

# TKS Admissions Policy & Procedures

Written by / Updated by	OW/Heads/SENCO	Date	February 2026
Approved by	Governing Body	Date	02 March 2026
Next Review Due	February 2027		

1. Introduction
2. School Pupil Numbers
3. A Christian School
4. A Non-Selective School
5. Equality
6. Child Student Visas
7. When Pupils Join the School
8. Application Process and Dates
9. Admissions Criteria for Priority of Allocating Places
10. Interviews
11. The Decision
12. Progression from Primary to Secondary
13. Special Educational Needs and Disability
14. English as an Additional Language
15. Summary of Process for Admission to Reception to Year 11
16. Exceptional Admissions
17. Financial Assistance
18. Appeals
19. Leaving TKS
20. Process for Admissions to Nursery

## 1. Introduction

The purpose of this document is to set out the policy and procedures for the admission of pupils to The King's School, Witney. This policy aims to ensure a clear, transparent procedure for staff and prospective parents/carers.

## 2. School Pupil Numbers

The King's School has an approved capacity of 250 pupils on site at any one time.

## 3. A Christian School

The King's School welcomes applications from anyone who supports our Christian aims and values. These values are available on the school's website. As a Christian school, we expect prospective families to support the Christian ethos. While many parents actively participate in their local church (and we ask for a reference from a church leader where possible), church attendance is not mandatory for a successful application.

# TKS Admissions Policy & Procedures

## **4. A Non-Selective School**

The school is not academically selective as pupils do not need to pass an entrance exam to gain admission. However, given the size and resources available, the school cannot always meet every child's educational needs, as all children are unique.

Where a prospective pupil's educational, emotional, physical, or behavioural needs might exceed the school's resources, the Principal reserves the right to assess suitability for admission or progression. This decision will be made in consultation with relevant staff, Governors, and the prospective parents. To facilitate this decision, additional information may be requested from the child's current teachers or SENCO, or through the use of standardised assessments

## **5. Equality**

All candidates for admission will be treated equally, irrespective of any protected characteristics of the pupil or their parents.

## **6. Child Student Visas**

The school is not a Licensed Child Sponsor. Therefore, we cannot consider applications requiring educational visa sponsorship (formally Tier 4 visa).

## **7. When Pupils Join the School**

Many pupils join at or before Reception and progress through the entire school. However, we also welcome applications at different stages as year groups expand. Applications are considered at any stage, though we only consider applications after Christmas of Year 9 in exceptional circumstances, as pupils will have already started the GCSE syllabus by this point.

Pupils will be enrolled in the appropriate year group for their age, unless the Principal determines exceptional circumstances warrant an alternative placement. Such decisions remain entirely at the school's discretion.

New pupils typically join at the start of the academic year in September. The Principal may approve mid-year admissions at the start of a full term where a September start date is not possible.

## **8. Application Process and Dates**

Interested parents/carers should contact our Head of Admissions ([registrar@tkswitney.org.uk](mailto:registrar@tkswitney.org.uk)) who will guide you through the application process.

Applications for Reception class or above for September entry should be submitted by 15<sup>th</sup> January of that year. At this point, we will assess all application received in line with our admissions criteria.

# TKS Admissions Policy & Procedures

Applications for pupils wanting to join in future years, will be reviewed on the 15<sup>th</sup> January prior to the desired September start date, when they will be processed alongside all other applications for that intake.

Late applications (after 15th January) will be considered if places remain available in the specific year group, subject to our admissions criteria.

## 9. Admissions Criteria for Priority of Allocating Places

Our relatively small class sizes are a strength of the school, offering individualised attention and strong pastoral care. The Principal, in conjunction with the Governors and Senior Leadership Team, determines the maximum number of pupils for each year group based on:

- Legal site capacity
- Available resources
- Staffing levels
- Physical space
- Educational best practices

More places may become available as a class progresses through the school.

Please see below section about educational, emotional, physical, behavioural special educational needs and disabilities, which is considered over these criteria.

When applications exceed available places in a particular year group, we prioritise places according to the following criteria:

- a. Siblings of current pupils
- b. Children of school staff
  1. Children who are currently in our Nursery
- c. Children from families who are active, committed members of Oxfordshire Community Churches (church leader reference required)
  2. Children from families who are active, committed members of other Protestant/Catholic churches (church leader reference required)
- d. All other applicants who align with the school's ethos

Where multiple applicants meet the same criteria, priority goes to those who have been on the waiting list longest.

## 10. Interviews

Families applying for their first child to join Reception or above will participate in a parent interview. Children of Secondary age will also be interviewed alongside their parents as an opportunity to be part of the decision-making process. The interview will be conducted by the relevant Head of School,

# TKS Admissions Policy & Procedures

Deputy Head of School or Principal. To reflect the importance of our spiritual ethos, a representative of Oxfordshire Community Churches or a school Governor will also be part of the interview.

The interview provides an opportunity for both parents and the school to ask questions and clarify mutual expectations.

Subsequent children from the same family may not require an interview, though this remains at the Principal's discretion. Parents are welcome to request a meeting with the relevant Headteacher, Teacher or Principal prior to joining even if they don't require a full interview.

## **11. The Decision**

Acceptance decisions are made by the interview panel in line with the Admissions Policy. The decision considers:

- The child's desire to attend a Christian school (where age-appropriate)
- The parents' and prospective pupil's agreement with the school's Christian values and understanding of our culture
- The school's capacity to meet the child's needs
- Prayerful consideration

## **12. Progression from Primary to Secondary**

Most pupils automatically progress to the Secondary school and there is no need to reapply at this stage. However, when a pupil's needs may exceed secondary school resources, a careful assessment will be conducted.

This consideration process begins internally at the end of Year 4. Parents will be engaged in discussions during the first term of Year 5 if any concerns arise regarding potential Year 7 entry. Where progression to Secondary is uncertain, parents will receive guidance on exploring alternative options from the first term of Year 5.

Applications for government funding or alternative school placements should be initiated by parents by March of the Year 5 academic year if concerns persist.

If the school cannot offer a Year 7 place, this will be communicated to parents by the end of the summer term in Year 5, allowing maximum time for improvement or support arrangements. Any appeals should be completed by the end of February in Year 6, before state school offers begin in March.

## **13. Educational, Emotional, Physical, Behavioural needs and Disabilities**

While we strive to support as many pupils as possible, we cannot meet every pupil's needs.

# TKS Admissions Policy & Procedures

Parents/carers must disclose any known or suspected health issues, suspected special educational needs, developmental concerns, allergies, disabilities, and learning difficulties during the application process. All professional reports and assessments must be shared with the school, as well as information about any reports parents are awaiting. The school reserves the right to withdraw a place if information is withheld or incomplete.

We carefully consider the existing needs within a class to determine if we can effectively accommodate additional requirements. In some cases, we may need to decline an application or place it on hold in case the needs of the class change over time.

The school does not have resources to provide dedicated one-to-one support for pupils.

If we become aware of a disability or special educational need in an existing pupil, we will make reasonable adjustments, within the capacity of available resources, to support them while at the school.

Parents may be required to pay privately for educational assessments to aid their application or when their child joins the school. Carrying out these assessments is no guarantee of a place.

The school will carry out the above due diligence to the point that they can either confirm they can meet the child's needs alongside the rest of the class or decline the application.

If, in the professional judgment of the Principal and relevant staff, the school cannot adequately meet a pupil's needs, despite reasonable adjustments, or if doing so significantly affects the progress and well-being of others, parents will be asked to withdraw the pupil. Fees will not be charged in lieu of notice. The school will offer reasonable support to help parents find a suitable alternative placement.

## **14. English as an Additional Language**

The school has many pupils with English as an additional language (EAL). However, we lack resources for one-to-one support for pupils with EAL. If English proficiency is a concern, the school may require an English assessment during the application process to determine whether we can meet the applicant's needs.

## **15. Summary of Process for Admission to Reception to Year 11**

1. Parent/carer makes initial contact with Registrar through website, phone, or in person
2. Parent/carer visits the school at an open morning or individual visit
3. Parent/carer completes application form, submits latest school report, and pays £90 (incl. VAT) registration fee per applicant
4. Registrar obtains references from church and school (school reference may be requested before application if SEN support may be needed)
5. Taster day/s followed by teacher/SENCO and pupil feedback
6. Family interview (if applicable)

# TKS Admissions Policy & Procedures

7. Offer made within one week of annual application panel meeting or interview (for later applications). More complex cases may require additional consideration.
8. Parent/carer pays deposit to hold place - one month's fees
9. Parents/carers complete Pupil Information Forms, complete paper Direct Debit Form and present passport/birth certificate to copy

## 16. Exceptional Admissions

Where space permits, the school welcomes emergency applications from families on or returning from Christian mission abroad (e.g. temporary furlough or emergency situations). In these exceptional circumstances, the Principal may approve temporarily exceeding the pre-approved class capacity, though the school cannot exceed its total approved capacity of 250 pupils.

## 17. Holding places

The school understands situations may change and at the Principal's discretion may allow families to hold places open for a pupil to join or return. As this place cannot be taken by another fee-paying pupil, parents must pay full fees to reserve the place.

## 18. Financial Assistance

Oxfordshire Community Churches offers a limited bursary for its members to enable their children to attend the school. Enquiries should be directed to the Bursar.

The school's financial hardship bursary is not available to new applicants joining the school. However, existing families facing unexpected financial hardship may apply for limited assistance through the Bursar.

## 19. Appeals

Parents/carers who believe they have not been treated in accordance with this Admissions Policy may appeal in writing to the Head of Admissions ([registrar@tkswitney.org.uk](mailto:registrar@tkswitney.org.uk)). The appeal will be investigated with the support of the Principal and a decisions will be communicated to parents.

## 20. Leaving TKS

Pupils typically leave the school at the end of Year 11. For earlier departures, parents/carers must inform the Registrar in writing as soon as possible.

Parents or guardians wishing to withdraw their child from The King's School are required to provide notice by the first day of term to finish at the end of the full term, for example, notice by the end of the first school day in September to leave at Christmas. If notice is given after this date, the full fees for the term and the following term will be payable regardless of the actual withdrawal date. The pupil is welcome to remain in school during this time. Written by KN/FGP Date February 2024 Most recently updated by KN/FGP Date June 2025 Approved by Full Governors Date June 2025 Review

# TKS Admissions Policy & Procedures

frequency Annually Date of next review June 2026 TKS Fees Policy (Y1-11) 2 If you wish to withdraw your child with effect from the start of the autumn term, then you would either need to tell us in writing that you wish to withdraw your child on or before the first day of the preceding summer term (i.e., the final term of the preceding academic year) or pay the fees in lieu of notice (at the rate applicable for the autumn term).

This policy ensures clarity and allows the school to effectively plan for staffing and resources in advance. If the school implements a school fees change with less than 3 months' notice, the notice period for withdrawal will be reduced to one calendar month.

Nursery pupils must follow the same leaving notice. Where a child is in receipt of the Nursery Education Funding in lieu of fees, parents must pay the outstanding fees themselves as this cannot be claimed through the Nursery Education Fund.

## **21. Process for Admissions to Nursery**

Parent/carer makes initial contact with Registrar through website, phone, or in person

1. Parent/carer visits the school at an open morning or individual visit
2. Parent/carer completes application form and submits latest school report if the child has attended another setting
3. Children are typically enrolled the term or half-term after turning three, depending on session availability (see Early Years Fees Policy)

Most families are entitled to 15 hours government funded childcare and some are eligible for additional hours with proper documentation (eligibility code, parents' National Insurance Numbers, child's birth date and identification). When joining Nursery, working families may be able to claim childcare funding to cover the first term. Please ensure you register in plenty of time by checking the government website for deadlines. Parents must re-confirm eligibility every three months, and changes in circumstances must be reported through the Government Childcare Portal

3. Registrar confirms joining date and sessions with parents/carers
4. Child attends a short taster session, ideally at the end of the term before starting.

The School determines whether it can meet the child's needs alongside the rest of the cohort.

During the autumn term of your child's final Nursery year, you will be invited to a school open day and/or tour of the main school.

Some apply for Reception when joining Nursery but if not, applications for Reception should be submitted by 15<sup>th</sup> January of the year in which your child requires a September place. All applications will be processed alongside other applications according to our standard school admissions criteria.

**\*\*Please note: Nursery attendance does not guarantee a space in Reception; applications will be processed alongside all others according to our standard admissions criteria.\*\***