



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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1. 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 **both external applicants** and **applicants from Dukes Education schools**, within a single, unified framework. Where processes differ, these are clearly identified by pathway.

Kneller Hall School is an independent, co-educational day school providing education from Reception to Sixth Form. The School is committed to delivering a broad, balanced and ambitious curriculum within a supportive and inclusive environment. The Senior School has capacity for up to six forms of entry in each of Years 7-11. Published figures relating to year-group capacity are indicative only and do not constitute a guarantee of places.

The School seeks to achieve a balanced and diverse intake. Admission decisions are made on an individual basis and are never determined solely by gender or by any other protected characteristic.

2. Aims of the Admissions Process

The admissions process aims to:

- Be fair, transparent and clearly communicated to applicants and families
 - Support the School's ethos, values and educational objectives
 - Promote equality of opportunity and comply with relevant legislation, including the Equality Act 2010
 - Ensure that pupils admitted are able to access and benefit from the curriculum and pastoral provision
 - Facilitate appropriate progression for pupils from Dukes Education schools, subject in all cases to suitability and the availability of places
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3. Regulatory Compliance Statement

This policy is published in accordance with **Part 6 of the Education (Independent School Standards) Regulations 2014**, with particular reference to **Paragraph 32 (Admissions)**. The School confirms that:

- Admission arrangements are clear, fair and applied consistently
- Decisions are made in accordance with published criteria and on an individual basis
- The School does not discriminate against pupils on the grounds of a protected characteristic
- Accurate admissions records are maintained
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This policy is reviewed regularly by the School's proprietors to ensure ongoing compliance with statutory and regulatory requirements and ISI guidance.

4. 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 Dukes Education prep or senior schools

Unless expressly stated otherwise, the same policies relating to SEND, EAL, equal treatment, oversubscription, scholarships, bursaries, cancellations, disclosure, and decision-making apply to both pathways.

5. Entry Points and General Criteria (All Applicants)

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

5.1 Reception (Age 4)

Admission to Reception is non-selective.

- Places are offered subject to availability and the order of completed registration
- Parents must declare any known medical, developmental or educational needs at the point of 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

5.2 Year 3 (7+)

- Applicants attend a taster or assessment day involving age-appropriate activities in literacy, numeracy, reasoning 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

5.3 Acceptance of Places (Kneller Hall Junior School)

- Registration is completed online and accompanied by a non-refundable registration fee
 - Offers are made in writing and are to be accepted by the stated deadline
 - A deposit is required to secure a place and is refundable when the pupil leaves the School, subject to deduction of any outstanding charges
 - The first term's fees are payable in advance, in accordance with the Parent Contract
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6. Senior School Entry: Year 7 (11+)

6.1 Pathway A: External Applicants

- Registration is completed online and accompanied by a non-refundable registration fee
- Applicants sit entrance assessments in English and Mathematics
- Pupils meeting the required standard may be invited to a second-stage 'Beyond the Classroom' activity
- 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, with acceptances required by the stated deadline

6.2 Pathway B: Dukes Education Applicants

Assured Progression

Pupils attending Dukes Education prep schools may benefit from assured consideration for progression to Dukes Education senior schools. Progression is not automatic and remains subject to suitability, space availability and the School's ability to meet the pupil's needs.

Kneller-Assured Pathway

- Families may apply for a Kneller-assured place up to two years in advance
 - External 11+ entrance examinations are not normally required
 - Academic attainment, progress and pastoral development are monitored throughout the prep years
 - Registration is required; the registration fee is waived for Kneller Hall Kneller Hall Junior School pupils
 - 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
 - Acceptances are required by the stated deadline
 - A deposit is payable on acceptance; where applicable, existing Dukes Education deposits may be transferred
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7. Year 9 Entry (13+)

Applications from both external and Dukes Education pupils are considered.

- Applicants complete baseline academic assessments
 - A meeting is held to discuss suitability for the GCSE curriculum and subject options
 - Where appropriate, offers may be made in advance of entry
 - Scholarships may be available and are awarded subject to additional assessment
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8. Sixth Form Entry (16+)

8.1 Internal Applicants (Kneller Hall School (Senior))

- 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
- Progression to the Sixth Form is not automatic

8.2 External and Other Dukes Education Applicants

- Registration is required and subject to a non-refundable registration fee
 - 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
 - A deposit is required upon acceptance
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9. 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 Dukes Education applicants, but this does not guarantee the offer of a place
 - Decisions take account of class size, cohort balance and the applicant's ability to integrate successfully
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10. Oversubscription

Where applications exceed the number of available places, priority is normally given in the following order:

1. Siblings of current pupils
 2. Pupils attending Dukes Education prep schools
 3. Children of permanent members of staff, subject to published qualifying criteria
 4. Order of completed registration
 5. Other applicants, taking into account suitability and cohort balance
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11. Special Educational Needs and Disabilities (SEND)

Kneller Hall School welcomes applications from pupils with SEND and seeks to make reasonable adjustments where possible.

- All known needs must be fully disclosed at the point of application
 - Professional reports are normally required and should be recent: dated within 2 years of entry point assessment
 - An offer of a place is conditional upon the School being satisfied that it can reasonably meet the pupil's needs
 - For pupils who wish to join from Year 3 onwards with a SEN diagnosis, the admissions board will consider recommendations from the School's SENDCOs to determine whether an offer can be made or a review is necessary prior to transitioning through the school
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12. 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
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13. Equal Treatment

Kneller Hall School is committed to fostering an inclusive, respectful and fair environment for all pupils and families.

- The School does not discriminate on the grounds of any protected characteristic, in accordance with the Equality Act 2010
- 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.

14. Sibling Discount

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.

15. Scholarships

Scholarships may be awarded at specific entry points, including 11+, 13+ and 16+, in academic, creative, performing arts and sporting disciplines. Awards are made on merit, are subject to assessment and are reviewed annually.

16. Bursaries

Means-tested bursaries may be available. Awards are subject to financial assessment, annual review and the School's bursary policy.

17. International applicants

Kneller Hall School is a day school. For UKVI Child Student visa the student must:

Be aged 4-18

Have a UK-based parent, or

Suitable accommodation and guardian arrangements

Have an unconditional offer

Receive a CAS from the school

Families must ensure visa eligibility.

18. Cancellation and Withdrawal of a Place

- Deposits are non-refundable if a place is cancelled, unless the cancellation is made within 14 days of the initial acceptance
 - Any parent wishing to withdraw their child once offered a place or when the child is on the school's register must provide a full term's notice to the principal in writing and complete a Withdrawal form. Additional fee liabilities may apply depending on the timing of withdrawal, in accordance with the Parent Contract.
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19. Disclosure of Information

Parents must disclose any information that may reasonably affect a pupil's application, performance in assessments, or ability to meet the School's requirements. Failure to disclose relevant information may result in the withdrawal of an offer or, in serious cases, the termination of a pupil's place.

20. 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
- **Date first published:** May 2026
- **Effective from:** 1 September 2026
- **Last reviewed:** June 2026
- **Next scheduled review:** Autumn Term 2027, or earlier if required by changes to legislation or regulatory guidance