

ADMISSIONS POLICY



St John's School
LEATHERHEAD

Date of issue:	September 2018
Date of next review:	September 2021
Responsible person:	Admissions Registrar
References:	Parent Contract - Terms and Conditions (April 2020) 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:

- a) attend one of our regular whole school open events which usually take place on a Friday evening and Saturday morning in September and a Saturday morning in 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 a tour of the School;
- d) we also offer taster events for prospective pupils whereby they spend a Saturday morning in school taking part in various activities.

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

For September 2020 entry there will be four classes in a year group at Lower School increasing to seven classes in the Fourth Form in September 2022 to make a year group of 125. 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.

5.1 Lower Third Scholarships

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. It should be noted that attending a scholarship assessment (apart from an academic scholarship assessment) is not an indication of a candidate being offered a place at the School.

6 Fourth Form Entry (Year 9, 13+)

For external candidates, 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, agree to the Terms and Conditions (Parent Contract) and pay the relevant deposits. 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.

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. If a pupil's Year 8 reference is unsatisfactory, the School reserves the right not to confirm the place, to terminate the agreement and refund (without interest) the Acceptance Deposit and the Fee Deposit, if paid.

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. Current Upper Third (Year 8) pupils are eligible to apply for scholarships and details regarding the process will be communicated to parents via School Post.

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

The process for application by external candidates 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 early November and specific dates are on the School's website.

7.1 Sixth Form Scholarships

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. Current Upper Fifth (Year 11) pupils are eligible to apply for scholarships and details regarding the process will be communicated to parents via School Post.

Offers and scholarship outcomes are communicated on 1 December and will specify the point criteria the candidate should achieve in their chosen A level subjects to secure a place. Details of point requirements for A level subjects are outlined in the A Level Options booklet which is updated annually and on the School's website, under 'Academic/Curriculum'.

A closing date of 15 December will be given by which time parents are asked to confirm whether they wish to accept the offer of a place. It is at this stage that deposits are payable and parents are required to sign and agree to the St John's School Terms and Conditions (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 Acceptance Deposit and Fee Deposits shall be refunded. Parents should note that when a place is confirmed they become liable for the first term's fees

even if they cancel the place. Reference should be made to the St John's School Terms and Conditions (Parent Contract).

8 Progression through the School

It is anticipated that all pupils will progress through St John's and ultimately complete Upper Sixth with a love of learning and having been educated in the broadest possible sense.

There are no criteria for progression from Upper Third to Fourth Form.

The criteria for progression from Upper Fifth to Sixth Form are that a pupil should achieve the required grades for the A level they have elected to study. Details of point requirements are listed in the A level Options booklet which is updated annually and on the School's website under 'Academic/Curriculum'.

In rare cases it may be that a pupil's progress or behaviour means that transfer to the next stage of the School is not deemed appropriate. Parents will be consulted before the end of the Spring Term if there appears to be any reason why the pupil may be refused a place in the next year.

9 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).

10 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 before the registration closing date i.e. 1 November for Years 7 – 9, 15 October for Year 11. Means-tested 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.

11 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.

12 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.

13 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.

14 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.

15 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.