



KNELLER HALL
SCHOOL

Kneller Hall School Admissions Policy 2026 – 2027

For Kneller Hall Junior School (Company no. 07338871; DfE no. 318/6011) for ages 4-11 and

Kneller Hall School (Company no. 07338875; DfE number: 318/6006) for ages 11-18

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Introduction

This Admissions Policy sets out the principles, criteria and procedures governing admission to Kneller Hall School for pupils aged 4–18. It applies to **all applicants (including applicants from other Dukes Education schools)**. Where processes differ, these are clearly identified by pathway below.

Kneller Hall School is an independent, co-educational day school providing education from Reception to Sixth Form. Deciding on the right School for your child is very important, and we believe that a personal visit is invaluable. We very much hope that you and your child will visit Kneller Hall. We usually hold a number of open events throughout 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. Please contact:

- The School's admissions secretary on 020 8891 6264 for Kneller Hall School Senior or 020 3869 5871 for Kneller Hall Junior School
- Or complete the enquiry form in the admissions section of our website <https://knellerhallschool.org>
- Alternatively email admissions@knellerhallschool.org to arrange a visit.

2. Admissions Pathways (Overview)

Applications are considered under one of two pathways:

- **Pathway A – External Applicants:** pupils applying from schools outside the Dukes Education Group
- **Pathway B – Dukes Education Applicants:** pupils applying from another Dukes Education prep or senior school

We expect all applicants to act in accordance with our ethos and values and – during the admissions process and beyond – conduct themselves in a respectful and reasonable manner. Our Parent Code of Conduct applies to prospective as well as current parents.

3. Entry Points and General Criteria (All Applicants)

To register, all parents are required to complete the School's Registration Form and pay a non-refundable registration fee at the first point of entry. Families from Dukes Education's sibling schools do not pay a registration fee. The School's Registration Form is available on the School's website. Applicants should register by the end of October for entry starting in September of the following academic year. Registration for occasional places may be accepted at any point in the year subject to availability.

Admission at all entry points is subject to:

- The availability of places in the relevant year group
- Satisfactory performance in any assessments required
- Receipt of appropriate school reports and references
- The School being satisfied that it can meet the educational and pastoral needs of the pupil
- The parents providing such information and documentation the School may require from time to time, including: (a) in respect of the pupil (e.g. their identity, immigration status/right to study, health and medical conditions, and special educational needs); (b) in respect of their family circumstances and any other circumstances which may impact on the pupil's education; and (c) to verify the parents' identities, immigration status, and source of funds (and, if applicable, the identity and source of funds of any third party who will pay the School's fees).

Parents must ensure that all information provided as part of the admissions process is accurate, complete and not misleading and relevant details and information (or changes to them) are shared in a timely and transparent manner. Please note that a failure to disclose relevant information and/or the provision of inaccurate, incomplete or misleading information may - in some cases - lead to the withdrawal of an offer or termination of the School's Parent Contract.

The usual points of entry are outlined below. The School may also have occasional places at other ages. Please contact the Admissions team at <https://knellerhallschool.org> for details.

4. Junior School Entry

4.1 Reception (Age 4)

Admission to Reception is non-selective.

- Places are offered subject to availability and the order of completed registration
- Children may be invited to attend a Reception Admissions Morning
- Nursery or early years reports may be requested
- Where applications exceed available places, a waiting list will be maintained and reviewed regularly

4.2 Year 3 (7+)

Pathways A (External Applicants) & B (Dukes Education Applicants):

- Applicants attend a taster day involving age-appropriate activities in literacy, numeracy and group interaction
- Decisions are informed by observations, reports and references
- The same principles apply to in-year admissions to the Kneller Hall Junior School

5. Senior School Entry: Year 7 (11+)

5.1 Pathway A: External Applicants

- Applicants sit entrance assessments in English and Mathematics in November preceding the Year of Entry
- Pupils meeting the required standard are then invited to a second stage 'Beyond the Classroom' activity in January
- Current school reports and references are required
- Decisions are based on overall performance, suitability, cohort balance and availability of places
- Offers are typically issued in early February prior to September entry

5.2 Pathway B: Dukes Education Applicants

Priority Admission

Pupils attending Dukes Education prep schools may benefit from priority admission to Dukes Education senior schools. Progression remains subject to the School's ability to meet the pupil's needs.

Priority Admission Pathway

- Families may apply for a place at Kneller Hall School up to two years in advance
- External 11+ entrance examinations are not required
- Academic attainment, progress and pastoral development are monitored throughout the prep years
- Registration is required
- A 'Beyond the Classroom' activity takes place during Year 6
- Offers are normally issued in the autumn term of Year 6, ahead of external offers

6. Senior School Entry: Year 9 (13+)

Pathways A (External Applicants) & B (Dukes Education Applicants):

- Applicants complete 13+ academic assessments in Maths and English in November preceding the Year of Entry
- A meeting is held to discuss suitability for the GCSE curriculum and subject options
- All offers will be made in advance of entry

7. Senior School Entry: Sixth Form (16+)

7.1 Internal Applicants (Kneller Hall School)

- Pupils in Year 11 are normally offered a place in the Sixth Form, subject to meeting academic requirements
- Minimum GCSE grades are set for individual subjects and reviewed annually

7.2 Pathways A & B: External and Other Dukes Education Applicants

- Applicants must submit a personal statement, school report and predicted GCSE grades
- Normally, a minimum of seven GCSEs at Grade 6 or above is required, including English and Mathematics
- Subject-specific entry requirements typically require Grade 7 or above
- Applicants attend an interview and guidance meeting
- Offers are conditional upon GCSE results and subject to availability of places

8. Occasional and In Year Admissions

- Applications are held on a waiting list once registration is complete
- Assessment takes place if and when a suitable place becomes available
- Priority may be afforded to siblings and applicants from other Dukes Education schools, but this does not guarantee the offer of a place

9. Special Educational Needs and Disabilities (SEND)

Special Educational Needs, Disabilities and Medical Conditions

Kneller Hall School welcomes applications from pupils with special educational needs and disabilities (SEND), medical conditions and allergies, provided that we can reasonably accommodate their needs, provide appropriate support and ensure that they can safely and meaningfully access the education and wider opportunities offered by the School.

Parents of children with SEND, disabilities, medical conditions or allergies (whether suspected or diagnosed) are required to discuss their child's needs with the School at the earliest stage of the admissions process. This enables the School to consider what reasonable adjustments and support may be required and whether these can reasonably be provided.

Parents must provide full details of any relevant needs when submitting the Registration Form, together with any supporting documentation. This includes, where applicable:

- Educational psychologist reports;
- Medical reports or assessments;
- Specialist assessments and recommendations;
- Any other relevant professional reports;
- Draft or final Education, Health and Care (EHC) needs assessments;
- Draft or final Education, Health and Care Plans (EHCPs); and
- Details of any applications for EHC assessments or EHCPs.

This information should be provided before the admissions assessment process wherever possible. The School requires this information in order to assess the child's needs, consult with parents regarding any adjustments that may reasonably be made, and determine whether the child can safely and meaningfully access the education and facilities available at the School.

Where parents consider that their child may require adjustments, either during the admissions process or if they are offered a place, they should notify the School as early as possible. Depending on the circumstances, the School may request additional information or further professional assessments. The School will discuss any proposed adjustments with parents and, where appropriate, the child's medical or educational advisers to determine whether those adjustments can reasonably be made.

There may be exceptional circumstances in which the School is unable to offer a place because it cannot reasonably accommodate a child's needs. This may arise where, despite reasonable adjustments, the School concludes that:

- The prospective pupil would be unable to meaningfully access the education offered;
- The health, safety or welfare of the pupil, other pupils or staff would be placed at risk; or
- The nature or level of support required cannot reasonably be provided by the School.

Parents must keep the School informed of any material changes to their child's needs or circumstances between the date of application and the date of entry. In the vast majority of cases, such changes will not affect a pupil's place. However, in exceptional circumstances, the School may need to review an offer of a place where a significant change in circumstances materially affects the School's ability to meet the child's needs.

Where a child has, or is undergoing assessment for, an EHC needs assessment or EHCP (or equivalent), parents must provide the School with all relevant documentation promptly and keep the School informed of any decisions made by the local authority or any changes to the child's provision or support arrangements.

10. English as an Additional Language (EAL)

- Applicants with EAL must demonstrate sufficient proficiency in English to access the curriculum
- English language ability may be assessed as part of the admissions process
- Additional support may be offered where appropriate, at the parents' expense

11. Equal Treatment

Kneller Hall School is committed to fostering an inclusive, respectful and fair environment for all pupils and families. We are mindful of our obligations under the Equality Act 2010 during the admissions process.

- The School does not discriminate on the grounds of any protected characteristic
- Admission decisions are made objectively, consistently and on an individual basis
- Reasonable adjustments will be considered, where appropriate, to support equality of access within the admissions process

This policy should be read in conjunction with the School's Equality Policy, which sets out the School's wider commitment to inclusion, diversity and equal treatment.

12. Sibling Discount

Most siblings join us at Kneller Hall. 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.

Where siblings attend the School concurrently, the following fee reductions apply:

- Second child: 5% reduction
- Three or more siblings – 10% discount applied to the fees of the second child – 5% discount applied to the fees of the third child and any additional siblings

Where a pupil is eligible for more than one fee remission (including, but not limited to, scholarships, bursaries, or sibling discounts), only one concession will be applied.

The School will apply the highest value award unless otherwise determined at its discretion.

13. Scholarships

Scholarships may be awarded at specific entry points, including 11+, 13+ and 16+, in academic, creative, performing arts and sporting disciplines. Some scholars are awarded an Exhibition Scholarship which provides a pathway to excellence and mentoring. Some scholarships will be awarded a reduction in the fees. Awards are made on merit, are subject to assessment and are reviewed annually. A scholarship may be withdrawn in accordance with the terms upon which such award is made or in accordance with the School's Parent Contract.

Parents are asked to indicate on the Registration Form whether they are interested in applying for a scholarship. Details of the arrangements will be sent to all who express an interest.

14. Bursaries

Means tested bursaries may be available in accordance with the criteria published in the School's Bursary Policy. Both parents are required to provide proof of their income and assets. The level of support varies according to parental need. 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 or wealth. A bursary may be withdrawn in accordance with the terms upon which such award is made or otherwise in accordance with the School's Parent Contract.

Parents are asked to indicate on the Registration Form whether they are interested in applying for a bursary. Details of the arrangements will be sent to all who express an interest.

15. Financial Information

Any applicant for a place at the School, including those who apply for bursary support and overseas applicants, may at the request of the School be required to provide additional financial information and/or undergo checks to confirm that they are able to pay the School's fees (or any percentage of the fees still payable if a bursary or scholarship is granted).

16. UKVI – Child Student visa sponsorship

Kneller Hall School is a day school. The School holds a UKVI licence, and can sponsor a small number of Child Student visa applicants each year. If you require sponsorship please contact the Admissions team at <https://knellerhallschool.org> for details.

We encourage all applicants and their families to visit the school, but understand that this may not be possible for some international applicants. We would be delighted to arrange a video call to discuss Kneller Hall School and sponsorship.

To be considered for sponsorship, an applicant must meet the entry requirements detailed in this policy as well as the UKVI requirements, which include:

- An applicant interview (age appropriate) either in person or online
- A Sponsorship interview with the applicant's family
- Having compliant care arrangements in place
- The ability to meet the financial requirements for the duration of the sponsorship

The School would normally expect one term's fees to have been paid before sponsorship.

ACADEMIC AND PASTORAL REVIEW

If a pupil, for any reason, is unable to arrive and start their course on time, the school must undertake an Academic and Pastoral Review to determine if the pupil is still able to access, progress and complete the course.

An Academic and Pastoral Review will take place if a pupil does not arrive and start within 3 weeks of the published course start date. A review may take place earlier if the school feels it appropriate.

Following the review, the school will decide:

- The pupil can access, progress and complete the course and the offer remains in place pending any subsequent reviews.
- The pupil, with additional support, can access, progress, and complete the course. Details of that support will be provided.
- The pupil will not be able to access, progress or complete the course and the offer will be revoked.

17. Acceptance, Cancellation and Withdrawal of a Place

The terms upon which the School educates each pupil are set out in the School's Parent Contract.

- To accept the offer of a place at the School, parents must pay the Acceptance Deposit and sign and return a copy of the School's Parent Contract by the deadline set out in the offer letter.
- If the parents wish to cancel their acceptance of a place, they must provide at least one full term's written notice or pay one term's fees in lieu of notice. Please see the Parent Contract for further details.

18. Final Decision

The final decision regarding admission rests with the Headteacher and Principal. There is no right of appeal.

Publication and Review History

- **Policy owner:** Proprietor / Governing Body
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