

ADMISSIONS POLICY



St John's School
LEATHERHEAD

Date of Issue:	1 September 2018
Date of Review:	31 August 2019
Responsible Person:	Admissions Registrar
References:	Parent Contract Parent Handbook Privacy Notice for Parents (L6) Privacy Notice for Pupils (L25) The Education (Independent School Standards) Regulations 2014 Independent Schools Examination Board (ISEB)
Policy number:	15a

There are currently three main points of entry for girls and boys to St John's School:

Lower Third, Year 7 (11+); Fourth Form, Year 9 (13+); and Sixth Form, Year 12 (16+).

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 which usually take place on a Friday evening and Saturday morning in September and April or Discover events which take place during the school day;
- b) arrange a meeting with the Head, followed by a tour of the School; or
- c) arrange an individual tour of the School escorted by a pupil.

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

2 Equality

The School encourages applications from all candidates because diversity enriches our community and broadens the experience of pupils. St John's School is committed to equal treatment for all, regardless of age, disability, gender reassignment, marriage and civil partnership, race, religion or belief, sex or sexual orientation. We will do all that is reasonable to ensure that the School's culture, policies and procedures are made accessible to children who have disabilities and to comply with our legal and moral responsibilities under equality legislation in order to accommodate the needs of applicants and pupils who have disabilities for which, after reasonable adjustments, we can cater adequately.

3 Admissions Numbers

Four classes of 18 in a year group at Lower Third increasing to seven classes of 18 at Fourth Form to make a year group of 126 in seven classes. 25 places at Sixth Form. Occasionally there may be places available in other year groups.

4 Admissions Process

Both parents (or those with parental responsibility) are required to complete a Registration Form (either online or in paper form) and return it, together with the relevant fee and a copy of either the child's birth certificate or passport to the Admissions Office. Closing dates for the various points of entry are featured on the School's website.

Selection is made principally on assessment, interview and upon receipt of a satisfactory reference from the respective head of a candidate's current school. The reference will take into consideration predictions, co-curricular strengths and potential contribution to the School community.

Allowances are made for those candidates with Specific Learning Difficulties and it is important that the School is made aware of any such difficulty when making an application. A parent will be expected to provide supporting evidence, such as an Educational Psychologist's report and this should be submitted to the Head of Learning Development well in advance of any assessment. A separate report may also be requested from the Special Educational Needs Co-ordinator (SENCo) of a candidate's current school.

On accepting a place at St John's, both parents (or those with parental responsibility) are asked to sign the Acceptance Form and pay the appropriate deposits confirming that they accept the Terms and Conditions as stated in the Parent Contract and Parent Handbook. Copies of both documents are available on the School's website.

Once a place has been accepted, it is the parents' responsibility to inform the School of any changes in their child's educational needs or indeed change of school.

5 Lower Third Entry (Year 7, 11+)

The process for application for entry to St John's at age 11 is as follows:

Parents should submit a Registration Form together with the appropriate registration fee. The closing date for applications is 1 November 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.

Registered pupils are invited to attend an assessment session in January (specific dates are on the School's website) of when a pupil is in Year 6.

Guaranteed offers will be made to those pupils wishing to join the School at 11+ and parents will be given a closing date by which they are required to confirm acceptance of that place and pay the relevant deposits agreeing to the School's Terms and Conditions, as listed in the Parent Contract. Some candidates who are not offered a place, but whose performance in the assessments showed promise, may be offered a place on a Head's List.

Academic Scholarship applications as well as scholarship applications for Art, Design and Engineering Drama, Music and Sport, as well as All-Rounder must be submitted by 1 November of Year 6 and assessments will take place after the entry assessments in January of Year 6. Application forms, details of fees and criteria are available from the Admissions Office and in September, prior to year of entry, specific dates of the assessments will be published on the School's website. A condition of taking a scholarship assessment is that candidates must be registered and have sat the assessment in January.

6 Fourth Form Entry (Year 9, 13+)

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

Parents should submit a Registration Form together with the appropriate registration fee. The closing date for applications is 1 November 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.

Registered pupils are invited to attend a pre-assessment session in January (specific dates are available on the School's website) of when a pupil is in Year 6.

Following the pre-assessment, offers subject to Common Entrance, Academic Scholarship or St John's own Assessments (for those pupils who attend a school that does not offer CE) will be made to those pupils wishing to join the School at 13+. A closing date by which parents are required to confirm acceptance of that place will be given in the offer letter and the relevant deposits will be payable agreeing to the School's Terms and Conditions, as listed in the Parent Contract. Some candidates who are not offered a place, but whose performance in the assessments showed promise, may be offered a place on the Head's List.

St John's offers All-Rounder, Art, Design and Engineering, Drama, Music and Sport Scholarships. Assessment for these scholarships will take place in the same week as the Academic Scholarship examinations in the February of Year 8. Those awarded any of these scholarships will still need to satisfy the Common Entrance/non-Common Entrance requirement. Application forms, details of fees and criteria are

available from the Admissions Office and specific dates will be published on the School's website in the September prior to year of entry. Scholarship applications must be submitted by 15 December of when a pupil is in Year 8.

6.1 Common Entrance

Candidates who have accepted an offer of a place for Fourth Form entry and attend a prep school offering Common Entrance are required to take the ISEB Common Entrance Examination in the February of Year 8, unless their prep schools recommend that they take the ISEB Academic Scholarship Examinations which take place in February of Year 8 (see below).

Arrangements for sitting Common Entrance are made by the Head of the candidate's school. A pupil holding a place at St John's will be expected to achieve 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, German or Spanish which are not compulsory papers at Common Entrance for St John's. The Head may consider candidates who perform exceptionally well across the range of subjects for an Academic Scholarship. Please note that this particular scholarship does not carry any monetary value.

If a pupil's performance at Common Entrance is unsatisfactory and they do not achieve the required grades, the School will not be able to confirm a place and any deposits held shall be refunded.

6.2 Non Prep School Entrants

Candidates who have accepted the offer of a place for Fourth Form entry and attend schools which do not prepare for Common Entrance are required to take St John's own non Common Entrance assessments in English, mathematics and abilities. These assessments are usually held in the Spring Term (in the same week as the scholarship assessments) of Year 8. If the candidate's performance in these tests is unsatisfactory and the place is not confirmed, any deposits shall be refunded.

6.3 Academic Scholarship

If a candidate holds a place for Fourth Form entry, they may, as an alternative to Common Entrance or the non-Common Entrance assessments, sit Academic Scholarship examinations which take place in February of Year 8. Scholarship application forms, along with the relevant fees must be submitted by 15 December of when the candidate is in Year 8. Applications for a candidate to apply for an Academic Scholarship must be supported by a candidate's current Head teacher.

Candidates attending 13+ prep schools will take the ISEB Common Academic Scholarship examinations and those candidates who do not attend a 13+ prep school will take the St John's own Academic Scholarship examinations in English, mathematics, science and a modern foreign language as well as an abilities test (Non Verbal Reasoning (NVR) and Verbal Reasoning (VR)). Candidates will also attend an interview. On the basis of performance in the examinations, a candidate may be offered an Academic Scholarship (at a financial level determined by the Head) or a confirmed place. Candidates falling below a certain level in the examinations may have to sit Common Entrance/non Common Entrance assessments and satisfy those requirements in order to be able to take up a place at the School.

7 Lower Sixth Form Entry (Year 12, 16+)

The process for application for entry to St John's at Lower Sixth entry, age 16, is as follows:

Parents submit a Registration Form together with the appropriate registration fee. The closing date for applications is 15 October when a pupil is in Year 11. All candidates are requested to submit a CV which should be received by the School at least a week in advance of the assessments.

Selection of candidates is based on an academic on-line assessment (VR and NVR), two interviews (one of which will be with a member of staff from a department they wish to study an A level in) and a report from their current school as well as predicted GCSE results. For candidates whose first language is not English there may also be a requirement to take tests in English and mathematics. Assessments for sixth form entry usually take place in the second week of November and specific dates are on the School's website.

Conditional offers are subject to a candidate normally achieving at least 3 A grades or better at GCSE level. In addition, the School will use a system of tariff points to reward achievement of A* grades. The system is as follows:

A* grade = 8 points, A grade = 6, B grade = 5, C grade = 4 (no points will be awarded for grades awarded below a C).

For those pupils sitting GCSE mathematics and English under the new 1-9 grading system the following points will apply: 9 = 9 points, 8 = 8 points, 7 = 6 points, 6 = 5 points, 5 = 4 points, 4 = 3 points (no points will be awarded for grades achieved below a 4)

Pupils taking 10 GCSEs will be expected to achieve 51 points for entry into the Sixth Form. Those taking 9 GCSEs will be expected to achieve 46 points.

In certain subjects, pupils will be required to have achieved an A grade at GCSE level to follow that subject at AS/A level.

Conditional offers will be made on 1 December 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 deposits are payable and parents are required to sign and agree to the Terms and Conditions as stated in the Parent Contract.

A place is confirmed in the August prior to joining, 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 is not able to confirm a place, the deposits shall be refunded, less an administration charge. 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.

Academic, All-Rounder, Art, Drama, Design and Engineering, Music and Sport Scholarships are taken in the same week as the interviews in the November of Year 11 and applications, together with the relevant fee should be received by 15 October.

8 Siblings and children of former pupils

Whilst the School appreciates that many parents may 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. The same applies for children of former pupils (OJs).

9 Bursary and Foundationer Applications

For those parents who would like their child to attend St John's, but for whom the school fees are not affordable, financial support may be available through means-tested bursaries. Applications must be made the registration closing date i.e. 1 November for Years 7 – 9, 15 October for Year 11. Financial support is also available for the children of members of the Anglican Clergy, as defined in the School's Royal Charter. Further information is available from the Finance Director's office.

10 Compliance

The School is aware of the broad duty to notify/make returns to the local authority for all non-standard admissions and departures, to know or be able to ascertain the correct local channels for so doing, to be able to evidence that, if there have been any non-standard admissions or departures, the required notifications have occurred in accordance with local procedures, and that the school works co-operatively with the local authority in making returns as requested and reasonable enquiries where necessary.

11 Head's Discretion

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

12 Contact Information

Any matter relating to the School's admissions process should in the first instance, be referred to the Admissions Registrar: admissions@stjohns.surrey.sch.uk. Tel: 01372 373000.