



# Admissions policy

**Last updated by senior leaders**

June 2021

**Last reviewed by external  
consultant**

June 2021

**Next review due**

June 2022

St. John's Preparatory and Senior School is an independent, selective co-educational school.

Our admissions process outlined below applies equally to all pupils, regardless of their home address, and/or whether or not they have siblings currently attending St. John's.

### **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 19. At present, we have a two-form entry.

When parents express an interest in our school, they are provided with a school prospectus and are invited to complete and return the application form for admission. Upon receipt of a completed application form for admission, parents are then invited to an interview with the Headteacher and are able to look around the school on that day. Subsequently, if the parent wishes to continue with their application, they are asked to pay the registration fee. Upon receipt of the registration fee, the child is then invited to the school for an academic assessment and to spend some time in class with other pupils.

As soon as possible after the assessment, 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, uniform, rules and routines, and partnership with parents.

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

Children are admitted in each year group up to a maximum of 19 per class.

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 invited to complete and return the application form for admission.

Upon receipt of the application form for admission, the child is then invited to the school to sit an entrance test (Senior School) or for assessment (Prep School in-year admission) to establish their ability in Verbal Reasoning (Senior School only), Mathematics and English. Following a successful entrance test/assessment, parents and child are then invited to meet the Principal (Prep) or Headteacher (Senior) in order to discuss their child's admission to the school, and to look around prior to the child being offered a place. As soon as possible after the meeting, letters are sent out offering places.

Once a parent secures a place at the school for their child, a reference is requested from the previous school.

As soon as the child starts school the School Registrar also requests a Common Transfer File ('CTF') or paper profile (in the absence of a CTF) together with any child protection records from the previous school.

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.

### **Equal treatment and special educational needs and/or disabilities (SEND)**

St. John's aims to encourage applications from pupils who come from a diverse range of backgrounds. We welcome applicants from all backgrounds, irrespective of differences including any of the protected characteristics such as sex, nationality, race, religion, gender identity, 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 all relevant reports, such as (if applicable) the child's education, health and care plan (EHCP), educational psychologist's report and/or other relevant information such as medical reports. 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 online interviews with the Headmaster/Principal of each section. A visa will be required if the applicant does not hold a UK passport. St. John's School is a Student visa sponsor (previously known as 'Tier 4'). 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.