



KING'S COLLEGE SCHOOL
MURCIA

Admissions Policy

King's College School Murcia (*KCM*) is a member of the Inspired Education 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 18 months to 18 years.

King's College School Murcia offers places to children based on a judgment 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 phase of two-year courses.

For the purposes of entry applicants' ages are calculated according to Spanish custom, with a 1st January birthday watershed. In cases where applicants apply from a different education system or country, the year group on entry will be considered sequentially according to their previous education system.

In exceptional circumstances, an applicant may have fallen behind in his/her education due to illness, time spent abroad, etc. In such a case, KCM may offer a place in a year lower than the applicant's age would normally imply. Likewise, in exceptional circumstances, KCM 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 Inspired Board. The Board delegates authority to the Head of the school to identify applicants whose academic and other abilities appear to match the ethos and standards of the school, 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 KCM from time to time as circumstances require. Most sections of this policy apply to King's College School Murcia. The sections covering procedures vary slightly between schools.

King's College School, Murcia

Calle Pez Volador s/n, Urbanización La Torre Golf Resort, 30709 Roldán, Murcia
T: (+34) 968 032 500 | E: murcia.info@kings.education | W: www.murcia.kingscollegeschools.org

An **inspired** school



KING'S COLLEGE SCHOOL
MURCIA

Procedures

Throughout the admissions procedure, KCM policy is to ensure the best interests of the pupil are served 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 school*).
- 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 School Murcia.
- Once an application is in process, King's College School Murcia 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 KCM.
- When allocating places, the Head may at his/her discretion, also take the following into account (*in no particular order*):
 - a) academic performance and potential
 - c) pupils with brothers or sisters in the school
 - d) children from families who are relocating to Spain
 - f) children of former King's College pupils
 - g) pupils at other 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 (Pre-Nursery to Year 2)

Entrance to the Foundation Stage 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 nursery schools 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 Pre-Nursery to 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 an 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.

King's College School, Murcia

Calle Pez Volador s/n, Urbanización La Torre Golf Resort, 30709 Roldán, Murcia
T: (+34) 968 032 500 | E: murcia.info@kings.education | W: www.murcia.kingscollegeschools.org

An **inspired** school



KING'S COLLEGE SCHOOL
MURCIA

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

Entrance to Key Stage 2 requires school reports from previous years. Applicants into Year 3 will be assessed by the Head of Primary, for entrance to Years 4 to 6 a CAT4 baseline assessment and a written English exam, which may take place in their current school for pupils from 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 a Second Language (ELE) classes.

Secondary Department (Year 7 to Year 10)

Entrance to the Secondary Department requires school reports from previous years and a CAT4 baseline assessment and a written English exam, which may take place in their current school for pupils from international schools abroad.

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

Confidential references are normally sought from the pupil's current school regarding their academic record and behaviour.

All pupils applying for entry to the Secondary Department 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 parents should expect to be liable for the incurred costs. The duration of the EAL course will be decided by the school.

All Spanish nationals are required to follow a programme of Validation Studies (*Spanish Language and Humanities*) set out by the Spanish Ministry of Education. 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 timetable.

King's College School, Murcia

Calle Pez Volador s/n, Urbanización La Torre Golf Resort, 30709 Roldán, Murcia
T: (+34) 968 032 500 | E: murcia.info@kings.education | W: www.murcia.kingscollegeschools.org

An **inspired** school



KING'S COLLEGE SCHOOL
MURCIA

Additional Requirements KS4 Year 11:

Pupils applying for admission to Year 11 to study a complete set of GCSEs must 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 School Murcia. The (I) GCSE examinations boards in their current school must coincide with the examination boards used at KCM.

Pupils entering Year 11 may be restricted in their option choices by the timetable already implemented for the (I)GCSE program.

Applicants will be required to provide school reports from previous years as well as take a CAT4 baseline assessment and a written English exam, which may take place in their current school for pupils from international schools abroad. Applicants must also attend an interview, which can be arranged virtually.

The reports must show consistently favourable progress academically, behaviourally and in terms of application to their studies.

Confidential references can be sought from the pupil's current school regarding their academic record and behaviour.

Secondary Department - Sixth Form (Year 12 to Year 13)

All students are usually required to attend an interview with a senior member of staff before being admitted to the Sixth Form.

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 grade 5 or above, normally including a 9/8 or 7 grade in subjects to be taken at GCE A level. (I)GCSE grades at 9 or 8 are usually required for the study of Mathematics and Science A level subjects.

Pupils applying from alternative education systems must sit a CAT4 baseline assessment and attend an interview. These assessments can be arranged virtually.

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 application to their studies.

King's College School, Murcia

Calle Pez Volador s/n, Urbanización La Torre Golf Resort, 30709 Roldán, Murcia
T: (+34) 968 032 500 | E: murcia.info@kings.education | W: www.murcia.kingscollegeschools.org

An **inspired** school



KING'S COLLEGE SCHOOL
MURCIA

Confidential references can be sought from the pupil's current school regarding their academic record and behaviour.

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 School Murcia.

Entry to Year 13 is reviewed on a case by case basis. Results of year 12 end of year examinations and other reports and references from the current school would be sought.

Returning Pupils

Pupils who leave King's College School Murcia 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 remove their child from King's College School Murcia for a whole academic year (*e.g. to spend Year 8 in an English boarding preparatory school*), then the school can only guarantee readmission via the payment of a holding fee of €1.000 per term.

Transfers between King's College 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.

King's College School, Murcia

Calle Pez Volador s/n, Urbanización La Torre Golf Resort, 30709 Roldán, Murcia
T: (+34) 968 032 500 | E: murcia.info@kings.education | W: www.murcia.kingscollegeschools.org

King's College Murcia S.L. Domicilio Social: Avenida Pío XII 92, 28036, Madrid. Registro Mercantil de Madrid:
Tomo 32414 Folio 191 Sección 8 Hoja M-583457 Inscripción 1. NIF B-87050134 VAT ESB87050134

An **inspired** school



KING'S COLLEGE SCHOOL
MURCIA

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 Murcia are considered by the school's Admissions Panel, which comprises a member of the Senior Leadership Team (*Head, Head of Primary or Secondary*) and the Head of Admissions. This meeting takes place upon the Head of Admissions' request as and when necessary.

King's College School Murcia 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 KCM 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. Names and contact details of all parents who seek admission to the school are kept. Data is stored in accordance GDPR (*General Data Protection Regulation (EU) 2016/679*) with effect on or before 25th May 2018.

King's College School, Murcia

Calle Pez Volador s/n, Urbanización La Torre Golf Resort, 30709 Roldán, Murcia
T: (+34) 968 032 500 | E: murcia.info@kings.education | W: www.murcia.kingscollegeschools.org

King's College Murcia S.L. Domicilio Social: Avenida Pío XII 92, 28036, Madrid. Registro Mercantil de Madrid:
Tomo 32414 Folio 191 Sección 8 Hoja M-583457 Inscripción 1. NIF B-87050134 VAT ESB87050134

An **inspired** school



KING'S COLLEGE SCHOOL
MURCIA

Disability and Special Educational Needs

King's College School Murcia has limited facilities for the disabled but will do all that is reasonable to comply with its legal and moral responsibilities under Spanish law.

Parents of a child who has any disability or 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.

King's College School Murcia will consult with parents and their medical advisers about the adjustments which can reasonably be made for the child, subject to the advice of the health and safety officer and usual routines and budget constraints, both during the admission process and later as a pupil.

Where KCM 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 KCM, once a place has been offered, parents are required to confirm the reservation by making the corresponding payment as set out below:

- From Nursery upwards: A non-returnable admission fee of €1400 per pupil and a refundable deposit of €600.
- For Pre-Nursery: First monthly installment paid in advance (*enrolment fee and deposit payable to secure re-enrolment in Nursery*). 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.

King's College School, Murcia

Calle Pez Volador s/n, Urbanización La Torre Golf Resort, 30709 Roldán, Murcia
T: (+34) 968 032 500 | E: murcia.info@kings.education | W: www.murcia.kingscollegeschools.org

An **inspired** school



KING'S COLLEGE SCHOOL
MURCIA

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 or from the School Office.

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

- The KCM's Terms and Conditions by which parents agree to abide by the school regulations, are accepted on completion of the online application form.
- A scanned copy of either the birth certificate, the "Libro de Familia", identity card or passport.
- A scanned copy of both parents ID documents.
- A scanned passport size photograph.
- A scanned copy of the completed school medical form indicating any specific illness and/or disability (*the medical form is provided by the school admissions department*) and immunisation records.
- Scanned copies of certificates from previous schools attended, if any.
- Scanned copies of school reports for the previous years (where appropriate).

Created and Reviewed by:	Policy Category:
Dawn Akyurek May 2022	Whole School
Approved by:	Reviewed by:
Elena Benito - Inspired CEO of Spain 17th November 2025	Dawn Akyurek / Roksana Heller / Gabriel Cristian Sosa Pons October 2025
Next Review:	August 2026

King's College School, Murcia

Calle Pez Volador s/n, Urbanización La Torre Golf Resort, 30709 Roldán, Murcia
T: (+34) 968 032 500 | E: murcia.info@kings.education | W: www.murcia.kingscollegeschools.org

An **inspired** school