



Admissions Policy for Boarding Pupils

Reviewed: June 2026

Next review due: June 2027

Applies to: boarding applicants in Years 7 to 11

School Ethos

St John's School is a co-educational independent school for day and boarding pupils aged 2 to 16. Boarding is available for pupils aged 11 to 16.

The International Education Systems group 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 local, national and international communities through the diverse opportunities afforded to them.

St John's School aims to admit boarding pupils who will benefit from the education, pastoral care and boarding experience offered by the school, and who can be safely and appropriately supported within the school's boarding provision.

The Head of School, in conjunction with St John's School and International Education Systems, 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. The school believes this allows us to provide the level of individual care and attention required, while also providing a strong peer group environment.

We endeavour to maintain a healthy balance of boarders and day pupils, and of boys and girls, taking account of the needs of the school community, available accommodation, safeguarding, supervision and boarding welfare.

Purpose of this Policy

This policy explains the admissions process for boarding pupils at St John's School.

It should be read alongside the school's general Admissions Policy, Terms and Conditions, Boarding Handbook, Safeguarding and Child Protection Policy, SEND Policy, Health and First

Aid Policy, Administration of Medicines Policy, Supporting Pupils with Medical Conditions Policy, Behaviour Policy, Equality Policy and Complaints Policy.

The admissions procedure is designed to assess whether a prospective boarding pupil:

- Can benefit from the education offered by St John's School.
- Can safely and appropriately access the school's boarding provision.
- Can participate positively in school and boarding life.
- Meets academic, pastoral, safeguarding, welfare, visa, guardianship and financial requirements.
- Can be supported within the school's staffing, training, accommodation, medical and pastoral capacity.
- The school will consider each application individually and fairly.

The school will not discriminate unlawfully on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

The school will consider reasonable adjustments where an applicant has a disability or additional need. However, the school may decline, defer or withdraw a boarding place where, after careful consideration, it reasonably determines that it cannot safely or appropriately meet the pupil's needs in the boarding environment.

Boarding Age Range

St John's School accepts boarding pupils from Year 7 to Year 11.

Boarding is not available for pupils below Year 7.

International pupils may be accepted in Years 7 to 11. Pupils are not normally accepted for entry into Terms 2 or 3 of Year 11, unless the Head of School determines that there are exceptional circumstances and that the pupil's academic, pastoral and boarding needs can be met.

International Pupils

St John's School accepts international pupils in Years 7 to 11 for immersive language and cultural programmes, with a minimum stay of one term.

The school also encourages full courses leading to GCSEs where pupils enter at a suitable stage, usually no later than Term 1 of Year 11, and where the school is satisfied that the pupil can access the curriculum and complete the course successfully.

A Registration Fee of £200 is payable upon application. Payment of the Registration Fee does not guarantee a place. Offers depend on the pupil meeting the school's entry requirements and the school being satisfied that it can safely and appropriately meet the pupil's needs.

Boarding deposits and fees are available on the school website under Fees.

Visa Sponsorship

St John's School is licensed to sponsor Child Student Visas through UK Visas and Immigration and to issue a Confirmation of Acceptance for Studies where the relevant requirements are met.

A CAS will only be issued once the school is satisfied that the pupil meets the academic, admissions, safeguarding, welfare, guardianship, boarding, funding and UKVI requirements.

The school may require parents, carers, agents or guardians to provide evidence of identity, previous education, academic suitability, English language level, funding, consent, guardianship, accommodation arrangements and any other information required for Child Student sponsorship.

For Child Student pupils, the school will confirm the pupil's permitted living arrangement in the UK when assigning the CAS.

Parents, carers and guardians are responsible for ensuring that all visa requirements are met and maintained.

The school reserves the right not to issue a CAS, to withdraw sponsorship or to withdraw a boarding place where visa requirements, funding requirements, attendance requirements, safeguarding requirements, guardianship requirements or other sponsor duties are not met.

Latest visa information should be checked through the official UK government Child Student visa guidance.

Entry Requirements

Offers of boarding places are based on:

- A completed registration form.
- A completed medical information section within the registration process.
- A completed Admissions Questionnaire.
- A recent school report.
- A satisfactory reference from the pupil's current school.
- Assessment of academic suitability.
- Assessment of English level, where appropriate.

- Assessment of EAL needs, where appropriate.
- An interview with the Head of Boarding.
- Review of medical information by the School Nurse.
- Review by the DSL where safeguarding, welfare, mental health, behavioural, medical or vulnerability concerns are identified.
- Review by the SENDCo where learning needs, SEND, neurodivergence or disability are identified or suspected.
- Consideration of whether the school can safely and appropriately meet the pupil's needs in the boarding environment.

Pupils are expected to:

- Maintain high effort and engagement throughout their time at St John's School.
- Participate positively in school life, boarding life and school activities.
- Respect the school's ethos, rules and expectations.
- Comply with academic, safeguarding, boarding, visa and behavioural expectations.

Parents, carers, agents and guardians must inform the school of any known or suspected behaviour concerns, learning needs, medical conditions, medication, safeguarding concerns, emotional needs or other matters that may affect the pupil's education, welfare or boarding suitability.

Updated reports, references, medical information or professional reports may be requested where necessary.

Admissions Review of Medical and Welfare Information

Medical information is requested through the school's registration forms.

The information provided is reviewed by the Head of Boarding and the School Nurse. The DSL will be involved where appropriate, including where there are safeguarding, mental health, welfare, risk, vulnerability or child protection considerations.

The SENDCo may be involved where the information suggests SEND, neurodivergence, disability, learning difficulty or a need for reasonable adjustments.

The purpose of the review is to consider whether the school can safely and appropriately meet the pupil's needs within its day and boarding provision.

The review may consider:

- Medical conditions.
- Medication.

- Allergies.
- Emergency medication.
- Mental health.
- Emotional wellbeing.
- Sleep needs.
- Eating difficulties.
- Continence.
- Personal care.
- Mobility.
- Previous hospital admissions.
- Previous or current involvement from external agencies.
- Risk-taking behaviour.
- Self-harm.
- Suicidal ideation.
- Substance misuse.
- Behavioural concerns.
- Safeguarding history.
- Child protection concerns.
- SEND.
- Neurodivergence.
- EAL.
- Dietary needs.
- Social development.
- Ability to live safely and successfully in a boarding community.

The school may request further information before making a decision. This may include medical letters, professional reports, school reports, safeguarding information, risk assessments, medication details, care plans or confirmation from a UK medical professional.

Pre-Admission Health, Welfare and Boarding Suitability Assessment

Before a boarding place is offered, the school will consider whether it can safely and appropriately meet the pupil's academic, pastoral, medical, safeguarding, SEND, EAL, welfare and boarding needs.

This assessment may involve the Head of School, Head of Boarding, School Nurse, Matron, DSL, SENDCo, Admissions Team and, where appropriate, external medical or safeguarding advice.

Parents, carers, agents and guardians must provide full and accurate information about the pupil's needs before an offer is made.

This includes information about medical conditions, medication, allergies, mental health, emotional wellbeing, behaviour, safeguarding history, SEND, disabilities, dietary needs, sleep needs, continence, personal care, previous exclusions, school refusal, self-harm, eating difficulties, substance misuse, risk-taking behaviour or any other matter that may affect the pupil's safety, welfare, education or suitability for boarding.

The school will consider what reasonable adjustments can be made to support a pupil.

However, the school may decline to offer a boarding place, defer entry, offer a day place only, require further information, require a risk assessment or withdraw an offer where, after careful consideration, the school reasonably determines that it cannot safely or appropriately meet the pupil's needs in the boarding environment.

Medical Needs and Medication

Parents, carers, agents and guardians must declare all medical conditions, allergies, medication, treatment plans and health concerns before a place is offered.

This includes prescribed medication, non-prescription medication, controlled drugs, medication obtained overseas, supplements, injectable medication, emergency medication and any medication taken occasionally or as required.

All medication, vitamins, supplements, herbal remedies, dietary supplements, protein powders or similar preparations brought into school must be declared to the School Nurse in advance and handed in on arrival.

All medication brought into school must be declared to the School Nurse.

Medication must be in the original packaging, clearly labelled in English, within date and accompanied by written instructions from the prescribing doctor or relevant medical professional.

Medication that is not licensed in the UK, not labelled in English, not prescribed to the pupil, not declared in advance or not suitable for safe storage or administration at school must not be brought into school.

The school will consider each pupil's medication needs individually.

The school may be able to support some medication needs, including emergency medication such as adrenaline auto-injectors, inhalers and other medication covered by an Individual Health Care Plan.

The school may not be able to support medication or treatment that requires specialist clinical administration, ongoing clinical monitoring, invasive procedures, routine injections,

controlled drug arrangements beyond the school's capacity, complex storage, overnight clinical supervision or medical care that exceeds the training, resources or registration of school staff.

Where medical needs are complex, the school may require further medical information, a risk assessment, an Individual Health Care Plan or confirmation from a UK medical professional before confirming a boarding place.

Failure to disclose medical needs, medication or treatment requirements may result in an offer being withdrawn or, where the pupil has already joined the school, parents being asked to withdraw the pupil if the school cannot safely meet the pupil's needs.

Emergency Medical Care

In an emergency, the school will take reasonable steps to safeguard the pupil and seek appropriate medical assistance.

This may include contacting NHS 111, a GP, urgent care or emergency services.

In a medical emergency, staff will call 999 without delay.

Parents, carers and educational guardians will be contacted as soon as reasonably practicable.

Where the pupil is a boarder and parents live overseas, the educational guardian must be able to support practical arrangements if the pupil needs to leave boarding temporarily because of illness, medical treatment, safeguarding concerns or welfare needs.

Special Educational Needs and Disabilities

The school will do all that is reasonable to identify and support pupils with additional learning needs, SEND, neurodivergence or disabilities.

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

The school does not routinely undertake formal diagnostic screening tests. Any screening used by the school will be broadly indicative only.

If information suggests a possible additional need, parents may be asked to arrange a full assessment at their own expense.

Parents must notify the Head of School, Admissions Team and SENDCo if they are aware of, or suspect, any additional learning need, disability, neurodivergence, social communication need, mental health need or other factor that may affect the pupil's learning, welfare or boarding experience.

All relevant external reports must be provided before a place is offered.

The school will consider reasonable adjustments and appropriate support. However, the school may decline, defer or withdraw a boarding place where it reasonably determines that the pupil's needs cannot be safely or appropriately met within the school's day and boarding provision.

English as an Additional Language

Pupils will be assessed for English proficiency where appropriate.

The purpose of assessment is to determine whether the pupil can access the curriculum, participate safely and confidently in boarding life and receive appropriate EAL support.

Where needed, EAL support will form part of the pupil's timetable. Support will be provided by experienced staff to help pupils:

- Access the curriculum.
- Develop confidence in spoken and written English.
- Integrate socially.
- Understand school and boarding routines.

The school may decline, defer or adjust an offer where English language needs are such that the pupil could not safely or appropriately access learning, safeguarding information, boarding routines or school life.

Assessment Process

Entry assessments may be taken at the pupil's current school, an agent's office or another approved setting under appropriate conditions.

An online interview may be conducted using Zoom, Google Meet or another approved platform.

References and reports will be requested from the pupil's current school.

The school will assess academic suitability in line with admissions requirements and, where relevant, UKVI Child Student Visa requirements.

For Child Student Visa applicants, academic suitability and course information will be reflected in the offer letter where required.

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

Reports and References

A reference or transcript will normally be requested from the Head or appropriate senior member of staff at the pupil's current school.

The reference may request information about:

- Academic ability.
- Attitude to learning.
- Effort.
- Behaviour.
- Attendance.
- Punctuality.
- Community involvement.
- Talents and interests.
- Social development.
- Pastoral needs.
- SEND.
- EAL.
- Safeguarding or child protection concerns.
- Exclusions, suspensions or serious sanctions.

The report may include test results, predicted grades or other relevant academic information.

The school may verify that previous school fees have been settled.

The Board of Directors reserves the right to refuse admission where bad debt risk is high or where financial requirements are not met.

Candidate's Age Placement

Pupils are normally placed in the year group appropriate to their age.

A pupil may be offered a place in a lower year group if this is deemed to be in their best academic, social or developmental interests, based on assessment, previous education, English language level, maturity, curriculum access or pastoral needs.

Any decision to place a pupil outside their usual age group will be made carefully, taking account of academic suitability, social development, safeguarding, boarding arrangements, peer group, examination pathways and the pupil's best interests.

Disclosures

Parents, carers, agents and guardians must fully disclose any known or suspected issues relating to the pupil's:

- Social, emotional or mental health.
- Development.
- Behaviour.
- Previous exclusions, suspensions or serious sanctions.
- School refusal or attendance concerns.
- Allergies.
- Medication.
- Medical conditions.
- Disabilities.
- Learning needs.
- SEND.
- Neurodivergence.
- EAL.
- Dietary needs.
- Safeguarding concerns.
- Child protection history.
- Risk-taking behaviour.
- Self-harm or suicidal ideation.
- Substance misuse.
- Any other matter relevant to the pupil's safety, welfare, education or suitability for boarding.

The school relies on full and accurate disclosure to make safe admissions decisions.

Failure to disclose relevant information, or the provision of inaccurate, incomplete or misleading information, may result in the offer being withdrawn or parents being asked to withdraw the pupil after admission.

Safeguarding

Safeguarding is central to all boarding admissions decisions.

The school may request safeguarding information from the pupil's current or previous school where appropriate.

The DSL may review applications where information suggests a safeguarding, welfare, vulnerability, behavioural, mental health or child protection concern.

The school may decline, defer or withdraw a place where safeguarding concerns mean that admission would not be appropriate or where the school cannot safely meet the pupil's needs.

Where safeguarding concerns arise after enrolment, the school will follow its Safeguarding and Child Protection Policy and may involve external agencies where appropriate.

Oversubscription Criteria

In cases of oversubscription, priority may be given to:

- Returning international pupils.
- Pupils with siblings already at St John's School.
- Pupils whose needs can be safely and appropriately met within the available boarding provision.
- Pupils living in close proximity to the school, where relevant.
- Date of completed registration and payment.
- 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 or alternative dates where appropriate, provided this is educationally, socially and pastorally suitable.

Appeals and Feedback

The decision of the Head of School is final.

Parents of unsuccessful applicants may request feedback from the Admissions Team.

The school will provide feedback where appropriate, but may be limited in what it can share where decisions involve safeguarding, confidentiality, references, professional judgement, staffing capacity, medical suitability or third-party information.

Boarding Handbook

All boarders and parents must read the Boarding Handbook before accepting a place.

The Boarding Handbook explains key expectations and routines relating to boarding life, behaviour, safeguarding, communication, health, medication, technology, leave arrangements, exeat, visitors, activities, supervision and pupil welfare.

Acceptance of a boarding place indicates agreement to the expectations set out in the Boarding Handbook, school policies and the school's Terms and Conditions.

Offer of a Place

- An offer of a boarding place may be conditional on:
- Receipt of satisfactory references.
- Receipt of satisfactory school reports.
- Completion of assessments.
- Completion of interview.
- Assessment of English language level.
- Receipt and review of medical information.
- Receipt and review of SEND or professional reports where relevant.
- Receipt of suitable guardianship arrangements.
- Compliance with UKVI requirements where relevant.
- Payment of required fees and deposits.
- Completion of relevant admissions documentation.
- Confirmation that the school can safely and appropriately meet the pupil's needs.

The school may place conditions on an offer where further information, support arrangements, risk assessments, medical plans or guardianship arrangements are required.

Notice of Withdrawal

For pupils 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, in accordance with the school's Terms and Conditions.

Right to Refuse, Defer or Withdraw a Boarding Place

The school may refuse, defer or withdraw a boarding place where, after careful consideration, it reasonably determines that:

- The pupil's needs cannot be safely or appropriately met in the boarding environment.
- The pupil requires medical care, supervision, treatment or medication arrangements beyond the school's capacity.
- The pupil's needs require specialist provision not available at the school.

- The pupil's admission would place the pupil, other pupils or staff at unacceptable risk.
- Required information has not been provided or has been inaccurate, incomplete or misleading.
- Safeguarding, welfare, behavioural or mental health concerns arise before or after admission which mean that boarding is not appropriate.
- Suitable educational guardianship arrangements are not in place.
- UKVI, CAS, visa, funding or attendance requirements are not met.
- Parents, carers, agents or guardians do not comply with school admissions, medical, safeguarding, boarding or visa requirements.

Before making such a decision, the school will consider relevant information, reasonable adjustments and the welfare of the pupil and school community.

The final decision rests with the Head of School, supported by IES or the directors where appropriate.

Data Protection and Confidentiality

Information provided during the admissions process will be handled in accordance with the school's Data Protection Policy and Privacy Notice.

Information may be shared internally with staff who need to know in order to assess suitability, safeguard the pupil, plan provision or meet legal, regulatory or sponsor duties.

This may include the Head of School, Head of Boarding, School Nurse, Matron, DSL, SENDCo, Admissions Team, Finance Team and relevant senior leaders.

Information may be shared externally where required by law, safeguarding duties, UKVI requirements, medical necessity or other legitimate school purposes.

Governance and Review

This policy is approved through the school's leadership and governance arrangements.

The Head of School, Head of Boarding, Admissions Team, School Nurse, DSL and SENDCo are responsible for implementing the policy as relevant to their roles.

Directors maintain oversight of the school's compliance with the Independent School Standards, National Minimum Standards for Boarding Schools, safeguarding expectations, equality duties and Child Student sponsor duties.

The safeguarding governor may be consulted where admissions decisions raise safeguarding, welfare, medical, vulnerability or boarding suitability issues.

This policy will be reviewed annually, or sooner if there are significant changes to statutory guidance, UKVI requirements, boarding standards, safeguarding expectations, school provision or admissions practice.