



# Admissions policy

<b>Independent school standards</b>	Paragraph 32(3)(a)
<b>Last updated by senior leaders</b>	November 2025
<b>Last reviewed by advisory board</b>	November 2025
<b>Next review due</b>	September 2026

## **Introduction**

- St. John's Preparatory and Senior School is a selective co-educational school.
- The admission procedures outlined below apply equally to prospective pupils, regardless of their home address, and/or whether they have siblings currently attending St. John's.
- St. John's welcomes applicants from all backgrounds, irrespective of differences such as race, religion, nationality, disability or any of the protected characteristics as defined in the Equality Act 2010.

## **Procedure – children in the early years**

- At St. John's Preparatory School children start school in the Pre-Prep Section once they turn 3 and in the September before their fifth birthday in Prep 1; the maximum admission number for each class is 19. We have a two-form entry.
- When parents and carers express an interest in our school, they are provided with a prospectus and are invited to complete an online application form for admission. Upon receipt of a completed application form for admission, parents are then invited to an interview with the Principal and may look around the school on that day. Subsequently, if the parent wishes to continue with their application, they are asked to pay the registration fee. Upon receipt of the registration fee, the child is then invited to the school for an academic assessment. As soon as possible after the assessment, placement offer letters will be sent.
- We place great emphasis on two elements of induction. Firstly, the provision for pre-school children on their initial visits to their school needs to be sensitive and well-balanced. Secondly, we feel that there should be an adequate provision of information to parents explaining our induction programme, giving ample opportunity for questions to be asked and answered. Therefore, once admissions are confirmed, the Head of Early Years and the Head of Reception class introduce themselves to the parents and facilitate an interview to discuss their child's induction to St. John's. Information is given about the school with particular emphasis placed on attendance, punctuality, uniform, rules and routines, and partnership with parents.

## **Procedure – admission into other year groups**

- Pupils are admitted in each year group up to a maximum of 19 per class.
- If a parent expresses an interest in applying to our school for a place for their child, they are provided with a copy of the prospectus and are invited to complete the online application form for admission.
- Upon receipt of the application, prospective Senior School pupils, including those applying for a place via the football-partnership route, are invited to take an entrance test to establish their ability in English, mathematics and verbal reasoning.

- Prospective pupils to the Preparatory School (in-year admissions) are invited to complete an assessment to establish their ability in English and mathematics.
- Following a successful entrance test/assessment, the family are then invited to meet the Principal or Headteacher to discuss their child's admission to the school, and to look around, prior to being offered a place.
- As soon as possible after the meeting, letters are sent out offering places, subject to satisfactory references from the pupil's previous school, which include, where applicable, confirming a satisfactory record of paying fees. *If the prospective pupil is transferring from another primary/preparatory school or is a mid-year transfer, a written reference is always requested from the previous school.*
- As soon as a new pupil is confirmed to be starting at St. John's, the Registrar also requests a Common Transfer File ('CTF') or paper profile (in the absence of a CTF) together with any safeguarding records from the previous school.
- Once the pupil has been admitted, parents are asked to keep in close contact with the form teacher to ensure that their child's transition to a new school is a smooth one.

### **Access arrangements for the admission process**

- Parents of a child with any special educational needs and/or disabilities (SEND) must provide the School with full written details at registration, or subsequently, either before they take the entrance exam or at interview, so that any reasonable adjustments can be made to the admission process.
- Where access arrangements and/or reasonable adjustments may be required for the entrance examinations, documentation (e.g. EHCP, educational psychology assessments, medical letters) must be submitted by the deadline given by the School. Access arrangements may not be provided if this deadline is missed.

### **Special educational needs and/or disabilities (SEND)**

- St. John's is a selective, highly academic independent school. As such, we do not offer specialist teaching or provide specialist resources for pupils with SEND. However, the School fulfils its obligations under the Equality Act 2010 and makes reasonable adjustments to support pupils with SEND where we can cater for their needs adequately.
- Parents of prospective pupils must provide full and accurate information about their child, including all relevant documentation such as an Education, Health and Care Plan (EHCP), educational psychologist reports, and any medical or other professional reports. It is essential that all such documentation is shared with the School as early as possible. The School will work closely with parents to discuss what reasonable adjustments may be possible if their child joins St John's.

## **Overseas applicants**

- St. John's welcomes applications from international students.
- When circumstances prevent an in-person interview from being conducted, we arrange online interviews.
- A visa is required if the applicant does not hold a UK passport. St. John's School is a student visa sponsor (previously known as 'Tier 4').
- A Confirmation of Acceptance for Studies (CAS) will only be issued once the Acceptance documents have been received and the deposit and registration fee has been paid.
- Candidates applying for Year 12 entry are ordinarily expected to hold a minimum of a CEFR B2 level qualification.