



**St John's**  
School Billericay

# **Admissions Policy**

Date: September 2020  
Those Responsible: Mrs C Cox - Registrar  
Senior Management Team

To be reviewed: Regularly

## **Admission Criteria and Assessments**

### **KINDERGARTEN DEPARTMENT**

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

#### **Pre-Reception (start of academic year and mid-year intake)**

Children must:

- Be aged two years or above.
- Have a Kindergarten Interview with the Headteacher
- Attend an introductory session to assist with the transition process

We offer the following sessions:

8:45am – 12:15pm

8:45am – 3:10pm

Additional sessions are available between 8am and 8:45am, between 3:10pm and 4:30pm (After School Club) and between 3:10pm and 6:00pm (Extended Day).

Fees will be charged for the extra hours above those which are Government funded.

#### **Reception (start of academic year and mid-year intake)**

Children whose parents are interested in a place at St John's for Reception will be asked to register their child and Kindergarten Interviews will take place in the early part of the Lent (Spring) Term before the September admission date.

The school day is from 8:45am – 3:15pm.

Additional sessions are available, in addition to tuition fees, between 8am and 8:45am and between 3:15pm and 4:30pm (After School Club) and 3:15pm and 6:00pm (Extended day).

Fees will be charged for the extra hours above those which are Government funded.

For a mid-year entry to Reception we would ask the child (without a parent) to spend a day in school with one of our Reception Classes. Throughout the day we would assess your child's current levels and observe how they interact and socialise with other children. Finally, the child's suitability for a place at St John's is discussed with the parents at the end of the day.

**Lower Kindergarten (Year 1) (start of academic year and mid-year intake)**

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

Pages from a Number book – based on the average ability of the class at that time.

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

The school day is from 8:45am – 3:20pm.

Additional sessions are available, in addition to tuition fees, between 8am and 8:45am and between 3:15pm and 4:30pm (After School Club) and 3:15pm and 6:00pm (Extended day).

**Upper Kindergarten (Year 2) (start of academic year and mid-year intake)**

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.
- Comprehension Assessment – (from January onwards).
- Maths assessment paper.
- Tables knowledge assessment.

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

The school day is from 8:45am – 3:20pm.

Additional sessions are available, in addition to tuition fees, between 8am and 8:45am and between 3:15pm and 4:30pm (After School Club) and 3:15pm and 6:00pm (Extended day).

Children aspiring to a place in Reception, Lower Kindergarten or Upper Kindergarten will also be observed in their social interaction with other children.

## **JUNIOR DEPARTMENT**

Children whose parents are interested in a place at St John's are invited to spend a day in a class within their current year group.

During their visit, children take entrance tests appropriate to their year group 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 the Head of Learning Support for further assessment.

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

The school day is from 8:45am – 3:30pm.

Breakfast Club operates from 8am to 8.45am and Homework Club operates until 4.30pm.

## **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.

The aim of the process is to identify potential. We are looking for children with a genuine interest in education in the broadest sense of the word, with interests that stretch beyond the confines of the academic curriculum.

### **New entrants to U3 at the start of an academic year**

- Once registered, pupils will be invited to attend the Senior School Entrance Assessment which takes place in the January prior to the September admission date.
- 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 piece of autobiographical writing.
- 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 (Year 7) –Lower 5 (Year 10) 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.
- If a pupil has a medical condition that might impact on their education or a diagnosed learning difficulty parents are requested to bring in any relevant paperwork for viewing
- 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 completed on a computer.
- The Maths and English assessment will be appropriate to the pupil's age/year group.
- 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 be 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.**