



Admissions Policy

Review cycle: Every 3 Years

Last Review Date: Jan 2022

Next Review Date: Jan 2025

Staff responsible: Mr S Robinson

Governor responsible: Mr M A L Robb



POLICY FOR ADMISSIONS

This policy applies to entry points including the EYFS

Statement

St. John's Admissions Policy does not permit religion or belief, race, 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 would not thrive within the environment and programme that St. John's offers.

Aims

- To give parents and children as much information as possible about St. John's and the education the School provides
- To do our best to make sure that any child starting at St. John's settles in quickly and happily
- 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. Information about the School is available on the website, including the School Prospectus. 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 must be filled out online and a non-returnable registration fee paid in advance. At this stage if parents 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 main 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 aim to have a class size of maximum 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 provided that St John's is the appropriate environment for each individual child to thrive. It is important to note that the sibling policy applies from Reception onwards.



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 it appropriately 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 Lower School and the team consisting of the lead Nursery Nurse and two assistants. Prospective pupils are seen in groups of around eight 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 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 around 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 assesses a particular area, i.e. communication, language 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. Each boy has a general interview with the Headmaster. Full reports are requested from the boys' Pre-Prep or Primary Schools beforehand.

From September 2023 entry our 3+ assessments will take place in January, 4+ assessments in October and 7+ assessments occur at the end of November.

The three main Northwood Boys' Preparatory Schools operate a concordat arrangement at 3+, 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 we will review our waiting list and assess any prospective pupils looking for a place. These assessments will be age appropriate and will take place individually or in small groups. Up to and including Year 4, the Head of Lower School or a deputy will conduct such assessments. For older pupils the Head of Mathematics and Head of English set relevant papers. The Deputy Head (Academic or Pastoral) interviews pupils and the Head of Assessment coordinates the process. Every year some boys will leave at the end of Year 6. 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 Mathematics and English and obtain a report from their current schools and offer places accordingly.



Information for Parents

Parents are provided with a copy of the School Prospectus when they first enquire (it is also 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 three meetings, one for our new Nursery pupils, one for parents of boys coming into Reception (including those in our current Nursery), 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.