



## **Admissions Policy**

### **Senior and Junior Schools, including Boarding Admissions**

*Reviewed June 2024*

St John's School is a co-educational independent school for boarding and day pupils between 2½ 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, working in conjunction with St John's International Education Systems (IES), determines the numbers of pupils who may be admitted to the school at each level of entry.

Class size is usually maintained at between 10 and 22 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 aim is to admit children with both academic and other qualities, in order that each child can make the very most of the opportunities available to them at St John's.

St John's School does not only select pupils on the basis of their academic performance. Our admissions procedure is to select pupils who will benefit from our education and make a positive contribution towards the life of the school as set out in terms & 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**

### **School Visit**

If possible, arrange a visit to the School. This can either be an individual visit with an opportunity for a tour of the school taken by a member of the Admission's team.

### **Taster Days:**

To attend 3 consecutive Taster Days, parents register their child and pay a £100 non-refundable registration fee by contacting the Admission's Team. Prospective pupils are invited to attend taster days which are designed to help them and the Head make an informed decision. Taster Days allow individuals to experience the school for three days to meet pupils in their year group, participate in lessons and get a feel for the St John's community.

All prospective pupils are individually assessed during their taster days. The methods of assessment depend on the age of the child, but generally pupils are assessed in terms of their English, Mathematical, reading ability and social skills. A written report is given to the Head.

A copy of the last written report from the pupils previous school and associated learning support or disability information and assessments will be requested prior to the Taster Days. This is a requirement before any places being offered.

If English is not the pupil's first language, as is often the case with overseas pupils applying to board at the school, we administer an English assessment. In addition, for CAS pupils, we administer a Skype interview with the pupil and their parents. Those pupils that require a Visa will need to provide further information and communicate with the school Admission's Officer to ensure that UKVI procedures and requirements are followed. As a Sponsor the school has specific responsibilities that must be adhered to and will only accept pupils that can fulfil these as set out in Terms and Conditions.

### **The offer of a place**

Final decisions regarding entry are made at the discretion of the Head and at this stage a place is offered or declined.

### **Enrolling**

#### Offer of a place

Entry is at the discretion of the Head following a meeting with parents and consideration of the pupil on their Taster days. The head may also wish to speak to your child's current school.

A formal offer of a place will be made by letter.

### Acceptance Form

Once an offer has been made we ask that the Acceptance Form be returned with the appropriate holding deposit. This deposit will be returned at the completion of your child's education (less any outstanding payments due).

A welcome pack will be sent to parents during the term prior to entry to the school.

All necessary forms need to be returned by the due date requested for our records in order to complete enrolment.

### Special educational needs

The school shall do all that is reasonable to recognise and support learning difficulties which may be considered 'special educational needs'. The school staff are not, however, qualified to make a diagnosis of specific learning needs.

The school does not commit to undertake screening tests but, where these are administered, it must be stressed that the results will be broadly indicative and may not prescribe a course of action. Parents will be notified if a screening test indicates that a pupil may have a specific learning difficulty. A more formal assessment can be arranged at the parents' expense or by the parents themselves.

The parents must notify the Head when completing the Schools Confidential Information Form upon registration if they are aware or suspect that the pupil has a specific learning difficulty. Furthermore, the parents must provide the school with copies of all relevant reports and if applicable information from external agencies.

The pupil's place will be cancelled, or, once the pupil has started, the parents will be asked to withdraw the pupil, without further charge if, in the professional judgement of the Head and after consultation with the parents and with the pupil (where appropriate), the school is unable to provide adequately for the pupils' special educational needs.

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

### Boarding

#### 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 length of one term but encourages students to partake in full time courses resulting in GCSEs in Year 11 (for those who have joined prior to Term 1 in Year 11 and are staying until the end of the course).

All international pupils (those whose normal residence is outside of the United Kingdom or EU) are asked to confirm that St John's School is their first choice and to pay a Registration fee of **£200 upon**

**application.** The deposit does not in itself guarantee a place at the school and entry is subject to candidates satisfying the entry requirements.

In addition, the Boarding Deposit, which is **one full term's boarding fee**, is required before taking up a boarding place at St John's.

### **Child Student Visa**

St John's School is a Child Student Visa Sponsor for UK Visas and Immigration (UKV&I) and, therefore, licensed to support Confirmations of Acceptance for Studies (CAS) for Child Student Visas.

Parents/Guardians will be provided with the school's guide on the documentation required; only once the St John's School Admissions Team is satisfied with the documentation provided, will the school proceed with the CAS application.

The most up-to-date process and fees can be found here:

<https://www.gov.uk/child-study-visa>

### **Educational Guardian (ONLY for those students attending St John's on a Child Student Visa)**

A pupil of any age whose parents are resident outside the United Kingdom must have an education guardian in the United Kingdom who has been given legal authority to act on behalf of the Parents in all respects and to whom the School can apply for authorities when necessary. It is preferable for Guardians to be within three hours' drive of St John's School.

### **Entry Requirements**

Our offer will be based on a satisfactory current school reference, including CAT4 or equivalent cognitive test scores, and the prospective pupil's interview with the Head of School, Senior School Lead or other member of the Senior Team.

Where a candidate's school does not offer CAT4 or standardised testing, we can make arrangements to provide the testing to schools if deemed necessary. In addition to this, a copy of the child's recent school report will be helpful for the Head of School's information as well as the completed Admission's Questionnaire.

We will make it clear to applicants that we will expect them to maintain high levels of application throughout their education.

Parents must declare if the child has a behaviour record, learning challenge or other disability so that reasonable adjustments may be assessed and any necessary adjustments put in place for the admission's process. An evaluation of the appropriate support can then be made in the light of the school's available resources.

The school may ask parents to provide updated psychological reports for examination or other purposes.

As part of the Admission's process and for any Child Student Visa requirements, we will assess the child's English level so that we identify whether the child will require EAL lessons.

These lessons will be part of the school timetable and are taught by our team of English language teachers who have a wide range of experience teaching our international students of all levels, either to help them towards achieving a qualification in English (such as Cambridge Key, Preliminary, First or IELTS) or simply to help them access the curriculum, interact more easily and rapidly in making friends, and understanding the content of their other subject lessons.

The school expects pupils to take an interest in the activities programme and contribute positively to the wider school community as an active participant. We look for evidence of participation and effort in the school reference and during the interview.

St John's School advises all families to liaise with an immigration lawyer to apply for a Visa, such as the Boarding School Association legal team who can be contacted at [legal@bsagroup.org.uk](mailto:legal@bsagroup.org.uk).

Assessments for entry into Senior School can be taken in the candidate's present school or in an agent's office provided they are conducted under examination conditions.

Skype/Zoom/Google Meet interviews are permitted.

References and recent reports from the candidate's current school are also sought before an offer is made.

Under the UKVI Child Student Visa System, we have the responsibility to assess the student's academic ability for the course they are applying for. It is, therefore, important that a thorough assessment takes place as we need to say in our offer letter how we assessed a student's ability.

Boarding pupils will need to evidence proof of funds for the course in accordance with UK Visa and Immigration legislation as per the link above.

### **Reports and References**

The Head of the candidate's current school will be asked to fill in a questionnaire or write a reference commenting on the candidate's academic ability, attitude and behaviour, involvement in the school community, talents and interests, and any special circumstances including any known child protection/safeguarding issues or concerns.

The report may also include the results of tests taken at the school (standard assessment, SATs etc) and predicted grades at GCSE, and any significant disciplinary matters. In all parts of the School, this reference will be taken into account in deciding whether or not a place is offered.

The School reserves the right to establish from any previous school that all outstanding fees have been paid.

The Board of Directors of St John's School owe a duty to the school to ensure they are not taking on a risk of bad debts unnecessarily and wish to avoid the disruption to the education and welfare of a child who has to be excluded for non-payment of fees very soon after arriving at a new school.

### **Candidate's Age**

We may offer places to pupils one year behind their standard year group, if we consider, as a matter of professional judgement based on academic criteria and language assessments, that this would be in the best interests of the pupil and the school.

### **Disclosures**

Parents must, as part of the enrolment process, disclose any known or suspected circumstances relating to their child's social, emotional and mental health, development, behaviour, allergies, disabilities or learning difficulties.

Any child protection/safeguarding issues or reports should also be fully disclosed.

Should an undisclosed condition or issue subsequently become apparent, and the school cannot fully meet the medical or emotional needs of the pupil, or current pupils may be at risk as a result, parents may be required to withdraw the child from school.

### **Over-subscription of International Programmes.**

For international programmes of one term, some year groups in the school may be oversubscribed. If the correct year group according to age is oversubscribed, St John's withholds the right to offer a place to a child in an adjacent year group for the duration of their international programme.

### **Handbook**

All boarders can find the Boarding Handbook on the St John's website [here](#).

Parents and boarders are required to read this in advance of accepting a place to ensure a thorough understanding of the policies and expectations within St John's Boarding House.

### **Medication**

Boarders must disclose **ALL** medication that they will bring with them to St John's within the application form. Any medicine which is not licensed in the UK should not be brought into the boarding house. Additionally, our medical staff are unable to administer medication which requires injecting into the body.

Anyone found with undisclosed and/or unlicensed medication will be unable to continue at St John's. Please ensure that you inform the school of ALL medications that you intend to bring to the UK. If you are in doubt as to what medication is licenced in the UK, please contact the school Nurse/Matron on [matron.stjohns@iesmail.com](mailto:matron.stjohns@iesmail.com).

St John's, supported by IES, reserves the right to terminate a child's place if they require medical treatment not previously disclosed which cannot be provided safely in accordance with the UK NHS service.