school and all activities provided by the school, including those outside of the normal school hours;
- All staff (teaching and support), the Governors and volunteers working in the school.

In our school, the term 'staff', in the context of safeguarding, is inclusive of all staff and is also inclusive of students on placement, contractors, agency staff, volunteers and the Proprietor.

#### Availability

This policy is made available to parents, staff and pupils in the following ways: via the school website, within the Parent Policies Folder in the reception area, and on request from the school office.

#### Monitoring and Review

This policy is subject to continuous monitoring, refinement and audit by the Principal, who undertakes a formal annual review of this policy.

#### INTRODUCTION

Kneller Hall is an independent senior school for boys and girls aged 11 to 18, and is part of Dukes Education. As such, pupils at Dukes Education prep schools receive priority entry into Kneller Hall.

Above all, we seek to admit pupils who are:

- academically able and well suited to the pace and breadth of the curriculum;
- able and willing to contribute to the life of the school;
- capable of taking initiative and responsibility for themselves;
- likely to get on well with other pupils and with staff;
- interested in making the most of the range of activities and opportunities offered by the school;
- willing to work hard and cooperate with teachers and peers.

#### EQUAL TREATMENT

We are an inclusive school, welcoming applications from pupils from as diverse a range of backgrounds as possible. This enriches our community and helps our pupils' understanding of the world. Human rights and freedoms are respected but must be balanced with the lawful needs and rules of our school community and the rights and freedoms of others. We are committed to equal treatment for all pupils, regardless of gender, race, religion or belief, sexual orientation, gender reassignment, pregnancy, maternity or disability in accordance with our obligations under the Equality Act 2010.



## **SPECIAL EDUCATIONAL NEEDS AND DISABILITIES**

We are an academically selective school, and we welcome all pupils who can make the most of the opportunities on offer and flourish in our community. We welcome applications from candidates with special educational needs and disabilities, providing that we can offer them the support they need, and they are able to access the curriculum independently. We do not have the facilities to offer highly specialised support. However, the school will do all that is reasonable to comply with its legal and moral responsibilities under the Act and the Special Educational Needs and Disability Act 2001, in order to accommodate the needs of candidates with disabilities or needs for which, with reasonable adjustments, the school can cater adequately.

We welcome applications from candidates with disabilities and we will discuss thoroughly with parents, in consultation with their medical advisers, the adjustments that can reasonably be made to ensure that any pupil who has fulfilled our entry requirements can access the school's culture, curriculum, policies and procedures.

## **ADMISSIONS PROCESS – 11+ (2025 entry)**

Our admission procedure for candidates applying from a Dukes Education prep school is as follows:

Our intention is that all pupils who attend a Dukes prep school will have the opportunity to move through to Kneller Hall without sitting the 11+ entrance examinations. Throughout a pupil's time in their Dukes Prep School, their academic performance and personal development are monitored and reviewed. As a result, no additional assessment or interview is required for entry into Kneller Hall or any other Dukes senior school.

Parents must register their child by completing the online form available on the school website and paying the non-refundable registration fee of £150 + VAT. Within the form, there is an opportunity to flag that the child is a current pupil at a Dukes Education school. Parents must notify the school of this at this stage and confirm which school the child currently attends.

The child's current Prep School Head will then be contacted internally by the Kneller Hall admissions team. The child's regular assessment data will be shared, and an informal conversation will take place between the Principal and the Prep School Head to establish whether Kneller Hall is a suitable senior school choice for the child in question.

Dukes Education pupils in Year 6 who apply to join Kneller Hall School in September 2025 will receive unconditional offers prior to external candidates by email at the end of the Autumn Term. An invitation to attend the Beyond the classroom activity session will be offered, prior to the acceptance deadline specified at the beginning of February. Deposit payments and acceptance deadlines will be in line with the published information.

For entry to Kneller Hall from September 2026 and beyond, unless informed otherwise, Dukes Education pupils who apply to join Kneller Hall will be available to apply by the end of the spring term in Year 5 and receive their formal offers in summer term of Year 5, before the external candidates who will sit the 11+ entrance examination in the autumn.

Kneller Hall School requires all parents to sign an acceptance form and to pay an acceptance deposit of £3,000 to secure a place. To make the transfer process as smooth as possible, parents can use their existing deposit from their Dukes prep school to cover this cost, only needing to top up if this is currently less than £3,000. The offer email will indicate the deposit currently held at the prep school and clarify whether a further amount is required to be paid. Kneller Hall School will seek written permission from parents to ensure the transfer of funds from the prep school. Any balance of funds is required to be made by the published deadline. The first term's fees for Kneller Hall will be payable in July prior to entry in September.

It may be that an automatic move to Kneller Hall is not appropriate for a pupil. This will be rare and will always be discussed in detail between the prep school Head and the parents. In this scenario, parents will be informed by the prep school Head in the first instance and formal confirmation will be provided via email from Kneller Hall School.

In these unusual cases, a final decision will be made no later than the end of the autumn term for entry in September 2025, and by the end of the summer term of Year 5 for entry in 2026 and thereafter. Parents will be informed by the prep school Head and a confirmation email will also be received from Kneller Hall School.

Pupils who join any Dukes prep school late in Year 5 or early in Year 6 may be required to follow the procedure for external candidates.

### **ADMISSIONS PROCESS – SIXTH FORM**

Entry to Kneller Hall Sixth Form for all applicants is based on academic achievement in GCSE examinations, a positive school reference, an interview and an assessment of the candidate's all-round commitment and contribution to the wider life of the school. Applicants who currently attend another Dukes Education senior school will receive priority, subject to the entrance criteria being met and a place being available.

All applicants for Sixth Form are only considered on receipt of a completed Sixth Form Registration Form, a personal statement and the payment of the £150 + VAT registration fee. A copy of the applicant's most recent full written school report and predicted grades will be required.

All Sixth Form applicants must be judged capable of achieving a minimum of three A Level passes at Grade C or above. The minimum entry requirement is the achievement of 7 GCSEs at Grade 6 or above, including English Language and Mathematics, and to meet the required GCSE grades for the chosen A Level subject, which are set individually by each academic department but are typically at Grade 7 or above.

All candidates will be invited to attend an interview to assess suitability for entry. Interviews will be held throughout the autumn term following the published application deadline. School reports and references for all candidates will be reviewed prior to any offers being made.

The Principal or Director of the Sixth Form may contact the Head at the applicant's current Dukes school to discuss their suitability for attending Kneller Hall Sixth Form.

Places are offered based on availability and are conditional offers based on attainment at GCSE. If all spaces are filled before the deadline, outstanding offers will be placed on a waiting list. Once the

deadline is passed, should any spaces remain, offers will be made from the waiting list based on what the school deems to be the best fit for the cohort.

Dukes Education applicants will be given priority, should a place become available, and the admissions criteria be met. Placement on the waiting list is not disclosed and may vary depending on subsequent withdrawals from the list or additional applicants assessed.

### **Accepting a Sixth Form Place**

Conditional offers will be made towards the end of November in the autumn term preceding the year of entry. Successful applicants will be sent a formal conditional offer via email, accompanied by the school's parent contract, and a link to the online acceptance form. Acceptance intention is required by the published deadline. A deposit of £3,000 is payable as final acceptance upon completion of the acceptance form and the first term's fees are payable on the first day of September of entry.

Should a child withdraw either prior to, on or following GCSE results day, the deposit will be retained by Kneller Hall School, unless the conditional entry requirements were not achieved, and the conditional offer was retracted by the school. This deposit is held by the school and will be refunded when the child leaves the school, minus any deductions for unpaid items.

### **OCCASIONAL PLACES**

These may be available from time to time and are limited to the fulfilment of pupil numbers in each year group.

All applicants wishing to gain a place are required to complete a registration form and pay the registration fee to join a waiting list for assessment. Places will become available as pupils vacate the school.

Once a place has been vacated, all applicants on the list for the relevant year group will be invited to attend an assessment. Priority offers will be given to children on the waiting list who are applying from other Dukes Education schools, subject to the minimum academic requirements being met in the entrance assessment.

In the filling of occasional places, the school aims to improve or at least maintain the gender balance where achievable, and to ensure a best fit for the year group in which the vacancy has arisen.

### **CANCELLATION OF A PLACE**

If a parent cancels a place for their child after the acceptance form and any additional deposit payment has been received, the full deposit of £3,000 will be retained by Kneller Hall School.

Dukes Education pupils benefit from the opportunity to confirm their senior school place and avoid the 11+ process. For entry in 2025, offers will be made in December 2024.

The cancellation of a place that has been accepted can cause long term loss to the school, especially if it occurs after other families have made their decisions about schooling for their children. As a result:

- the deposit is non-refundable and will be retained by the school if a place is cancelled prior to entry;
- if less than a full term's notice of cancellation has been given in writing, the parents are liable to a full term's fees payable as a debt.

### **SPECIAL CIRCUMSTANCES:**

We recognise that a candidate's performance may be affected by particular circumstances, for example:

- if they are unwell or have had a lengthy absence from school;
- If there are family circumstances such as a recent bereavement;
- if there is a relevant educational history, for example education outside the British system;
- if the candidate has a disability or underlying learning difficulty;
- if English is not the candidate's first language.

If we are made aware of any of these cases, we may request further information such as a medical certificate or educational psychologist's report, and any associated correspondence or details from the prep school, including samples of work, or any family history as we consider necessary to make a fair assessment.

### **DISCLOSURES**

Parents must, as soon as possible, and in advance of the school's decision, disclose any particular known or suspected special circumstances relating to their child's health, allergies, disabilities or learning difficulties, special educational needs or other circumstances which may affect their child's performance or ability to participate in assessment processes. The school needs this information so that, in the case of any pupil with a disability or special educational need, staff can assess these and, where possible, take reasonable steps to make sure the school can provide adequately for them throughout the assessment processes.

Disclosures must be made at the point of application within the 'Confidential Information' section of the application form. Parents with requests for special arrangements, for example with respect to food, uniform or special educational needs and disabilities for their child during their time at Kneller Hall, must notify at this stage and in advance of the school's decision, so that we can establish whether the school can reasonably meet their requirements. Careful consideration will be given to all such requests.

Failure to make a full and appropriate disclosure of a child's needs may result in the offer of a place being withdrawn or a child being asked to leave the school, if the school feels it cannot reasonably meet the needs that subsequently come to light.

### **ENGLISH AS AN ADDITIONAL LANGUAGE**

We do not regard pupils as having a learning difficulty solely because the language or medium of communication of the home is different from the language in which they will be taught. However, pupils

for whom English is an additional language (EAL) will be given appropriate support providing that they fully meet the Kneller Hall School entrance criteria. Pupils must be strong English speakers to cope with the academic and social requirements of the school. They will be assessed to gauge the support that may be needed to ensure equal access to the curriculum along with all other aspects of life at Kneller Hall School.

For full details regarding the school's policy and procedures for pupils requiring English as an Additional Language (EAL), please see the Learning Differences Policy, which is available on the school website.

### **OVERSEAS APPLICANTS**

The school can only make offers to pupils who are UK or EU nationals with the right to remain in the UK, or those who have the relevant visa to enable them to live in the UK for the duration of their education here. The school does not sponsor Tier 4 visa applications.

### **DECISIONS**

The Principal's decision about admissions is final and there is no right of appeal.

### **SCHOLARSHIPS & BURSARIES**

Scholarships are awarded for academic excellence, usually at Year 7 and Sixth Form entry points, to those who are new to the school based on performance in the entrance tests, and to existing pupils based on consistent excellence once a child has joined the school.

No priority is given to Dukes Education applicants – scholarships are awarded on merit only.

We also seek to reward those who adhere most strongly to the Kneller Hall School's core values of courage, excellence, perseverance and respect, with such awards usually being given to existing pupils at key transfer points within the school, for example from Year 11 to the Sixth Form.

Limited financial assistance may be available in exceptional circumstances, usually to provide short-term help when parental circumstances change. Resources are not available to fund long-term or substantial levels of financial support. All enquiries about bursaries should be made to the Principal in the first instance.