



## **ADMISSIONS POLICY**

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Responsible Person: Admissions Registrar

## **Admissions Policy**

### **1. Enquiries**

Although not part of the selection process, before submitting an application, parents are encouraged first to visit the School. There are a number of options:

- a. Attend one of our regular open events or small group tours,
- b. Arrange a meeting with the Headmaster, followed by a tour of the School, or
- c. Arrange an individual tour of the School conducted by a pupil, taking in a boarding or day house .

Open event dates are published on the School website. Children are most welcome to accompany their parents when visiting the School.

### **2. Equal Treatment**

The School encourages applications from candidates with as diverse a range of backgrounds as possible as this enriches our community and broadens the experience of pupils, better preparing them for today's world. Bursaries, as well as Albany Awards (100% fee remissions) are offered in order for as many as possible who meet the School's admission criteria (including children of the Anglican Clergy) to attend the School. Details are available from the School Bursary.

St John's School is committed to equal treatment for all, regardless of race, ethnicity, religion, sexual orientation or social background.

### **3. Admissions**

Each year the School currently offers approximately 80 places to boys and 40 places to girls wishing to enter the Fourth Form (Year 9) and approximately 40 places to girls and 10 to boys wishing to enter the Lower Sixth. Selection is made principally on assessment and/or interview (dependent on the point of entry) as well as a reference from the respective Head of the candidate's current school, which will take into consideration Common Entrance, Entry Assessment Test or GCSE predictions as well as the candidate's co-curricular strengths and potential contribution to the School community. All offers are made subject to Common Entrance, St John's own Entry Assessment or GCSE results.

Special allowances are made for those with Specific Learning Difficulties (such as Dyslexia) and a separate report will be requested from the SENCo of the candidate's current school. It is important that the School is made aware of any Specific Learning Difficulty and supporting evidence giving further details, such as an Educational Psychologist's report should be submitted well in advance of any assessment. Offers of places to those with Specific Learning Difficulties will, however, not be made if the School feels that it is unable to meet the specific needs of the pupil or that the presence of such pupils in class will be detrimental to the learning of other pupils.

On accepting a place at St John's, both parents (or those with parental responsibility) are asked to sign the Acceptance Form confirming that they accept the Terms and Conditions as stated in the Parent Contract.

#### **4. Entry at 13**

The process for application for entry to St John's at age 13 is as follows:

- a. A visit to the School, for example an appointment with the Headmaster, Open Evening or Morning when a pupil is in Year 5.
- b. Submit an Application Form together with the appropriate registration fee. The closing date for applications is 1 November, when a pupil is in Year 6.
- c. Registered pupils are invited to attend a pre-assessment session at the end of January, when a pupil is in Year 6. References will be requested from the Head of the candidate's current school after the closing date for applications has passed.
- d. Following the pre-assessment, conditional offers will be made with a closing date by which parents confirm whether they will accept the place. On acceptance, a £1,000 deposit (or £3,000 deposit for candidates living overseas at the time of application) is payable and parents are required to sign and agree to the School's Terms and Conditions as listed in the Parent Contract.
- e. Some candidates who are not offered a conditional place may be offered a waiting list place.
- f. Candidates who have accepted conditional places may apply, with the support of their current school, to sit for a scholarship when they are in Year 8. The Scholarships available are
- g. Academic, All-Rounder, Music, Art and Sport.

St John's complies with the HMC ruling on deposits in that a deposit can be refunded if parents no longer wish to take up a place, provided the School is informed in writing at least 20 months before the child is due to join the School.

Places are conditional on a pupil achieving the required level at Common Entrance or, for pupils who are not at schools that offer Common Entrance or are overseas, St John's own tests that are set by the School. Parents will be informed of this when the offer of a place is made. It is the parents' responsibility to inform the School of any changes in the pupil's education or change of school.

Waiting list places may be offered at any time up to when a candidate is eligible to join the School. The School will not be able to say when or indeed if, the waiting list will be accessed.

##### **4.1 Common Entrance**

Candidates who have accepted the offer of a place for Year 9 are required to take the ISEB Common Entrance Examination in the June prior to entry in September, unless they sit the Academic Scholarship Examination or are non-Prep School entrants (see below). Arrangements for sitting CE are made by the Head of the candidate's school. A place is conditional upon a candidate achieving 55% or more in Level 2 or the equivalent in Level 3 papers in all subjects. Level 1 is not accepted other than in Latin which is not a compulsory paper at Common Entrance at St John's. The Headmaster may consider

candidates who perform exceptionally well across the range of subjects for an Academic Scholarship.

Final confirmation of entry will be sent after the Common Entrance Examinations. If a candidate's performance in Common Entrance is unsatisfactory and the School is not able to confirm a place, the deposit will be refunded.

#### **4.2 Scholarship Examinations**

On the advice of the Head of the respective feeder school, candidates may, as an alternative to the Common Entrance, sit the Academic Scholarship Examinations. These take place on ISEB published dates (<http://www.iseb.co.uk/dates.htm>) in the February prior to a pupil joining the School and applications must be made formally by 15 December of when the candidate is in Year 8. Candidates will sit the examinations at St John's and must be under the age of 14 on 1 September of when they are due to join the Fourth Form. On the basis of performance in the examinations, a candidate may be offered an Academic Scholarship (at a financial level determined by the Headmaster) or a confirmed place. Candidates falling below a certain level in the examinations will have to sit Common Entrance and satisfy the Common Entrance requirements in order to be able to take up a place at the School.

In addition to Academic Scholarships, St John's also offers All-Rounder, Music, Art and Sport Scholarships. Assessment for these scholarships will take place in the same week as the Academic Scholarship examinations apart from Music which takes place in the last week in January. Those awarded an All-Rounder, Music, Art and Sport Scholarship will still need to satisfy the Common Entrance requirement.

Further information and specific criteria about Scholarships is available from the Admissions Registrar.

#### **4.3 Non Prep School Entrants**

Children at schools which do not prepare for Common Entrance or at school overseas are welcome to apply for entry. If offered a conditional place, candidates are required to take tests in English, Maths and Abilities as set by the School. These examinations are usually held in the Spring Term prior to a pupil joining the School. If the candidate's performance in these tests is unsatisfactory and the School is unable to confirm a place, the deposit is refunded.

### **5. Lower Sixth Form Entry**

Currently, 40 girls and 10 boys are admitted to the Lower Sixth, to begin two-year courses to AS level (one year) and A level. The process is as follows:

- a. A visit to the School, for example an appointment with the Headmaster, Open Evening or Morning. This should usually take place whilst the candidate is in Year 9 or 10.
- b. An application may be made by completing an Application Form and paying the appropriate registration fee. The closing date for applications is 15 October, when a pupil is in Year 11. Candidates and their parents may attend a Sixth Form Information Evening which is held early in the Autumn Term of Year 11.

- c. Selection of candidates is based on an interview, an academic assessment, a report from their current school and predicted GCSE results. For candidates whose first language is not English there may also be a requirement to take tests in English and Maths. Interviews and assessments are held in the November prior to candidates taking GCSE. Offers are conditional upon the candidates gaining at least six GCSE pass grades (A\*-B) and at least a C in Maths and English. In order to study a subject at AS level in which the candidate has a GCSE, the GCSE grade must be a B or better
- d. Conditional offers will be made by 1 December (in accordance with HMC rules) and a closing date given by which parents are asked to confirm whether they wish to accept the place. It is at this stage that a £1,000 deposit (£3,000 deposit for candidates living overseas at the time of application) is payable and parents are required to sign and agree to the current Parent Contract.
- e. A confirmed place is offered by the School on receipt of a photocopy of the GCSE results slips showing that the entry requirements have been met. If a pupil's performance at GCSE is unsatisfactory and the School are not able to confirm a place, the deposit is refunded. Parents should note that on accepting a place they become liable for the first term's fees even if they do not take up the place.

All applicants are considered for an Academic Scholarship. Assessments for Art, Music, Sport and All-Rounder Scholarships are taken in the same week as the interviews in the November prior to entry.

## **6. Upper Sixth Form Entry**

A minimum of three passes at AS level is required for entry into the Upper Sixth. In general, virtually all Lower Sixth Formers can expect to proceed to the Upper Sixth in order to complete their A level courses. Admission into the Upper Sixth from candidates outside the School is generally impractical but, provided the entry requirements are met, this will be considered in exceptional circumstances.

## **7. Siblings**

Whilst the School appreciates that many parents wish all their children to attend the same school, it is important to ensure that St John's is the right school for each child and that all applications are considered on their merit. If a candidate has a sibling in the School, this will be considered but it will not give priority to an application.

## **8. Foundationer and Albany Applicants**

Applications are welcome for the children of Clergy who are engaged in the Ministry of the Church of England or the Church in Wales (Foundationers) or who meet the criteria for the allocation of an Albany Award (please see Bursary Policy). Where registration fees and deposits in this policy are stated, applicants who meet the above criteria will be informed of the appropriate fees charged. In certain cases, applications for these applicants may be accepted, closer to the time of joining and will be considered at their own merit. Further details are available from the Bursar.

## **9. Headmaster's Discretion**

This policy may be subject to change at the discretion of the Headmaster. Any decision made by him is final.

### **Contact Information**

Any matter relating to the admissions process to St John's School should be referred to the Admissions Registrar, ([admissions@stjohns.surrey.sch.uk](mailto:admissions@stjohns.surrey.sch.uk)). 01372 373000.