



KING'S COLLEGE SCHOOL
ALICANTE

King's Group Policy Admissions

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Introduction

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 Executive 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) pupils from our feeder schools (for PreNursery/Nursery entries).

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. This process is supported by a more detailed [procedure](#) that specifies the stages to be followed by staff.

Admissions Procedures

Early Years Foundation Stage (Pre Nursery to Reception)

Entrance to the EYFS Department requires a visit with the parents and the child and a member of the Primary School Senior Leadership Team. This initial meeting can be held at one of our Stay & Play sessions where parents and child can meet and greet the academic staff and Senior Leadership Teams. 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 Pre/Nursery and Reception classes and initially are not required to have any extra language support.

Lower School Key Stage 1 (Years 1 and 2)

Entrance to Key Stage 1 requires an assessment in English and Mathematics based on the English National Curriculum for the corresponding level of entry. Copies of school reports for the previous year must be also presented. During the evaluation, children will spend time in a classroom, with the prospective teacher and class so the teacher can also assess and give feedback to the Senior Leader how the child interacts and behaves within a classroom environment. This will help develop a clearer and more holistic picture of the child. It also gives the child an opportunity to meet other students, the class teacher and experience a typical lesson here at KCA.

Pupils for Years 1 and 2 with limited 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.

An interview with a member of the Primary's Senior Leadership team is required.

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

Lower School (Years 3 to 4)

Entrance to Key Stage 2 pupils to sit GL's CAT4 Assessment that provides information on verbal, non verbal, quantitative and spatial reasoning. Copies of school reports for the previous two years must also be presented. During the evaluation, children may spend time in a classroom, with the prospective teacher and class so the teacher can also assess and give feedback to the Senior Leader how the child interacts and behaves within a classroom environment. This will help develop a clearer and more holistic picture of the child. It also gives the child an opportunity to meet other students, the class teacher and experience a typical lesson here at KCA. An interview with a member of the Lower School's Leadership team is required.

Pupils with limited knowledge of English (according to the expectations for each year group to access the English National Curriculum) 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 lesson and will receive special Spanish classes in small groups.

Middle & Senior School (Years 5 to 10)

Entrance to the Middle/Senior School requires pupils to sit GL's CAT4 Assessment that provides information on verbal, non verbal, quantitative and spatial reasoning. A written assessment of a child's ability in English is also required. Pupils currently enrolled in a British or International School for more than three years, may be interviewed first, and may be offered a place based on his school reports and interview by a member of the Middle/Senior Leadership. In these instances, a CAT4 will be provided upon arrival at the school .

All pupils must attend an interview with a member of the Senior/Middle School Leadership Team, although this may be delegated to other personnel.

All pupils applying for entry to the Middle or Senior 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.

Pupils wishing to join Year 10 must be able to commence school in September. In exceptional circumstances we may consider pupils starting at a later point in term one. If an applicant wishes to join Year 10 after December they will be offered a place in Year 9 as an alternative, if space is available.

Pupils entering Year 10 may be restricted in their option choices by the size of the existing groups.

Secondary School KS4 (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 and choice of subjects in their current school must ordinarily coincide with the subjects and examination boards used at King's College.

Pupils would normally be required to provide GCSE predicted grades from their current school.

Pupils wishing to join Year 11 must be able to commence school in September. If an applicant wishes to join Year 11 after September they will be offered a place in Year 10 as an alternative, if space is available. Pupils entering Year 11 may be restricted in their option choices by the size of the existing groups.

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

An interview involving the student and his/her parents with the Head of Sixth Form is also required although this may be delegated to other personnel. **Please see appendix A for specific entrance requirements and further information about joining Year 12 at KCA.**

Pupils wishing to join Year 12 must be able to commence school in September. In exceptional circumstances we may consider pupils starting at a later point in term one. If an applicant wishes to join Year 12 after December they will be offered a place on our Pre-IBDP programme as an alternative, if space is available.

The school may admit pupils into Year 13 provided that they have a proven academic level and their subject choices at IBDP level coincide with the programme offered by King's College.

Pre- A Level or IBDP Programme

In 2009 we first introduced our Pre-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 are now delighted to offer this same flexibility for potential IBDP students. 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 the IBDP and the Provisional IBDP programme can provide them with a period to adjust to the demands of individual study and critical thinking that are core to success at this level.

Entrance requirements for Sixth Form

IB Diploma	A Level
IGCSE Requirements	
<ul style="list-style-type: none"> • A minimum of 5 IGCSE passes grades 4-9 including English Language and Mathematics • An average IGCSE score (not including Spanish) of at least 7 • At least a grade 7 in the subjects taken at HL and at least a 5 in the subjects taken at SL • If the subject is not offered at GCSE a grade 5 (SL) and 7 (HL) is required in either English or Maths as relevant. 	<ul style="list-style-type: none"> • A minimum of 5 IGCSE passes grades 4-9 including English Language and Mathematics • At least a grade 6 in the subjects taken at A Level • If the subject is not offered at GCSE a grade 6 is required in either English or Maths as relevant
Subject Specific Requirements	
<p>If students wish to study Mathematics AA at Higher Level then this will need specific approval by the mathematics team due to the complexity of the mathematics curriculum</p>	<ul style="list-style-type: none"> • At least a grade 7 in mathematics to study A Level Mathematics • A grade 9 in mathematics to study A Level Further Mathematics
General Requirements	
<p>Students wishing to join our Sixth Form will need to be able to:</p> <ul style="list-style-type: none"> • demonstrate a good record of attendance, behaviour and work ethic in their previous three years of school; • show the commitment, maturity, independence and resilience required to succeed at IBDP or A-level study; • have a high level of written English for academic purposes that will allow them to successfully access the chosen curriculum • demonstrate their willingness to contribute to the wider life of the school. 	
Exceptions	
<p>Due to holistic nature of the course exceptions cannot be made for the IBDP diploma</p>	<p>In certain circumstances the subject entrance requirements may be reduced to a grade 5 if a student is admitted to study a lower than normal number of A level subjects</p>

Additional Procedures

Confidential References

Confidential references may be sought from the pupil's current school regarding their academic record, behaviour, any SEND provision, safeguarding concerns and payment of fees. If the school receives information from these references that has not been disclosed previously and/or raises concerns about the child's integration into our school community, the school reserves the right to review or withdraw any offer previously made.

School Reports

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

Exceptions

Exceptions to any aspect of this policy can only be made by the Executive Headteacher.

Admissions process for school staff

A detailed process for school staff to follow can be accessed [here](#)

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 Head of Admissions 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.

Intensive English

As part of the offer of a place in our College, we may require pupils whose English is not at the required level to fully access the year group to participate in an intensive English programme. This programme normally involves two hours of small group lessons a week at a rate set annually by King's Group. The intensive English programme is overseen by our Inclusion team and is designed to raise levels of English as quickly as possible to support learning in all subject areas.

Confirmation of places

All admissions to King's College are considered by the school's corresponding Head of Section, Head of Admissions and the Executive Headteacher. The Admissions Officer will provide the relevant Head of Section with the results of the entry exams/assessments and school reports for their perusal and review in the first place. Subsequently, the Executive Headteacher will consider the feedback received and the information itself and will offer or otherwise reject the place based thereon. **The Executive Headteacher's decision is final and as a private institution, no appeals process exists for applicants who have been rejected.**

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.

Offers of places for Year 12 are conditional upon the receipt and satisfactory review of the **applicant's final school report for the academic year and/or official GCSE examination certification.**

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 on the letter offer.

*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 the official electronic application form available on the website through OpenApply. Written applications are not accepted.

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

- 1 digital colour photograph of your child (face only)
- A photocopy of the child's birth certificate, identity card, passport or libro de familia.
- Student medical card.
- Certificates from previous schools (most recent 2 school reports).
- Signed direct debit mandate / Payor form.
- Completed application form completed online through OpenApply.
- DNI or passport photocopy in colour of both parents or legal guardians
- Photocopy of passport & valid Visa for students that don't belong to the EU
- In case of divorce, copy of decree or sentence with custody arrangements.

Appendix A:

Applying for the IB Diploma Programme

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a. External candidates in British System (IGCSEs or GCSEs)	
b. External candidates in IB programme (MYP)	
c. External candidates in other international contexts.	

Introduction: KCA and IB vision

Kings College of Alicante has a policy of conditional entry designed to support academic success, to ensure that students are placed into courses which are both challenging and manageable, and to allow access to the diploma programme for students coming from other educational systems.

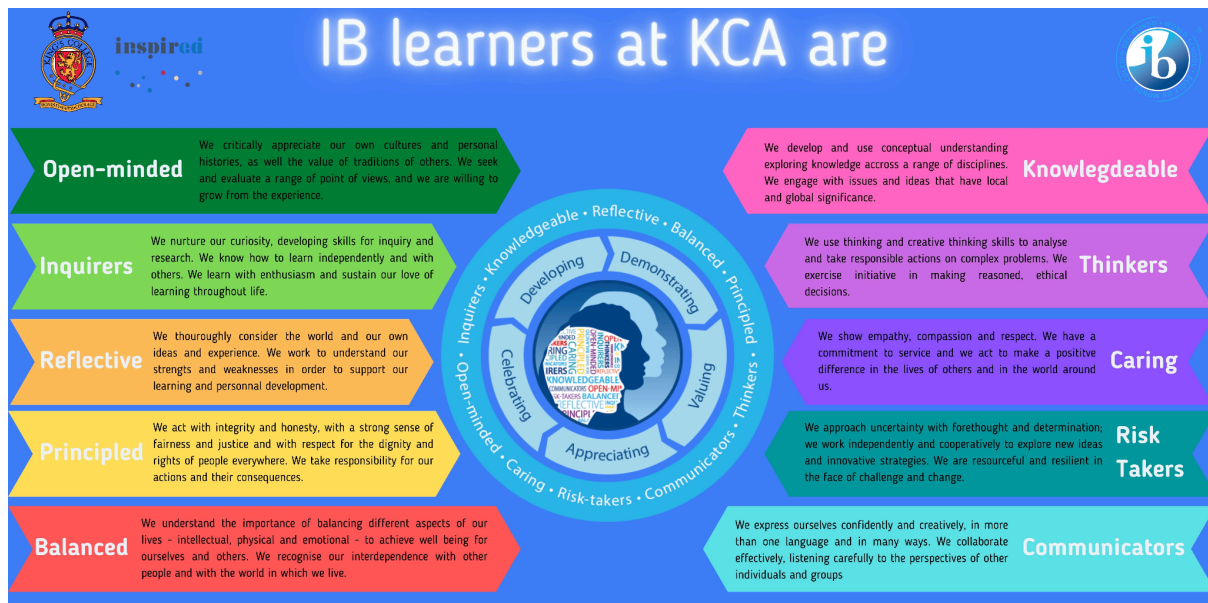
The student and staff population at KCA is culturally and linguistically diverse and great importance is placed on promoting international-mindedness and multicultural understanding within the curriculum and various activities and school events.

The admission policy to the Diploma Programme addresses both internal and external candidates. Admission shall be based on data submitted as required by the professional staff to determine:

1. the potential of the applicant to benefit from the educational services available.
2. the capacity of the school to meet the educational needs of the applicant.

The two year Diploma program provides students with a breadth and depth of rigorous academic study which prepares them for university, developing students who:

- have excellent breadth and depth of knowledge
- flourish physically, intellectually, emotionally and ethically
- study at least two languages
- excel in traditional academic subjects
- explore the nature of knowledge through the programme's unique theory of knowledge course.



Sixth Form Admission requirements for internal candidates

The following requirements are needed for entry to the Sixth Form programme for students moving from Year 11 to Year 12 at KCA. **The Executive Headteacher's decision on entry to Year 12 or Year 13 is final.**

Entrance requirements for Sixth Form

IB Diploma	A Level
IGCSE Requirements	
<ul style="list-style-type: none"> • A minimum of 5 IGCSE passes grades 4-9 including English Language and Mathematics • An average IGCSE score (not including Spanish) of at least 7 • At least a grade 7 in the subjects taken at HL and at least a 5 in the subjects taken at SL • If the subject is not offered at GCSE a grade 5 (SL) and 7 (HL) is required in either English or Maths as relevant. 	<ul style="list-style-type: none"> • A minimum of 5 IGCSE passes grades 4-9 including English Language and Mathematics • At least a grade 6 in the subjects taken at A Level • If the subject is not offered at GCSE a grade 6 is required in either English or Maths as relevant
Subject Specific Requirements	
<p>If students wish to study Mathematics AA at Higher Level then this will need specific approval by the mathematics team due to the complexity of the mathematics curriculum</p>	<ul style="list-style-type: none"> • At least a grade 7 in mathematics to study A Level Mathematics • A grade 9 in mathematics to study A Level Further Mathematics
General Requirements	
<p>Students wishing to join our Sixth Form will need to be able to:</p> <ul style="list-style-type: none"> • demonstrate a good record of attendance, behaviour and work ethic in their previous three years of school; • show the commitment, maturity, independence and resilience required to succeed at IBDP or A-level study; • have a high level of written English for academic purposes that will allow them to successfully access the chosen curriculum • demonstrate their willingness to contribute to the wider life of the school. 	
Exceptions	

Admission requirements for external candidates

All potential external students will undertake the general admission guidelines at KCA and therefore this document should be read in conjunction with the KCA Admissions policy where it is stated that:

“An interview involving the student and his/her parents with the Head of Secondary School is also required although this may be delegated to other personnel.

Pupils wishing to join Year 12 must be able to commence school in September. In exceptional circumstances we may consider pupils starting at a later point in term one. If an applicant wishes to join Year 12 after December they will be offered a place on our Pre-IBDP programme as an alternative, if space is available.

The school may admit pupils into Year 13 provided that they have a proven academic level and their subject choices at IBDP level coincide with the programme offered by King’s College. “

All entrance decisions ultimately rest with the Executive Headteacher, whose decision are final and cannot be appealed

Confidential References

Confidential references may be sought from the pupil’s current school regarding their academic record, behaviour, any SEND provision, safeguarding concerns and payment of fees. If the school receives information from these references that has not been disclosed previously and/or raises concerns about the child’s integration into our school community, the school reserves the right to review or withdraw any offer previously made.

School Reports

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

a. Candidates in British Education with IGCSEs or GCSEs

External candidates applying from another school with i/GCSE grades will be expected to demonstrate the minimum following grades to fulfil entry requirements. Please refer to Entrance Requirements for Sixth Form document.

b. Candidates in IB system currently on MYP

External candidates applying from an IB school and who have passed the MYP qualification will always be considered for the DP studies. Requirements for students coming from the MYP are

- A pass of at least 28 points in MYP
- A minimum of 3 grade 5 subjects
- Requirements to study subjects at Standard Level : Grade 3 in MYP
- Requirements to study subjects at Higher level : Grade 5 in MYP and a grade 6 for HL Maths.

c. Candidates proceeding from other international or national education systems.

Please note that all students are required to undertake **baseline assessments during their first week of school**. These assessments enable the College to evaluate each student’s academic profile and readiness for the programme. Should the results indicate **significant gaps in subject knowledge or curriculum coverage**, the College reserves the right to **review and, where necessary, amend the subject offering** to ensure that the student is placed on the most appropriate academic pathway.