



## **Admissions Policy**

**Review cycle:** Every 3 Years

**Last Review Date:** Jan 2016

**Next Review Date:** Jan 2019

**Staff responsible:** Mr S Robinson

**Governor responsible:** Lady A Harding



## **POLICY FOR ADMISSIONS**

### **This policy applies to entry points including the EYFS**

#### **Statement**

St. John's Admissions Policy does not permit religion, ethnic origin, linguistic background, sexual orientation, gender reassignment, special educational needs or disability (Equalities Act 2010) to be used as criteria for admission, unless the nature of the disability is such that a child could not cope with the environment and programme that St. John's offers.

#### **Aims**

- To give parents and children as much information about St. John's School and the education the School provides as possible
- To do our best to make sure that any child starting at St. John's settles in as quickly and happily as possible
- To begin forming a partnership with parents

#### **Procedures**

##### ***Initial Enquiry***

When an initial enquiry is made, details of the child's name, address and date of birth are taken and a prospectus is sent. The parents are offered an opportunity to be shown around the School either individually by the Headmaster or to visit the School on an Open Morning.

##### ***Registration***

To register a child formally, the registration form (enclosed with the prospectus) must be filled out and signed by all those with parental responsibility. This is returned to the School, together with a cheque, for the non-returnable registration fee. At this stage if parent declare any special educational or medical need or disability the School will make reasonable adjustments for the admissions tests.

##### ***Allocation of Places***

There are three entry points to the School. We aim to admit twenty boys into our Nursery (EYFS) at the beginning of each Autumn term following their third birthday. Similarly, we recruit approximately twenty boys into our Reception Classes (EYFS) at the beginning of the Autumn term following their fourth birthday. The precise numbers vary from year to year; we aim to have approximately twenty in each class in the EYFS. Our third entry point is at 7+; we admit approximately six boys into our Year 3 each year. The precise number varies depending on the numbers moving up from the Pre-Prep. We try to have a class size of twenty-two in Year 3.

##### ***Sibling Policy***

As the school appreciates the difficulty for families with children in a number of different schools priority is given to siblings of existing pupils wherever possible. It is important to note that the sibling policy applies from Reception onwards and that St John's is the appropriate environment for each individual child to thrive.



### ***Special Educational Needs and Disability arrangements***

The school welcomes all children. The admission arrangements for all pupils are in accordance with national legislation, including the Equality Act 2010. This means any level of SEN, including those with Education, Health and Care Plans and those without. If our school is named on an EHC plan, then we will endeavour to provide suitably for the child concerned. Children with physical needs may need extra facilities such as ramps, special toilet facilities, or extra adult support. Such provision would be undertaken in conjunction with the Trust, and admission is subject to there being sufficient funding to meet the child's needs.

### **Assessment of prospective pupils**

The 3+ assessments are conducted by the Head of Pre-Prep and the team consisting of the lead Nursery Nurse and two assistants. Prospective pupils are seen in groups of five with their parents. The groups are based on their dates of birth, e.g., September birthdays together. Each session lasts approximately one hour; we assess language, social skills, and enthusiasm and interest levels. As the children are so young, we explain clearly to all prospective parents that no child fails at this age but, as we have excess demand, we have to sift the entry to the best of our ability.

At 4+ the boys are assessed in groups of ten, without their parents. Each assessment takes approximately one hour; the groups are based on their dates of birth. The whole Pre-Prep teaching staff are present and each assess a particular area, i.e., number, shape, sorting, language, comprehension, motor skills and social skills. Each pupil is graded at the end of each session. Once again, we make clear to parents that no child has failed at this age, but because of excess demand we can only offer places to those who have performed best at our assessment. We request reports from the boys' nurseries in advance of our assessments.

At 7+ the candidates have to sit written examinations in English (a comprehension and a story) and in Mathematics. There is an extension paper available in Maths to discriminate between the brighter pupils. Each boy has a reading assessment with the Head of Junior Department and has a short, general interview with the Headmaster. Full reports are requested from the boys' Pre-Prep or Primary Schools beforehand.

Currently, our 3+ assessments take place in early November, 4+ assessments take place in January and 7+ assessments occur at the end of November.

The three main Northwood Boys' Preparatory Schools operate a concordat arrangement at 4+ and 7+ entry. This means that we dovetail our assessment dates and send out our offers and expect acceptances on the same dates each year.

### **Chance Vacancies**

If a vacancy occurs in any year group because of a child relocating or leaving for whatever reason, we will turn to our waiting lists and assess any prospective pupils looking for a place in the relevant year group. These assessments all vary depending on the boy's age and will either take place individually or in small groups. Up to and including Year 4, either the Head of Pre-Prep, or Head of Juniors, will conduct such assessments. For older pupils the Head of Maths and Head of English set relevant papers. The Deputy Head interviews pupils and the Head of Learning Support and Assessment coordinates the process.

Every year some boys will leave us at the end of Year 6. Recently, this number has varied from six to ten. The boys move on to the local State Schools or other Independent Schools. We do not have an 11+ entry but in most years a number of prospective pupils apply for



places. We look at their Maths and English and obtain a report from their current schools and offer places accordingly. In recent years we have only offered places to two or three boys at 11+ each year.

### **Information for Parents**

Parents are provided with a copy of the School Prospectus when they first enquire (it is available on the School website). Parents whose sons are joining the School are invited to St. John's during the Summer Term before they are due to enter. There are two meetings, one for our new Nursery pupils and parents of boys coming into Reception, and another for parents of all pupils transferring to Year 3, i.e., from our own Pre-Prep as well as other schools. The Headmaster and relevant staff conduct these meetings. Parents are given the opportunity to meet their son's Class Teacher. Parents are given the appropriate Parents' Handbook and other relevant information. All parents of new pupils are required to complete the joining papers which include two medical forms (statement of previous health and emergency medical treatment), a catering form and a personal details form (relevant phone and contact numbers). Parents whose sons are joining the school at any other point also receive the relevant Parents' Handbook and complete the joining papers. Once the child has been admitted, parents are asked to keep in close contact with the Class Teacher to ensure that the transition to St. John's is a smooth one.

### **Visits for Children**

All new pupils are given the opportunity to visit the School, see their new classrooms and meet their Class/Form Teachers before they join the school.