



ADMISSIONS POLICY

Kelvinside Academy is a co-educational, independent school in the West of Scotland, for pupils between the ages of 3 and 18. The School comprises 3 stages: Nursery (N1 and N2), the Junior School (J1 – J6) and the Senior School (Senior Prep – Senior 6). Although it is selective, the School caters for a wide range of abilities and educational needs.

We offer an enriching and supportive environment, which empowers our pupils to achieve their potential academically, at the same time as developing into confident and well-rounded individuals.

The purpose of the Admissions Policy is to ensure that the admissions process is consistent and fair to all applicants. The Rector has overall responsibility for admissions and the operation of this policy. The selection criteria and interview procedures are reviewed from time to time and adjusted as appropriate. The Admissions Policy is regularly monitored and reviewed and may be subject to change.

Open events

Our Open Events take place in the Autumn and Spring terms. Our main Open Day is usually held in September or October; details of this and several Open Mornings are publicised on the School's website. Families will be given a tour of the School by senior pupils. However, families are welcome to contact the Admissions Manager at any time to arrange a visit.

Application for entry

- An application for entry may be made on behalf of any young person of school age or pre-school age.
- Every application for entry to the School will be given the same and equal consideration regardless of the circumstances of the applicant or the applicant's family.
- Applications are accepted for every year of school from Nursery to Senior 6, although entry to S4 is unlikely due to the curriculum requirements at that stage.
- If applications are received after scheduled annual assessments have taken place, and spaces are available, candidates can still be assessed at other times in the year. These will take place by individual arrangement.
- No entrance assessment may be undertaken before a completed application form has been received accompanied by the £60 application fee for UK passport holders or £150 application fee for those pupils who do not hold a UK passport.
- Information on the application form is used (i) to assist in processing the application as smoothly as possible; (ii) to provide the School with information to help inform its decision; (iii) to alert the School to any circumstance(s) on which it may need to offer additional advice to the applicant; and (iv) to allow the School to gather broad statistical data, which is used to track trends and inform the marketing strategy.

Individual details are never released to any third party and all details of every application are kept entirely confidential.

- It is important that parents/guardians are open and honest when completing the application form. Any support for learning requirements, pastoral support and/or previous behavioural incidents are declared and detailed on the form. Any place offer made may be withdrawn if this information is not declared at time of application and is only uncovered by the school later.

Bursaries

- Kelvinside Academy has a Bursary fund to enable pupils to attend the school who might not otherwise be able to do so.
- Full details of Bursary Awards can be found in the school's Bursary Awards Policy which can be found on the school website.
- Bursaries are only available to applicants for SP-S6.
- Applicants who wish to apply for a Bursary should submit their application at the same time as submitting their application for a place. Bursary applications may not be submitted before an application for a place has been received.
- All Bursary awards are means-tested, depending on financial need, reviewed annually and may vary from year to year. The continuation of a Bursary is also dependent on satisfactory standards of academic achievement and behaviour.
- Please note that parents with one child whose joint annual income is in excess of the maximum household income threshold of £75,000 are unlikely to be successful.
- The Bursary Fund is limited. When the number of applications is greater than the funds available, awards will be determined by the candidate's performance in the Entrance Assessments, school report and interview.

School Assessment

- For entry in August, assessments are usually held in the preceding January. In certain circumstances alternative arrangements for assessment will be considered.
- For J1 and J2 candidates each child will undergo an informal visit and taster session.
- Existing Kelvinside Academy Nursery pupils will receive ongoing assessment by key workers and Head of Nursery to ensure that they are ready to make the transition to J1. Securing a place in Nursery 1 or Nursery 2 does not automatically guarantee a place in J1.
- For J3 – S6 candidates the Entrance Assessments comprise CAT4 online tests. In addition, the School reserves the right to carry out any and all additional testing it may think necessary in order to make the correct decision regarding an applicant.
- For SP – S6 candidates, in addition to a CAT4 test, the assessment will also include an interview and consideration of previous exam results, school reports and school reference(s). The School reserves the right to carry out any and all additional testing it may think necessary in order to make the correct decision regarding an applicant.
- Entrance Assessment guidelines will be sent to all applicants prior to the assessment day.
- The School will contact the candidate's current school and ask them to provide a school report and/or reference for the candidate. Information given in the report and reference will be considered by the School in assessing whether the applicant is to be offered a place.
- If the applicant has any additional learning needs, or any medical condition, mental health condition or disability, parents **must** notify the School in writing prior to Assessment Day and provide a copy of all reports prepared by an Educational Psychologist (or other professional report), where available. The School can then

determine whether special conditions are required for the applicant in the assessments.

- The School will make reasonable adjustments on the day of the assessment to accommodate any additional learning needs or disabilities so that the applicant is not disadvantaged during the assessment process.
- The relationship between Accessibility and Admissions is dealt with in greater detail in Section 6 of the School's Accessibility Policy.

Criteria for entry

- Kelvinside Academy considers a number of factors when offering a place.
- Candidates are assessed on the basis of their performance in our Entrance Assessment, interview and a satisfactory reference and/or report received from their current school/nursery. For J2 and J3, information will be sought on academic progress and behaviour. For J4 – S6, information will be sought on academic progress, behaviour and aptitude in extra-curricular activities.
- Candidates for J1-J6, will meet the Head of Junior School. Senior Prep – Senior 6 candidates will be interviewed by the Rector, Academic Deputy or Deputy Rector.
- Parents should disclose in full, at the time of application or before enrolment, any health difficulties, or specific learning needs, or any other problem of which the School should be aware. Parents must also detail any behavioural or discipline issues that have occurred at the candidate's current school in the past. The information should be included in the application form. The School reserves the right to request further information from relevant professionals.
- The School must be confident that it is able to meet the educational and other relevant needs of the applicant for a place to be offered.
- There must be a place available for the applicant.
- Should the School be over-subscribed at any age group, performance in all aspects of the assessment process (as detailed above) will be taken into account.

The selection process

- If an applicant satisfies the Criteria for Entry, they will be offered a place at Kelvinside Academy. However, there are some circumstances in which a place may not be immediately available: (i) where the number of successful applicants exceeds the number of places available; (ii) where an application is made late in the year, and all available places have been allocated; and (iii) no bursary funding is available.
- Applicants will be notified of the decision as soon as possible and within no more than four weeks of the assessment date. If, through exceptional circumstances, this deadline cannot be met, the School will inform applicants within four weeks of the assessment date of when a decision is likely to be made.
- All applications receive full consideration prior to reaching a decision. Once a decision has been reached, it should be regarded as final.
- If the number of successful applicants exceeds places available, performance in the entrance assessment, as well as the interview and information supplied in the form of reports and school references will be the prime criteria in allocating places.
- If there are no places immediately available, a successful applicant will be offered a place on a waiting list.
- The results of the entrance assessment will be valid for one year. If a vacancy does not arise during this period, the applicant will be required to re-sit the assessment before entry to the School can be granted.
- Acceptance of a place on a waiting list does not commit the applicant to acceptance of a place once one becomes available.

Taster Days

Due to the level of input required by admissions and teaching staff to organise a taster day in school, a taster day can only be offered to prospective pupils who are in receipt of a firm offer of a place from the school. Occasionally, the school may determine that a taster day is required in order to fully assess whether an applicant's learning requirements can be met by the school. Taster Days cannot be offered to any pupil requesting a bursary, as this would offer an unfair advantage to that pupil within the bursary process.

Nursery Assessment, Criteria and Selection

- All Nursery applicants will undergo an informal visit and readiness assessment.
- If the applicant has any additional learning needs, or any medical condition or disability, parents **must** notify the School in writing prior to the Assessment and provide a copy of all reports prepared by an Educational Psychologist (or other professional report), where available. The School can then determine whether special conditions are required for the applicant in the assessments.
- The School will make reasonable adjustments on the day of the assessment to accommodate any additional learning needs or disabilities so that the applicant is not disadvantaged during the assessment process.
- The relationship between Accessibility and Admissions is dealt with in greater detail in Section 6 of the School's Accessibility Policy.
- The Nursery is the first point of entry to School so, where places in Nursery 1 and Nursery 2 are oversubscribed, available places will be offered first to those pupils whose parents have committed to transitioning their child to Junior 1 at Kelvinside Academy. Thereafter available places will be offered to siblings of pupils already in the Kelvinside Academy nursery and then on an application date basis.
- Existing Kelvinside Academy Nursery pupils will receive ongoing assessment by key workers and Head of Nursery to ensure that they are ready to make the transition to J1. Securing a place in Nursery 1 or Nursery 2 does not automatically guarantee a place in J1. Should the Head of Junior School and Head of Nursery determine that Kelvinside Academy cannot adequately meet the Learning Needs of a Nursery pupil wishing to transition to J1, no place would be offered.
- **Important Deferred Entry Information** – following a revision to the Glasgow City Council Deferred Entry Process in August 2021, Kelvinside Academy cannot guarantee any pupil a 3rd year placement in Nursery. Where a child has their 5th birthday between the first day of term in August and the last day of February the following year, and the parent chooses to defer their child from starting school, there will be no guarantee of a continued place in Nursery 2 at Kelvinside Academy. If a parent wishes to defer their child from starting school, then notification of these intentions must be given in writing to the Head of Nursery by December 1 of the preceding year of normal school start.
- **Late Start Places** – in order to maximise the number of pupils moving from the Nursery into Kelvinside Academy Junior 1, there will be up to two full-time places ring-fenced for Spring Term applicants committed to transitioning to the School. These places will not be made available to those on the waiting list for Nursery 1 or existing Nursery 2 deferrals.

Offer letters and acceptance of a place

- Letters to families to notify place decisions will be issued by Kelvinside Academy usually in early February, the exact timing of which will coincide with a 'place offers date' agreed with other independent schools in Glasgow. Parental Agreements will be included for those candidates being offered places.

- Acceptance of places and waiting list places is required, in writing or by email, no later than fourteen days after offers have been issued.
- Those candidates offered waiting list places will be contacted as soon as a place becomes available.
- A place is only deemed to have been accepted after all the required Parental Agreement digital paperwork is received by the Admissions Manager. Verbal or email confirmation is not sufficient.
- If a place is not accepted within two weeks of the date of the offer, or by the deadline otherwise agreed with the School, the School may deem the offer of a place to have been declined and withdraw the offer (and any associated bursary support) without further notification.
- Places are offered on the understanding that parents respect the aims and ethos of the School as laid out in the Parents' Handbook.
- Once a place has been accepted by digitally signing the Parental Agreement, the person responsible for paying the tuition fees for the applicant will enter into a legal contract with the School and will be required to follow the usual processes for withdrawal. **A term's fees in lieu of notice would be due even if such withdrawal occurs before the applicant commences their education with the School.**
- Any queries regarding the Admissions Process should be directed to the Director of Admission and Communications: kerry.bottomley@kelvinside.org.

Kerry Bottomley

Director of Admissions and Communications

Reviewed: February 2026