

Admissions Policy

This is a whole school policy which includes the EYFS.

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

- All new pupils must undergo a selection process which varies according to their age (see information below on the different sections within the school).
- The selection process is to be carried out with the full knowledge and participation of the Heads of the appropriate Schools.
- Following this selection process, admission to the school requires the approval of the Headteacher.
- 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 who it considers will not benefit from the educational programme offered by King's College.
- When allocating places priority is given to:
 - 1) academic performance and potential,
 - 2) pupil's ability to offer excellence within a particular facet of the school's extra-curricular programme
 - 3) pupils with brothers or sisters in the school
 - 4) children with one or both English speaking parent
 - 5) children from families who are relocating to Spain
 - 6) children of former King's College pupils
 - 7) Students from our feeder schools (for Nursery entries).

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.

Admissions Procedures

Early Years Foundation Stage (Nursery to Reception)

Entrance to the Infant Department requires an interview/assessment with the parents and the child.

Where this is not possible or where appropriate, reports from previous schools or Nursery should be presented.

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

Primary School Key Stage 1 (Years 1 and 2)

Entrance to Key Stage 1 requires a test in English and Mathematics based on the English National Curriculum for the corresponding level of entry and where appropriate a Non Verbal Reasoning (NVR) test. Copies of school reports for the previous year must be also presented.

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

The duration of the Intensive English course will be decided by the school. Pupils are not required to have previous knowledge of Spanish.

Primary School Key Stage 2 (Years 3 to 6)

Entrance to Key Stage 2 requires a test in English and Mathematics based on the English National Curriculum for the corresponding level of entry and where appropriate a Non Verbal Reasoning (NVR) test. Copies of school reports for the previous two years must also be presented.

Pupils from international schools abroad may be offered a place on the proviso that they succeed once they sit the entrance tests in our school.

Pupils with no/little prior knowledge of English must agree to a programme of Intensive English as recommended by the school. The duration of the Intensive English course will be decided by the school.

All pupils are required to follow a programme of Validation Studies (Spanish Language Valencian and Spanish Culture) 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 join Spanish as a Second Language lessons and will receive special Spanish classes in small groups.

Secondary School KS3/4 (Years 7 to 11)

Entrance to the Secondary School requires pupils to be tested in English and Mathematics based on the English National Curriculum for the corresponding level of entry and where appropriate a Non Verbal Reasoning (NVR) test. An interview



involving the pupil and his/her parents with the Head of Secondary School is also required.

Pupils from international schools abroad may be offered a place on the proviso that they succeed once they sit the entrance tests in our school.

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 may be sought from the pupil's current school regarding their academic record, behaviour and payment of fees.

All pupils applying for entry to the Secondary School must have a good level of English and preferably have attended a UK or a British international school. As part of the conditions of an offer of a place, pupils may have to undergo a programme of Intensive English as arranged by the school. The duration of the Intensive English course will be decided by the school.

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

The school makes provision for new pupils entering the Secondary School with no prior knowledge of Spanish by including them in the Spanish as a Second Language group who receive special Spanish classes in smaller groups.

Year 11

Pupils applying for admission to Year 11 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 examination boards in their current school must coincide with the examination boards used at King's College.

Pupils would also be required to take entrance tests and where appropriate a Non Verbal Reasoning (NVR) test.

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, behaviour and payment of fees.



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

Secondary School 6th Form (Year 12 – Year 13)

An interview involving the student and his/her parents with the Head of Secondary School is also required. The Director of Sixth Form may undertake the interview on behalf of the Head of Secondary.

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 the subjects to be taken at GCE A Level.

Pupils from other international systems wishing to join Year 12 may be required to take entry exams based on (I)GCSE standards for Year 11.

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 may be sought from the pupil's current school regarding their academic record, behaviour and payment of fees.

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. The minimum requirement is 3 AS passes with C grade or above in the subjects they wish to take to A2. Exceptions can be made by the Head teacher.

Promotion to following academic year

Once a child has joined King's College, promotion to the following year group is subject to the pupil reaching a specific minimum academic and pastoral performance.

Returning Students

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 provide current academic reports.

Pupils who wish to return after two or more years must reapply and sit the appropriate entrance examinations.

Pupils who wish to be away for a term should pay a term's fees in advance. If the pupil is away for longer than a term the pupil should reapply and provide current academic reports.

Transfers between King's College Schools

Any transfer requests before these times should be discussed with the Headteacher 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.

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

Confirmation of places

All admissions to King's College are considered by the school's corresponding Head of School, the Headteacher and the Admissions Officer. The Admissions Officer will provide the relevant Head of School with the results of the entry exams/assessments and school reports for their perusal and review in the first place. Subsequently, the Head teacher will consider the feedback received and the information itself and will offer or otherwise reject the place based thereon.

The school will be in a position to offer or reject an application once all the aforementioned 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.

Payment

For entry into 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:

- A non-returnable enrolment fee and a refundable deposit* per pupil

Discounts for siblings are also available*.

*Please refer to our Fee Schedule for further information.

A pupil cannot start at the school until King's College Accounts Department has received the confirmation payment and when available, the Direct Debit Form duly completed and signed.

Documentation

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:

- 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 indicating that the child has no infectious or contagious diseases, specific illness or disability.
- A photocopy of the child's vaccination record (in the case of foreign students, also a form for registration in the health local authorities).
- Medical form completed and signed.
- Administration of medicine consent completed and signed
- Local compulsory visits authorisation form completed and signed.
- Photocopies of certificates from previous schools attended, if any.
- Photocopies of school reports for the previous two years (where appropriate).
- Acceptance form duly completed and signed.
- E-safety form duly completed and signed.
- DVD consent form completed and signed.
- Direct debit form duly completed and signed.



King's College
The British School of Alicante

Created by: CC February 2015	Reviewed by: SR:February 2015 SWI July 2021
Approved by: EB/KGB March 2015 Approved by SRF October 2015	Next Review : July 2022 SWI

Appendix A

Advanced Level Study at King's College, Alicante

1. General Entrance Requirements

Year 12 signifies the first year of non-compulsory education and, as such, acceptance into Year 12 at King's College, Alicante is not automatic. Pupils who wish to return, or join, King's College to study Advanced Level courses with us must meet the following minimum entrance requirements:

- a) A minimum of 5 (I)GCSEs, grades A*, A, B or C including English and Mathematics.

The following alternatives may be considered on an individual basis:

- b) An official certificate proving successful completion of Spain's Educación Secundaria Obligatoria (ESO)* or;
- c) In the case of pupils not educated in a British or Spanish school, proof of the equivalent qualification from the country in which they have completed their Secondary Education* (e.g. Irish Junior Certificate, Scottish Standard Grades etc)

*please see the section on accessing A Level subjects without prerequisite qualifications on the next page

Additionally students will need to be able to:

- d) demonstrate a good record of attendance, behaviour and work ethic in their previous three years of school (references will be requested as necessary);
- e) show the commitment, maturity, independence and resilience required to succeed at Advanced level study;
- f) have a high level of written English for academic purposes that will allow them to successfully access the Advanced Level curriculum;
- g) demonstrate their willingness to contribute to the wider life of the school.
- h) attend an interview with the Head of Secondary School.

2. Level of English

The demands of Advanced Level study are such that students must have a high level of written English; the ability to speak English as a Second or Foreign language is not sufficient. Students will be able to demonstrate the required level of English in the following ways:

- a) have a Grade A*, A, B or C in (I)GCSE English, First Language English or English Language & Literature (NOT English as a Second Language) or;
- b) have a Cambridge First Certificate in English (Level B2), IELTS score of 6.5-8 or similar qualification in English at a minimum of B level of the Common European Framework or;
- c) Satisfactorily complete an entrance examination in English set by the school.

If the school decides that a pupil's English language skills are not at the required level to make a success of Advanced Level study it may, at its discretion, make an offer of a place on a Provisional A Level programme. Further details of this programme are available in this document.

3. Subject Entrance Requirements

In order to be allowed to join A level courses in Year 12 pupils are required to have one of the following recognised qualifications in each of the subjects they wish to continue studying:

- a) G.C.S.E. or International G.C.S.E at grade A*, A or B (A* or A for Mathematics);
- b) BTEC Level 2/First Diploma (in a relevant subject, with merit), NVQ Level 2 or equivalent Level 2 qualification;
- c) Students wishing to study Art and Design, Music or Drama courses may also need to show a portfolio of work or demonstrate their practical ability level.

4. Students not meeting the pre-requisite subject requirements

It is not normally advisable for pupils to study a subject at A level if they are not in possession of the appropriate (I)GCSE, as generally the content taught at (I)GCSE is assumed prior learning of the Year 12 and 13 course and aspects of it may be tested in the terminal exam. Similarly in heavily skills-based subjects, like Geography, it is not normally possible to acquire the necessary fieldwork skills without having undertaken the (I)GCSE course.

The school recognises however that sometimes pupils' career aspirations change and therefore there may be occasions when a pupil has not studied a subject at IGCSE level that they later would like to study at A Level in order to access their desired profession. If a pupil is not in possession of the minimum subject requirements as indicated in section three, whether or not they are a current pupil of King's College, Alicante the following procedures will be followed:

Current pupils of King's College, Alicante:

- a) The child's parent should arrange a meeting with the Head of Secondary School to discuss their child's specific situation. The Head of Secondary School will make an initial decision on the viability of them attempting an A Level in a subject not previously studied.
- b) Where possible, and following initial approval from the Head of Secondary School, the child will sit a written assessment in the desired subject in January of Year 11. The aim of this assessment is to determine the current level of knowledge and highlight the areas that need to be filled prior to commencing the A Level course.
- c) Pupils will then be required to sit an (I)GCSE paper in the subject(s) they wish to commence, at a date determined by the school in mid- to late-August, prior to them entering Year 12.
- d) The Head of Secondary School will discuss the results of the examination with the relevant Subject Leader and final approval will be given if it is determined that the child has a good chance of success with the Advanced Level course.

Pupils not currently on roll at King's College, Alicante:

- a) Pupils will be required to sit an (I)GCSE paper in the subject(s) they wish to commence, at a date determined by the school and prior to them entering Year 12. Pupils wishing to study Art & Design, Music or Drama will be required to attend school for a practical assessment and/or provide a portfolio of their work; the exact requirements will be communicated to you in writing;
- b) The Head of Secondary School will discuss the results of the examination with the relevant Subject Leader and final approval will be given if it is determined that the child has a good chance of success with the Advanced Level course.



Please note:

- a) For current pupils, subject entrance tests will take place on one day only in August and all pupils wishing to be considered for the course must be present on the specified day. Failure to attend the examination date will be considered withdrawal of your child's request to study that subject or subjects;
- b) On average we limit the number of people on A level courses to a 15-17 students. Priority will be given to students in possession of the official entrance requirements of an (I)GCSE in the subject at Grade A*, A or B;
- c) The decision as to whether or not to allow a student to study a subject at A level without the pre-requisite requirements is based purely on our professional judgement as to whether they will be able to successfully complete the course. It is not in a student's best academic or emotional interests to undertake a course for which they have not demonstrated the required prior level of attainment or in which they have little chance of success.

5. Provisional A Level Programme

In 2009 we first introduced our Provisional A Level programme for those pupils who have completed compulsory Secondary education but whose level of written English was not sufficient to cope with the demands of A Level. Since its inception the course has been completed very successfully by many International and Spanish students who have gone on to study at top universities in Spain, the U.K. and beyond.

We often find that pupils moving from a different educational system, including children who have been educated under the Spanish system, can have difficulty adjusting to the change in teaching methodology. It is common for students to suffer a drop in attainment in their first year of A Level and the Provisional A Level programme can provide them with a period to adjust to the demands of individual study and critical thinking that are core to success at Advanced Level.

The provisional A Level course is currently structured as follows:

Minimum Entrance Requirements	Subjects Studied	Examinations & Progression
As detailed in Section 1 (with the exception of 1f)	English First Language*	An Individual Education Plan will be drawn for all pupils undertaking Induction English lessons. Termly reviews with parents will report on progress in language acquisition
Agreement signed by parents to attend Induction English lessons at the frequency and duration determined by the school and / or attend the official EAL Summer School	Mathematics*	Students will be entered for IGCSE English, Mathematics and Science at the end of the first year if they are considered to be adequately prepared by the subject teacher.
	General Science*	Pupils must be in possession of a suitable qualification in English (as defined in Section 2) in order to start the 2 nd Year of the Provisional A Level programme.
	Spanish or Lengua as appropriate	Access to A level subjects will be assessed in the same way as described in Section 4.
	Cambridge First or Advanced Certificate	



Timetable-permitting pupils will attend Y11 or Y10 lessons in those subjects they are interested in studying at A Level

Continued Induction English lessons may form part of any offer for the second and subsequent years of study on this programme

5. Progression to Year 13

Advanced Level qualifications are two year programmes assessed by terminal examination at the end of Year 13. Pupils will only be able to continue to Year 13 if they:

- a) have passed an AS examination (where available) in the subject(s) they are studying, with a grade A, B, C, D or pass a test set by the school that examines the content taught throughout Year 12 with a grade A, B, C, D or E and;
- b) have demonstrated a good record of attendance, behaviour and work ethic in Year 12 and;
- c) show the commitment, maturity, independence and resilience required to continue to succeed at Advanced level;

Pupils who fail to meet one or more of the above entrance requirements will be invited for a re-enrolment interview with the Head of Secondary School, Director of Sixth Form and their parents to decide on the best course of action for them. This may include, but is not limited to repeating Year 12 or finding a more suitable course in a different institution.

Cambridge English

A range of exams to meet different needs

