



**KNIGHTON HOUSE SCHOOL
ADMISSIONS POLICY**

Reviewed September 2016 (Bursar)

KNIGHTON HOUSE ADMISSIONS PROCEDURE

Knighton House School welcomes pupils from the age of 3 to 13 years. The Prep department (7-13) is for girls only, the pre-preparatory department (3-7) takes girls and boys for the nursery class. Children may join in the term they turn three years of age. Children are accepted for entry into any year group.

We very much hope that you and your child will visit Knighton House. We hold a number of open events throughout the academic 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. Please contact, the school's register/admissions secretary on 01258 452065 or email admissions@knightonhouse.co.uk to arrange a visit.

Procedure

All enquiries are dealt with by the Admissions Secretary, who will send out the relevant prospectuses and will deal with all appointments to visit both the Pre-Prep or Prep School

On receipt of a completed registration form and fee (£50.00 for Pre Prep and £75.00 for Prep) a pupil is placed on a register of admissions for the required term of entry. Parents will receive written confirmation that a place has been reserved for their child. If a particular year group is full pupils will be entered on a waiting list.

During the term before entry a joining package of information is sent to parents with a request for the deposit of £350. This deposit is deducted from the final term's account, but is non-returnable on cancellation. Although no deposit is requested for pupils entering the Nursery, a deposit becomes payable when they enter into full time education.

There is no entrance examination. Prospective pupils are invited to spend a day at Knighton House for familiarisation, usually in the term before they are due to join.

Parents are asked to keep the school informed of any change of address.

Parents living overseas must appoint a guardian in the UK during term time.

The school prospectus and website contains details of current fees and optional extras. The registration form, also found within the prospectus, has information regarding payment of fees, interest rates and written notice requirements.

Equal Treatment

Knighton House'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 pupils for today's world.

Bursaries are offered in order to make it possible for as many as possible who meet the school's admission criteria to attend the school.

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

Special Needs

Knighton House does not discriminate in any way regarding entry. The school welcomes pupils with special educational needs providing that its learning support department can offer them the support that they require. We welcome pupils with disabilities provided that our site can accommodate with them. However, we strongly advise parents of children with special educational needs or physical or mental disabilities to discuss their child's requirements with Knighton House before he/she joins so that the school can make adequate provision for him/her. Parents should provide a copy of an educational psychologist's report 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 becomes a pupil at the school.

Scholarships and Bursaries

Knighton is committed to broaden access and help children who aspire to an education at Knighton.

Scholarships are awarded in the Spring term as has happened in previous years.

These awards can be for academic performance, sport, music, art and also all round performance.

The children entering should be performing in the particular area at a consistently high level for their age eg. county level for sport, high grade instrumental level in music for their chronological age.

For candidates sitting the scholarship for an academic award, papers will be set in Maths and English suitable to the individual's age group. Verbal reasoning and nonverbal reasoning tests will also be set.

The candidates will also have an interview with the Headmistress or a member of the Senior staff.

The School view our bursary awards as important in helping to ensure children from families who would otherwise not be able to afford the fee can access the education we offer. Our bursary awards are available to all who meet our general entry requirements and are made solely on the basis of parental means or to relieve hardship where a pupil's education and future prospects would otherwise be at risk for example in the case of redundancy. In assessing means we take a number of factors into consideration including family income, investments and savings and family circumstances for example dependant relatives and the number of siblings. Bursaries are awarded on the basis of financial need and may either be stand alone or may be available in addition to scholarships. If you would like any further information about bursaries please contact the Bursar at bursar@knightonhouse.co.uk.

Complaints

The school hopes that parents and pupils do not have any complaints about the school's admissions process; but copies of the school's complaints procedure can be sent to parents on request.

Knighton House School

Durweston

Blandford Forum

Dorset

DT11 0PY

Terms and Conditions

Fees are determined by the governors and include stationery, basic curricular textbooks, laundry for boarders and some weekday and weekend extra-curricular activities. Day girls' fees include lunch and tea if they are required to stay at school for prep or other activities.

Optional extra subjects such as instrumental tuition, ballet, riding are charged in arrears at the end of each term.

Non payment of fees

Fees are payable in full by the first day of each term. If this is not honored then the following staged procedure will be carried out:

- 1 We issue an overdue account letter asking for payment in full within seven days. If payment is received within seven days, then no further action is taken.
- 2 If payment is not received a second letter will be issued, together with a copy of the statement asking for immediate payment, in full within seven days. If payment is received within seven days, then no further action will be taken.
- 3 If after a further seven days full payment or a payment plan has not been set in place, an interest charge of 2.5% will be levied against the account monthly until the balance has been cleared.
- 4 If no payment is received, the matter will be handed to the Chair of Governors who will then agree for actions to be put in place for the retrieval of the monies. The Chair of Governors together with the Board, will decide whether the pupil should be withdrawn from school until the funds have been received.
- 5 All outstanding debts will be pursued by either the County Court or Debt Recovery agents.

Notice

A full term's notice in writing is required before the removal of a pupil from the school; failing this a term's fees will be payable in lieu. Half a term's notice in writing is required to discontinue an optional extra.