



ADMISSIONS POLICY	
Warwick Schools Foundation	
This Foundation-wide policy applies to Warwick School (including Warwick Junior School), King's High School, The Kingsley School and the Warwick Preparatory School	
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ADMISSIONS POLICY (the 'Policy')

1.0 Introduction

1.1 This Policy covers the Admissions process for the schools in the Warwick Independent Schools Foundation ('the Foundation'), namely:

- i) Warwick Preparatory School – boys aged between 3 and 7 years and girls aged between 3 and 11 years;
- ii) Warwick Junior School – boys aged 7 to 11 years;
- iii) Warwick School – boys aged between 11 and 18 years;
- iv) King's High School for Girls – girls aged between 11 and 18 years;
- v) The Kingsley School - girls aged 3 to 18 years and boys aged 3 to 11¹ years.

(Hereafter referred to respectively and individually as the 'School', and collectively as the 'Schools')

1.2 The Schools are located across two main campuses: King's High School, Warwick Preparatory School and Warwick Junior School and Warwick School are based at our Myton Road campus in Warwick. The Kingsley School is based in Leamington Spa.

1.3 The aims of this Policy are:

- i) To ensure compliance with the Foundation's charitable purposes.

¹ Boys from 3 to 18 from September 2025

- ii) To set selection criteria and procedures that are consistent with this charitable purpose and fair to applicants.
- iii) To identify applicants whose academic and other abilities appear to match the ethos and standards of the Foundation, and whose personal qualities suggest they have the potential to contribute sufficiently to the Foundation community and benefit from the many opportunities that are offered here.

2.0 Equality, Diversity and Inclusion

- 2.1 All applicants for admission will be treated equally, irrespective of their, or their parents', race, sexual orientation, nationality or ethnic or national origin, religion or belief, gender assignment or any disability. Applicants will also be treated equally in respect of their parents' age, gender or marital or civil partnership status.
- 2.2 The Schools' admission procedures, and the Foundation's Admissions Policy, are implemented in line with the Equality Act 2010 and reviewed annually by members of the Foundation's Executive Leadership Team and the Foundation Governors.

3.0 Special Education Needs and Disability

- 3.1 The Foundation promotes a positive culture of inclusion, across all the Schools.
- 3.2 If the applicant has any special educational needs, learning difficulties or a disability, parents or guardians must provide notice of this on the Registration Form, providing full written details, including a copy of all reports prepared by an Educational Psychologist and/or other appropriate specialist where available. If the special educational needs, learning difficulties or disability become apparent after the Registration Form has been submitted, parents or guardians must notify the School by letter or e-mail addressed to the Head, again providing full written details as explained above. The School needs to be aware of any particular requirements which may affect a child's ability to participate in the admissions procedure and take full advantage of the education provided at the School.
- 3.3 The School shall determine the reasonable adjustments that are required for the applicant based on the information provided, in accordance with the Foundation's obligations under equality legislation. The School staff will assess the child's needs and consult with parents about the adjustments which can reasonably be made to ensure that the application procedure is accessible for the child and that the School can provide adequately for them should an offer of a place be made.
- 3.4 Regardless of performance against academic entry requirements, there may be circumstances in which the School is not able to offer a place for reasons relating to a child's disability or special educational needs. For example, this may arise if, despite reasonable adjustments the School feels that an applicant will not be able to access the education offered, or that their health and safety or those of other pupils or staff may be at risk.
- 3.5 This policy can be made available in large print or other accessible format, if required.

4.0 Entry Points

- 4.1 The main entry points for Warwick Preparatory School, Warwick Junior School and The Kingsley Preparatory School are in Nursery (from the age of 3+, Reception (4+), Year 3 (7+) and Year 5 (9+). Places may also be available at non-standard entry points in all year groups, subject to availability.

- 4.2 The main entry points to King's High School, Warwick School and the Kingsley Senior School are in Year 7 (11+), Year 9 (13+), and Year 12 (16+). Places may also be available at non-standard entry points in all year groups, subject to availability.
- 4.3 For the purposes of entry, applicants' ages are calculated according to UK custom. In all but exceptional circumstances, the Foundation applies the 1 September birthday watershed for determining the applicant's eligibility for entry. An applicant whose birthday falls after 1 September in the year of entry will need to demonstrate that he/she is of sufficient maturity to cope with the academic and social demands of the School.
- 4.4 Occasionally, an applicant may have fallen behind in his/her education (e.g., due to illness or time spent abroad), the School may offer a place in a Year Group lower than the applicant's age would normally imply. Likewise, in exceptional circumstances, the School may also offer an applicant a place in a year ahead of his/her chronological Year Group if it is deemed by the Head to be in the pupil's best interests so to do. Parents or guardians will be consulted before such an offer is made, but the decision as to the appropriate Year for the applicant, taking into account all the relevant circumstances, is a matter for the Head, whose decision is final.

5.0 Entry Procedures

- 5.1 Pupils are admitted on the basis of their ability to access and benefit from the full curriculum offered. This may require academic assessment, in line with the individual school's published entry requirements (see Appendices 1-5).
- 5.2 Open Days and admissions events take place regularly across the School Year. All families and prospective applicants are encouraged to visit the School on an Open Day prior to applying for admission in order to assess the suitability of the School for the prospective applicant.
- 5.3 Parents or guardians of applicants must complete a Registration Form and pay the Registration Fee. The Registration Fee is set as a payment towards the costs incurred by the School in administering the admissions process before the offer of a place is made. It is non-refundable, irrespective of whether or not the registered child attends the entrance assessment.
- 5.4 The Registration Form and Registration Fee must be received by the School by the closing date for the intended year of entry. Closing dates for registration are published in the Admissions section of the School websites.
- 5.5 The completion and signing of a Registration Form and payment of the Registration Fee does not guarantee admission by the Head nor does it in any way bind parents.
- 5.6 The specific Entry Procedures and Criteria for each School are outlined within the following Appendices to the Policy:
- i) Appendix 1 – Warwick Preparatory School
 - ii) Appendix 2 – Warwick Junior School
 - iii) Appendix 3 – The Kingsley School
 - iv) Appendix 4 – King's High School
 - v) Appendix 5 – Warwick School

6.0 Preconditions for Admission and Selection

6.1 The preconditions for admission are that:

- i) The applicant is of the appropriate age and sufficient maturity;
- ii) The applicant has the legal right to live and study in the UK;
- iii) The relevant entry criteria, including academic selection where that is part of the application process, have been met;
- iv) The present school reports satisfactory attitudes and conduct on the part of parents or guardians and the applicant (if applicable);
- v) Fees (if applicable) at the present school have been paid;
- vi) Commitment on the part of the parents or guardians to the School's academic, extra-curricular, pastoral and co-educational ethos as described in the School's aims.
- vii) The applicant's learning difficulties, disabilities and other special educational needs (if any) have been fully disclosed at the point of registration to the School;
- viii) The School is able to provide adequately for any disability or special educational needs (if any) the applicant may have, making reasonable adjustments as necessary;
- ix) The School, having made reasonable adjustments, has the capacity to cope with any disability the applicant may have.

7.0 Transfer arrangements across and between the Foundation Schools

Details about the transfer arrangements across and between the Foundation Schools is set out at Appendix 6 to the Policy.

7.1 Bursaries

7.2 The Foundation offers financial assistance to enable children of all backgrounds to benefit from the outstanding education offered by our Schools. The Foundation offers mean-tested bursaries for day pupils whose families cannot afford to pay full fees. Bursary funding is offered on a sliding scale, from 100% of fees covered to smaller proportions, dependent upon household income.

7.3 The Foundation currently offers two forms of means-tested bursary support:

- a. CV34 Bursary – eligibility for this bursary is conditional upon residence within the CV34 area; and
- b. Foundation Bursary – families who live in all postcodes outside CV34 may apply for this bursary.

7.4 Families are able to apply for bursaries for entrance into Year 7 (11+) and Year 12 (16+), and the CV34 Bursary is also available for entry into Year 3 (7+).

7.5 To be eligible for a bursary-funded place at one of our Schools, applicants must also satisfy the requirements of the School's Entry Procedure.

- 7.6 Funds available for the bursary programme are limited, so bursaries are awarded on a competitive basis and are limited to the funds available.
- 7.7 The means-testing assessment is conducted by an external partner, and all bursaries are re-assessed annually.
- 7.8 Further detail about how to apply for a bursary, bursary thresholds and the financial assessment process can be found on the Schools' websites.

8.0 Scholarships

- 8.1 The Foundation and the Schools offer a number of scholarships based on merit, to recognise excellence and celebrate individual talent. Scholarships may be awarded to pupils who excel academically or for excellence in a particular subject, ability or discipline, and they may involve remission of a percentage of annual tuition fees.
- 8.2 The Headteachers of each School have developed their own scholarship programmes, the details of which can be found on the School's websites and the Admissions Handbook.
- 8.3 The Foundation also offers CV34 Scholarships, which are awarded to pupils who live in the CV34 area. Unlike the CV34 Bursary, this scholarship is not means-tested; pupils who live in the CV34 area are invited to apply for this scholarship, which may be awarded by the relevant Head for academic excellence, exceptional ability, performance or all-round contribution to the School.
- 8.4 Pupils eligible for scholarships are those who have already satisfied the entry requirements and been offered a place at the School.
- 8.5 Scholarships may be awarded on entry to Year 7 (11+), Year 9 (13+) and Sixth Form (16+).
- 8.6 Scholarships are awarded at the discretion of the relevant Head and are subject to annual review.

9.0 Withdrawal of a place prior to entry

Where the School is concerned that there has not been full and accurate disclosure about a matter pertinent to an applicant's application, the School reserves the right to withdraw the offer of a place, or, once accepted, to terminate the Parent Contract in accordance with clause 9.14.5.

10.0 Records and review

Applicants' details will be held on file with due regard to data protection legislation and the School's and the Foundation's Privacy Notice and Data Protection Policy. The Foundation will not hold the personal data of an applicant or parent for longer than is necessary for a lawful purpose.

APPENDIX 1:



ADMISSIONS PROCESSES FOR WARWICK PREPARATORY SCHOOL

Appendix 1 sets out the Admissions Procedure for external applicants applying to Warwick Preparatory School. For transfer arrangements across the Foundation Schools, please refer to Appendix 6.

Entry into Warwick Preparatory School (Pre-Prep Department)

1. External applications: Admission into the Nursery (3+)

- 1.1. The process of making offers commences in the summer term a year in advance of the first term of entry.
- 1.2. Offers are made by date of registration and in accordance with the criteria set out below, including 'Preference Factors'.
- 1.3. Places are offered to Nursery applicants using the following criteria:
 - a) There is no formal academic selection process, however the child must be of sufficient maturity to be able to access the structured Nursery curriculum.
 - b) Children joining Nursery must be toilet trained and parents will be asked to confirm this before the child joins.
 - c) Parents will also be asked to confirm if there are any other educational issues of which they are aware.
- 1.4. The 'Preference Factors' noted below.
- 1.5. Minimum attendance in the Autumn Term is five mornings with or without lunch. From the Spring Term onwards, all children stay for lunch and are also encouraged to complete some full days.
- 1.6. Prior to entry, but after offers have been accepted, contact will be made with the child's current setting, where applicable.

2. External Admission into Reception (4+)

- 2.1. The process of making offers commences in the first term prior to entry by date of registration and in accordance with the criteria below set out below, including 'Preference Factors.'
- 2.2. Places are offered to Reception applicants using the following criteria:

- 2.2.1. There is no formal academic selection process, however the child must be of sufficient maturity to be able to access the structured Reception curriculum.
- 2.2.2. Children joining Reception must be toilet trained and parents will be asked to confirm this before the child joins.
- 2.2.3. Parents will also be asked to confirm if there are any other educational issues of which they are aware.
- 2.3. The 'Preference Factors' noted below.
- 2.4. Prior to entry, contact will be made with the child's current setting, where applicable.

3. Mid-year entry into Nursery or Reception

- 3.1. If places are available, entry during the Nursery or Reception years, offers are determined by informal assessments which take place on a 'taster day' at the School. These assessments enable the School to ensure that Warwick Prep will be a suitable environment in which the child will flourish, taking into account the needs of all children.
- 3.2. Parents or guardians who have completed a Registration Form and paid the Registration Fee will be sent details of the date and times of the Assessment Process.
- 3.3. Prior to entry, contact will be made with the child's current setting, where applicable.

4. External Admission into Year 1 (5+) and Year 2 (6+)

- 4.1. If places are available, entry into Years 1 and 2 is determined by informal assessments which take place on a 'taster day' at the School. These assessments enable the School to ensure that Warwick Prep will be a suitable environment in which the child will flourish, taking into account the needs of all children. Parents or guardians who have completed a Registration Form and paid the Registration Fee will be sent details of the date and times of the Assessment Process.
- 4.2. The School will seek a written reference from the applicant's current school or Nursery, if applicable.
- 4.3. Results of the Assessment Process are confidential to the School and are not normally released.
- 4.4. Letters offering places will normally be sent out within one month of the Assessment Process. Parents or guardians will be asked to accept the offer, complete and return the Acceptance Form and pay the Acceptance Deposit within the time specified in the offer letter. If no response to an offer has been received within the time specified in the offer letter, the School will assume that the offer has been declined and the place may be offered to another applicant.
- 4.5. Letters will also be sent out to those parents or guardians whose applicant has not gained a place and to those whose name has been placed on the waiting list.

Admissions into Warwick Preparatory School (Prep Department)

5. External entry: Assessment into Year 3 (7+), Year 4 (8+), Year 5 (9+) and Year 6 (10+)

- 5.1. Entry into the Prep Department is determined by an Entrance Assessment. This assessment enables the School to ensure that Warwick Prep will be a suitable environment in which the child will flourish.
- 5.2. Parents or guardians who have completed a Registration Form and paid the Registration Fee will be sent details of the date and times of the Entrance Assessment, together with any relevant additional information relating to the tests.
- 5.3. External applicants are required to sit the Entrance Assessment on the date set by the School which is usually in January of the year of entry.
- 5.4. If the Entrance Assessment day has already taken place, the School will accept a Registration Form and Registration Fee for a prospective pupil. If a space is available or likely to become available, an individual Entrance Assessment will be arranged.
- 5.5. The School will seek a written confidential reference from the applicant's current school before an offer of a place is confirmed.
- 5.6. Results of the Assessment Process are confidential to the School and are not normally released.
- 5.7. Letters offering places will normally be sent out within one month of the Entrance Assessment. Parents or guardians will be asked to accept the offer and complete and return the Acceptance Form and Acceptance Deposit within the time specified in the offer letter. If no response to an offer has been received within the time specified in the offer letter, the School will assume that the offer has been declined and the place may be offered to another applicant.
- 5.8. Letters will also be sent out to those parents or guardians whose applicant has not gained a place and to those whose name has been placed on the waiting list within one month of the Entrance Assessment.

6. Preference Factors

- 6.1. The Head may (at their discretion) also take into account (in no particular order) whether:
 - 6.1.1. The applicant demonstrates a high level of ability or aptitude in one or more aspects of learning. As part of the Foundation, the School is looking for intellectually strong and balanced pupils and those with talents in sports, music and the arts, and for pupils who will benefit from the educational provision the School offers and contribute to school life.
 - 6.1.2. The applicant has a sibling at the School, at Warwick School (including Junior School), the Kingsley School or at King's High. Once the place has been accepted, other children within the family on waiting lists are treated as siblings for this purpose. The applicant is the child of an employee of the Foundation.

APPENDIX 2:



ADMISSIONS DETAILS FOR WARWICK JUNIOR SCHOOL

Appendix 2 sets out the Admissions Procedure for external applicants applying to Warwick Junior School. For transfer arrangements across the Foundation Schools, please refer to Appendix 6.

1. Once parents have registered their son for assessment, the school Admissions Department will write to invite the boy for an assessment morning and to provide details of the assessment process.
2. Boys are assessed to enter the School at each age group.
3. At 7+, 8+, 9+ and 10+ there are computerised assessments in English, Mathematics, Reading and a short story exercise.
4. External applicants are required to sit the Entrance Assessment on the date set by the School which is usually in February of the year of entry.
5. At 10+ assessments in English, Mathematics and Reading take place.
6. Entry into the Junior School is determined by meeting the entry requirements and through a commitment to work and school life evidenced by the most recent school report.
7. Offers of places are sent in the week following the February assessments. Offers at other points in the year are made either on the same day or shortly thereafter.

APPENDIX 3:



THE KINGSLEY SCHOOL

Appendix 3 sets out the Admissions Procedure for external applicants applying to The Kingsley School. For transfer arrangements across the Foundation Schools, please refer to Appendix 6.

1. Admission into the Prep School
 - 1.1. Following receipt of a completed Application Form, the entrance procedure in the Prep School consists of a taster morning or day where the applicant is able to spend time with their year group. A confidential school report will also be requested from the applicant's current school.
2. Admission into Nursery and Reception
 - 2.1. A short morning visit to assess the suitability of the applicant, who will be informally assessed during the morning by the class teacher.
3. Admission into Key Stage 1
 - 3.1. A full day in School and assessment of reading, writing and numeracy.
4. Admission into Key Stage 2
 - 4.1. A full day in School with a formal assessment of English, Maths and writing
5. Admission into Year 7 (External applicants)
 - 5.1. External applicants applying to join the School in Year 7 are required to take an entrance examination in Year 6.
 - 5.2. A confidential school report will also be requested from the applicant's current school.
 - 5.3. These examinations consist of papers in English, Maths and verbal reasoning.
 - 5.4. Each applicant will also be interviewed by a member of the Leadership Team.
6. Admission into Years 8 to 11
 - 6.1. Applicants are required to sit a written assessment in English (comprehension and creative writing) and Maths.

- 6.2. A confidential school report will be requested from the applicant's current school.
- 6.3. Each applicant will also be interviewed, by a member of the Senior Leadership Team.
7. Admission into Sixth Form (External)
 - 7.1. A Registration Form must be completed, and a confidential report will be requested from the applicant's current Headteacher. Copies of Year 10 and 11 reports will also be required, and where available, mock examination results or GCSE results.
 - 7.2. Applicants will be interviewed formally by the Headteacher, Deputy Head or Head of Sixth Form.
8. Successful Applications
 - 8.1. Following a successful application, an offer letter will be issued to the parents of the applicant. If the applicant and parents wish to accept the offer, a completed Acceptance Form must be returned together with the required Acceptance Deposit to secure the place.
 - 8.2. The Acceptance Deposit will be retained until the pupil leaves and will be repaid by means of a credit without interest to the final payment of fees or other sums due to the School at leaving (unless parents wish to donate the Acceptance Deposit to the School).
 - 8.3. Parents will receive a copy of the Foundation's Terms and Conditions together with any Condition of Award of a Scholarship or other awards, if applicable.
 - 8.3.1. By signing the Acceptance Form, parents are agreeing to the Foundation's Terms and Conditions.
 - 8.3.2. Parents will also be asked to complete a set of consent forms and a medical questionnaire.
9. Preference Factors – The Head may (at their discretion) also take into account (in no particular order) whether:
 - 9.1. The applicant demonstrates a high level of ability or aptitude in one or more aspects of learning. As part of the Foundation, the School is looking for intellectually strong and balanced pupils and those with talents in sports, music and the arts, and for pupils who will benefit from the educational provision the School offers and contribute to school life.
 - 9.2. The applicant has a sibling at the School, at Warwick School (including the Junior School), at King's High, or at Warwick Preparatory School. Once the place has been accepted, other children within the family on waiting lists are treated as siblings for this purpose.
 - 9.3. The applicant is the child of an employee of the Foundation.

APPENDIX 4:



KING'S HIGH SCHOOL

Appendix 4 sets out the Admissions Procedure for external applicants applying to King's High School for both Day and Boarding. For transfer arrangements across the Foundation Schools, please refer to Appendix 6.

1. Girls applying to join the school in Year 7 take the entrance examination in Year 6.
2. The School will write to parents of girls registered two weeks in advance of the entrance examination, giving detailed information about the schedule.
3. Parents who have not heard from the School by two weeks before the examination are requested to contact the Registrar.
4. Applicants will be invited to attend the School for examination. Overseas applicants, including those for Boarding, may take the papers in their own school where satisfactory invigilation arrangements can be assured.
5. An assessment and informal interview forms part of the entrance process; where necessary, including for overseas applicants, the interview can be conducted remotely.
6. Papers sat include Mathematics, English, and an online standardised test that includes verbal, numerical and non-verbal ability. These are set in accordance with the year group that the pupil will be joining
7. References will be sought for all applicants from their current school.
8. Letters offering places and scholarships or other awards will be sent out usually within one month of the entrance examination. Parents will be asked to accept the offer by returning the Acceptance Form and paying the Acceptance Deposit within the stated period, or decline the offer by the stated deadline, so that the place or award can be offered to another family if necessary. The Acceptance Deposit will be retained in the general funds of the School. Any variation in these arrangements from year to year because of the timing of the announcement of places by the local grammar schools will be made known to prospective parents.
9. Parents will receive a copy of the Warwick Schools Foundation's Terms and Conditions with the offer letter together with any Conditions of Award of a scholarship or other awards, if applicable.

9.1. Mid-School (Years 8 – 10) Admissions Timetable

- 9.1.1.1. Entry is usually on the basis of an examination in English and Mathematics, an interview and a report from the applicant's current school.

9.2. Sixth Form Admissions Timetable

- 9.2.1.1. A provisional offer of a place will usually be made after an interview and assessment and on receipt of a satisfactory school report and reference and set of GCSE and A Level predictions. Applicants will be

expected to gain the grades published on our website here:
<https://www.kingshighwarwick.co.uk/sixthform>.

10. The “timetable” for the admissions process is flexible and depends on the timing of the application in respect of the entry date. Offers are confirmed on publication of the GCSE results.

11. Overseas entrants whose first language is not English, including those applying for Boarding, must satisfy the school in respect of their ability to cope with the curriculum in English and may be requested to complete a written test in their chosen subject. In the case of those joining for Sixth Form, attention will be given to the subjects pupils are intending to take and the varying demands on spoken and written English. For example, pupils seeking to study English or the Humanities will need a higher level of English than those studying Mathematics.

12. Preference Factors

12.1. The Head may (at their discretion) also take into account (in no particular order) whether:

12.1.1. The applicant demonstrates a high level of ability or aptitude in one or more aspects of learning. As part of the Foundation, the School is looking for intellectually strong and balanced pupils and those with talents in sports, music and the arts, and for pupils who will benefit from the educational provision the School offers and contribute to school life.

12.1.2. The applicant has a sibling at the School, at Warwick School (including Junior School), Warwick Preparatory School, or the Kingsley School. Once the place has been accepted, other children within the family on waiting lists are treated as siblings for this purpose.

12.1.3. The applicant is the child of an employee of the Foundation

APPENDIX 5:



ADMISSIONS DETAILS FOR WARWICK SCHOOL

Appendix 5 sets out the Admissions Procedure for external applicants applying to Warwick School. For transfer arrangements across the Foundation Schools, please refer to Appendix 6.

Admissions Procedure for external applicants applying to Warwick School

1. Each year, the School will write to parents of boys registered for the intake due to start the School the following September giving detailed information about the schedule for the entrance procedure.
2. Parents who have not heard from the School two weeks before the entrance examinations are requested to contact the Admissions Registrar.
3. Applicants are invited to attend the School for examinations in Mathematics, English and Reasoning. The majority of applicants will be invited to interview subject to their examination performance. A small number being invited specifically for scholarship, Head Master's Award, or bursary award interviews.
4. Letters offering places and scholarships or other awards will be sent out usually within one month of the Entrance Examination. Parents will be asked to accept the offer and pay the Acceptance Deposit within the stated period or decline the offer by the stated deadline which will be agreed in advance, so that the place or award can be offered to another family if necessary. The Acceptance Deposit will be retained in the general funds of the School. Any variation in these arrangements from year to year, because of the timing of the announcement of places by the local grammar schools, will be made known to prospective parents.
5. Parents will receive a copy of the Warwick Independent Schools Foundation's terms and conditions with the offer letter together with any Conditions of Award of a scholarship or other awards if applicable.
6. Middle School (Years 8 to 10) Admissions Procedure
 - 6.1. Entry for Year 8 is usually on the basis of examinations in English, Mathematics and Reasoning, and a report from the applicant's current school is also required.
 - 6.2. Applicants seeking entry to Year 9 will also be required to sit a Science paper.
7. Sixth Form Admissions Procedure
 - 7.1. A provisional offer of a place will usually be made after an interview and assessment and on receipt of a satisfactory school report and set of GCSE predictions. Applicants will be expected to gain a very good set of GCSEs with at least 51 points from their best 8 subjects; requirements for each subject appear in the Sixth Form Curriculum booklet. The "timetable" for the admissions process is flexible and

depends on the timing of the applicant in respect of the entry date. Offers are confirmed on publication of the GCSE results.

- 7.2. There are a small number of scholarships available for entry to the Sixth Form at Warwick. Scholarships are designed to reward academic excellence and talent and are awarded up to a value of 20% fees. Candidates do not need to apply for a scholarship but will be identified at interview stage.
- 7.3. Sixth Form Access Awards may be awarded to new entrants at the discretion of the Head Master.
- 7.4. Entrants whose first language is not English must satisfy the school in respect of their ability to cope with the curriculum in English and may be requested to complete a written test in their chosen subject or may be offered a place conditional on receiving additional support for English as an Additional Language.
- 7.5. Unconditional offers may be made to boarding applicants who perform strongly in the school's entry assessment and interview.
8. Preference Factors – The Head may (at their discretion) also take into account (in no particular order) whether:
 - 8.1. The applicant demonstrates a high level of ability or aptitude in one or more aspects of learning. As part of the Foundation, the School is looking for intellectually strong and balanced pupils and those with talents in sports, music and the arts, and for pupils who will benefit from the educational provision the School offers and contribute to school life.
 - 8.2. The applicant has a sibling at the School (including Junior School), at King's High, Warwick Preparatory School or the Kingsley School. Once the place has been accepted, other children within the family on waiting lists are treated as siblings for this purpose.
 - 8.3. The applicant is the child of an employee of the Foundation.
9. The internal transfer process varies to that for external applicants. The transfer process between Foundation Schools is outlined at Appendix 6.

APPENDIX 6:

TRANSFER ARRANGEMENTS ACROSS AND BETWEEN THE FOUNDATION SCHOOLS

Statement of purpose and intent

It is the Foundation's aim that its schools should be the first choices for parents in the local area who wish to educate their children in fee-paying schools.

It is also the Foundation's aim to make any transfer arrangements between the schools as transparent as possible, recognising:

- a. they have their own admissions codes, which may include academic examination and selection, and;
- b. that decisions lie with the respective 'receiving' Head.

These arrangements are set out below:

1. Transfer from Warwick Preparatory School (Pre-Prep Department) to Warwick Junior School and Warwick Preparatory School (Prep Department).
2. 11+ Transfer (Year 6 to Year 7) on the Warwick Campus
3. 11+ Transfer (Year 6 to Year 7) at The Kingsley School
4. 11+ Transfer (Year 6 to Year 7) between the Foundation schools
5. 16+ Transfer (year 11) into Sixth Form
6. Transfers between Foundation Schools at other stages

1. Transfer within and from Warwick Preparatory School (Pre-Prep Department) to Warwick Junior School and Warwick Preparatory School (Prep Department).

Pupils external to the schools sit competitive entrance examinations to join Warwick Junior School in Year 3 and Warwick Preparatory School (Prep Department) in Year 3. These processes are outlined in the respective section of the External Admissions Policy.

1.1 Supporting Foundation families

We seek to support families who have joined the school earlier in their child's education, and to provide a seamless journey through our Foundation schools.

The ongoing assessment of pupils in Warwick Preparatory School (Pre-Prep Department) provides the basis to establish the suitability of pupils for entry to Warwick Preparatory School (Prep Department) (for girls) and Warwick Junior School (for boys).

1.2 Seamless transfer

It is unusual for pupils not to move seamlessly from Year 2 at Warwick Preparatory School (Pre-Prep Department) to Year 3 at Warwick Junior School (for boys) and Warwick Preparatory School (Prep Department) (for girls).

Unless the school proactively raises transfer with parents (see below), the following arrangements apply:

- Transfer to Year 3 Warwick Junior School
 - Parents are invited to attend Open Events in the Autumn/Michaelmas Term. This includes an Open Morning and a Breakfast meeting with the Headmaster and members of the Senior Leadership Team.
 - In the Summer Term before starting at the Junior School, parents and their sons are invited to a 'Welcome to Warwick' morning.
 - In the September of entry, all new pupils are invited to an Induction afternoon before the start of term.
- Transfer to Year 3 Warwick Preparatory School (Prep Department)
 - Given that they are currently members of the Warwick Prep community, parents will be invited to an information event, welcoming them to Middle School (Years 3 and 4) during the summer term in Year 2.

1.3 When seamless transfer cannot be guaranteed

It is unusual for pupils not to move seamlessly from Year 2 at Warwick Preparatory School (Pre-Prep Department) to Year 3 at Warwick Junior School (for boys) and Warwick Preparatory School (Prep Department) (for girls).

Reasons why transfer may not happen seamlessly include the following:

1. The pupil may not be able to access the curriculum

2. The needs of the pupil may not be able to be met
3. Ongoing challenges, for example behaviour, which may impact the pupil in question's progress and that of other children

1.4 Process for concerns to be raised about transfer to Year 3 - Warwick Junior School and Warwick Preparatory School (Prep Department)

Whilst concern may be raised at any time, the following is an indicative approach:

Year 1: Summer Term

Contact will be made with parents by the end of the summer term in Year 1, if there are concerns that transfer into Year 3 may not happen seamlessly, by the Head of Warwick Preparatory School. The process of review and required outcomes to confirm automatic transfer will be communicated to parents, and followed up in writing.

Year 2: Autumn Term

If further review has been agreed, this will take place before the end of the Autumn/Michaelmas Term in Year 2.

Following this final review, should transfer not be guaranteed, it will be determined by the Entrance Examination, along with other external applicants. At this meeting, parents will be given a strong recommendation to visit alternative schools and to seek more than one option. The outcome of this meeting will be confirmed in writing.

Year 2: Spring Term

The Entrance Examination for Year 3 at both schools takes place in January of Year 2, for external applicants and those who are not transferring automatically.

1.5 Decision makers

Warwick Junior School: transfer decisions for Warwick Junior School are made by the Head of Warwick Junior School, based on the recommendation of the Head of Warwick Preparatory School. However, the offer of a place following the sitting of the competitive entrance examination, sits solely with the Head of Warwick Junior School.

Warwick Preparatory School (Prep Department): transfer decisions for Warwick Preparatory School (Prep Department) are made by the Head of Warwick Preparatory School, based on the recommendation of Head of Warwick Pre-Preparatory Department. The offer of a place following the sitting of the competitive entrance examination, also sits with the Head of Warwick Preparatory School.

The respective Head's decision on admissions is final.

2. 11+ Transfer (Year 6 to Year 7) on the Warwick Campus

2.1 The internal transfer process varies to that for external candidates

It should be noted that this only applies to pupils who are in Warwick Junior School or Warwick Preparatory School at the start of Year 5. For those who join in Year 6, the usual entry process as for external candidates applies. However, candidates joining in Year 6 will be accepted in good faith on the expectation that they will make the entry threshold for the respective Senior School.

The on-going assessment of pupils in Warwick Junior School and Warwick Preparatory School provides the basis to establish the suitability of their pupils for entry to the Senior Schools. It is unusual and rare for pupils from Warwick Junior School or Warwick Preparatory Schools not to be offered places in the respective senior schools, with the vast majority accepting these places. All pupils regardless of whether they have an unconditional place, sit the respective senior school Entrance Examination. This is an important rite of passage, with the results used to help assist the respective Senior School, for example in awarding academic scholarships. Only in the case of those who do not have an unconditional offer does the Entrance Examination determine whether a place is offered.

2.2 Framework for internal transfer

Indicative Timeframe:

The first term of Year 5

Information outlining the internal transfer process will be sent to Year 5 parents. Initial contact with parents of Year 5 pupils considered at risk will be made by the respective Head of Warwick Preparatory School or Warwick Junior School

By February Half Term of Year 5

By the end of the February half-term, contact will be made with parents of Year 5 pupils considered at risk of not meeting year group expectations by the respective Head of Warwick Preparatory School or Warwick Junior School.

By the end of Spring Term of Year 5

1. All parents of children identified as at risk will be invited to meet with the Head of Warwick Junior School or Warwick Preparatory School respectively. The meeting will either confirm the place in the respective senior school, or that their daughter or son is not guaranteed a place. Any further review will be agreed at this point.
2. Letters will be sent to all parents, either confirming an unconditional place or confirming that the school is unable to offer an unconditional place.

By the end of the academic year of Year 5

1. If further review has been agreed, this will take place after the end of Year 5 assessments, and the outcome confirmed in writing.
2. Following this final review, should a place not be guaranteed, the place will be determined by the Entrance Examination, should parents wish their child to be considered for the respective senior school. At this meeting, parents will be

given a strong recommendation to visit alternative schools and to seek more than one option. The outcome of this meeting will be confirmed in writing.

Senior School Entrance Examination in Year 6 (ordinarily October / November)

All Year 6 children, including those not assured of a place, take the Entrance Examination.

Results of Senior School Entrance Examination

Parents of children receiving 'no offer' letters will be seen by the respective Senior School Head.

2.3 Scholarships

All scholarship processes for internal candidates are the same as for external candidates.

2.4 Decision makers

Warwick Junior School Year 6: transfer decisions to Warwick School Year 7 are made by the Head of Warwick School, based on the recommendation of the Head of Warwick Junior School. However, the offer of a place following the sitting of the competitive entrance examination, sits solely with the Head of Warwick School.

Warwick Preparatory School (Prep Department) Year 6: transfer decisions to King's High School Year 7 are made by the Head of Kings' High School, based on the recommendation of the Head of Warwick Preparatory School. The offer of a place following the sitting of the competitive entrance examination, sits solely with the Head of King's High School.

The respective Head's decision on admissions is final.

3. 11+ Transfer (Year 6 to Year 7) at The Kingsley School

3.1 Supporting Foundation families

We seek to support families who have joined the school earlier in their child's education, and to provide a seamless journey through The Kingsley School.

3.2 The internal transfer process varies to that for external candidates.

It should be noted that this only applies to pupils who are in The Kingsley School Preparatory School at the start of Year 5.

However, candidates joining in Year 6 will be accepted in good faith on the expectation that they will make the entry threshold for The Kingsley School Senior School.

The on-going assessment of pupils in The Kingsley School Preparatory School provides the basis to establish the suitability of their pupils for entry to the Senior Schools. It is unusual and rare for pupils to be offered places in the senior school, with the vast majority accepting these places.

3.3 Framework for internal transfer

Indicative Timeframe:

Ordinarily, the Headteacher intends to offer those students a place into Senior School at the end of the Spring term in Year 5, following the autumn term assessments and interview with the Headteacher.

If there is doubt about a Prep School student's suitability for the Senior School, this will be communicated at the end of the autumn term in Year 5.

In such circumstances the Headteacher may use the Year 5 summer term assessments and/or the Entrance Examination for external candidates to determine whether a Senior School place will be offered or not.

3.4 Decision makers

Transfer decisions to The Kingsley School Year 7 are made by the Headteacher of The Kingsley School, based on the recommendation of the Head of The Kingsley School Preparatory School. However, the offer of a place following the sitting of the competitive entrance examination, sits solely with the Headteacher of The Kingsley School. The Headteacher's decision on admissions is final.

4. 11+ Transfer (Year 6 to Year 7) between the Foundation schools

4.1 Supporting Foundation Families

It is the Foundation's aim to ensure that its schools offer environments suitable for different skills and aptitudes, all in an age-appropriate and mainstream setting. The schools also offer different curriculum pathways.

4.2 Transfers between schools

For clarity, from September 2025, The Kingsley School will offer co-education in Year 7. Internal transfers could therefore be:

- From The Kingsley Preparatory School Year 6 to King's High School Year 7 (for girls)
- From The Kingsley Preparatory School Year 6 to Warwick School Year 7 (for boys)
- From Warwick Junior School Year 6 to The Kingsley School, Year 7 (for boys)
- From Warwick Preparatory School Year 6 to The Kingsley School, Year 7 (for girls)

Should the parents of a current pupil in Year 6 at any of the Foundation schools wish to consider transfer for Year 7 to the school other than their linked senior school (ie a transfer noted above), the following process applies:

The parents of the pupil concerned should write to both the Head of the pupil's current school and the intended receiving school by the half term of Summer Term in Year 5.

- a) An academic and pastoral reference will be sought by the receiving school and an interview arranged with a senior member of staff
- b) The offer of a place will be made on the basis of the reference and interview
- c) Notice at the pupil's current school must be given in line with contractual notice periods (one term) and in accordance with the Foundation's Terms and Conditions
- d) All scholarship processes for internal candidates are the same as for external candidates, and the registration process required for these supersedes this internal transfer process.

4.3 Decision makers

Transfer decisions are made by the Head of the receiving school, following discussion with the Head of the transferring school.

The Head's decision on admissions is final.

5. 16+ transfer (Year 11) into Sixth Form

5.1 Internal transfers within schools

The Kingsley School

Entrance to the Sixth Form is automatic for the School's Year 11 students.

- a) The School expects a minimum of five GCSEs at 9 to 4, ideally with a level 6 in the subjects to be studied at Sixth Form. Due consideration will be given if these levels are not achieved.
- b) If the School believes that entrance to the Sixth Form is not in the best interests of a pupil, it will advise of this as early as possible.
- c) Pupils who do not wish to progress into the Sixth Form at The Kingsley School must write to the Head providing one full term's notice, in accordance with the Foundation's Terms and Conditions. A term's fees in lieu of notice will be payable in absence of a full term's contractual notice.

King's High School

- a) Entry into the Sixth Form from Year 11 at King's High School is dependent upon students achieving a strong set of GCSE grades, with usually Grade 7 in those subjects chosen for A Level.
- b) The majority of pupils will have Grade 6s and above at GCSE. Occasionally, a pupil may obtain one Grade 5 in a subject not related to her Sixth Form choices. This will not affect her acceptance on her A Level courses.
- c) Full subject by subject requirements are published in the Sixth Form subjects brochure.

Warwick School

- a) Pupils wishing to follow a Sixth Form course at Warwick School are expected to attain a minimum of 51 GCSE points from their best 8 GCSE grades. (GCSE subjects still recording results in alphabetical grades are scored as A*=8.5, A=7, B=6, C=5).
- b) Pupils not reaching this minimum entry standard may, in some cases, be allowed to enter the Sixth Form, but this will be at the discretion of the Head Master.
- c) To study a specific subject at A Level, we would normally expect pupils to attain a minimum of a grade 7(A) in the equivalent GCSE.
- d) In Mathematics and Sciences, a grade 8 or better is a prerequisite for being accepted onto these courses.
- e) Entrance into the Lower Sixth at Warwick School is automatic for pupils who receive an offer and attain the minimum of 51 GCSE Points.
- f) Pupils who secure a Sixth Form place but do not wish to continue studying at Warwick School must write to the Head Master providing one full term's notice, in accordance with the Foundation's Terms and Conditions. A term's

fees in lieu of notice will be payable in absence of a full term's contractual notice.

- g) Progress from the Lower Sixth to Upper Sixth will be dependent on attainment throughout the year and performance in the internal end of year examinations. The equivalent of at least a grade D is expected from all pupils in order to progress, although it is anticipated that all pupils will achieve more than this.

5.2 Transfer from Year 11 to Year 12 between the Foundation schools

It is the Foundation's aim to ensure that its schools offer environments suitable for different skills and aptitudes, all in an age-appropriate and mainstream setting. The schools also offer different curriculum pathways.

For clarity, from September 2025, The Kingsley School will offer co-education in Year 12. Internal transfers could therefore be:

- From The Kingsley School Year 11 to King's High School Year 12 (for girls)
- From Warwick School Year 11 to The Kingsley School, Year 12
- From King's High School Year 11 to The Kingsley School, Year 12

Should the parents of a current pupil at any of the schools wish to consider transfer, the following process applies:

- The parents of the pupil concerned should write to both the Head of the pupil's current school and the intended receiving school by the end of Autumn Term in Year 11
- An academic and pastoral reference will be sought by the receiving school and an interview arranged with a senior member of staff
- The offer of a place will be made on the basis of the reference and interview
- Notice at the pupil's current school must be given in line with contractual notice periods (one term) and in accordance with the Foundation's Terms and Conditions
- All scholarship processes for internal candidates are the same as for external candidates, and the registration process required for these supersedes this internal transfer process.

5.3 Decision makers

Transfer decisions are made by the Head of the receiving school, following discussion with the Head of the transferring school.

The receiving Head's decision on admissions is final.

6. Transfers between Foundation Schools at other stages

6.1 Supporting Foundation Families

It is the Foundation's aim to ensure that its schools offer environments suitable for different skills and aptitudes, all in an age-appropriate and mainstream setting. The schools also offer different curriculum pathways.

From time to time, it may be considered in the best educational interests of a pupil to transfer to another of the Foundation schools. This may be because of the particular environment of the school, academic progress, or any pastoral matters.

Depending on the circumstances, these internal transfers are called "facilitated moves" or "un-facilitated moves".

6.2 Facilitated Move

A facilitated move may be initiated by either a parent(s) or the Head of the pupil's current school, but would ordinarily be the result of ongoing dialogue or a significant change of circumstance.

A facilitated move must be agreed by the pupil's parent(s), the Heads of both the current school and the receiving school and the Foundation and may take place at any point in the academic year.

All the usual entry criteria to join a receiving school must be met but it is at the discretion of the Heads and the Foundation, taking into account the particular circumstances, which part of the formal process – if any – are administered. However, an academic and pastoral reference will always be required.

Under this process, the move may happen at any time, subject to the agreement of all parties.

In the case of a facilitated move, it is not necessary to provide a full term's notice and no fees in lieu of notice will be payable.

It should be noted that a facilitated move is not usually a repeatable process, as after a facilitated move is complete, the pupil will be placed in the most suitable educational environment within the Foundation. As such, the Foundation's position is that a facilitated move cannot then take place again.

6.3 Un-facilitated Move

An un-facilitated move may be initiated by a parent(s) by writing to the Head of their child's current school. In the case of such a request, all the usual entry criteria to join a receiving school must be met but the entrance processes may be administered at any time.

In the case of an un-facilitated move, no fees in lieu of notice are payable if a term's notice is given in the usual way.

6.4 Decision makers

Transfer decisions are made by the Head of the receiving school, following discussion with the Head of the transferring school. The receiving Head's decision on admissions is final.