



## **Admissions Policy (Day Students)**

### **Senior and Junior Schools**

*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.

The Nursery School administers the Early Years entitlement.

## **Admissions Procedure**

### **1. School Visit**

Where possible, families are encouraged to arrange an individual visit to the school. This visit includes a tour of the school led by a member of the Senior Team, usually the Head of School.

### **2. Taster Days**

Taster Days are normally offered across three consecutive school days. Alternative arrangements may be made by the Admissions Team where necessary.

To attend three consecutive Taster Days, parents must register their child and pay a £120 (this amount is inclusive of VAT) non-refundable registration fee via the Admissions Team. Prospective pupils attend taster days designed to help them and the Head of School make an informed decision. Taster Days allow pupils to meet their year group, participate in lessons and experience the St John's community.

### **3. Assessment and Reports**

All prospective pupils are individually assessed during their Taster Days. The methods of assessment depend on the age of the child but generally include assessments of:

- English
- Mathematics
- Reading ability
- Social skills

A written report is provided to the Head of School.

Prior to Taster Days, a copy of the last written report from the pupil's previous school and any associated learning support or disability information must be provided. This is required before any places are offered.

If English is not the pupil's first language, we will conduct an English assessment. For CAS (Confirmation of Acceptance for Studies) pupils requiring a visa, an online interview with the pupil and their parents is also conducted. Applicants needing a visa must provide further

documentation to ensure compliance with UKVI procedures, as the school has legal responsibilities as a Sponsor.

### **Offer of a Place**

Final decisions regarding entry are made at the discretion of the Head of School following an extensive and detailed admissions process. This includes gathering feedback from the wider staff body and may involve a meeting with parents where necessary. The Head of School will request a reference and reports from the pupil's current school.

A formal offer of a place will be made in writing.

### **Enrolment Process**

#### **1. Enrolment Form and Deposit**

Once an offer has been made, parents must return the completed Enrolment Form with the appropriate deposit. This deposit will be returned at the completion of the pupil's education (less any outstanding payments due).

A Welcome Pack will be sent to parents during the term prior to entry.

All required forms must be returned by the requested deadline in order to complete enrolment.

### **Special Educational Needs (SEN)**

The school will take all reasonable steps to recognise and support pupils with learning difficulties which may be considered Special Educational Needs.

School staff are not qualified to formally diagnose specific needs. Parents are encouraged to seek formal diagnoses from certified professionals if required.

The school does not commit to undertake screening tests, but where these are used, results will be indicative only. Parents will be informed if a screening test suggests a pupil may have a specific learning difficulty. A more formal assessment can then be arranged by parents at their own expense.

Parents must notify the Head of School when completing the Confidential Information section at registration if they are aware of, or suspect, any additional learning needs. Parents must also provide all relevant reports or external assessments.

The pupil's place may be cancelled, or parents asked to withdraw the pupil (without further charge), if in the judgement of the Head of School and SENDCo, after consultation with the family, the school cannot adequately provide for the pupil's needs.

St John's is not a Section 41 school and does not have capacity to support pupils with an EHCP.

### **Disclosures**

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

- Social, emotional or mental health
- Development
- Behaviour
- Allergies
- Disabilities or learning difficulties
- Child protection or safeguarding concerns

Failure to disclose such information may result in an offer being withdrawn or, if discovered after enrolment, the child being withdrawn from the school.

If an undisclosed issue later becomes apparent and the school is unable to meet the pupil's needs or if other pupils' welfare would be compromised, parents may be asked to withdraw the pupil.

For further guidance, please also refer to the school's **Safeguarding and Child Protection Policy**.

### **Oversubscription Criteria**

In cases where the number of applicants exceeds available places, the following order of priority will be used:

1. Pupils with siblings currently attending St John's
2. Pupils living in close proximity to the school

3. Date of completed registration and payment of registration fee
4. Other relevant factors at the discretion of the Head of School

### **Appeals Process**

The decision of the Head of School regarding admission is final. Parents of unsuccessful applicants may request feedback on their application from the Admissions Team.

### **Notice of Withdrawal**

Parents are required to give a full term's written notice if they wish to withdraw their child from the school. In the absence of such notice, fees for the following term will be charged in lieu.