

The King's School
Canterbury



V A T T A N A C V I L L E

Admission Policy and Procedures

Reviewed: May 2024

Review Frequency: 2 years

Next Review: May 2026

Governor sign off: Yes/No

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General Statement:

The King’s School, Vattanacville is a private international school and accommodates approximately 340 students for our City Campus from Early Years (from age 2) to Year 8 (Age 13). Pupils are admitted to The King’s School having satisfied the school’s academic entry requirements. It is the school’s policy to apply these criteria to all pupils and prospective pupils regardless of any disability and regardless of their race, religion, gender, sexual orientation, or social background.

The aim of this policy is to:

- Ensure the admission procedures are transparent, reliable, and fair.
- The accepted pupils must meet the school's admission requirements and selection criteria.
- Explain how to apply for a place at the school.
- Set out the school’s arrangements for allocating places to the pupils who apply.

Sample of age entry



STUDENT AGE FOR YEAR ENTRY 2024-2025

Month	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
AGE	13	12	11	10	9	8	7	6	5	4	3	2
January		Year 8	Year 7	Year 6	Year 5	Year 4	Year 3	Year 2	Year 1	Reception	Nursery	Pre-Nursery
February		Year 8	Year 7	Year 6	Year 5	Year 4	Year 3	Year 2	Year 1	Reception	Nursery	Pre-Nursery
March		Year 8	Year 7	Year 6	Year 5	Year 4	Year 3	Year 2	Year 1	Reception	Nursery	Pre-Nursery
April		Year 8	Year 7	Year 6	Year 5	Year 4	Year 3	Year 2	Year 1	Reception	Nursery	Pre-Nursery
May		Year 8	Year 7	Year 6	Year 5	Year 4	Year 3	Year 2	Year 1	Reception	Nursery	Pre-Nursery
June		Year 8	Year 7	Year 6	Year 5	Year 4	Year 3	Year 2	Year 1	Reception	Nursery	Pre-Nursery
July		Year 8	Year 7	Year 6	Year 5	Year 4	Year 3	Year 2	Year 1	Reception	Nursery	Pre-Nursery
August		Year 8	Year 7	Year 6	Year 5	Year 4	Year 3	Year 2	Year 1	Reception	Nursery	Pre-Nursery
September	Year 8	Year 7	Year 6	Year 5	Year 4	Year 3	Year 2	Year 1	Reception	Nursery	Pre-Nursery	
October	Year 8	Year 7	Year 6	Year 5	Year 4	Year 3	Year 2	Year 1	Reception	Nursery	Pre-Nursery	
November	Year 8	Year 7	Year 6	Year 5	Year 4	Year 3	Year 2	Year 1	Reception	Nursery	Pre-Nursery	
December	Year 8	Year 7	Year 6	Year 5	Year 4	Year 3	Year 2	Year 1	Reception	Nursery	Pre-Nursery	

Admission Procedures:

Prospective parents are advised to submit the inquiries form/book a tour via our school website or they could give us a ring for an appointment with the Admissions Department to facilitate entry to the School. Prospective parents are highly encouraged to visit the school to meet our Principal, key teachers and the Admissions staff to establish a clear view of our mission, vision, and values and our internationally recognized, cutting-edge curricula, as well as to see our superb facilities. For safeguarding reasons, we encourage parents to book an appointment with us to arrange a tour and/or testing as appropriate although if a parent/student turns up on spec we will endeavor to accommodate them.

There are steps in admission process:

1. Step 1: Submission of interest (Inquiries/Campus Tour)/Call for appointment
2. Step 2: Pre-Application/Assessment Application
3. Step 3: Assessment, interview
4. Step 4: Offer or Rejection of place
5. Step 5: Payment of Enrollment fee

1. Submission of interest (Inquiries/Campus Tour)/Call for appointment: Once the admission team receives the form for a Campus Tour, they will arrange a tour to suit prospective parents/students during normal school working hours 8am until 4.30m. We are happy to welcome prospective parents and their children. Booking is available on the school website: www.kingsvattanacville.com, by Email: admission@tksv.edu.kh; or by Phone: +855 23 963 380; Telegram: 015 63 22 66

2. Pre-Application/Assessment Applications: this is for scheduling the assessment, it could be done either online through the school website or by paper, immediately after the tour/inquiries session). To be confirmed by Admissions Team to the parents, after the application is received and confirmation from the assessor.

3. Assessments & Interview:

The assessments are provided according to the pupil's application and his/her age verification with our school age-guided policy. The assessment will be scheduled at an agreed time between parents and the Admissions Team.

Early Years Assessment: Pre-Nursery, Nursery and Reception (Ages 2-5)

Pre-nursery and Nursery Assessment: the student will be assessed by the Head of Early Years, Early Year Teachers, and our Head of Individualised Learning and SEN. The parents will also be invited for interviews regarding the student, ensuring the student is ready for an international school setting. We retain some flexibility with age grouping for this stage dependent on to the capability and readiness of the student. In class trials of 1 or 2 mornings might be suggested if the child doesn't cooperate during the assessment in order to give a clear view of how the student socializes and interacts with their peers and teacher.

Application to Pre-nursery: the pupil for this year group will be accepted for part time first allowing the teacher/Head of Early Years can recommend a full day based upon toilet training and more border level of independence.

Reception assessment: the student will be required to do a paper-based test (Phonic and numeracy skills) which is designed by the school plus an interview with the test facilitator, Head of Early Years, or Principal.

Prep and Senior Assessment: Year 1- Year 8 (Age 5-13)

Application for Year 1 and 2 will be assessed with the school paper-based assessment which takes around 45 to 60 minutes, including the interview.

Applications for Year 3 up to Year 8 will be assessed through our online admission assessment and interview. The online assessment is conducted through GL Assessment system- CAT4. The tests could be completed digitally (PC or Tablet) or on paper. Paper will only be used if an internet issue arises.

The assessment by CAT4 has 4 categories, each of which will take approximately 45 minutes:

- Verbal Reasoning: thinking with words.
- Quantitative Reasoning: thinking with numbers.
- Non-verbal Reasoning: thinking with shapes.
- Spatial Ability: thinking with shape and space.

From Year 1 up, parents should submit their latest report and a recommendation letter from their current school (the documents can be admitted on the day of the Pre-Application or any day up to and including the assessment day).

Successful Selection Criteria:

- Meet King's School's assessments selection criteria by passing the admission test/assessment.
- Previous school's report card and positive recommendation letter needed to be submitted and reviewed by the Principal/section head before admitting to enrollment (for year 1 up)

4. Acceptance/Rejection Confirmation

If the student successfully passes the admission selection process, an Offer Letter signed by the Principal will be sent to the parent. In some special cases of acceptance, there will be other compulsory requirements, that have to be agreed before admission. This could include a level of one-to-one support or specialist intervention paid for by an additional fee to the parents.

If the pupil doesn't meet the admission selection criteria, there will be a letter of rejection explaining why the child didn't meet the criteria. The pupil is welcome to re-apply for another assessment after five months.

4.1 Enrollment

To proceed with your child's enrollment, the Admissions Team will send the package of enrollment forms, and other required documents:

- A copy of child's birth certificate/passport
- A copy of parent's ID/passport
- Recent photo of the student (4*6) in electronic copy.
- Recent photo of the parents (4*6) in electronic copy.
- Recent photo of pick-up nanny/driver with photo (**only 1 nanny/driver allowed for drop off/pick up. If there is going to be a different person besides the parent or registered nanny, the parent should inform the school in advance of the change.**)

- Students pick up authorization form for the nanny/driver with parent's signature. [Nanny & Driver Consent Form.docx](#)
- Current school latest report
- Recommendation letter from the previous school (applicable from Year 1 up)
- Any SEN/Educational Psychologist/Health reports as appropriate.

4.2 Waiting List

New enrollments will remain open as long as the spots are available; however, if there is no spot available for the year level that the pupil applied for, then they will be placed on the Waiting List. Our Admissions Team will keep the parent/guardian informed regarding the position on our Waiting List. Waiting list management and priority will be reflective of the following criteria when the place is offered to the waiting listees.

- Sibling status (if there is already another sibling enrolled with TKS)
- Date of application
- Admission Test results with high performance

TKSV Admission Summary Flow:

Submission of Interest (Inquiries/Campus Tour):

Parents submit Inquiry Form/Campus Tour via the school website, or they could give us a ring for booking inquiries session/ campus tour. The inquiries session could be done via email or phone and anytime during admission working hours, while campus tour has to be booked and confirmed back by admission team.



Pre-application/Assessment application:

After touring the campus/learning about the school, if they'd like to have their child assessed with our specialists, the parent/guardian should submit the Pre-Application/Assessment Application to Admissions Department. The Admissions Team will confirm the schedule to the parent within 24 hours of receiving their application.



Assessments and interview:

The prospective student will sit down for assessments on the scheduled date, and to ensure the right assessment is given to the student, the team will always double check on our Age Group Entry Policy. Completing all the assessments, the student will sit for an interview with the specialist. But if the specialist observes that the candidate struggles or needs extra support, another specialist SENCO will be involved in helping with the assessment. If needed, a further assessment with SEN will be scheduled.



Reviewing the Assessment Results:

The Principal will make the final decision on the recommendation of the Admissions Team, having reviewed the results of the assessment and collected feedback from the assessment specialist. For Year 1 up, there should be a prior report and letter of recommendation from their previous school to King's School.



Confirming the assessment results:

After the assessment is finalized and the result is ready, the Admissions Team will issue the letter (Offer/Reject) to the parent via email or by phone call, informing the results. Confirmation of results will be done no later than 2 working days after the assessment.



Accepting the offer:

If the parent accepts the offer, the Admissions Team will share the enrollment forms and other required documents to the parent, who must proceed with the enrollment within 5 working days. Failure to do so is likely to lead to the offer of a place being withdrawn.

Summary Chart of Assessments

Year Group	In Class Assessment	Computer-based test	Written Test	Applicant Interview	Parent Interview
Pre-Nursery	Yes	No	No	No	Yes
Nursery	Yes	No	No	No	Yes
Reception	No	No	Yes	Yes	Yes
Year 1	No	No	Yes	Yes	Yes
Year 2	No	Yes	No	Yes	Yes
Year 3 and above	No	Yes	No	Yes	Yes

** Further in class assessments/trials applicable to Reception and above only happen when the test invigilator/Principal suggest doing so for more explicit and accurate decisions and recommendations.