



King Henry VIII Preparatory School

Admissions Policy

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The aim of this policy is to provide guidance for staff and parents regarding the process of admission to King Henry VIII Preparatory School and the associated entry requirements.

King Henry VIII Preparatory School is a feeder school for King Henry VIII (11-18) School and therefore tries to ensure that each pupil who is offered a place has a good chance of passing the senior school entrance examinations taken at the age of 11 in Year 6. King Henry VIII School is an academically selective school.

SECTION ONE: ENTRY REQUIREMENTS

The main ages of entry to King Henry VIII Preparatory School are at the ages of 3, 4 or 7 years of age. Children may gain admission to the School at other ages, subject to there being vacancies in specific year groups.

Once a child has been accepted at the School, education at King Henry VIII Preparatory School may be continued by the child up to the age of 11, without there being any examinations or assessments to bar progress through the School (with the exception of cases of exclusion for poor behaviour). After the point of entry, the examinations and assessments taken by each child are there to provide data and information which will help staff to guide each child's progress and development.

(a) Entrance to King Henry VIII Preparatory School at ages 3 and 4

The earliest a child can start at King Henry VIII School is 3 years of age. If parents wish children to attend the School's Nursery they may begin in the term following their 3rd birthday or in the September following their 3rd birthday. The School and the governors of Coventry School Foundation are aware that many parents initially want 3–11 education for their children and in due course hope their children will be able to pass into one of the Foundation's senior schools at the age of 11. Both King Henry VIII (11-18) School and Bablake School are academically selective and look to take children who are significantly above average by the end of Year 6.

It has been shown, from data used to track pupils' progress over a number of years, that if children start at King Henry VIII Preparatory School at a very early age (3 or 4) they stand an excellent chance of passing into one of the Foundation's senior schools at the age of 11. This is achieved by children being taught in small classes, within a resource rich environment, by good teachers.

Traditionally, schools within the Coventry School Foundation (such as Coventry Preparatory School and Cheshunt School) have not been academically selective with regard to the admission of children entering their Nursery or Reception classes and yet have managed to help the majority of pupils to reach an above average standard academically. Thus there is no testing, prior to entry, to measure the intelligence or academic potential of children aged 3 or 4. However, approximately three months prior to a child joining King Henry VIII Preparatory School, at the age of 3 or 4, the Head of Early Years will ask the child to come to the School accompanied by one or

both parents. At this point, the child's development will be discussed and a profile completed. Language development and each child's knowledge and understanding of spoken English will be investigated, as well as any other matters which should be borne in mind. In addition, the extent to which the child is able to attend to his/her own needs will be discussed (for example whether the child is able to feed him/herself). Behaviour will also be discussed and observed.

In the vast majority of cases there are no problems and children are able to enter the School in either the Nursery or Reception years (aged 3 – 4) as parents have planned. However, in a small number of cases it might be felt by Early Years staff that a child would not be able to cope with the structure of the school day or the academic demands. In such a case, the child will be invited back for further assessment at some point in the future. Ultimately the School reserves the right to prohibit entry to a child aged 3 or 4 if it is felt that it would be unfair to the child or other children at the School to allow admission.

Parents may register their children for admission to Nursery or Reception at any age after birth up to the date of entry.

(b) Entrance to King Henry VIII Preparatory School at ages 5 and 6

Entrance for all children aged 5 or 6 is conditional upon them demonstrating that they can attain, or have the potential to attain, the required standard for the School.

The School is aware that children of this age make progress at very different rates and that a major component in intellectual development is the age of the child, not just in years but also in months. Furthermore, the School does not believe it is right to subject children of this age to formal entrance examinations.

Admission to KHPS may be gained by children aged 5 or 6 following a 'taster' day. The overall aims of the 'taster' day are to give prospective pupils an enjoyable time at the School, which will hopefully make them keen to come, but also for teachers to consider whether KHPS is the right school for the child.

Taster days are agreed between the Headmaster (or his representative) and the parents of each child. A day will be decided upon for the child in question, after consideration of the timetable of the appropriate year group. During the taster day, gently and without undue stress, teachers will assess a prospective pupil's ability to read, write and do basic arithmetic. They will also observe how candidates interact with their peers in class and their aptitudes. It is very hard to be sure of the academic potential of children at these ages and parents will be included within the decision made by the School, whether or not a place is offered. The child's present school will also be asked to provide a reference.

If there are any doubts about a child's ability or behaviour, it would be normal to offer parents the chance for their child to try another taster day. The aim is find what children can do, not what they cannot do, and to discover each child's potential.

(c) Entrance to King Henry VIII Preparatory School at ages 7, 8, 9 and 10

Those children, whose parents wish them to join the School in Years 3, 4, 5 and 6 (ages 7 – 11), will be asked to take entrance examinations.

The entrance examinations will comprise assessments in English, Mathematics, Reasoning and Writing. These should be taken on the specific date set aside during the spring term for entrance tests (usually in late January or February). However, if places are still available, it is possible to test specific candidates later in the academic year.

Children, who take entrance examinations, will be tested in small groups, in a supportive environment. The School is aware that sometimes children of a young age can find the process of examinations quite difficult, so every effort is made to provide a supportive environment during the morning of testing. In addition, references are taken from each candidate's present school. If there are any doubts about results, children will be invited in again and re-assessed. The School's aim is to find children with ability and to look for evidence of potential.

Children who successfully pass into King Henry VIII Preparatory School will be invited back into the School later in the year to meet their teachers and the other children who will be in their classes. Parents are also invited to new parents' meetings to try to ensure that the start their child makes is a successful one.

(d) Waiting Lists

It is possible that parents may apply for places in year groups where the maximum number of places has already been allocated to other pupils. In such a situation, parents may still elect to have their child assessed for entry (if necessary) and ask for the child's name to be placed on the School's waiting list. Waiting lists are constructed on a strict 'first come, first served' basis and parents can be told the number of children already on the waiting list. The only exception to this rule will be in the case of siblings of children already at the School, who will be automatically placed at the top of any waiting list.

SECTION TWO: BURSARIES & SCHOLARSHIPS

(a) Bursaries

Candidates for bursaries are recommended based on a dual consideration of academic ability and financial need. To be considered, parents must fully complete a Financial Assistance Form.

Financial Assistance forms are available from the Headmaster's P.A. or the School's Finance Department. Further advice regarding when and how bursaries may be applied for can be obtained from the Headmaster.

(b) Scholarships

Scholarships are available at the age of 8. These are awarded at the discretion of the Head and staff. Scholarships may only be applied for if a child completes Year 3 at the School. Each scholarship represents a specific percentage reduction in school fees and these are awarded to the parents of high performing children. If a child is awarded a scholarship, the reduction in fees will start at the beginning of Year 4 and continue until the end of Year 6 (3 years). Scholarships cannot be transferred between Foundation schools.

Children are assessed for scholarships in the summer term of Year 3 (the final term). They are based on specific assessments in a variety of subjects and are not attempted by all children. Parents are advised of the date of scholarship assessments and invited to apply.

Academic awards are available for outstanding attainment, as are awards for the Arts and there are All-rounder awards for children who are very able in several areas of the curriculum: the academic, arts and sport.

SECTION C: ADMISSIONS PROCEDURE

1. The first step towards gaining a place for a child at King Henry VIII Preparatory School will probably be a telephone call or e-mail to the School. The member of staff who has responsibility for all admissions and the Head's diary is the Head's P.A. but any member of the administrative staff will help prospective parents.
2. Following initial contact, an information pack will be sent to parents. This will contain a registration form, a school prospectus and other useful information.
3. After receiving the prospectus, or at the point of enquiry, parents might wish to arrange a tour of the School and meet the Head and other teachers. This can be arranged by contacting the Head's P.A. and an appointment will be made during a school day. Tours and discussion take an average of 75 minutes.
4. When parents have received the School Information Pack and looked around the School, the next step is to register their child for a place. Children may be registered at any time after birth.
5. Upon receipt of a completed Registration Form and deposit, the School will contact parents to give information about availability of places and either to offer a place or to provide information regarding entrance examinations or taster days.
6. If a child is transferring to King Henry VIII Preparatory School from another school, prior to an offer being made a reference will be sought from the child's school.

7. When the School wishes to offer a place, a letter of offer will be written and a parental contract will be sent to parents. Upon receipt of a signed parental contract, a child's name will be formally entered on the School's roll.

8. In the term prior to a child starting at the School, further information will be sent to parents. This will include details of classes, houses and names of teachers, as well as dates for the child's and parents' induction.

N.M. Lovell
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