

Admissions Policy

This policy covers the Senior and Prep Schools and EYFS

Governors' Committee normally reviewing policy	Governing Body
Date policy formally approved by Governors	June 2021
Period of review	1 Year
Last review date	August 2026
Next review date	August 2027

Person responsible for monitoring implementation and effectiveness of the policy	Head
Other relevant policies	General School Policies

Kingsley School Bideford is owned and operated by KSI Schools Group Limited, which is the School's Proprietary Body ("the Proprietor").

Any reference in this policy to the Governors or Governing Body means the School's local body of governors, which operates as a local advisory board on behalf of the Proprietor. The local governing body does not constitute the Proprietary Body of the School.

The Proprietor has ultimate responsibility for ensuring that the School meets its statutory and regulatory obligations and for ensuring that this policy is appropriate, effective and implemented in accordance with those requirements.

The Governors provide local oversight and scrutiny on behalf of the Proprietor and undertake appropriate review and monitoring to satisfy themselves that this policy is being implemented effectively. They advise and make recommendations to the Proprietor and the School's leadership as appropriate.

The core principle that guides everything we do is **Putting Students First**.

Introduction

Kingsley School Devon is a co-educational independent school for students from ages 2 years to 19 years. The school has approximately 400 students of whom approximately 100 are boarders. We hold several open events during the year, which give a general introduction to the school. Details are published on our website. We are also very happy to welcome prospective parents and their children at other times.

Points of Entry

Kingsley School Devon is a fully inclusive, non-selective school. Our admissions process is designed to identify students who can benefit from our balanced and well-rounded education and to make a positive contribution towards the life of the school.

The usual points of entry are at any point between the ages of 9 months to 5 years old, and at the beginning of Reception Year, Year 7, Year 9 and Year 12, although spaces may be available in any of the other year groups. Please contact our admissions department for details.

Application Forms for all entry points can be found on the school's website.

A copy of the passport (if available) or birth certificate will be required for any child entering the school, of any age.

Equality and Diversity

Kingsley School Devon's aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our students for today's world. Generous bursaries and scholarships are available for as many children as possible to benefit from the opportunities at Kingsley School.

Kingsley School is committed to equal treatment for all, regardless of a candidate's gender, race, ethnicity, religion, disability, sexual orientation or social background. The school's provision for bursaries and scholarships is described below.

Special Educational Needs

Kingsley School does not discriminate in any way regarding entry. The school welcomes students with special educational needs providing we and our specialist centres can offer them the support they require. We welcome students with disabilities and are committed to making reasonable adjustments to accommodate students with specific physical needs. However, we strongly advise parents of children with special educational needs or physical or mental disabilities to discuss their child's requirements with Kingsley School at an early stage of the admissions process so that the school can make adequate provision for him/her. Parents must provide copies of any educational psychologist's reports, EHCPs or a medical report if they have one.

The school will discuss thoroughly with parents and their medical advisers the adjustments that can reasonably be made for the child if he/she were to become a student at the school.

The Admissions Process

The aim of the process is to identify how Kingsley School can benefit the individual applicant. Kingsley School develops the whole person whose interests may stretch beyond the confines of the academic curriculum. The school has a strong focus on environmentalism and sustainability education, mental health and wellbeing, performing arts, STEM, sport and global citizenship. There are many expansive curriculum activities, all of which are important in developing a well-balanced, confident individual.

All candidates start our entry process on an equal footing, with identical opportunities to display their academic aptitude, expansive-curricular interests and personalities.

Entry to the Senior School is normally by in-person or video-call interview of the child wherever possible and will also consider previous school reports/educational psychologist reports, and any other evidence submitted. The final decision, based on a balance between a child's academic needs, social needs and aspirations and the ability of the school to fulfil those needs, considering any reasonable adjustments necessary, will be made by the Head of School.

Entry to the Prep School (including EYFS) is normally by interview of the child and/or parents as age-appropriate and will consider previous school reports/educational psychologist reports as appropriate. The final decision, based on a balance between a child's academic needs, social needs, development needs and aspirations (which may be made on the child's behalf by their parent/carer) and the ability of the school to fulfil those needs, taking into account any reasonable adjustments necessary, will be made by the Head of the Prep School, Nursery Manager or Head of School as appropriate.

Applicants for Senior and Prep Schools may apply at any point in the school year when arrangements for interviews will be arranged as soon as possible.

Candidates for entry at 16+ who intend to continue to final examinations, must demonstrate a suitability to study the courses they wish to. This may be evidenced through GCSE results or international equivalent qualifications, and school reports and may be discussed at interview for a Sixth Form place.

Applicants will normally be informed of the school's decision within 7 days of interview.

Deposit

A deposit (see fees page on the website) is payable by all applicants for a day or residential boarding place for entry into all year groups between Reception and Year13. This is refunded when leaving the school less any monies outstanding on the student's fees account.

A deposit is not required for entry into the Nursery (9 months old to 2 years old), Kindergarten (2 to 3 years old) and Pre-Prep (3 to 4 years old).

Residential Boarding

Eligibility: all applicants for a residential boarding place must provide evidence that they are eligible to attend a UK boarding school. Examples of evidence of eligibility include;

- A UK passport
- A UK birth or adoption certificate
- Evidence of right to remain in the UK (normally through an appropriate visa or settled or pre-settled status)
- Evidence of right to attend a school (normally a Child Visa sponsored by the school)

Suitability to board: all applicants for a residential boarding place must also satisfy the following two criteria assessed by an in-person or video-call boarding interview;

- 1) The child will benefit from and cope with boarding, and
- 2) The child does not present any risk or danger to themselves or to any other person.

The school retains the right to re-assess suitability to board at any time. Any student considered unsuitable to board will have their boarding place withdrawn. Suitability to board may be reconsidered at any time in the future.

Sibling Policy

Most siblings join us at Kingsley School. However, admission is not automatic and there may be occasions where the school judges that a sibling is likely to thrive better in a different academic environment.

Scholarships

Scholarship applications are invited from new students joining the school in Years 7 to 12. Applicants will be invited to attend a scholarship assessment interview which will normally involve a relevant practical assessment. Assessment interviews may be held at any time of the year though the school will always try to conduct the interviews on published dates. Applicants should see website for details.

Kingsley School offers scholarships for excellence in the following areas;

- Academic subjects
- Top Universities Programme
- Performing Arts (Music or Drama)
- Sport (Judo, Gymnastics, Rugby, Football, Netball or general)
- Surfing
- Earth Centre (Sustainability and Environmentalism)

Scholarships that include a financial benefit are only awarded to new students joining the school. In extra-ordinary circumstances, scholarships may be awarded to current students but without financial benefit.

Scholarships may only be awarded by the Head of School.

Scholarships are held for the duration of a student's time at the school, provided his/her conduct is satisfactory, and provided that each year he/she meets the conditions upon which the scholarship was awarded. The conditions of each scholarship are posted on the school's website. Students' commitments to fulfilling the conditions of scholarships are reviewed regularly and any scholar falling short of their obligations may have their scholarship removed without notice.

The school reserves the right to amend the conditions of a scholarship at any time. In such cases the amended conditions will be posted on the school's website, and parents will be given a term's notice of the changes.

The school reserves the right to remove a scholarship at any time

Purpose of Scholarships

Scholarships are designed to recognise exceptional talent and/or interest in any of the areas above and offer a programme to enhance development and opportunity in the respective area. A financial award can also be offered to help make the opportunities accessible to more young people, to enable them to afford the costs often involved in greater participation and development. A scholarship is designed to aid social mobility by making access to an enhanced programme accessible to more students.

Parents are asked to apply to the Head using the scholarship application form on the website if they wish to apply for a scholarship. Details of the arrangements will be sent to all who express an interest.

There is no fixed scholarship quota. Scholarships may or may not be awarded in any year depending on the strength of the candidates.

Please note that any scholarship granted to a student in receipt of a bursary, will have the bursary reduced by the value of the scholarship.

Bursaries

We encourage parents of scholars who anticipate that they will have trouble in meeting the balance of the tuition fees to apply at the same time for one of the school's means-tested bursaries described below, when they register their child.

The Kingsley School bursary programme is generous and is designed to make it possible for as many young people as possible to take up a place at the school, therefore supporting social

mobility. The school offers means-tested awards to entrants at the usual points of entry, where the parents have indicated on the registration form that they require financial support. Bursaries are means-tested in accordance with standard criteria. Both parents are required to provide proof of their income and assets.

Bursaries are always offered for 12 months at a time. The family is required to provide fresh information about its circumstances for every year that their child attends the school. Levels of support may vary with fluctuations in income but normally will not be reduced unless family circumstances improve.

Bursary assessments are carried out by an external assessor to ensure objectivity and fairness. There is a small charge for this service which is published on the website.

Religious Beliefs

Kingsley School is non-denominational though it does have a Christian tradition and heritage. The school welcomes all faiths and offers the opportunity for any student to practise their own religion.

Contractual Terms and Conditions

Copies are on the school's website and will be made available to parents as part of the admissions process.

Probation Period

The school operates probation period for each admission of one completed half-term. The purpose of this is to fully assess the student's suitability to study or board at Kingsley School, and to satisfy the school that the student is coping with the experience, both academically and emotionally, and that they are not presenting a risk to either themselves or to any other person or property.

The school reserves the right to withdraw the offer of a place at any time during this probation period, and 50% of the term's fees will be returned, with 50% being retained by the school.

Complaints

Should a parent or applicant have a complaint about how this Policy is applied to an admission, they should contact the Head of School who will raise the matter with the Chair of Governors.

Admission and Attendance Register

The admission and attendance register is maintained in accordance with the Education (Student Registration) (England) Regulations 2006.

For each student the admission register contains:

- Name in full
- Gender
- Name and address of every person known to Kingsley School to be a parent of the student (and an indication of the parent with whom the student normally resides and if parents hold parental responsibility as defined by Section 3 Children Act 1989). Parents holding parental responsibility, even if not actually caring for the child are sent relevant information from the school in respect of any pertinent matter affecting the child unless a court order indicates otherwise. This will be updated, if necessary, with any new or additional place of residence.
- At least two telephone numbers at which a parent can be contacted in an emergency.
- Contact numbers for at least one other person who can be contacted by the school
- Day, month and year of birth
- Day month and year of admission or re-admission to the school
- Name and address of the last school attended if any
- An indication of boarding or day attendance
- Name of any destination school, on leaving, if known

- The child's Unique Pupil Number (UPN)

The name of a student must be included in the register from the beginning of the first day on which the school has agreed, or has been notified, that the student will attend the school.

Where a student is registered at more than one school (dual registration), his/her name may only be deleted from the admission register of Kingsley School where the other school/s at which the student is registered gives consent to do so.

If a student has not returned within 10 school days after authorised leave or after 10 school days unauthorised absence (other than when an acceptable reason for the absence has been provided), then the school will make reasonable enquiries as to the student's whereabouts. This will include the involvement of the local authority. If these enquiries are unsuccessful then the school will remove the student from the admissions register.

Kingsley School will notify the local authority when a student's name is removed or added to the admissions register at non-standard transition stage, i.e. where a compulsory school-aged child leaves the school before completing the school's final year or joins the school after the beginning of the school's first year.

Waiting List students

Where it has become necessary to add an applicant to the school to a waiting list for a year group that has been deemed "full", a deposit (see above) will be collected by the school to hold that child's place on a first-come-first-serve basis. Once a place becomes available, the deposit will be transferred to the child's account and held as a permanent deposit by the school until the child leaves, less any money owing.

Should an applicant wish to come off the waiting list before a place is offered, they may do so by informing the Admissions Office in writing. In such cases the deposit will be returned in full.

Should a place become available and is offered to an applicant and the place is not accepted (without the school having received notice that the child wishes to be withdrawn from the waiting list) then the deposit will not be returned.

Applications to the Nursery, Kindergarten and Prep-Prep are considered in the order in which the application was received using the school's online application form. This is done on a first-come first-serve basis. Applicants will have 7 days from the date of offer to accept a place that becomes available before the place is then offered to the next applicant on the waiting list.

International Students

Right to Study

Irrespective of your child's Nationality or place of residence, we require a copy of any prospective student's passport and visa (if applicable) to confirm their right to study in the UK. (If they do not have a passport we will require a copy of their Birth Certificate.) We will hold the copy (and any renewals you send us from time to time) for the duration of the child's time at Kingsley.

Please check the following link to see whether a visa to study in the UK is required:
<https://www.gov.uk/check-uk-visa>

Kingsley School welcomes students from all over the world and is proud of its international outlook and diverse community.

To cope with the academic and social demands of Kingsley School, students must be competent English speakers. English is assessed as part of our Admissions process by way of an interview with a suitably qualified member of staff.

Additionally, Kingsley expects overseas students to finish a complete course of study of either a Level 2 or Level 3 qualification.

Any student who does not hold a UK Passport or Settled or Pre-Settled status in the UK must apply for a visa to study at Kingsley School. The Admissions Team will assess the visa needs of each student entering Kingsley School. There is also a facility for early notice to be provided by the parents in the application process, if they are aware their child will require sponsorship. Kingsley School is a

registered Sponsor of Child Visas and Student Visas (via the Home Office's UK Visa and Immigration (UKVI) unit). The school retains full discretion over any decision on whether to sponsor the child.

Visa Routes

The two types of visa Kingsley will typically sponsor, are Child Student Visas and Student Visas.

Child Student Visa

It is possible to apply for the Child Student (formerly Tier 4 Child) visa if aged between 4 and 17 and the student wishes to study at an independent school in the UK.

They must also:

- have a place on a course
- have the consent of their parent/s or guardian
- have enough money to cover their course fees and living costs
- meet the [eligibility requirements](#).

Student Visa

This visa is typically aimed at students over the age of 18 applying for their visa. In exceptional circumstances, however, Kingsley may issue a Student CAS (Confirmation of Acceptance to Study) to a student aged 16 or over.

ETA – Kingsley school will invite short term students to study for six months or less. Most of these students will be covered by the ETA. However, some countries may need to still provide visa details for entry short-term. The link will help [Check if you need a UK visa - GOV.UK](#)

Holmes & Partners

As a registered Student Sponsor, Kingsley School holds a Student Sponsor license that allows us to sponsor international students to study in the UK. With this comes a wide range of sponsor duties and regulatory obligations that incur significant costs to the school extending well beyond the student visa application process.

International students are hugely important to the community at Kingsley School so we take steps to ensure our Student Sponsor licence is protected and we can focus more on our true priorities as educators.

UK Visas and Immigration will inspect sponsors on a regular basis and Kingsley School must be able to demonstrate full compliance to continue to sponsor international students. Visa refusals for applications through either route and for whatever reason are monitored and recorded by UKVI so there is a vested interest in ensuring all compliance duties and student applications are supported by expert knowledge and guidance. The UKVI compliance regime is also becoming increasingly punitive, and a loss of the Student Sponsor licence would be highly detrimental to both the school and a child's study in the UK.

For these reasons we have instructed Holmes & Partners to process all Child Student and Student visa applications for those attending Kingsley School and to act as the custodians of the School's Child Student Sponsor licence. This provides reassurance that the visa application process will not cause students unnecessary difficulty and that the school is well placed to meet its legal obligations as a sponsor. We require parents of any child applying for a visa to work with the account management team at Holmes & Partners who will discuss their child's application and visa requirements and provide all relevant information and support.

Parent of a Child Student Visa

Parents who wish to accompany their child/children to the UK can apply to do so under the Parents of a Child Student visa, so long as their child is under the age of 12: see <https://www.gov.uk/parent-of-a-child-at-school-visa>

Children under the age of 12 can be accompanied by one parent, who will be responsible for the care of the child within the UK. This arrangement will cease when the child reaches their 12th birthday.

Holmes & Partners will also need to process the Parent of a Child Student application as this can affect the outcome of the child's own application. For a Parent of a Child Student application, Holmes & Partners will make an additional charge directly to the parent which is in addition to the child's application fees and any health surcharge.

Early termination of Sponsorship

If a student leaves Kingsley before the natural end of an approved course of study or Kingsley ceases its sponsorship of a student such that the student must leave the UK or obtain a new sponsor, we are required to collect the following data from the parent/s:

Either:

Proof of departure from the UK, clearly identifying the child as the passenger.

For example:

- Flight Ticket - Scan/Photo/E-Ticket
- Boarding pass - Scan/Photo/E-Pass
- Entry stamp on passport confirming re-entry to the child's home country

Or:

For students moving to a new immigration category or sponsor, a copy of their e-visa for our records.

Application Procedure

To demonstrate the school's role as sponsor, Kingsley will issue a CAS (Confirmation of Acceptance for Study) relevant to the visa route being applied for.

Please note, a CAS is valid for 6 months but may not be used more than 6 months before the course begins when applying from outside the UK, or 3 months before the course begins when applying from inside the UK.

The following key information is of note:

- 1) To allow a CAS to be issued, the process will begin with the school preparing documentation for the CAS instruction. As of 29th May 2025, this now includes full guardian details (following UKVI's latest guardian policy) with a signed guardian agreement and a letter of undertaking. This will be sent to Holmes & Partners. This will be issued only once an offer of a place has been made to a student and this offer has been accepted.
- 2) Holmes & Partners will issue to parents a pre-CAS questionnaire and a letter of parental consent, both of which will need to be completed and returned.
- 3) Parents will be required to provide evidence of funds sufficient to pay one year's fees at Kingsley or the balance due if a deposit of a term's fees or more has been paid to Kingsley.
- 4) Some visa routes require additional evidence of funds to support maintenance, or living costs, and this requirement will be made clear to you by Holmes & Partners if applicable.
- 5) Where a document is not in English, the document must be accompanied by a full translation that can be independently verified by the Home Office. The translation must contain confirmation from the translator/translation company that it is an accurate translation of the document, the date of the translation, the translator/an authorised official of the translation company's full name and signature, and the translator/translation company's contact details.
- 6) An international student moving from 5th Form to Lower 6th will require to renew their visa as they will have completed one course (GCSE) with a view to commencing another (A Level / IB).

- 7) A visa administration charge is made in respect of all applications and renewals. This charge is added to the child's first, or next, school fee note.
- 8) Holmes & Partners will conduct a compliance check on all mandatory documents necessary for the visa application before producing a draft CAS which will be sent to the parent/s and/or agent to check the details, and confirm they are correct, prior to assignment. The application for the CAS is made on-line by Holmes & Partners and, when approved, Holmes & Partners will add the CAS number to the on-line application. Holmes & Partners will then contact the parent/s and/or agent to assist them in making the relevant statutory payments on-line and booking the appointment for the visa.
- 9) Parents are advised to not book flights before confirmation of the visa decision has been received.

Successful applications will result in the student being issued with an e-visa which is linked to the student's passport. It is, therefore, imperative that Kingsley is alerted to any passport renewals or changes. E-Visa's will be kept on record by the registrar.

The original passport can be held securely by the school, with parents' authorisation. The student will be able to collect their passport at any time if they need it to travel or for proof of identity.

If a visa application is refused, a copy of the refusal letter must be sent to the school. In line with our duties as a Student Sponsor, we reserve the right to withdraw or refuse to issue a CAS.

Ongoing obligations

- 1) The School must keep independent visa files on each international student which may be inspected by the UKVI at any time; specifically, the Admissions Team keep copies of the passport and visa for the student's file and add the details to the MIS (the School's database) in order to monitor passport and visa expiry dates. The Admissions Team also make copies of the main visa holder's documents for dependent visas or Parent of Child Student visas.
- 2) Kingsley Devon will regularly monitor visa students and notify any change of circumstance under the UKVI reporting condition rules within UKVI timelines.
- 3) Any change of status (e.g. from boarding to a day) must be approved in writing beforehand by Kingsley and subsequently reported to UKVI. (This would be approved only under exceptional circumstances and only whilst the child is in the Prep School).
- 4) When a student leaves the school before the scheduled end of course date, this will be reported to the UKVI and the information referred to above under 'Early Termination of Sponsorship' will be requested. We are not required to report to UKVI that a student has finished their course (e.g. at the end of Key Stage 4 and at the end of Key Stage 5) and the student may have a certain amount of time to stay in the UK after their course has finished and before their visa expires.
- 5) The school must be notified if the student has obtained a new passport and a copy provided as soon as possible. Kingsley Devon will record expiry dates electronically well in advance of passport expiry dates and notify parents accordingly.
- 6) If a Child Student turns 18, they can carry on with their course until their permission to stay ends. If they want to do further study in the UK, they will have to apply under another category, for example the student route.
- 7) Kingsley will ensure that all travel and associated travel documents are held on file and record the approved transport and driver's names for inspection.
- 8) Kingsley will ensure boarding houses are kept up to date with any UKVI changes in policies and procedures to remain compliant with the safeguarding of overseas boarding students.

Education Guardians

Parents of students who are resident outside the UK must appoint a Guardian for the CAS instruction under new rules-imposed 29th May 2025. This guardian can be a relative, family friend or a professional guardian. The Association for the Education and Guardianship of International Students (AEGIS) or Boarding Schools' Association (BSA) can provide details of accredited guardianship organisations if required. Parents must provide details of their child's Guardian prior to the CAS

application. Family appointed Guardians must provide a British Passport or Settled Status documentation and a utility bill for proof of identification. A guardianship agreement must be signed by both parents in pen and the Guardian. The Guardian must also sign in pen a Letter of Undertaking (LoU). Please see Kingsley Devon's separate Guardianship Policy.

UK Passport Control: student arrival guide

Guidance to help students understand what they need to do to make their journey through the UK border easier can be found here: www.gov.uk/government/publications/student-arrivals-10-top-tips

International Student Induction Form

Once leave to enter or remain within the Child Student or Student category has been granted, Holmes & Partners will provide an information sheet which confirms the conditions of the child's stay in the UK and their main ongoing responsibilities to the Home Office.

Request for Leave

Unauthorised absence of more than 10 continuous days must be reported to UKVI. This includes students who arrive late at the beginning of term or leave early at the end of term. Parents are requested to adhere to the term dates when booking international flights.

Agent Feedback

If an agent was used during the application process, parents are asked to provide feedback about the agent:

- 1) Did the agent provide all the information needed.
- 2) Did the agent aid with the visa application?
- 3) Would the parent recommend the agent to other students considering Kingsley School?
- 4) Is there anything the agent did particularly well or could have done better?

Visa Expiry Monitoring

International students are required to bring their original passport and visa (if applicable) to the registrar on their first day of School and we will take a copy if we don't already have one.

The passport must be checked to ensure the date of the student's entry to the UK is within the validity dates of their Entry Vignette (this is evidenced by the Immigration Officer's entry stamp in the passport). If the Immigration Officer's stamp is on a page other than the page with the Entry Vignette (due to cease), a copy of this page must also be made. If a student has arrived and entered the UK using the e-gates, evidence of their flight itinerary or boarding pass must be provided.

Holmes & Partners are responsible for ensuring that all documents have valid expiry dates and will contact parents directly on Kingsley School's behalf to obtain any further in date documentation required. Parents are asked to provide documents in a timely fashion.

RJ Pavis

Head