



Admissions Policy (Boarding Students)

Reviewed June 2025

School Ethos

St John's School is a co-educational independent school for boarding and day pupils between 2 and 16 years (aged 11-16 for boarding).

"The International Education Systems group (IES) promotes the development of young people who will have the capacity to contribute proactively to the ongoing work towards a better world. Through dynamic programmes, IES will strive to develop leaders for the future who are collaborative, communicative, enquiring, respectful and creative individuals with a passion for lifelong learning. IES pupils will be encouraged to integrate effectively in the local, national and international communities through the diverse opportunities afforded to them."

The Head of School, in conjunction with St John's International Education Systems (IES), determines the number of pupils who may be admitted to the school at each level of entry.

Class size is usually maintained at between 10 and 20 pupils. We believe this number allows us to provide the level of individual care and attention required, whilst providing a strong peer group environment for the children.

We endeavour to maintain a healthy balance of boarders and day children and of boys and girls. Our admissions procedure is designed to select pupils who will benefit from our education and make a positive contribution to the life of the school, as set out in the school's Terms and Conditions.

In addition to the normal procedure for entry, and where there is a year-group waiting list, priority is given to students who already have siblings at St John's, as well as to students who live in close proximity to the school.

International Pupils

St John's accepts international pupils in Years 7–11 (not Terms 2 & 3 in Year 11) for immersive language and cultural programmes with a minimum stay of one term. The school encourages full-time courses leading to GCSEs (for those entering by Term 1 of Year 11 and completing the course).

A Registration Fee of £200 is payable upon application. The fee does not guarantee a place; offers depend on meeting entry requirements.

Other boarding deposits and fees are accessible on the school website, under 'Fees'.

Visa Sponsorship and Guardianship

Child Student Visa

St John's is licensed to sponsor Child Student Visas via UK Visas & Immigration (UKVI) and to issue CAS (Confirmation of Acceptance for Studies) to students who are enrolled on non-immersion courses, and where required.

Parents/Guardians will be guided on required documents. The CAS will only be issued once all requirements are satisfied.

Latest visa information: [UK Child Study Visa](#)

Educational Guardianship (for Child Student Visa Pupils)

All pupils whose parents reside outside the UK must have an appointed educational guardian in the UK with legal authority to act on their behalf. Guardians should ideally live within three hours' drive of the school.

Entry Requirements

Offers are based on:

- A satisfactory reference from the pupil's current school
- An interview with the Head of Boarding and School Nurse
- A recent school report and completed Admissions Questionnaire
- Assessment of English level for visa compliance and to determine any required EAL support

Pupils are expected to:

- Maintain high effort and engagement throughout their time at St John's
- Participate positively in school life and activities
- Comply with all visa, academic and boarding expectations

Parents must inform the school of any known behaviour concerns, learning needs or medical conditions to ensure appropriate support. Please refer to the 'medical' section below.

Updated reports may be requested where necessary.

English as an Additional Language (EAL)

Pupils will be assessed for English proficiency. Where needed, EAL support will form part of their timetable, taught by experienced staff, to help pupils:

- Access the full curriculum
- Integrate socially
- Work towards recognised qualifications where appropriate (Cambridge Key, Preliminary, First, IELTS)

Special Educational Needs and Disabilities (SEND)

The school shall do all that is reasonable to recognise and support learning difficulties which may be considered Special Educational Needs.

School staff are not qualified to make formal diagnoses of specific needs. Parents are encouraged to seek formal diagnoses from certified professionals where necessary.

The school does not undertake formal screening tests, but any screening used will be broadly indicative. If screening suggests a possible need, a full assessment can be arranged by parents at their own expense.

Parents must notify the Head of School when completing the Confidential Information section of the application if they are aware of, or suspect, any additional learning needs. All relevant external reports must be provided.

A pupil's place may be cancelled, or the parents asked to withdraw the pupil (without further charge), if the Head of School and SENDCo, after consultation, determine that the school cannot adequately meet the pupil's needs.

Assessment Process

- Entry assessments may be taken at the pupil's current school or agent's office under exam conditions.
- An online interview (Zoom, Google Meet) will be conducted.
- References and reports will be obtained from the pupil's current school.
- The school must also assess academic suitability in line with UKVI Child Student Visa requirements and report this in the offer letter.

Boarding pupils must also provide proof of funds as required under UKVI rules.

Reports and References

A reference/transcript will be requested from the Head of the pupil's current school, commenting on:

- Academic ability and attitude
- Behaviour
- Community involvement
- Talents and interests
- Child protection or safeguarding concerns

The report may include test results and predicted GCSE grades. The school will verify that all previous school fees have been settled.

The Board of Directors reserves the right to refuse admission where bad debt risk is high.

Candidate's Age Placement

Pupils may be offered a place in a lower year group if this is deemed in their best academic or social interests based on assessments.

Disclosures

Parents must fully disclose any known or suspected issues relating to their child's:

- Social, emotional or mental health
- Development or behaviour
- Allergies
- Disabilities or learning needs
- Safeguarding concerns

Failure to disclose relevant issues may result in the offer being withdrawn or the child being withdrawn from the school post-admission.

For further guidance, see the school's Safeguarding and Child Protection Policy.

Oversubscription Criteria

In cases of oversubscription, priority will be given to:

1. Returning international pupils
2. Pupils with siblings already at St John's
3. Those living in close proximity to the school
4. Date of completed registration and payment

5. Other relevant factors as determined by the Head of School

Where international programmes are oversubscribed for one-term places, pupils may be offered an alternative year group if their correct age year is full.

Appeals Process

The decision of the Head of School is final. Parents of unsuccessful applicants may request feedback from the Admissions Team.

Notice of Withdrawal

For students staying longer than one term, a full term's written notice is required to withdraw a pupil. If notice is not given, a full term's fees will be charged in lieu.

Boarding Handbook

All boarders and parents must read the Boarding Handbook (available on the school website) prior to accepting a place, to ensure full understanding of policies and expectations.

Medication

Parents must declare all medications in advance on the application. Medications not licensed in the UK must not be brought into school.

Injectable medications cannot be administered by school medical staff.

Failure to disclose medications or to comply with these requirements may result in the pupil's place being withdrawn.

Right to Withdraw a Place

The school, with the support of IES, reserves the right to withdraw a place if:

- The child requires medical treatment not previously disclosed, which cannot be supported safely
- Safeguarding concerns arise after enrolment
- Visa or funding requirements are not met