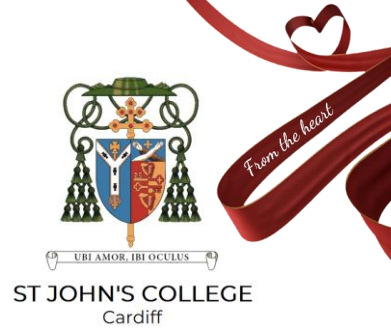


# Admissions Policy

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**St John's College, Cardiff**

## **ADMISSIONS POLICY**

**This policy applies to all sections of the School:**

Sixth Form, Senior School, Junior School,  
Infant School & Nursery.

***Version: September 2023***

St John's College, founded in 1987, is a leading co-educational day school in Wales providing an exceptional all-round education for approximately 550 pupils, aged 3- 18 years. The Board of Trustees consists of parents of current and past pupils who work very closely with the Headteacher and Senior Leadership Team.

## **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, fully participate in the life of the school, and adherence to codes of conduct and dress. The final decision to allocate a place rests with the Headteacher who is advised by the Admissions team.

While we operate as a Catholic School, we welcome children of all 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 Catholic ethos that upholds family values. All religious affiliations and applications are given careful consideration

St John's College is committed to equal treatment of all pupils, regardless of race, ethnicity, religion or social background. We ensure that we do not treat disabled pupils less favourably and take reasonable steps to avoid putting any pupil at a disadvantage and will make reasonable adjustments as required.

## **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 via <https://www.stjohnscollegecardiff.com/admissions/apply-now>  
A non-refundable registration fee of £125 (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 and a school reference. 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 Headteacher reserves the right to cancel any registration, if the school has reasonable concerns. Failure to disclose vital information may jeopardise the offer of a place.

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 registration 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, Admissions and 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) 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 that instigates our admissions process. An Open Afternoon is held in September and Entrance examinations are held each academic year.

### **Admissions Criteria**

- Interview(parent/guardian)with the Assistant Head, Admissions and External Relations;
- All applicants, from R8 to GCSE, must attend a taster day and sit robust assessments in Mathematics, English and Science for R14 (Year 9 )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 and a reference 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, this deposit is **not refundable** but will be deductible from the first term's fees.

## Sixth Form Entry Criteria

SJC does not set a Sixth Form entrance examination but requires applicants (whether internal or external) to achieve the following assessment results for entry to our Sixth Form:

- A minimum of five A\*- C grades (or the equivalent 9 - 4) at GCSE including Mathematics and English.
- For the students' benefit, an A/B grade at GCSE is advisable in subjects that they wish to study at AS Level. However, we will look at each individual application sensitively.
- Interview with either, Heads of Lower Sixth and Upper Sixth, or Headteacher and Assistant Head.

Applications will also take in to account a positive Year 11 report that demonstrates a serious, mature approach to study and school life as well as a track record of hard work.

It is our aim to care for and guide all pupils in an atmosphere of inclusivity, up to and including A Level. Moreover, as we have a responsibility to our Year 11 pupils and their parents, we aim, where practical, to ensure that we offer them the best possible options for further education.

**External Sixth Form applicants** will be invited to attend an interview and to provide their most current school report on progress and attitude to learning. Proof of GCSE grades is required before commencing AS level and should be sent to our Examinations Officer and as well copied to Head of Lower Sixth.

## Overseas applicants

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

Students arriving from overseas or moving from outside of South Wales are most welcome. We will try to arrange visits and tours at a mutually convenient time. Please contact Assistant Head, Admissions for further details: [mbridge@stjohnscollegecardiff.com](mailto:mbridge@stjohnscollegecardiff.com)

## **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 (3 - 4 year olds)**

Children spend two consecutive 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 attend Nursery until 11.30am. The visiting child will be observed playing and interacting with the other children. Children engage in fun assessment tasks consisting of colour recognition, numbers both counting and recognition and letter sound knowledge. Mid morning the children have toast and milk. Please inform staff of dietary or medical needs. We appreciate that this can be a difficult transition for young children and that a new environment can be a little daunting. However, over both sessions we hope to introduce this new chapter and environment to the child, building confidence and getting them excited for Nursery. To prepare the child for Nursery it is suggested that parents discuss the adventures which the children are going to have and the new friends they are going to meet.

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.

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. The children are expected to do a combination of full days or a week of mornings. Staff work together with parents to ensure the child is at the centre of any decisions made and if it is felt that the child will not thrive given the curriculum provided, the Head of Nursery will arrange a meeting 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.

**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. In unusual circumstances, where it is thought that it is in the best interests of the child for him or her not to transfer to the Junior School, parents will be involved in discussion with the Headteacher and Head of Infants to explain the reasons for this decision and will be notified by 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**.

### **General Absences**

To report general absences such as illness or medical appointments please contact [admin@stjohnscollegcardiff.com](mailto:admin@stjohnscollegcardiff.com) or telephone **02920 778936** - please include in your message the reason and the anticipated duration of the absence. If the pupil is still unable to attend School for a third consecutive day, please call the School Office again.

### **Unauthorised Absences**

To avoid unauthorised absences being recorded, any requests for your child to be taken out of school during term time must be approved by the Headteacher. A written application in advance is required from the Parent or Guardian and permission is at the discretion of the Headmaster. This may be granted for exceptional circumstances.

Parents are respectfully reminded of the necessity of adhering to the term dates, ensuring their child attends School unless prevented by illness or unforeseen circumstances, or unless the Headteacher has granted Leave of Absence in writing. Parents have a legal obligation to the Welsh Assembly Government, a contractual obligation to the School, and a moral obligation to their own children. Every day of School missed has an adverse impact upon a pupil's progress. All pupils should aim for 100% attendance.

## **Disclosure of Information and accepted code of behaviour**

It is the parents or guardians' responsibility to disclose, in confidence, any circumstances which may reasonably be understood to have the potential to affect the following:

- Safeguarding of pupils;
- Educational welfare;
- Medical welfare;
- Care and management of any prospective or existing pupil.

Non-disclosure of relevant information may jeopardise the pupil's place at St John's College, should any serious matter arise. Acceptance of a place is also an acceptance that the child will conform to the fair and reasonable behavioural expectations of SJC as outlined in our Behavioural Policy. Failure to meet the School's behavioural expectations may lead to partial or full disciplinary sanctions being imposed.

The Headteacher, in consultation with staff, is responsible for all decisions relating to the admission of pupils. If there is a waiting list for entry to a particular age group, applicants will be considered 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 Assistant Head, Admissions.