Admissions Policy

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KING'S COLLEGE SCHOOL
PANAMA

An inspired School

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Introduction

King's College School Panama is a member of *Inspired*'s group of co-educational, non-denominational, independent schools designed to inspire students to achieve their maximum potential in a nurturing, progressive academic environment from ages 2 to 18.

King's College Panama offers places to children based on a judgement about whether a child will thrive in our educational environment. Thus, the later stage in a child's school career when an application is made, the more likely it is that there will be a requirement for existing proficiency in spoken and written English.

Children may be admitted to any year group provided that there is space, though entry into either Year 11 or Year 13 needs to be approached with caution since these years are the second phases of two-year courses.

For the purposes of Year Group entry, applicants' ages are calculated according to British custom, with a 31st August birthday watershed. The Headteacher is able to apply discretion in cases where applicants apply from a different education system or country. In these cases the year group on entry may be considered sequentially according to their previous education system. The absolute cut off for 'Young Learners' (those students born between 1st September and 30th November who are therefore, between 1 and 3 months younger than their peers) is November 30th as required by MEDUCA law.

In exceptional circumstances, an applicant may have fallen behind in his/her education due to illness, time spent abroad, etc. In such a case, the School may offer a place in a year lower than the applicant's age would normally imply. This may also be the case for students born in July and August and are therefore, the youngest in their year group. Parents may request for their child to be placed in the Year Group below that indicated by the UK system for their age. Likewise in exceptional circumstances, the School may also offer an applicant a place a year ahead of his/her chronological age group if it is deemed by the Head to be in the pupil's best interests to do so. Parents or guardians will be consulted before such an offer is made, but the decision as to the appropriate year for the applicant, taking into account all the relevant circumstances, is a matter for the Head, whose decision is final.

This policy and its procedures have been authorised by the King's Group Board and Inspired. The Board and Inspired delegate authority to the Heads of the schools to identify applicants whose academic and other abilities appear to match the ethos and standards of the schools, and whose personal qualities suggest that they have the potential to contribute sufficiently to the school community and benefit from the many opportunities that are offered.

This policy is for guidance and will be adapted by the school from time to time as circumstances require.

Most sections of this policy apply to King's College, Panama School. The section covering procedures vary slightly between schools.

Policy and procedures for King's College, Panama (KCSP)

Throughout the admissions procedure KCSP policy is to ensure the best interests of the pupil educationally. To this end:

- All prospective pupils must undergo a selection process which varies according to their age (see information below on the different sections within the college).
- Following this selection process, admission to the school requires the approval of the Head of Section (Primary or Secondary) and ultimately the Head of King's College Panama.
- Once an application is in process King's College Panama may contact the child's current school for a confidential reference.
- The school reserves the right to refuse admission to candidates whom it considers will not benefit from the educational programme offered by KCSP.
- When allocating places the Head may at his/her discretion also take the following into account (in no particular order):
    - ➢ academic performance and potential
    - ➢ pupil's ability to offer excellence within a particular facet of the school's extracurricular programme
    - ➢ pupils with brothers or sisters in the school
    - ➢ children with one or both English speaking parents
    - ➢ children from families who are relocating to Panama
    - ➢ children of former King's College School pupils
    - ➢ pupils at other King's Group/Inspired schools.

However, children's admission to the school is subject to the selection process for the appropriate age group and the availability of places in the appropriate year group.

Foundation Stage and Key Stage 1 (Nursery – Year 2)

Entrance to the Early Years Department and Key Stage 1 requires an interview with the parents and the child. Where this is not possible or where appropriate, reports from previous schools or Pre-Nursery should be presented.

If it is felt that the child is not progressing adequately even by the time he/she is in Reception, parents may be asked to find alternative schooling for their child at the end of the Foundation Stage.

Pupils with no prior knowledge of English may be accepted into Nursery and Reception classes and initially are not required to have any extra language support.

Pupils for Years 1 and 2 with no prior knowledge of English can only be accepted if agreed provision is made for an English as an Additional Language Programme (EAL) and parents should expect to be liable for any incurred costs. The duration of the EAL course will be decided by the school.

Pupils are not required to have previous knowledge of Spanish.

Primary School Key Stage 2 (Year 3- Year 6)

Entrance to Key Stage 2 requires submission of previous school reports and a confidential reference form completed by an educator from the student's current school. In addition, students are required to complete a CAT4 baseline assessment, which may be administered at their current school for pupils attending international schools abroad.

Pupils with no/little prior knowledge of English must agree to a programme of EAL as recommended by the school and parents should expect to be liable for the incurred costs. The duration of the EAL course will be decided by the school.

New pupils are not required to have any previous knowledge of Spanish. Pupils joining the school with a low level or no prior knowledge of the language may receive Spanish as an Additional Language (SAL) classes.

Secondary School (Years 7 - 10)

Admission to the Secondary Department requires the submission of previous school reports and a writing sample. In addition, applicants must complete a CAT4 baseline assessment, which may be administered at their current school for pupils attending international schools abroad.

The reports must show consistently favourable progress academically, behaviourally and in terms of effort.

Confidential references are normally requested from the pupil's current school to provide information regarding their academic progress and behaviour. In addition, the pupil and their family are required to attend an interview online or on campus with our Head of Secondary.

All pupils applying for entry to the Secondary School should preferably have a good level of English and have attended a UK or a British international school. Pupils with little prior knowledge of English must agree to a programme of EAL as recommended by the school and 4 parents should expect to be liable for the incurred costs. The duration of the EAL course will be decided by the school.

All the students regardless the nationality must follow the Panamanian (MEDUCA) program in Spanish (Lengua) in primary and Spanish (Lengua), Panamanian History, Geography (Ciencias Sociales) and Civics (Civica) in Secondary. The school makes provision for new pupils entering the Secondary Department with no prior knowledge of Spanish by including additional Spanish as a Second Language classes on the time-table.

Year 11

Pupils applying for admission to Year 11 must preferably have studied the first year of the (I) GCSE course (Year 10) in the British system the year prior to their entry to King's College. The (I)GCSE examination boards in their current school must coincide with the examination boards used at King's College.

Pupils would also be required to take entrance tests and where appropriate a CAT4 assessment, which may be administered at their current school for pupils attending international schools abroad.

Confidential references are normally requested from the pupil's current school to provide information regarding their academic progress and behaviour. In addition, the pupil and their family are required to attend an interview online or on campus with our Head of Secondary.

Copies of school reports for the previous two years must also be presented. The reports must show consistently favourable progress academically, behaviourally and in terms of effort.

Pupils entering Year 11 may be restricted in their option choices by the size of the existing groups.

Secondary School - 6th Form (Year 12 – Year 13)

All students are usually required to complete a CAT4 assessment, and attend an interview with a senior member of staff before being admitted to the 6th Form.

IBDP is open enrollment if a student is continuing from the previous year. All students are enrolled in the full diploma programme and if needs arise then course options are investigated.

Pupils from the British system wishing to enter Year 12 are required to have a minimum of 5 passes at (I) GCSE (including Mathematics and English as a first language), with a grade C/5 or above, normally including an A/7 or B/6 grade in the subjects to commence the International Baccalaureate Diploma Programme (IBDP).

Pupils from other international systems wishing to join Year 12 may be required to take entry exams based on (I)GCSE standards for Year 11.

Copies of school reports for the previous two years must also be presented. The reports must show consistently favourable progress academically, behaviourally and in terms of effort.

Confidential references may be sought from the pupil's current school regarding their academic record, behaviour and payment of fees.

The school may admit pupils into Year 13 provided that they have a proven academic level and their subject choices and examination boards coincide with the programme offered by King's College.

Returning Pupils

Pupils who leave King's College Panama for any reason will not be automatically accepted if they wish to return. Pupils who wish to return after a year should re-apply and follow the normal Admissions procedure for their age group.

If a parent plans to withdraw their child from KCP for an entire academic year (for example, to complete Year 8 at an English boarding preparatory school), the school can only consider readmission upon receipt of any new school reports and/or examination results obtained during the period away from KCP. Please note that readmission is also subject to space availability.

Transfers between King's College/Inspired Schools

Transfers between other King's College schools are subject to place availability. Early transfer requests for younger siblings are neither automatic nor guaranteed.

All transfers are subject to the pupil reaching a specific minimum academic and behavioural performance in their current year group.

Equal Treatment

All candidates for admission will be treated equally, irrespective of their or their parents', race, sexual orientation, religion or belief, pregnancy or maternity, gender reassignment or any disability. Candidates will also be treated equally in respect of their parents' age, gender or marital or civil partnership status.

Confirmation of Places

All admissions to King's College Panama are considered by the school's Admissions Panel, which comprises a member of the Senior Leadership Team (Head of School, Head of Primary or Secondary) and the Head of Admissions. This meeting takes place upon the Head of Admissions' request as and when necessary.

The School will be in a position to offer or reject an application once all the above steps in the admissions process have been satisfactorily completed.

If KCP has not received the confirmation payment by the date stated on the offer letter, a place can no longer be guaranteed.

Register of Admissions

The register of admissions is held securely in electronic form by the Head of Admissions. Paper copies of admissions documentation are also kept securely.

Admissions documentation for candidates who are not admitted to the school is kept for 6 months and then destroyed. Personal data relating to applicants and their families will be retained in accordance with the School's Data Retention Policy, applicable Panamanian data protection legislation and any legitimate legal or operational requirements.

Inclusion and Special Educational Needs

Parents of a child who has any special educational needs must provide the Head of Admissions with full written details (including a copy of all reports prepared by an Educational Psychologist and/or other appropriate specialist where available) when registering for admission.

This information is required so that, in the case of any child with particular needs, the School can assess those needs and endeavour to make sure that facilities can be provided adequately for those needs throughout the admissions process.

The School will consult with parents and their medical advisers about the adjustments which can reasonably be made for the child, subject to the School's Accessibility Plan and usual routines and budget constraints, both during the admission process and later as a pupil.

Where the School agrees to support the provision of additional services, such as the use of extra staff or auxiliary aids, parents or guardians will be charged for these at a level that reasonably reflects the cost to the school of providing the service or facility.

Payment of Fees

For entry into KCSP, once a place has been offered, parents are required to confirm the reservation by making the corresponding payment as set out below:

- Nursery: A non-returnable admission fee and a registration fee (deducted from first term's fee).
- All other year groups: A non-returnable admission fee per pupil - Discounts for siblings are also available*.

*Please refer to our Fee Schedule for further information.

A pupil cannot start at the school until King's College Accounts Department has received the confirmation payment.

Documentation required on application for a place

An application for a place in the school may be made by completing and returning the official application form available on the website.

Parents must provide the following documents before their child commences his/her education at the school:

- A signed copy of the Application form with the school's terms and conditions by which they agree to abide by the school regulations.
- Copies of valid passports (Parents and student)
- SEN and allergies form completed and signed
- Photograph of the student
- Up-to-date vaccinations register or a letter of good health from a certified doctor
- Student Birth Certificate
- School Reports of all previous education
- Confidential reference form from the last school attended (Year 2 onwards)
- Letter from the finance department of the last school attended (when applicable)
- A signed copy of the Inspired Parent Code of Conduct - see Appendix 1

Appendix 1 - Inspired Education Group Parent Code of Conduct

Commitment to working with parents

We are proud at Inspired schools to have excellent relationships, based on shared beliefs and common goals, between students, staff and parents – this partnership is key to the success of our schools and ensuring students can continue to flourish in a positive and supportive environment.

We encourage and welcome parents' full participation in the life of our schools, as part of a mutually supportive community that embodies the ethos and values of the school, in the best interests of the students; we are committed to listening to parental feedback to support our schools in being the very best they can be - this code of conduct clarifies our expectations of this relationship.

The school's philosophy and values should be considered as being shared by all members of the community, including parents, and hence parents are expected to uphold these values in all of their interactions with the school and its community.

Every member of our community deserves to be treated with respect, dignity, and tolerance; they are also cornerstones of the Inspired philosophy. We demand it of all our students and expect all adults, including parents, to abide by these standards and set a good example in their own speech and behaviour.

Communicating with school

We understand that there will be occasions when parents and guardians wish to raise concerns or complaints – we ask parents to share these with school leadership through the appropriate channels and/or following the school's complaints policy, so these can be quickly resolved for the best interests of our students.

We expect behaviour and communications between parents and school to be always respectful and mindful of the modelling of best behaviours we expect of our students, whether at school events, in person, on the telephone or online.

In the event of disagreements between school staff and parents, these should not be worked through in sight of the parent's children or, indeed, any other students in the school. We believe that when home and school can present a shared opinion or decision to children/students, this is ultimately beneficial as part of the student's learning and development process.

We expect parents to follow and uphold all procedures outlined in the school's published policies.

Behaviour and communication that is unacceptable

We will always do all we can to facilitate communication with parents that is consistent with the above principles in resolving the concern or the complaint, but we will not tolerate communication or behaviour we consider disrespectful, abusive or threatening.

Behaviours that we consider to be unacceptable include, but are not limited to:

- Communication or behaviour that is disrespectful, offensive, aggressive, abusive, defamatory, threatening, harassing, bullying or otherwise considered unacceptable, whether this is at school events, in person, on the telephone, by email or on social media.
- Behaviour or communications that breach school policies, safety or procedures.
- Disruptive behaviour including offensive language or displays of anger which interferes or threatens to interfere with the normal, daily operation of the school.
- Inappropriate posting of libellous, defamatory, malicious or threatening messages on emails and on traditional and social media about the school or individuals connected with it, including creating or joining private groups or chats that victimise or harass an individual connected with the school or the school in general, or potentially damage the school's reputation.

Consequences of breaching parent code of conduct.

Where behaviours are displayed by parents that breach the parent code of conduct, the school will attempt to facilitate more effective lines of communication, investigate, and seek to resolve these issues.

Where that is not possible, the school reserves the right to take any actions to ensure that members of the school community are not subject to abuse. Actions the school can take are, but not limited to include:

- request for a meeting to resolve the issue.
- issue a warning regarding the behaviour and how that breaches this code.
- withdraw the right to be on school premises or at school events.
- give notice to parents that the enrolment contract with their child/ren has been rescinded and an alternative school will need to be found.

Policy Review

Reviewed by Robert Pett, Head of School (August 2026) & Rebekah Lentz (August 2026)
Next Review: August 2027