



THE KING'S School

PO Box 28, Stn Milner, Langley BC Canada V2Y 0W9

Street Address: 21783 76B Avenue, Langley BC V2Y 2S5

Telephone: (604) 888-0969 Fax: (604) 888-0977 Email: school@tkc.com

K-12 ADMISSIONS POLICY

The King's School, in partnership with the family, is dedicated to developing young people in their faith formation, Biblical worldview, and academic progress so they are deeply motivated to know the Triune God (Father, Son, and Holy Spirit), show his attributes, and delight in doing so. To achieve this together, families admitted to the school must demonstrate support for the school's Mission, Vision, Core Values and community standards. Please see our [website](#) to see our full description.

Admissions Procedure

Step 1 - Apply

1. Read through this entire document, in particular our *General Policies* in relation to Admissions.
2. Review our Mission and Vision as described on our website: www.thekingsschool.org
3. Fill in the [Application Form](#) and submit it to the office. Applications can be emailed to school@thekingsschool.org or submitted in person. Please include the following:
 - a. A \$100 non-refundable application fee
 - b. Most recent report cards (not applicable for Kindergarten)
 - i. If a student is currently being homeschooled, please also include a copy of their report cards from when they last attended an in-person school
 - c. A copy of the student's birth certificate
 - d. A copy of the student's immunization records
 - e. A letter from the pastor/minister to confirm attendance at a local Christian church
 - i. Families not currently attending a church can still apply. Please state Christian/non-Christian on the application form where necessary.

Step 2 - Review

Applications will be reviewed once supporting documentation and application fees are submitted. We will look at our current availability, class size and composition, our capacity to support specific needs, and the family's commitment to the Christian faith. We prioritize acceptance of prospective families based on our "Admission Criteria" (see below under General Policies, Section 1).



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Families will be contacted to

- 1) let them know their application has been received,
- 2) discuss any questions we may have regarding the application,
- 3) request further or missing documentation,
- 4) inform families of their placement on a waitlist if no space is available, and/or
- 5) schedule a school tour.

Step 3 - School Tour

The purpose of a tour of TKS is for the family to learn about the school and our rich history, see our beautiful property, and explore if our school is the best place for their child. Similarly, we want to get to know each family to make sure it's a good fit; we're looking for families who will support and uphold our Mission and Vision while also ensuring that we can successfully meet each child's needs and see him/her flourish in our community.

School tours will be scheduled for families if a spot is available. Families on our waitlist can request a school tour but may not be granted one depending on the availability of our team.

For Kindergarten, we may offer an open house or schedule school tours for individual families. Parents could be contacted before or after the November 15th deadline for booking.

Step 4 - Letter of Acceptance

If the application and school tour has been completed, our Admissions team has determined the family is a good fit for TKS, and the current class has space and the appropriate composition, we will issue a Letter of Acceptance.

Step 5 - Confirmation and Deposit

After receiving a Letter of Acceptance, please pay a non-refundable deposit of \$250 to the school to secure your child's spot. This deposit will be applied as a payment towards the first month's tuition. Families who have not submitted their deposit will be placed on the waitlist and may lose their spot.



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General Policies

1. Admission Criteria
 - a. Applications to The King's School will be evaluated based on one or more of the following "Admission Criteria," provided deadlines are met:
 - i. Re-enrolling students of TKS
 - ii. Siblings of re-enrolling students at TKS
 - iii. Students coming from The King's Early Learning Centre
 - iv. Children of TKS alumni
 - v. Children of families attending a Christian church (pastoral letter required)
 - vi. Other applicants
2. The deadlines for submitting applications/re-registrations are as follows:
 - a. **Re-registration**
 - i. Students currently attending TKS need to re-register for the following school year by *the last Friday of January*. Failure to re-register and pay the deposit on time may result in losing our child's spot.
 - b. **Kindergarten**
 - i. Families applying for Kindergarten can submit their applications between *September 1st and November 15th* of the preceding school year.
 - c. **Other grades**
 - i. New families applying for grades 1-12 can apply at any time but should be aware that the majority of our grades have waitlists.
3. We are unable to consider applications submitted after deadlines in accordance with our Admissions criteria. For example, if a family that has children currently attending TKS misses the Kindergarten deadline, they may not receive a spot for their child in our class.
4. The amount of support we are able to provide for each child depends on class composition, staffing, and availability of resources. We will not accept students if we feel unable to provide an environment where they would receive adequate support for their needs. Each new student application is evaluated based on this criteria.
5. Students applying to The King's School whose parents reside outside of Canada and/or are not Canadian citizens or permanent residents need to apply as International Students.



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6. If the parents of the student applying for admission are not permanent residents of BC, the tuition fee will be adjusted. Tuition will increase based on the amount of government funding the school is ineligible to obtain.
7. It is the policy of The King's School that children must be 5 years old before December 31st of the year of enrolment in order to enter into Kindergarten. Exceptions may be granted by the Admissions team in some cases if the family is willing to pay the regular tuition fees plus the government grant amount. The student would also need to meet with our Kindergarten teacher to determine readiness for Kindergarten.