

St. John's
SCHOOL



ADMISSIONS POLICY

DATE: January 2009

Those responsible:
Mrs F S Armour - Headteacher

To be reviewed regularly

Admissions for KG1 Level

Children must:

- Be aged three
- Be toilet-trained
- Interview with Headteacher

Admissions for KG2 – Lower 5

Children whose parents are interested in a place at St John's are invited to spend a day in the class they would enter.

During their visit, children take the entrance test appropriate to their year group and an assessment of their ability is made, using the agreed pass marks.

Prospective pupils are also observed in their attitude to learning and their social interaction with other children.

Finally, the children's suitability for an education at St John's is discussed with the Parents.

Admission Assessment

Children whose parents are interested in a place at St John's School are invited to follow the entrance assessment according to these guidelines:-

KG1 (including mid-year intake)

Interview with Headteacher

KG2

We invite the child and parent into school and request they bring a report from the present school if applicable.

Additionally, we ask the child to draw a picture of themselves and to write their first name.

KG3

We ask the child (without parent) to spend a day in school and to bring with them a report from the current school.

During the day we will administer the following:-

- Edwards Reading Test
- A piece of writing – this would either be copied or an independent piece of writing – depending on the time of year when the visit takes place and the average standard within the class.
- A page from Number book – based on the average ability of the class at that time.

KG4

We ask the child (without parent) to spend a day in school and to bring with them a report from the current school.

During the day we will administer the following:-

- Edwards Reading Test
- A piece of independent writing possibly about their family.
- Comprehension Assessment – (from January onwards). This would be the most recently completed work undertaken in class.
- A page from Number book – based on the average ability of the class at that time.
- Tables knowledge assessment.

Children aspiring to a place in either KG2, KG3 or KG4 will also be observed in the social interaction with other children.

At the end of the visit, the child's suitability for a place at St John's will be discussed with the parents.

JUNIOR DEPARTMENT

Children whose parents are interested in a place at St John's are invited to spend a day in the class they would enter.

During their visit, children take entrance tests which will include the following:-

- Edwards Reading Test
- Creative Writing activity
- NFER standardized Maths assessment

They will also be observed in their attitude to learning and their social interaction with other children.

Prospective pupils must bring their most recent school report, and if there is any doubt about their academic potential, they may be referred to Mrs Lines for further assessment.

Finally, the child's suitability for a place at St John's is discussed with the parents.

SENIOR DEPARTMENT

The School is selective and offers are made on entrance assessments, interview and school report/reference. The school always bears in mind whether it can meet the educational needs of the child within the context of the resources available. Applications will be considered from parents/guardians who are in sympathy with the aims and ethos of the school and whose child will benefit from the academic curriculum of the school.

New entrants to U3 at the start of an academic year

- Pupils will be invited to spend a full day at the school, usually in early February.
- They will be assessed in three areas: Maths, English and Non-Verbal Reasoning.
- The Maths assessment is based around Key Stage 2 Levels 4/5. In the English assessment pupils will be required to complete a comprehension test.
- Pupils will also experience taster lessons during the day.
- A pencil case containing basic equipment is required.
- The Headteacher and her deputies will interview pupils in 2s/3s. During the interview pupils will be asked about their interests. It would help if they could bring with them any records of achievement from their current school.
- The assessments that the pupils take will be marked on the same day and offers of places will be made as soon as possible.

New entrants to U3-U5 during the course of an academic year

- Parents are required to bring in the pupil's most recent school report on the day of the initial visit.
- Pupils will be invited to spend a day in the school. They will be placed with the most appropriate form and be given 'buddies' for the day.
- The pupils will be assessed in three areas: Maths, English and a short non-verbal reasoning test, which is done on a computer.
- The Maths assessment will be appropriate to the pupil's age/year group. The English assessment will require them to write a short story and complete a reading test.
- Whilst in school the pupils will be observed by staff with regard to their attitude, willingness to learn and their social interaction with other pupils.
- If there are any doubts regarding their academic potential/attitude towards learning, pupils may be asked to attend for a second day for further observation or offered a place on a term's contract.
- If a place is to be offered, this will be done as soon as possible after discussion has taken place between the Headteacher, staff and parents.

Assessments during the summer vacation will only take place during the first and last week of the break in order to allow for staffing availability.