



Admissions Policy

Introduction

Kensington Wade ('the School') is an independent bilingual prep school for girls and boys from 3 – 11 years of age. The School is selective at all entry points.

The School accepts children from all backgrounds and a wide range of academic abilities. No applicant will be treated less favourably during the admissions process on the grounds of any of the protected characteristics listed in the Equality Act 2010.

The Equality Act 2010 defines these as disability, gender reassignment, race, religion or belief, gender and sexual orientation. All transactions and relationships are established with full honesty, transparency, courtesy and respect for individual rights. The School has due regard for the SEND Code of practice 0 to 25 years 11 June 2014 updated 11 June 2014 and will comply with its obligations under the Equality Act 2010. This means it recognizes the requirement to encourage respect for other people, and not to discriminate against pupils with particular regard to the protected characteristics under the Equality Act 2010.

The total numbers of pupils in the School will become a determining factor in admissions in that, without significant expansion of the existing facilities, the School roll can only grow to reasonable limits.

Aims

Kensington Wade is a mainstream preparatory school preparing its pupils for bilingual English and Mandarin and successful transfer at age 11 to local day and boarding schools anywhere in the world.

Our overriding aim is to ensure that every pupil who joins is capable of accessing the full breadth and depth of the curriculum, both academic and extra-curricular; this forms the basis of our Admissions Policy. While the primary focus is academic, and language acquisition overall we ensure that every child who is educated at the School, has a happy and successful time. The School aims to unlock their talents whether previously discovered or not, stretching and challenging pupils in the process.

The School is committed to equal opportunity and seeks to apply its admissions policy fairly and sensitively to all applicants.

This policy can be made in larger print or more accessible format if required.

Special Educational Needs and Disability

The School facilities for pupils with significant learning needs and/or disabilities are currently limited.

The School is situated on a multi-level site with very limited disabled access. This may mean that some with serious mobility problems find it difficult to access all parts of the School site. The School's Accessibility Plan considers ways in which accessibility to and around the School site can be improved

for those with a disability and will do all that is reasonable to comply with the Equality Act 2010 . The School will do all that is reasonable to ensure the application procedure (and any information about the School) is accessible for disabled applicants and will make such reasonable adjustments as necessary.

Parents must inform the School when submitting the registration form of any special circumstances relating to their child which may affect their child's ability to fully participate in the education provided by the School. The School may request further information, such as a medical certificate and/or a current Educational Psychologist's report that the School considers necessary to make a fair assessment.

The School will consider, where appropriate, whether the child may benefit from a personal learning assistant to work on a one to one basis with a child, to enable them to access the School's curriculum and educational provision. This may attract an additional cost to be fully covered by the parents, subject always to the School complying with its obligations under the Equality Act 2010.

If, after reasonable adjustments have been considered, the School is unable to adequately cater for the needs of those children with disabilities and/or special educational needs, parents will be informed why an offer of a place will not be made.

Condition of Admission

It is a condition of admission to the School that:

- Any conditions of entry to the School are fulfilled;
- The School receives payment of an acceptance deposit as detailed below;
- The applicant is of appropriate age and maturity;
- The School can adequately cater for and meet the needs of the applicant;
- Full transparency is detailed in a medical questionnaire to aid the school in caring for the child/children;
- A full and honest report from the child's current school or nursery.

Admission to the School is at the Head's discretion.

Priority for Admission

The School welcomes applications from all families regardless of their faith or religion (including no religion or faith).

Visa Admissions

For students applying to Kensington Wade requiring the school to support a visa application, please contact the Head of Admissions prior to making the application.

Policy Linkage

Please also refer to the following policies available on Kensington Wade website or via the Admissions Office:

- Equal Opportunities Policy
- Accessibility Policy

Admissions Procedure

In order to register an interest in a place at the School, parents must complete an application form accompanied by payment of a registration fee (not applicable to those in receipt of EYFS funding due to Government regulations), which is non-refundable, regardless of whether or not a child is offered a place. Parents may register an interest in a place at any time, including prior to any visit to the School. Registration does not constitute an offer or guarantee of a place.

Parents are offered a tour of the school during the day, term-time and meet the Head. Such a visit may or may not include the child, according to parental wishes. It is at this stage that any professional reports which impact the child's emotional, physical or educational profile must be disclosed to help the School assess the child's needs and any adjustments that may be needed to accommodate the child on the taster day. Following a tour, parents are invited to complete a registration form if they haven't done already.

Parents usually follow up their initial meeting by arranging a taster session for their child. The child will join the appropriate year group class and follow the normal routine timetable for that time. Assessments will be administered as appropriate. This is not necessarily a selective examination but helps the School determine whether the School is, in fact, the appropriate setting for the child. As stated previously, registration is required before any taster session together with the payment of a registration fee if applicable.

Parents are requested to provide the School with current or recent School Reports, any norm-referenced standardised assessment results where applicable, a report from the current school Head, and any relevant professional references. In the case of applications for Nursery and Reception, a visit to the current Nursery/education setting is made where possible.

An offer of a place at the School will be made to those applicants and their families who, after careful consideration, the Head considers are most likely to benefit from

- what we offer;
- who appear to match the ethos and standards of the School;
- whose personal qualities suggest they have the potential to contribute sufficiently to the School community and benefit from the many opportunities that are offered here;
- the School's educational and extra-curricular provision;
- School's ability to adequately meet the child's needs in all aspects of their development;

Additionally, an offer of a place is conditional on whether it is felt that families fully support the ethos of the school. The final decision is supported with a report from the child's current school or nursery and who also by the Head considering of parents will follow the Parental & Pupil Code of Conduct.

All pupils are continually monitored to ensure that the School continues to provide an educational provision suitable for the Pupil. Regular parent / teacher meetings ensure prompt discussion of any concerns and where the suitability of the educational provision for the Pupil is in question, Parents will be made aware openly and promptly so that an action plan can be put in place to remedy the situation or a more suitable provision found.

Where an offer of a place is made, parents may accept the offer by completing and signing an acceptance form and paying an acceptance deposit. The deposit must be paid either two terms or one term before the child is due to start at the School, whichever is sooner.

The terms and conditions of the Parent Contract will be enclosed with the acceptance form. Joining literature will also be sent to parents with the terms and conditions and the first invoice in the term before the child joins the school.

It is assumed that, if the Pupil satisfies the relevant criteria at the time, he / she will progress through the School and will ultimately complete Year 6. The Parents will usually be consulted before the end of the Spring Term if there appears to be any reason why the Pupil may be refused a place in the next year

at the School.

Unless the Pupil will be leaving at the end of Year 6, the Parents must give a Term's Notice in writing (i.e. before the start of the Autumn, Spring or Summer Term) in accordance with the terms and conditions if they do not intend the Pupil to proceed to the next term/year of the School, or a Term's Fees in Lieu of Notice will be payable.

Last updated: September 2026

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