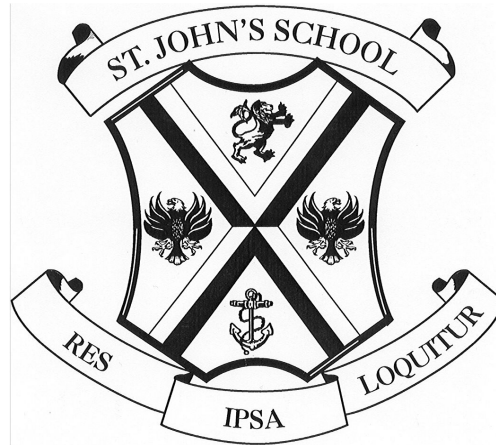


# St. John's Prep. & Senior School



## Policy for Admissions

Last annual review by leadership team	Last annual review by The Principal
November 2019	November, 2019.
Last annual review by external consultant	
November 2019	

## **ADMISSIONS POLICY**

### **Aims**

- To give children and parents as much information about St. John's and the education we provide as possible.
- To give each child a secure, happy and successful start to their education at our school, while causing minimal disruption to existing pupils.
- To begin a lasting partnership with parents.

### **Procedures – Early Years**

At St. John's Prep School children start school in the Pre-Prep Section once they turn 3 and in the September before their fifth birthday in Prep 1; the maximum admission number for each class is 20. At present, we have a two form entry.

When parents express an interest in our school, they are provided with a school prospectus and an application form. Parents are then invited to an interview with the headteacher and are able to look around the school on that day. If the parent wishes to continue with their application, the child is invited to spend a Saturday morning in either November or February at the school where they will be assessed both socially and academically.

As soon as possible after the assessment day, letters will be sent out offering places.

We place great emphasis on two elements of induction. Firstly, the provision for pre-school children on their initial visits to school needs to be sensitive and well-balanced. Secondly, we feel that there should be an adequate provision of information to parents explaining our induction programme, giving ample opportunity for questions to be asked and answered. Therefore, once admissions are confirmed, a teacher from our Reception Class and the Lower School Deputy Head, visit the family at home to introduce themselves and discuss their child's introduction to St. John's. Information is given about the school with particular emphasis placed on:

- Attendance
- Punctuality
- School uniform
- School rules and routines
- Partnership with parents.

## **Procedures – admission into other year groups**

Children are admitted in each year group up to a maximum of 40.

If a parent expresses an interest in applying to our school for a place for their child, they are provided with a copy of the school prospectus, and are asked to complete a personal information sheet for their child prior to admission.

If a parent wishes to continue with the application, the child is invited to the school for a short time for an assessment to establish their ability in Verbal Reasoning (Senior School only) Mathematics and English and, at the Prep School, to give them a chance to socialise and interact with their prospective peers.

Parents are then asked to make an appointment to see the headteacher in order to discuss their child's admission to the school, and to look round prior to the child being admitted. No children are admitted until personal contact has been made.

Parents of children already in schools in the area are asked to discuss a possible move with the headteacher of the school which their child is already attending. We do not encourage parents to move their children from a local school without good reason.

Once the child has been admitted, parents are asked to keep in close contact with the class teacher to ensure that their child's transition to a new school is a smooth one.

As soon as the child starts school the school registrar requests records from the previous school, which includes a comprehensive reference.

## **Equal treatment and special educational needs**

St John's aims to encourage applications from candidates who come from a diverse range of backgrounds. We welcome applicants from all backgrounds, irrespective of nationality, race, religion, gender, sexual orientation or disability.

The school will do all that is reasonable to comply with its legal and moral responsibilities under the Equality Act 2010, in order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the school can cater adequately. Parents should provide a copy of the child's educational psychologist's report and/or other relevant information such as medical reports if they have them. The School will discuss thoroughly with parents the adjustments that can be reasonably made for the child if he/she becomes a pupil at St John's.

## **Overseas applicants**

St John's welcomes applications from International students. When circumstances prevent an in-person interview from being conducted, we arrange Skype interviews with the Headmaster/Principal of each section. A visa will be required if the applicant does not hold a UK passport or one issued by another country in the EEA or Switzerland. St John's School is a Tier 4 Sponsor under the Tier 4 Points Based System and the School is therefore able to sponsor both Child and General Student applications. A Confirmation of Acceptance for

Studies (CAS) will only be issued once the Acceptance documents have been received and the deposit and registration fee has been paid.

### **Fluency in English**

In order to cope with the high academic and social demands at St John's, pupils must have a high level of English. For candidates applying for Year 12 entry, he/she is expected to hold a minimum of a CEFR B2 level qualification.

### **Complaints**

We hope that parents and students do not have any complaints about the School's admissions process but copies of the St John's complaints procedure can be found on our website and can be sent to parents on request.