



KING WILLIAM'S COLLEGE

---

# **King William's College & The Buchan School**

## **Admissions Policy**

Issue date: 06/24

Review Date: 06/25

Kara Clague (Head of External Relations)

# King William's College and The Buchan School

## Admissions Policy

King William's College is a co-educational independent boarding and day school for pupils from ages 11 to 18, with up to 400 students. The Buchan School has approximately 160 day students between the age of four and 11 and The Buchan Nursery is for children from the age of two to four. 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 King William's College and/or The Buchan School. We hold Open Days in May and October, which give a general introduction to the School and Nursery, and Open Events and Induction Sessions for Pre-Prep 1 (Reception) and Lower Fourth (Year 7) are held throughout the year. Details are published on our website. We are also very happy to welcome prospective parents and their children during the school day. We organise taster days, which can include boarding, throughout the year. Please contact the School's External Relations Office on +44 (0)1624 820110 or email [admissions@kwc.im](mailto:admissions@kwc.im) to arrange a visit.

### 1. The Entry Procedure

- 1.1 King William's College and The Buchan School ('the School') give consideration to all applications and to any reasonable adjustments that would be required to enable a pupil with Special Educational Needs and Disabilities (SEND) to access the curriculum.
- 1.2 The School'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. Means-tested Bursaries are available and may also be offered to Scholarship and Award holders.
- 1.3 The School is committed to equal treatment for all, regardless of a candidate's sex, race, ethnicity, religion, disability, sexual orientation or social background.
- 1.4 Prospective parents are requested to contact the External Relations Office, based at King William's College, to discuss the applicant's educational requirements. An information pack, containing the Application Form, Acceptance Form, Medical Questionnaire, Prospectus and information regarding fees, term dates, open events, Scholarships, Bursaries and the Assisted Places Scheme, will then be sent.
- 1.5 For entry into King William's College and The Buchan School a completed Application Form and current school reports must be forwarded before a visit or taster day can be arranged. Overseas applicants should also provide a personal written statement. For a taster day to be arranged, a Medical Questionnaire must be submitted. Please note failure to provide complete and correct information regarding an applicant's application may delay admission to school or result in withdrawal of their place.
- 1.6 The completed forms, which are available on the website, along with a non-refundable Registration Fee of £100, a copy of the prospective entrant's passport and birth certificate, and a copy of parents' passports, should be forwarded to the External Relations Office. This will ensure the applicant's name is included in the provisional entry lists. We would recommend early registration where possible.

### 2. The Buchan Nursery

- 2.1 The Buchan Nursery is an integral part of the school. Children can be admitted from the age of two and applications can be made by contacting The Buchan Nursery on +44 (0)1624 820497 or [thebuchannursery@kwc.im](mailto:thebuchannursery@kwc.im). The school's reduction and bursary schemes do not apply at The Buchan Nursery.
- 2.2 For entry into The Buchan Nursery a completed Registration Form must be forwarded before a place can be confirmed.
- 2.3 Once a place is confirmed the non-refundable Registration Fee of £100, refundable deposit of £300, Medical Questionnaire, Joining Forms and a copy of the entrant's passport and birth certificate, and a copy of parents' passports, should be forwarded to The Buchan Nursery.
- 2.4 Prior to the entrant's start date a settling-in session can be arranged by contacting The Buchan Nursery +44 (0)1624 820497.

### **3. Preparatory School (The Buchan School)**

- 3.1 The firm offer of a place follows receipt of the Application Form, a satisfactory report and a meeting and tour of the School with the Buchan Head. Taster days are mandatory to children pre-entry to the Buchan, as part of the induction procedure. A full report from the Head of a prospective entrant's current school is required for all pupils.

### **4. Senior School (King William's College)**

- 4.1 It is usual for students to move from The Buchan School to King William's College. In all other cases a full report from the Head of a prospective entrant's school is required. A visit to the College will then be arranged. Parents and pupils will meet the Principal, receive a guided tour of College by current students and get a true feel for life at the School. If it is impractical to visit, an online interview with the Principal will be arranged.
- 4.2 For international entry to the Sixth Form to study the International Baccalaureate Diploma, a short test may be taken by applicants on the day of the visit or remotely.
- 4.3 The formal offer of a place, if applicable, follows very shortly after. At this point, we ask that further information is provided, including medical details.

### **5. Visa Applications**

- 5.1 Pupils looking to join King William's College from countries outside of the UK will require a Visa. Please contact the External Relations Office for further details and guidance for student applications for a Child Student Visa.
- 5.2 Parents who live outside Europe are asked to arrange for a guardian resident in the British Isles for their child. The guardian must have full authority to act for the parents if necessary. Parents who experience difficulty over this are asked to contact the External Relations Office.

### **6. Agents**

- 6.1 If you are an Educational Agent and would like to represent King William's College, please contact our External Relations Office for more information.

### **7. Special Needs**

- 7.1 The School does not discriminate in any way regarding entry. The School welcomes pupils with special educational needs, providing that our Learning Support Department can offer them the support that they require. We welcome pupils with disabilities provided that our site can accommodate them.
- 7.2 We ask parents of children with special educational needs or physical or mental disabilities to discuss their child's requirements with the School on enquiry, so that the School can make adequate provision for them. Parents should provide a copy of an educational psychologist's report or a medical report if they have one.
- 7.3 Prospective applicants with known SEND meet with the Head of Learning Support at the initial visit. At this stage the Head of Learning Support makes an assessment of the reasonable adjustments that may be required. Additional advice may be sought from other relevant health professionals.
- 7.4 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.

### **8. Lower Fourth (Year 7) Academic Scholarships & Awards**

#### **8.1 Purpose of Scholarships**

- 8.1.1 Our Scholarships and Awards are honorary and designed to reward excellence and to celebrate exceptional talent. Parents are asked to indicate on the Application Form whether they wish to apply for a Scholarship or Award. Details of the arrangements will be sent to all who express an interest.

- 8.1.2 We encourage parents of Scholars and Award Holders, who anticipate that they will experience difficulty in meeting the balance of the tuition fees, to apply at the same time for one of the School's means-tested Bursaries described in this policy, when they register their child.

## 8.2 Academic Scholarships

- 8.2.1 The exam for Lower Fourth Academic Scholarships is held in January of the year of entry and consists of papers in English and Mathematics. No special preparation is required and past papers are not available. Candidates are also required to attend an interview. Candidates must be over 11 years of age and under 12 years of age on the 1st September of the year of entry.
- 8.2.2 Each Scholarship is held from 1st September of the year of entry until the Scholar leaves the College, provided the pupil's work and conduct continue to be of the highest standard.

## 9. Drama, Music and Sports Awards

- 9.1 Drama, Music and Sports Awards are available to pupils joining the College in the Lower Fourth and are awarded at the same time as the Academic Scholarships.
- 9.2 Candidates for a **Drama Award** will be invited to an audition. The audition will include the performance of a prepared monologue of their choice as well as group improvisations. Candidates will also attend an interview.
- 9.2.1 Each award is held from 1st September of the year of entry until the pupil leaves the College, provided that the pupil continues to make a significant contribution to Drama at the School. The Award holder will be expected to choose Drama as one of their IGCSE options.
- 9.3 Candidates for a **Music Award** will be invited to an audition. Candidates must offer at least one instrument, although singing may be offered as an alternative. Candidates will be expected to play a piece of their own choice and take part in aural tests. They will also attend an interview.
- 9.3.1 Each Award is held from 1st September of the year of entry until the pupil leaves the College, provided that the pupil continues to study Music at a high level and makes a significant contribution to the musical life of the School. The Award holder will be entitled to free tuition in one musical instrument and be expected to choose Music as one of their IGCSE options.
- 9.4 Candidates for a **Sports Award** will be invited to a practical assessment. They will be expected to demonstrate a high level of proficiency in at least two of the major sports played at the College and they will take part in a number of practical tests. Candidates will also attend an interview.
- 9.4.1 Each Award is held from 1st September of the year of entry until the pupil leaves the College, provided that the pupil continues to make a significant contribution to the sporting life of the School. The Award holder will be expected to choose Physical Education as one of their IGCSE options.

## 10. Sibling Policy

Most siblings join us at King William's College and The Buchan School. The rate of the discount is not determined by the order in which children join the school, but by their age; younger siblings will receive a 10% award while there is an older sibling in attendance at either King William's College or The Buchan School.

## 11. Children of Clergy Policy

- 11.1 A reduction of one third of the fee for boarders and one half of the fee for day pupils is allowed to children of clergy holding a benefice or Bishop's licence and residing in the Isle of Man. There is a similar arrangement for children of Methodist Ministers.

## 12. Services Policy

- 12.1 A reduction of 10% is allowed for serving members of the Armed Forces of the Crown. Unlike other fee remissions, this reduction is also applied to the boarding fee.

### **13. Bursaries**

- 13.1 Bursary requests are considered on a confidential case-by-case basis and are normally limited to tuition fees.
- 13.2 Bursaries are available throughout the year groups and all candidates must be registered with the School before they can apply.
- 13.3 Applications are means-tested and reviewed annually and focus on the financial circumstances of the family. We have finite and limited resources so we want to concentrate support towards those in most need.

### **14. Fluency in English**

- 14.1 To meet the academic and social requirements of King William's College, students must understand and speak English to an appropriate level. Candidates will be assessed to determine their English proficiency upon application, through an online or in-person interview with the Principal. Where required, individual tuition in English for Speakers of Other Languages (ESOL) can be arranged at the parent's expense.

### **15. Religious Beliefs**

- 15.1 At King William's College and The Buchan School, we warmly welcome students of all faiths and backgrounds. While we have a Christian foundation with an Anglican character, we embrace diversity and do not select students based on religious belief. All students join in our Chapel services and assemblies, which are integral to our community spirit. Our kitchens are also happy to cater to any special dietary needs, ensuring everyone feels at home and well taken care of.

### **16. Deposit and Fees**

- 16.1 A deposit is payable to secure a place at The Buchan School or King William's College at the time that an offer is made. Deposits are £1,000 for day pupils and £1,500 for full boarding pupils. The deposit is refundable after the pupil has left the School and this is subject to completion of at least one full term.
- 16.2 Details of current fees and reductions are also to be found on the website ([www.kwc.im](http://www.kwc.im)). The boarding fee includes laundry, linen and full board. The tuition fee includes the cost of books and lunch.
- 16.3 Fees for each term are due for payment by the beginning of that term. The Governors reserve the right to impose an interest charge if an account is not paid by the date it is due.
- 16.4 The Governors reserve the right to impose a surcharge on the fees for one term in any academic year if circumstances compel them to do so.
- 16.5 Extra amounts are charged for various items such as music or drama tuition, CCF, technology supplies beyond basic provisions and certain extra-curricular activities, such as sailing and off-Island trips. A list of all additional charges is provided on joining and annually thereafter.

### **17. Medical Treatment**

- 17.1 If special medical treatment is required every effort will be made to obtain the prior consent of the parent or guardian. If this is impossible in the time available the Principal or Housemaster/Housemistress, acting in loco parentis, is authorised to give valid consent (including that for anaesthetic or operation) as may be recommended by the College Doctor or Noble's Hospital. Day pupils are liable to medical examination by the College Doctor if in the opinion of the Principal this appears to be necessary.
- 17.2 The College Doctor has a right to give a pupil's parents or guardian, the Principal or Housemaster/Housemistress, any confidential information about a pupil if he/she considers that it is in the pupil's own interest or necessary for the well-being of the School community that he/she should do so.

**17.3** Parents are expected to complete the Medical Questionnaire sent prior to entry to the School. This is a condition of any offer of a place at the School.

## **18. Course of Instruction**

**18.1** The Principal will determine the particular course of instruction of each pupil, having regard to his or her ability, attainments and destined career. In certain cases extra tuition is allowed for which a charge is made.

## **19. School's Contractual Terms and Conditions**

**19.1** Copies are on the School's website and will be made available to parents as part of the admissions process.

## **20. Department of Education, Sport and Culture Notification**

**20.1** It is a legal requirement, under the Education Act 2001 Section 24A (1) for all parents or guardians of children, in the age range of four to 16 years old, who live in the Isle of Man and who are being educated independently, to register this with the Department of Education, Sport and Culture. The relevant Registration Form that needs to be completed on an annual basis is available to download from the Department's website. The link is: <https://www.gov.im/education-otherwise>

## **21. Complaints**

**21.1** The School hopes that parents and pupils do not have any complaints about the School's admissions process, but a copy of the School's Complaints Policy is available on the website.