

Admissions Policy



St John's College

ADMISSIONS POLICY

This policy applies to all three sections of the School: the Senior School, Junior School and EYFS (Infants). **Version: October 2017**

This policy is reviewed annually by the Governing Body - The Board of Trustees, and was last reviewed in: **October 2017**

St John's College, founded in 1987, is a leading co-educational day school in Wales providing an exceptional all-round education for approximately 528 pupils, aged 3- 18 years. The Board of Trustees consists of parents of current and past pupils. The Chair of Trustees who works very closely with the Headmaster.

Rationale

Admission to St John's College is made by completing an application form, usually following a preliminary visit by parents wishing to enrol their son/daughter at St John's College. The child or student will usually be invited to join us for a normal school day. Evaluations of the pupil's academic potential and social awareness are made by staff when considering making an offer of a place. Cognitive tests will be administered both as a basis for assessing future progress and to ensure a match between the school's teaching programme and the ability of the candidate. We are keen to ensure that both pupils and parents will embrace the ethos of the school. We expect pupils and parents to support the school ethos in matters of work, disposition, full participation in the life of the school, and adherence to codes of conduct and dress. The final decision to allocate a place rests with the Headmaster who is advised by senior colleagues.

While we operate as a Catholic School, we welcome children of other denominations and faiths whose parents feel that they can share in, and benefit from, the ideals, ethos and environment of our school where great emphasis is placed on the human values of kindness, courtesy and respect. We are a family-focused school community and sibling applications are especially welcomed. This is very much in keeping with our proud tradition and our status as a Catholic school that upholds family values. All religious affiliations and applications are given careful consideration.

Year System at St John's

St John's College has a system of naming Year groups according to the age that pupils will reach in that academic year. For example, pupils in R12 ('R' stands for 'rising') will have their 12th birthday during the course of that academic year. Accordingly, R12 is the equivalent of 'Year 7' in the maintained sector, while R8 is the equivalent of 'Year 3'.

Registration

Parents interested in applying for a place for their child at St John's College are invited to Register their intent. A non-refundable registration fee of £75 (UK) is payable for all students wishing to enter St John's College at any level, apart from overseas students. Parents may register a son or daughter at any age on the clear understanding that completion of the registration form and payment of the non-refundable registration fee do not constitute a binding contract for admission to St John's College. Parents should also note that this will result in a request from St John's College for the child's current school for a report. The registration form should be signed by both parents. If only one signature is provided then a letter should also accompany the form stating sole custody.

After completion of the registration process, the admission procedure depends on which level the student is entering the School. As part of the process, the Headmaster reserves the right to cancel any registration, if the school has reasonable concerns.

The School should be notified of any change of address, telephone number and email address. Offers of places are always subject to availability and the admission requirements of the School at the time offers are made. A copy of the application form, together with other relevant School publications such as the Parents' Handbook, can be found on our website. The expectation is that prospective parents should read all school policies before completion of the Admissions process. Scholarships and Bursaries are offered to worthy and appropriate recipients. For further details please contact the school.

Application Process

Most parents will have their first introduction to St John's College by attending a meeting with our Assistant Head of External Relations. A tour of the College will also be facilitated and often on these occasions, they will have the opportunity to meet with the Headmaster and teaching staff. A taster day will be arranged by our Admissions Secretary and will be organised on a normal School Day. The child/student will also sit assessments in both Mathematics and English to allow staff to assess: academic ability, behaviour, attitude and how well they interact with others. Science will be assessed for entry in R14 (Year 9) and R15 (Year 10), to enable staff to determine the most appropriate pathway between Double or Separate Sciences. If parents feel that a place at St John's College is a strong, possible choice for their son/daughter, they must complete an application form which instigates our admissions process.

Admissions Criteria

- Interview(parent/guardian) with Headmaster or Assistant Head of External Relations;
- All applicants, from R8 to GCSE, must attend a taster day and sit robust, cognitive tests in Mathematics, English and Science for Year 9 and 10 entry;
- Appropriate academic ability;
- Positive attitude towards learning;
- Respect for others and the ability to interact well with their peers and their teachers;
- A positive report from the applicant's present school;
- In all circumstances, the school's aim is to admit students with academic ability and a range of qualities to gain the maximum benefit from the curriculum and co-curricular opportunities available at St John's College;
- All successful applicants should embrace the school ethos and adhere to uniform code;
- Demonstrate a willingness and/or ability to participate in the rich variety of co-curricular activities.

Deposit

Once an offer of a place at St John's College is made a deposit of £500 is required to secure said place and this deposit is not refundable but the £500 is deductible off the first term's fees.

Sixth Form

In general, applicants will be interviewed and entry will be based on successful performance in GCSE (or equivalent examinations). All R16 pupils are invited to make an application to study AS Levels at St John's College. Applicants should obtain at least six GCSE passes at B grade, or above, including English and Mathematics. For any subject to be studied in the Sixth Form, applicants should have at least GCSE grade B or above. However, each application will be assessed on its own merits and with discretion. Grade A or above will be expected in Mathematics, Biology, Chemistry, Physics and any Modern Foreign Language, if any of these are to be studied at AS Level.

Applicants who wish to study non-A Level subjects, including BTEC, should have a good academic record and work ethic, as evidenced by their current school. Entrance requirements for non-A Level subjects are not prescriptive, and applications will be assessed on their individual merit. GCSE passes in English and Mathematics will be expected.

Overseas applicants

Overseas applicants are usually required to sit an entrance examination in English and Mathematics as well as a SKYPE interview. Full fees are paid before 15th June and the Guardianship Services Contract Agreement is signed by the parents. ACAS (Confirmation of Acceptance of Studies) must be issued before overseas students can apply for their Visas abroad.

Overseas Deposit

Registration fee is £250 and on acceptance of an offer, for students entering St John's College a deposit of £5,000 is required. Full payment is required before the Visa process can be initiated. The deposit is not refundable if the student subsequently fails to take up the place. As fees are payable termly in advance, the deposit will be held until the student leaves and may be used to offset charges incurred during the final term. Any balance remaining will be refunded at that time.

Entrance Procedures for Nursery and Infant School

Nursery (2 ½ - 4 year olds)

Children spend two half-days in the Nursery and are informally assessed during this time by the Nursery coordinator to establish when the child is ready to start. The child is asked to arrive at 9.00am and will need to be collected at 11.30am. The child will be observed playing

and interacting with the other children. He or she will have toast and milk mid-morning; please inform staff of dietary or medical needs. We know that some young children will find visiting a new place a little daunting, so a second session allows the child to build up confidence. We encourage parents to talk about starting Nursery and making new friends.

All children must visit the Nursery and Infants to familiarise with the environment. Staff can then supervise any assessments and observe the child interacting with other children and adults. Children in the Nursery undertake an initial assessment during their visit consisting of colours, numbers and letter sounds.

Each class is led by a teacher who is assisted by other highly trained support staff. The Nursery has a maximum of twenty places; this allows children who are part-time to gradually increase to full-time if the parents wish to do so. Children may enter the Nursery from the age of two-and-a-half subject to the following:

- the child has been toilet trained and is out of nappies/pull ups in the daytime;
- the nursery staff feel that the child is ready for our educational setting and will not unsettle the existing children.

The parents of a Nursery child who would like a certain number of sessions on specific days in order to meet work obligations, will be accommodated to the best of the School's ability. Generally the children are expected to do a combination of full days or a week of mornings. Where such a transfer is deemed inappropriate (for example, where it is felt that the child will not thrive given the curriculum provided), the Head of Nursery and Infants will arrange a meeting in the Trinity Term with the parents to discuss possible options.

Priority for places in R5 will be given to those children who have attended our Nursery.

The Nursery and Infant School benefits from an excellent pupil to teacher ratio; this is maintained in line with EYFS Statutory Framework, April 2017. Each class is led by a teacher who is assisted by other highly trained support staff.

In R5 to R7, children spend two whole days in the Infant School and during this time, have assessments in literacy and numeracy appropriate to the age of the child. Under normal circumstances, R5 to R7 have up to eighteen children per class; this also applies to Junior class sizes. If classes are full, at the time of enquiry, parents will be placed on a waiting list until a place becomes available.

Transition to Junior School

Under normal circumstances, children in R7 will automatically transfer to the Junior School once an application form has been completed. Where such a transfer is deemed inappropriate - for example, where a child has continually failed to comply with the expected standards of behaviour, or where it is felt that the child will not thrive given the curriculum provided - the Head of Nursery and Infants in conjunction with the Headmaster will notify the parents at the end of the Trinity Term. We always aim to work with parents to support the child and ease transition. The same process applies for **Transition to our Senior School**.

Overseas applicants

Children arriving from overseas or moving from outside of South Wales are most welcome. The Head of Nursery and Infants will try to arrange visits at a mutually convenient time.

Disclosure of Information and accepted code of behaviour

It is the parents'/guardians' responsibility to disclose, in confidence, to the Headmaster any circumstances which may reasonably be understood to have the potential to affect the pastoral and/or educational welfare, care and management of any prospective student or our existing pupils, prior to an offer of a place at St John's College. Failure to do so may jeopardise said student remaining at St John's College should any serious matter arise as a consequence of failing to disclose such reasonable information. Acceptance of a place is also an acceptance that the child will conform to the fair and reasonable behavioural expectations of SJC. Failure to do so may lead to partial, or full disciplinary sanctions being imposed. The Headmaster, in consultation with staff, is responsible for all decisions relating to the admission of students. If there is a waiting list for entry to a particular age group, applicants will be considered strictly according to the fulfilment of the Admissions criteria and to the date order of registration for each child. All formal offers of places will be made in writing, either by the Headmaster or his PA acting on his behalf.