

Saint
John's

college school
Admissions Policy



Aims & Ethos

At St John's College School we aim to foster the aptitudes and nurture the growth of each child to enable them to become their best selves in the fullest sense. Respect for children, faith in children and an ability to see the world through their eyes informs our teaching and our care.

Pastoral Care and Well-being

We believe that emotional and social well-being, self-awareness and confidence are inextricably linked with academic progress. This emotional well-being arises from a deep connection with others, which is nurtured through our care for children. If we care about children, we will wish to notice and respond to a need, spot and develop a talent, discover and resolve an unhappiness. If we evidence this care, children will feel secure and valued, and will value themselves and others. We see school as an extension of family life and aim to know, understand and care for the families from which our children come and to work with families in each child's best interests

Creativity

We encourage children to become independent, creative learners and critical thinkers, equipped with the skills to collaborate, problem-solve, self-reflect and adapt. Through a broad curriculum that has a focus on child-led learning we nurture creative elements of imagination, curiosity, rigour, collaboration and perseverance.

Academic Excellence

We aim to offer an outstanding education through a rich and broad curriculum which enables children to reach the highest levels of attainment supported by the very best quality of teaching, premises and resources. Our high expectations are founded on teaching children mindsets that ground learning in fundamental skills, enabling them to be risk-takers and leaders in learning.

Community

We aim for children to have a generosity of spirit and compassion in a global society and to embody the values of love, honesty, kindness, respect, service and trust in their community and beyond.



Equal Opportunities Policy

The school considers itself a community in which each individual's needs should be recognised and each of its members' talents and aptitudes should be fostered. It is as a living and caring community that the school is committed to a policy of equal opportunities for children, parents and staff.

The school will not discriminate against anyone on grounds of their racial or ethnic origin, culture, health conditions, circumstances relating to home life, gender, sexual orientation, religious beliefs or, where practicable, disabilities.

This policy extends to the school's recruitment and admissions procedures.

This policy should be read in conjunction with the school's **Behaviour Policy, Disability Policy, Accessibility, Planning Policy, Anti-Bullying Policy** and **Cyberbullying Policy**

AIMS

The aims of this policy and the School's ethos as a whole are to:

- Eliminate unlawful discrimination on grounds of any of the protected characteristics.
- Promote equality of opportunity for all members of the School community.
- Comply with the School's equality duties contained in the Equality Act 2010.

All members of the School community are expected to comply with this policy.

All parents are expected to support the aims of this policy and the School's ethos of tolerance and respect.

ADMISSION

The School treats every application for admission in a fair and equal way in accordance with this policy and the School's Admissions Policy. The School accepts applications from, and admits, all prospective pupils irrespective of their gender, disability, gender reassignment, race, religion or belief (or lack of religion or belief) or special educational needs ('SEN').

Parents must inform the School when submitting the Registration Form of any special circumstances relating to their child, which may affect their child's performance in the admissions process and/or ability to fully participate in the education provided by the School. The School will not offer a place to a child with disabilities

if, after reasonable adjustments have been considered, the School cannot adequately cater for or meet their needs.

Bursaries are means tested awards offered to those who meet the School's admission criteria but may otherwise be unable to attend the School due to financial hardship. Details of our provision for bursaries can be found on our website or obtained from the Bursary.

EDUCATIONAL SERVICES

The School affords all pupils access to educational provision including all benefits, services and facilities, irrespective of any protected characteristic (subject to our reasonable adjustments duty and considerations of safety and welfare). The School will not discriminate against a pupil on the grounds of any protected characteristic by excluding them or subjecting them to any other detriment.

The School will:

- Treat all members of the School community with respect and dignity and seek to provide a positive working and learning environment free from discrimination
- Endeavour to meet the needs of all children and ensure that there is no unlawful discrimination on the grounds of any protected characteristics
- Ensure that pupils with English as an additional language and pupils with an Education Health Care Plan receive necessary educational and welfare support
- Monitor the admission and progress of pupils from different backgrounds
- Challenge inappropriate discriminatory behaviour by pupils and staff
- Offer all pupils access to all areas of the curriculum and a full range of extra-curricular activities
- Work with parents and external agencies where appropriate to combat and prevent discrimination in School
- Ensure that it reviews, monitors and evaluates the effectiveness of inclusive policies and practices ☒
 - Use the curriculum, assemblies and PSHEE to:
 - o Promote tolerance of and respect for each other, paying particular regard to the protected characteristics set out in the Equality Act 2010.
 - o Promote positive images and role models to avoid prejudice and raise awareness of related issues.

The School recognises that discrimination may be direct, indirect, or arising from disability whether or not it was intentional. Harassment and bullying in all its forms is unacceptable and will be dealt with in accordance with the School's Behaviour and Anti-bullying policies.

RELIGIOUS BELIEF

The School is inclusive and welcomes and respects the rights and freedoms of individuals from other religions and faiths (or with no religion or faith) subject to considerations of safety and welfare and the rights and freedoms of other members of the School community.

The governing body, through the senior leadership team, actively promotes the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

REQUESTS FOR VARIATION IN THE SCHOOL UNIFORM

All pupils are required to wear a uniform. The Head will consider requests from parents and pupils for variations in the uniform for reasons related to disability, gender reassignment and/or on religious grounds provided they are consistent with the School's policy on health and safety and it is reasonable in all the circumstances including in light of the School's obligations under the Equality Act 2010.

REASONABLE ADJUSTMENTS FOR PUPILS WITH DISABILITY

The School has an ongoing duty to make reasonable adjustments for pupils with a disability to ensure they do not suffer a substantial disadvantage in comparison with other pupils.

Where the School is required to consider its reasonable adjustments duty, it will consult with parents about what reasonable adjustments, if any, the School is able to make to avoid their child being put at a substantial disadvantage. The School will carefully consider any proposals for auxiliary aids and services in light of a pupil's disability and the resources available to the School.

The School has an **Accessibility Plan** in place which can be found on the School website and a hard copy can be made available upon request. This sets out the School's plan to increase the extent to which disabled pupils can participate in the School's curriculum; improve the physical environment of the School for the purpose of increasing the extent to which disabled pupils are able to take advantage of education and benefits, facilities or services provided or offered by the School; and improve the delivery to disabled pupils of information which is readily accessible to pupils who are not disabled.

MONITORING AND REVIEW

The Head regularly monitors and reviews the effectiveness of this policy and reports to the governors annually on the policy's effectiveness in practice.

BREACH OF THIS POLICY

Pupils who are in breach of this policy may be sanctioned in accordance with the **School's Behaviour Policy**.

Admission to St John's College School

We are delighted that you are interested in a place for your child at St John's College School. We welcome contact from parents with children who might join the School at any age from 4 – 13 or who are interested in a Choristership for their son or daughter in the St John's College Chapel Choir from the age of 8+ (Year 4).

The main point of entry is for children at 4+ into Kindergarten (Reception) but we also welcome a number of children in other year groups where space is available.

There are 4 stages in the admissions' journey: A.

The first stage is either to:

- Complete the contact form on the website; or
- Telephone or Email the Registrar, Maria Mosher, on 01223 353652 or admissions@sjcs.co.uk

The Registrar will discuss your enquiry and send you an information pack.

B. The second stage is to come and visit the School. This can be done in one of two ways:

1. Sign up to an Open Morning (details can be found at www.sjcs.co.uk/open-mornings). These are held on a school day so that you can see the School working in its usual way and visit classes. Tours of families are taken round by children and the morning ends with a question and answer session with senior members of staff including the Head. If you are interested in taking your application further, this will be followed up with a meeting with the Head of Byron House (if applicable) and the Head.
2. A private tour on a school day which will include being shown round the School by children and a meeting with the Head of Byron House (if applicable) or with the Head.

C. If, after your meeting with the Head, you and the School feel that St John's is right for your child, we then encourage you to complete a registration form which includes a fee of £120 (inclusive of VAT).

D. The final part of the journey depends on the age of your child and will, for older children, include an assessment. Details of the final stage of our admissions' journey can be found below.

Choristerships in St John's College Chapel Choir

Please see details about how to apply for a Choristership for your son or daughter in the St John's College Choir at www.sjcs.co.uk/becoming-chorister.

Further information can be gained through the links provided below and from the Registrar, Mrs Maria Mosher (admissions@sjcs.co.uk or 01223 353652).

Visiting the School

Open Mornings

We hold four open mornings each academic year, usually in October, November, March and May.

The best way to see the School initially is during one of our Open Mornings. These are held on a school day so that you can see the School working in its usual way and visit classes. Tours of families are taken round by children and the morning ends with a question and answer session with senior members of staff including the Head. If you are interested in taking your application further, this will be followed up with a meeting with the Head of Byron House (if applicable) and the Head.

Private tour

Although the best way to see the School initially is by coming to an Open Morning, we appreciate that this may not be convenient for all. It is also possible to arrange a private tour which will include a look around the School with children as your guides, as well as a meeting with the Head and/or the Head of Byron House.

Once you have visited the School, please see contact the Registrar for details of how to register.

Admission to Kindergarten at 4+

Firstly, and most importantly, we wish to be as caring as possible in our approach to you and to your child as we go through the admissions process together. What matters to us is that St John's College School will be right for you and for your child and our admissions process is designed to help us all reach the right decisions without creating anxiety.

So that you can see us truly as we are, whether you come to an Open Morning or a private tour, we hope you will get a feel for the normal daily life of the School. You will spend time with the Head and/or with the Head of the Junior Department (Byron House), discussing your child, your and our educational hopes and aims, and getting answers to any questions you may have. By the time you leave, you should have a real sense of whether the distinctive education St John's provides is right for you and for your child.

Once you have seen the School and met with the Head and registered, they will write to you offering a place on a first come, first served basis, taking into consideration our priority for siblings (see below) and the number of boys and girls in the year group. You will be asked to confirm your acceptance of the place at this point.

In order finally to check St John's, with its rich curriculum, is right for your child, we invite them to spend some time with us at School, usually starting in the February or March in the calendar year of entry, to get to know them as individuals and possibly visit them in their nursery if this is necessary. This is not a formal assessment and we do not give children interviews or tests at such an early age.

Siblings

When it comes to offering places, we give priority to the siblings of children already in the School and the number of places available to non-siblings will therefore vary from year to year. The number of brothers or sisters we take will also determine the number of places left for girls and boys as we aim to have an equal mix of girls and boys within a maximum of 40 places. If we can only offer a waiting list place at this stage, we keep in touch with parents as circumstances change.

Registering for a place

Once you have seen the School and the decision has been made that St John's could be the right school for your child, you will be invited to fill out a registration form and pay the registration fee. It is important to note that the acceptance of a registration form does not constitute the formal offer of a place.

Once the registration form has been completed, a formal offer will be made by the Head for our Kindergarten (4+) entrants on a first come first served basis, having taken into consideration priority for siblings and the balance of boys and girls in the year group, and following an assessment for children entering into older year groups.

Offers to Siblings

Priority is given to siblings and places are offered automatically in Kindergarten (Reception) unless there is some concern which requires us to discuss things further. For older children, we will give priority to siblings but will want to ensure that St John's is the right setting for them. This may require an assessment.

Admission to other year groups

Any assessment we undertake is to ensure your child will be comfortable with their peers at St John's College School and that they will be able to access the curriculum and to thrive in our School. Assessments for places at St John's College School are usually taken once parents have looked round and registered, and depend on the age of each child:

Year 1 (T1) and Year 2 (T2) – we ask that each child visits us for a short time, so that we can see whether they are suitable for St John's College School. We will see where they are in relation to their cohort and see how they are in the classroom situation. It is also an opportunity for them to experience the School. In advance of their visit, we request a copy of a child's latest school report, as well as permission for us to contact their current school for a confidential reference.

Year 3 (Form 1), Year 4 (Form 2) and Year 5 (Form 3) – we invite children who are applying to join us in these year groups to an assessment morning, usually held on a Saturday in January prior to the September of entry to the School. A report is requested from the child's current school to help us to understand a child's background in making our own assessment. We also ask for a copy of a child's most recent school report.

The assessment morning is designed to be as much like a normal morning at school as possible. Children are divided into small groups and are in the pastoral care of one teacher throughout the morning. In the course of the morning they will have Maths, English, Drama & Music, Art and possibly PE, all of which are specialist taught and are observed by at least two teachers.

The children are never left without support and we help them over any difficulty. Our hope is that they should very much have enjoyed their time with us and, while this is a valuable aim in itself, it also allows us to observe them in circumstances where they feel they can be themselves. Any anxiety about the occasion will most probably have been felt much more by parents than by their children!

In the English and Maths papers, while we note what children have achieved, we also look very much for potential. Drama/Music, Art, and possibly PE, are all assessed, as is a child's reading age. Where a learning difficulty has been reported prior to the assessment, or where a possible learning difficulty becomes apparent during assessment, our Learning Support specialists produce notes as appropriate.

Year 6 (Form 4), Year 7 (Form 5) – children are invited to spend the best part of a day at Senior House. We ask them to undertake light-touch assessments in Maths, English, Verbal and Non-Verbal Reasoning, so we can determine where they are academically in relation to our cohort in the relevant year group. They will also be interviewed by the Director of Studies and we will observe them in the classroom. In advance of their visit, we request a copy of a child's latest school report, as well as permission for us to contact their current school for a confidential reference.

Year 8 (Form 6) – this is the final year group at St John's College School, and we receive few applications at this stage. If parents are interested in a place at this point, we will undertake an assessment in the same way as for children who would come into Year 6 or Year 7.

Virtual Visits and Online Assessments

Where visits in person are not possible due to location or other circumstances, information and short films are available on our website that provide an introduction to St John's College School. Additionally, virtual meetings will be set up to enable a prospective family to meet staff; this may include the Head, Head of the Junior

Department (Byron House), Deputy Head of Byron House and the Director of Studies. Similarly, where visits to the School are not possible, online assessments will be administered for pupils in Years 3 to 7.

Access Arrangements

If a prospective pupil has Special Educational Needs, Disabilities or English as an Additional Language (EAL), we ask that this is notified to us in advance, so that reasonable adjustments can be made to ensure that the child is able to access all elements of the assessment process, in line with our Individual Needs Policy and EAL Policy.

Appeal

Where possible, feedback is offered to parents of pupils who have been unsuccessful in gaining a place after an assessment. There is no recourse to appeal against the decision with regards to the offer of a place.

Fees and Bursaries

Schedule of Fees

You will find the schedule of Fees for the current academic year enclosed (please see insert).

Bursaries

Financial assistance towards the payment of fees is available in cases of proven financial need for children entering the School from Year 3 (7+). Bursaries, which may be up to 100% of fees, are awarded to pupils (from age 7+) who, it is believed, will gain most from a St John's education and will contribute fully to the life of the School.

Decisions regarding bursary assistance are made by the Governors' Bursaries Committee, advised by the Head and Director of Finance. The Committee will consider each application, following an informal interview and scrutiny of the family's financial circumstances which includes verifying the capital and current income available to meet fees. Awards are subject to annual review to allow for adjustment to reflect changed circumstances.

The deadline for applications for a Bursary is January 31st preceding the September entry.

Bursaries for Choristers

In addition to the scholarships awarded by St John's College to choristers, parents may apply for additional bursarial help in cases of financial need so that no child is prevented by financial reasons from taking up a choristership.

Parents of current or prospective pupils are most welcome to have an informal discussion about bursaries. Please contact the Finance Department directly (bursary@sjcs.co.uk) in complete confidence.

Boarding Options

Admission to the Boarding House

Children aged 8 and above can be admitted to the Boarding House. The majority of boarders (with the exception of the Choristers) are children who convert from day schooling at St John's and the School offers a variety of boarding options to meet the needs of families and pupils as far as possible. With all boarding options, priority is given to children wishing to board for more nights per week. All boarding fees are reviewed annually and published at the end of the Lent term on the St John's College School Scale of Fees letter.

Admission of current day pupils to the Boarding House is organised by the Head of Boarding. Admission of boarders new to the School is managed by the Registrar.

Full Boarding

Full boarding runs from Sunday to Thursday night inclusive. Full boarding is charged on a termly basis in advance and withdrawal from full boarding requires one term's written notice.

Flexi-boarding

Flexi-boarding enables pupils to board regularly for one night per week or more (consecutive nights are preferred). Flexi-boarding allows a boarder to pursue regular out of school activities that end late (sporting or musical, for example) but guarantees a bed place throughout the term. Flexi-boarding is an excellent steppingstone to full boarding, either here at St John's or at senior school level.

Parents are able to book flexi-boarding on a termly basis, as long as there are free spaces in the boarding house. Flexi-boarding is charged for either one-night, two-night or three-night weekly stays. Full boarding has priority over flexi-boarding; if a flexi-boarding bed will not be available for the following term, the School will give 28 days' notice to that effect.

Temporary Weekly Boarding

Temporary Weekly Boarding is useful for pupils who are considering becoming full boarders and would like to try it out, briefly, or for families who have a planned event/holiday and would like their children to be cared for in the boarding house for a week.

Temporary Weekly Boarding runs from a Sunday evening through to 4.10pm on a Friday. The availability of Temporary Weekly Boarding depends upon the number of free beds available at any given time.

Temporary Daily Boarding

Temporary Daily Boarding allows parents to book a single night's stay for their children in advance. Availability, again, depends on there being free beds in the Boarding House. If you would like to know more about any of the boarding options described above, please contact the Head of Boarding at boarding@sics.co.uk.

Further information about Boarding is available in the Boarders' Handbook.

Becoming a Chorister

The College Director of Music, Christopher Gray, is pleased to receive enquiries from the parents of boys and girls interested in joining the choir. Please contact him on 01223 338718 or by email – choir@joh.cam.ac.uk.

Admission to the St John's College Choir and to St John's College School takes place annually in September. The number of choristers accepted each year varies, but the maximum places in any one year is unlikely to be more than 5. Children are not admitted under the age of 8 and it is rare that a child will be admitted over the age of 10 at the time of entry.

The College Director of Music is very willing to hear children aged 6+ informally, prior to a formal voice trial, to offer parents an indication of their child's prospects and advice about any preparations that might be appropriate.

Following an informal meeting with the College Director of Music, parents may be asked to put their child forward for a formal voice trial. This takes the form of an audition in which the children are given oral/aural tests, perform a prepared vocal piece of the candidate's choosing and play a piece on any instrument they may be studying. The audition is held in as much of a relaxed atmosphere as possible. A singing coach is in attendance and at least part of the audition may take the form of a lesson rather than a formal test.

In addition to the musical aspect of the Voice Trial, the children are assessed academically to ensure that they will cope happily with the demands of a curriculum that leads to exams for senior schools and a preparation for the next stage of the children's education and beyond.

If successful, a Chorister Scholarship of two-thirds of the full boarding fee (all Probationers and Choristers are boarders at the College School) will be offered by the College, in addition to which the College funds the cost of individual singing lessons and tuition on one musical instrument. It is the College's intention that no child should be prevented from taking up a Choristership as a consequence of financial difficulty and bursaries are also available for families who need further financial assistance.

Further details of the Voice Trials are available from:

The Registrar
St John's College School
Grange Road
Cambridge CB3 9AB 01223
353652
admissions@sics.co.uk

Further information about Choristership and Probationership is available in the Chorister and Probationer Handbook which can be found on the School's website.

Provision of Information

The School is required to provide you with the following information:

- the School's address and telephone number and the name of the head teacher;
- where there is a governing body, the name and address for correspondence of its Chair; and a statement of the School's ethos (including any religious ethos) and aims.

The above information is contained within this Admissions Information Pack (pages 3, 5 and 23) and is also available on the School's website; please see: <https://www.sjcs.co.uk/contact-us>, <https://www.sjcs.co.uk/provision-information>, (link to Ethos and Aims).

The School is required to make available the following policies and documentation:

- School's policy on and arrangements for admissions, misbehaviour and exclusions;
- educational and welfare provision for pupils with statements and pupils for whom English is an additional language;
- curriculum policy;
- policy to promote good behaviour and set out sanctions;
- anti-bullying strategy, health and safety policy, first aid policy;
- academic performance during the preceding school year, including the results of any public examinations;
- complaints procedure, and the number of complaints registered under the formal procedure during the preceding school year;
- a copy of the report of any inspections of the school or boarding provision; and the School's safeguarding and child protection policy.

All of the above items are available to download from the School's website (<https://www.sjcs.co.uk/provisioninformation>). Please contact the Registrar (admissions@sjcs.co.uk or 01223 353652) if you would like to receive printed copies of any of these documents. Alternatively, printed copies can be viewed in School at reception. In addition you will also find the following available on our website:

Introduction

Future Schooling
Governors of the School
The Setting and Facilities
The Staff
Kindergarten
Terms and Conditions

Good Schools Guide

Good Schools Guide Review

Teaching and Learning

Assessment for Learning Policy
Curriculum Plan
Curriculum Summaries
Kindergarten Curriculum and Supervision
More Able Children Policy
SMSC and British Values Policy
Teaching and Learning Guidance
Teaching Arrangements

Communication

Communication
Reporting

Information

Acceptable Use Policy
Accessibility Policy
Accessibility Plan
Arrangements when parents are divorced or separated
Disability Policy
Digital Devices Guidelines for Parents
Equal Opportunities Policy
Food & Catering Policy
Privacy Notice
School Routines
Subject Access Request Form
Subject Access Request Policy
Taking, Storing and Using Images of Children Policy
Uniform Lists: Day and Boarding
Visiting Speakers Policy

**Care &
Behaviour**

Code of
Conduct for
Staff
e-Safety
Policy

Intimate
Care Policy
Pastoral Care
Physical Restraint and Use of Reasonable
Force
Safer Recruitment Policy
Searching & Confiscation Policy
Use of Mobile Phones Policy
Whistleblowing Policy

Boarding & Choristers

Boarders' Handbook
Choristers' Handbook
Guardianship Policy
Guardianship Form

Health & Safety

CCTV Policy
Risk Assessments †
School Trips Policy
Sun Protection Policy

† These documents are available in hardcopy only

Contact Information

St John's College School
63-75 Grange Road, Cambridge CB3 9AA
Tel 01223 353 532 www.sjcs.co.uk

St John's College School, Cambridge, is a charitable company limited by guarantee, registered in England and Wales, company number 13396877, charity number 1194790.

Registered office: 73 Grange Road, Cambridge, Cambridgeshire, CB3 9AB

Head
Mrs Sarah Wright

Chair of Governors
Lindsay Dodsworth governors@sjcs.co.uk

St John's College School is part of St John's College, Cambridge, registered charity no. 1137428

Registrar Mrs Maria Mosher 75 Grange Road Cambridge CB3 9AA Tel 01223 353652 admissions@sjcs.co.uk	Senior House Reception Ms Catherine Jones 73 Grange Road Cambridge CB3 9AB Tel 01223 353532 shoffice@sjcs.co.uk	Byron House Reception Ms Ruth Tricker 63 Grange Road Cambridge CB3 9AA Tel 01223 353817 bhoffice@sjcs.co.uk
	School Nurse nurse@sjcs.co.uk Tel 01223 272752	
	Boarding House Tel 01223 327007 Mob 07731 816843	