



**St John's Priory School
Banbury, Oxon**

ADMISSIONS POLICY AND PROCEDURE

Applies to whole school including EYFS

Applies to:

- the whole school including the Early Years Foundation Stage (EYFS), the out of school care and extra-curricular activities inclusive of those outside of the normal school hours;
- all staff (teaching and support staff), the proprietors and volunteers working in the school

Available from:

- School Office and website

Monitoring and Review:

- This policy will be subject to continuous monitoring, refinement and audit by the Headmistress.
- The proprietors will undertake a formal review of this policy for the purpose of monitoring the efficiency with which the related duties have been discharged, by no later than three years from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

Signed:



Mrs Michelle Jenkin, Headmistress

Date: 1st September 2023



Giorgio Mystkowski, Proprietor

Date: 1st September 2023

Review date September 2025

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INTRODUCTION

St John's Priory School is an independent co-educational school for children between the ages of 3 and 11. Our school aims to be an inclusive school, where we actively seek to remove the barriers to learning and participation that can hinder or exclude individual pupils, or groups of pupils. This means that equality of opportunity is a reality for our pupils. We achieve this through the attention we pay to the different groups of pupils :

If you are considering St John's Priory School for your child, we would love to invite you to visit our school to see for yourself how the values and attitudes promoted by our team influence the behaviour and attitudes within the school, and how the quality of relationships and the atmosphere within the school reflect an appreciation of our shared values. You are warmly welcomed to book an individual tour or enrol for one of our Open Days. Contact the Admissions Manager on admissions@stjohnspriory.co.uk or telephone on 01295 259607.

ENTRY TO ST JOHN'S PRIORY SCHOOL

As an independent preparatory school, the necessary requirements for entrance to St John's Priory School will differ depending on the age of the child and the point of entry. Availability permitting, children are admitted to our school throughout the school year and at different ages upon the child satisfactorily meeting the entrance criteria.

We encourage pupils to attend taster days ahead of joining the school so that we can observe the child within the setting and to help them to make a successful and happy transition to our school.

Entrance to Nursery (Little Conkers)

Prospective pupils for Little Conkers Nursery will need to register and attend taster sessions before being offered a place in Nursery. These visits will be used to assess the suitability of the child via informal assessments by the class teacher. For pupils who are already enrolled in an Early Years setting, a satisfactory reference will be required from their prior setting before a place at our school can be confirmed.

Availability permitting, following successful taster sessions and, where appropriate, receipt of a satisfactory reference from the prior setting, a formal offer will be made. Where there are limited places available, the prospective pupil may be placed on our waiting list.

Places are offered to Nursery and Reception applicants based on set criteria. During their time in Nursery children will be informally assessed to ensure that St John's Priory School continues to be a suitable environment in which the child will thrive. Entry to Little Conkers nursery does not guarantee progression into Reception. Where a pupil is at risk of not meeting the requirements for progression to Reception, the school will communicate this clearly and hold a formal meeting before a final decision is made.

Entrance to Reception

Prospective pupils for Reception will need to register and attend taster days before being offered a place in Reception. These visits will be used to assess the suitability of the child via informal assessments by the class teacher. For pupils who are already enrolled in an educational setting, a satisfactory reference will be required from their prior setting before a place at our school can be confirmed.

Availability permitting, following successful taster days and, where appropriate, receipt of a satisfactory reference from the prior setting, a formal offer will be made. Where there are limited places available, the prospective pupil may be placed on our waiting list.

Entry to Reception does not guarantee progression to our Prep School. Where a pupil is at risk of not meeting the requirements for progression to the Prep School, the school will communicate this clearly and hold a formal meeting before a final decision is made.

Entrance to the Prep School

Prospective pupils seeking entry into the Prep School will need to register and attend taster days before being offered a place in our school. These visits will be used to assess the suitability of the child via informal assessments, including a review of literacy and numeracy. A satisfactory reference from the child's current school will be required.

Availability permitting, following successful taster days and receipt of a satisfactory reference from the prior school, a formal offer will be made. Where there are limited places available, the prospective pupil may be placed on our waiting list.

Entry to the Prep School does not guarantee progression throughout the school. During their time at the school, children will be assessed formally and informally to ensure that St John's Priory School continues to provide a suitable environment in which the child will thrive. Where there is a concern that St John's Priory School may no longer be able to meet the requirements necessary to enable a child's progression, we will communicate this clearly and hold a formal meeting before a final decision is made.

OFFER OF A SCHOOL PLACE

Conditions for admission

When considering offering a place at our school, the following will contribute to our decision to make an offer of a school place:

- The success of the taster sessions/days.
- The applicant being of the appropriate age and sufficient maturity.
- A good report and reference from the pupil's current setting/school demonstrating positive attitudes, behaviour and conduct, and overall contribution to school life based on school reports and interview.
- Results from the any assessments of literacy and numeracy.
- The applicant's special educational needs (if any) can, in the opinion of the Headmistress, be successfully met by the school's normal provision and would not create an imbalance of needs within the year group or jeopardise the performance and progress of their peers.
- The school's judgement that the applicant will be able to successfully access our curriculum and to be able to make good progress.

Obligations on Parents and Carers

As a school, we expect the commitment and support of the parents and carers of our children in embracing and demonstrating the values and ethos of St John's priory School. The shared values and commitment to partnership is intrinsic to the success of our pupils.

It is also incumbent on parents and carers to adopt an open and transparent approach from the point of application and parents and carers are required to provide the school with any additional information which they feel will enable us to take the best possible care and enable the development of their children. Parents/carers must disclose, as soon as possible, and in advance of the outcome of the application process, any known or suspected circumstances relating to their child's health, allergies, disabilities or SEND needs.

Non-offer of a school place

St John's Priory School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential.

If after careful consideration, the school decides not to proceed with an offer of a school place, the school is not obliged to state its reasons for rejection of an applicant.

ACCEPTING A SCHOOL PLACE

Where an offer of a school place is to be made, this will be done so via a formal offer in writing, including details of the offer and the basic standards of behaviour and attitude towards teaching and learning that the school expects and requires. To secure the school place, the parents/carers must formally accept the offer in writing. Prior to the child's attendance at the school the parents or carer must complete and sign the:

- Registration and Entry Form (to secure the Child's place)
- Parent-School Contract Standard Terms and Conditions and full admissions paperwork
- Pupil Medical Paperwork
- Nursery Sessions Form (applicable to Nursery families only)

EQUAL TREATMENT

St John's Priory School encourage applications from pupils from diverse backgrounds; this enriches our community. We are committed to equal treatment for all, regardless of a candidate's sex, race, religion or beliefs.

PUPILS WITH SEND

The School will do all that is reasonable to comply with its legal and moral responsibilities under equality legislation in order to accommodate the needs of applicants who have such disabilities for which, with reasonable adjustments, the School can cater adequately.

The School welcomes pupils with special educational needs (SEN) providing that we can offer them the support that they require. We welcome pupils with disabilities provided that the setting and site appropriate to the child's age can accommodate them.

We advise parents of children with specific educational needs or disabilities to contact us at any stage in the application process so that we can ensure that these needs are met. The school will do everything that it reasonably can to accommodate all children, no matter what their needs or background. Where reasonable adjustments cannot easily be made, the school will discuss with parents/carers.

Pupils with Statements of SEN (Statement) or EHC Plans

Where St John's Priory School is able to meet the needs of a pupil with an EHCP and the Local Authority has agreed that a child is best placed at our school, the Local Authority will be financially responsible for those elements of the school tuition and/or additional supplementary fees described in the statement/plan.

Disability

Our listed building means that facilities for children with disabilities are limited but we will do all that is reasonable to ensure that the school's culture, policies and procedures are made accessible to children with disabilities. We will endeavour to do all that is reasonable to comply with the legal and moral responsibilities under the Equality Act 2010 in order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the school can cater adequately.

St John's Priory School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential.

ENGLISH AS AN ADDITIONAL LANGUAGE (EAL)

We do not regard pupils as having a 'learning difficulty' solely because the 'language or medium of communication of the home is different from the language in which he or she is or will be taught' (Education Act 1996, Section 312(1), (2) and (3)). However, pupils for whom English is an additional language (EAL) will be provided with appropriate support. They will be assessed to gauge the support that may be needed in order to ensure equal access to the curriculum along with all other aspects of school life. Our school has a policy for pupils requiring English as an Additional Language (EAL).