



ST JOHN'S  
 BEAUMONT

## Admissions Policy

This policy is applicable to the whole school community (including staff, learning, volunteers, boarding, Early Years Foundation Stage, parents and carers, visitors and community users) who have access to and are users of the school digital systems, both in and out of the school. It also applies to use of personal digital technology on the school site (where allowed).

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<b>Authorised by</b>	<b>Advisory Board</b>
<b>Responsible Area</b>	<b>Admissions</b>

### Agreed by:

<b>Headmaster</b>	<b>Head of Marketing and Admissions</b>	<b>SENDCo and Head of EAL</b>
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## **1. INTRODUCTION**

St John's Beaumont School (SJB) is a co-educational Prep School for ages 3 to 13. Entry to SJB is dependent on the School feeling reasonably sure that it will be able to educate and develop prospective pupils to perform at a high level in every discipline. This is to ensure that each pupil will thrive, have a complete, happy and successful school career and emerge a confident, well-educated and well-rounded person. These criteria must continue to be met throughout a pupil's time at the School.

The School is made up of three sections: The Pre-Prep (EYFS and Years 1 to 2), The Middle School (Years 3 to 5) and the Upper School (Years 6 to 8). SJB welcomes all families and has pupils from both the local area and from further afield.

SJB is proud of the success of its pupils; nationally standardised test data indicates that the performance of the pupils is above average. Last year pupils were awarded academic, music and sport scholarships for excellence in these fields. When pupils leave SJB they go on to excel at many of the top senior schools in the country. Our aim is to ensure every pupil leaves SJB and heads to the right school for them, their ability and their talents.

## **2. AIMS OF THE POLICY**

1. To ensure compliance with legislation.
2. To set selection criteria and procedures that are fair to all.
3. To ensure that successful applicants will flourish at SJB and will contribute to the wider School community.

## **3. ADMISSIONS PROCEDURE**

1. The School places a high value on the continuity of education for children in every stage of a child's educational journey at SJB, including The Pre-Prep, The Middle School and The Upper School.
2. Pupils can start SJB at any stage, depending on availability of places. Usual points of entry are at Nursery, Reception, Year 3 and Year 7. However, places are offered as available for other year groups, and for most year groups, following assessment.
3. The School will consider all applications, however, if a child will be unable to effectively access the curriculum, and if the School is unable to meet their needs, then this will be discussed with the family applying.

### **REGISTRATION**

1. The School will consider each application for registration, once a registration form and registration fee have been received.

2. The registration fee is non-returnable, whether or not the application for registration is successful. Prospective parents are advised to contact the Admissions Team to discuss options before registering.
3. As part of the admissions process the family is invited to meet the Headmaster and for a tour of the School.

### **PRE-CONDITIONS**

The following pre-conditions are expected to be met prior to the School making a formal offer of a place:

1. Parents understand and broadly empathise with the ethos of SJB.
2. The child is of an appropriate age and maturity.
3. The child is able to access the full curriculum.
4. The School is able to adequately provide any learning and/or disability support were that deemed necessary.
5. The applicant's current educational setting/school shares satisfactory reports.
6. Fees at the applicant's current educational setting/school have been fully paid.

### **ACCEPTANCE OF A PLACE**

1. Places are offered in writing, and parents are then required to pay the specified deposit and complete an online Acceptance of a Place form. This acts as the formal contract between the School and the parents.
2. There is some priority for places is given to siblings, SJB Alumni and other contacts of the School, depending on availability.
3. The deposit is non-returnable should the place not be taken up by the applicant (and should the place not be filled). If the place is filled, the deposit, less expenses, may be returned.
4. The deposit is held against any outstanding disbursements when the pupil leaves the School. Any remaining balance not donated to the SJB Foundation will be refunded after the pupil has left the School.
5. If a pupil is transferring from another school, SJB will contact this school to ascertain that there are no outstanding fees or issues. A place will not be offered should there be outstanding debt.

### **WAITING LIST**

If there is not a space available, the registered child will be placed on a waiting list.

### **THE ABILITY OF THE SCHOOL TO MEET THE NEEDS OF A PUPIL**

In order to ascertain whether the School is able to meet the needs of a pupil:

1. The Headmaster will meet with the parents of each pupil.
2. SJB will obtain a reference from the Headteacher of the child's current educational setting.
3. SJB requires copies of previous school records and reports.
4. In the Nursery and Pre-Prep, the Head of Pre-Prep and/or the SENDCo will meet each child for an informal assessment.

5. In the Prep School, pupils will undertake a formal assessment which will include a written assessment and an interview with the Headmaster.
6. International pupils over the age of 9.5 years are required to sit the Ukiset examination and submit a full report.

#### **4. EQUAL TREATMENT**

1. The School is keen to receive applications from a wide range of backgrounds to further enrich our School community.
2. SJB is committed to equal treatment for all with Protected Characteristics, and are mindful of our obligations under the Equality Act 2010 during the admissions process.

#### **5. SPECIAL EDUCATIONAL NEEDS AND PROVISION OF INFORMATION**

1. The School welcomes pupils with special educational needs providing that the child's classroom setting and the School's SENDCo can provide the appropriate support.
2. If relevant, parents should provide a copy of an Educational Psychologist's report or a medical report to the School.
3. Parents are required to disclose any known special educational needs or support received in current setting e.g., Speech and Language Therapy during the application process. Parents must ensure that information is accurate and complete, and failure to do so may result in the withdrawal of an offer.

#### **6. SCHOLARSHIPS**

Alongside the bursary programme, SJB offers scholarships for excellence in:

- Academic subjects
- Sport
- Art
- Music
- Drama

Please note that this will be subject to candidates meeting the standard admissions criteria

Purpose of Scholarships:

Scholarships are designed to reward excellence and to celebrate exceptional talent. Eligible pupils will be invited to participate in the School's scholarship programme, designed to allow pupils to demonstrate their aptitude in their chosen field. In recognition of this achievement, the scholar is offered a discretionary discount on School fees. Details of the arrangements will be sent to all who express an interest, and the programme is open to both current and prospective pupils.

#### **7. ENTRY INTO NURSERY**

1. A child will join the Nursery as a rising four and not before their third birthday.

2. Before a child is offered any place they will be invited to a taster day in Nursery where there will be an informal observation and/or assessment by the Head of Pre-Prep and SENCo. There will also be a family meeting with the Headmaster.

## **8. ENTRY INTO RECEPTION, YEAR 1 AND YEAR 2**

1. Prior to entry, pupils in Years 1 and 2 will take part in a taster day.
2. Where possible, prior to entry, Reception children are visited by The Head of the Pre-Prep/SENDCo in their current setting.
4. Before a child is offered any place they will be invited to a taster day where there will be an informal observation and/or assessment by the Head of Pre-Prep and SENCo. There will also be a family meeting with the Headmaster.
3. Pupils will be invited to an introduction session prior to their start date.

## **9. ENTRY INTO YEAR 3 AND ABOVE**

1. Children will be invited to a taster day and formal assessment which will include a written assessment in Mathematics and English.
2. Before a child is offered a place the applicant will be invited to a taster/assessment day with their current cohort. Additionally, boarding applicants will be invited for an overnight stay.
3. During the taster day the pupil will complete the written English and Mathematics assessment with the SENDCo.

## **10. NON-BRITISH AND IRISH PASSPORT HOLDERS**

The School currently holds a licence to sponsor international students under the Child Student Visa route. Parents must inform the School when completing a registration form if their child requires sponsorship from the School (CAS) in order to obtain a visa to study at the School. It shall be the parents' responsibility at all times to ensure that their child has the appropriate immigration permission to live in the United Kingdom and to study at the School and parents are required to permit the School to take and retain copies of all necessary documentation to be kept by the School in order to comply with its duties as a licensed UKVI sponsor. This is including and not limited to; passport and/or online immigration and right to study checks using a share code, and where necessary, the relevant parent documentation.

Non-British nations on other visa or immigration routes are requested to provide a share code to allow the School to check immigration status.

## 11. RECORDING ADMISSIONS

Pupil and family information is submitted electronically (via the SJB website) and is then recorded on Hubspot and SchoolBase, the School's management information system. The School will adhere to the data protection policy and document retention guidance.

## 12. APPEALS

If parents/guardians are not satisfied with the Admissions procedure, then they should raise any concerns with the Headmaster in the first instance, they may also appeal in writing to the Proprietor.

## 13. TERMS AND CONDITIONS

A copy of the School's Terms and Conditions is available to current parents on the Parent Portal and shared with prospective parents as part of the Admissions process.