

ADMISSIONS POLICY



St John's School
LEATHERHEAD

Date of Issue:	1 September 2018
Date of Review:	31 August 2020
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

1 Enquiries

St John's School is a co-educational independent school for 830 pupils from ages 11 to 18. Deciding on the right school for your child is very important, and we believe that a personal visit is invaluable so before submitting an application, parents are encouraged first to visit the School. There are a number of options:

- 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;
- arrange a meeting with the Head, followed by a tour of the School; or
- arrange a tour of the School.

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

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+).

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

Five classes of 20 in a year group at Lower Third increasing to seven classes in the Fourth Form to make a year group of 120. There are typically 25 places at Sixth Form. Occasionally there may be places available in other year groups.

4 Admissions Process

The first stage of the admissions process is registration. 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 £150 fee and a copy of the information page of their child's passport to the Admissions Office. Closing dates for the various points of entry are featured on the School's website.

St John's is a selective school, our selection process identifies those pupils who will benefit most from the well-rounded education St John's offers. 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 published 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 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. 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.

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 published on the School's website in the September prior to entry. Candidates who perform particularly well in the assessments and interview will be invited back to the School for a more in-depth interview to be considered for an Academic Scholarship. 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 for September 2021 entry and beyond, is as follows:

Parents should submit a Registration Form together with the 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 will be made including a closing date by which time parents are required to confirm acceptance of the place and pay the relevant deposits.

A place will be subject to a satisfactory reference being received from the pupil's current school, in the second half of the Spring Term of Year 8, citing continued academic progress and a positive attitude to school life. 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.

If a pupil's Year 8 reference is unsatisfactory, the School reserves the right not to confirm the place and any deposits held shall be refunded

6.1 Fourth Form Scholarships

St John's offers academic, all-rounder, art, design & engineering, drama, music and sport scholarships. Assessments for these scholarships take place in the February of Year 8. Application forms, details of fees and criteria are 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. A condition of taking a scholarship assessment is that candidate's must be in receipt of an accepted place.

6.2 For candidates who have accepted a place to join Fourth Form in September 2019 and 2020

Candidates who have accepted an offer of a place for Fourth Form (Year 9) entry for September 2019 and 2020 and attend a prep school offering the Common Entrance syllabus are expected to take the ISEB Common Entrance Examinations in the June of Year 8. If a candidate's prep school recommends that they should be considered for an Academic Scholarship please see 6.1 above.

Arrangements for sitting Common Entrance are made by the Head of the candidate's school. A pupil who has accepted 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 the subjects offered by their prep school. Level 1 is accepted in Latin, German or Spanish, though it is not compulsory to take these subjects. In addition a reference will be requested in the May of Year 8 from their current Head which will expect to indicate continued academic progress and a positive attitude to school life.

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.

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 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. Assessments for sixth form entry usually take place in the second week of November and specific dates are on the School's website.

All-rounder, art, drama, design & engineering, music and sport scholarships assessments are taken on the same day as the interviews in the November of Year 11 and applications, together with the relevant fee should be received by 15 October. Application forms, details of fees and criteria are published on the School's website in the September prior to entry. A condition of taking a scholarship assessment is that candidates must be registered and have sat the entry assessment. Candidates who perform particularly well in the assessments and interview will be invited back to the School to be considered for an academic Scholarship.

Unconditional offers and scholarship outcome are made on 1 December and may specify achieving the grade criteria for a candidate's chosen A level subjects. Details of grade requirements for A level subjects are outlined in the A Level Options booklet which is updated annually and on the School's website, under curriculum.

A closing date will be given by which time 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 indicating that any specified 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.

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 Religious beliefs

St John's School welcomes applications from prospective pupils of all faiths and of no faith.

The School's aims include 'upholding a place of Christian worship within the community' but the School does not select for entry on the basis of religious belief. Our Chaplain cares for and supports the whole School community.

11 Retention of records

Applicants' details will be held on file with due regard to data protection legislation, the School's Privacy Notices and Information and Record Retention Policy.

12 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.

13 Head's Discretion

This policy may be subject to change at the discretion of The Head. Any decision made by The Head regarding the admission of a pupil is final.

14 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.