



ST JAMES

Preparatory School

Admissions Policy

2025-26

Version Control

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Policy owner (SMT)	Head Teacher
Policy owner (Proprietor)	Board of Trustees (if required)
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1 Aims

1.1 The aims of this policy are as follows:

To ensure compliance with the School's charitable purposes and legal obligations, including those under the Equality Act 2010. St James Prep School is a mainstream independent school with a spiritual ethos and is a school for boys and girls aged two to eleven;

To identify and admit children who will benefit from all that a St James education has to offer and who will thrive in the ethos and activities of our school community. We will only admit a child in Years 1/ 2/3/4/5/6 who has met the academic criteria and, in any year, where the School is satisfied that it can meet their needs.

2 Scope and application

2.1 This policy applies to the Preparatory School.

This policy has been authorised by the Board of Governors of St James Preparatory School. Its status is mandatory. It is addressed to prospective parents and pupils and to all members of the teaching and administration staff. This policy also relates to our Early Years Foundation Stage (EYFS).

2.2 Accessibility

This policy can be made available in large print or other accessible format if required.

2.3 Equal Treatment

We welcome children from all ethnic and racial groups, backgrounds and creeds. Human rights and freedoms are respected but must be balanced with the lawful needs and rules of our School community and the rights and freedoms of others. All candidates for admission will be treated equally, irrespective of their or their parents' race, language, religion, political or other opinion, national or social origin, association with a national minority, sexual orientation, property, birth or other status. We expect all our pupils to attend our church services and School assemblies which are fundamental to our spiritual ethos.

2.4 Disability and Special Educational Needs

The School will make any reasonable additional or alternative arrangements to ensure that the School's admission procedures are accessible to children with special educational needs and/or disabilities.

The School will consult with parents and such other persons or organisations as necessary in order to ascertain a child's particular needs and the nature of any additional or alternative arrangements which would be required to meet them if an offer of a place was made.

Parents of a child who has a disability or special educational needs should provide the School with full details on registration including a copy of any relevant assessment of needs and or Education Health Care Plan. Also see the School's SEND Policy.

2.5 Procedures

Our admission procedure has three elements -

- Registration - including registration form & fee, confidential pupil information forms
- Assessment - dependent on entry point, see section 2.6 below
- Disability assessments (if applicable)

2.6 Entry Points and Assessment

Parents are invited to view the School, preferably when the child is quite young, as the demand for places is high.

We will offer places to pupils who will flourish at St James Prep. We will be looking for the child to have the ability that falls within the range of their cohort.

We assess all pupils for fit in terms of their approach to learning and their interactions with their peers and the broader school community.

2.6.1 Entry at Nursery:

We require a satisfactory report from the child's current Nursery school if applicable, and all children must attend a Taster Morning with their parents before a place will be formally offered.

Government Nursery Grant (2 - 4-year-olds)

We offer 15 hours government grant for children between the ages of 2 and 4 years old. We do have a minimum attendance in the Nursery of 5 sessions a week.

2.6.2 Entry at Reception:

We require a satisfactory report from the child's current Nursery school if applicable, and all children must attend an Assessment Morning before a place will be formally offered.

2.6.3 For Year 1 and above:

Children will be asked to attend a Taster Day which they will spend with their potential year group.

A satisfactory report and reference from the child's current school will need to be provided ahead of the day.

2.7 Special circumstances

- We recognise that a candidate's performance may be affected by particular circumstances, for example if he/she is unwell when taking tests or has had a lengthy absence from his/her school;
- If there are particular family circumstances such as a recent bereavement;
- If there is a relevant educational history, for example education outside the British system;
- If the candidate has a disability or specific learning difficulties;

- If English is not the candidate's first language.

In any of these cases, we may request further information such as a medical certificate or educational psychologist's report and any associated correspondence or details from the pupil's current school (including samples of work) or any family history of dyslexia, as we consider necessary to make a fair and informed assessment. We may also invite the child to a second Taster Day at a later date.

2.8 Disclosures

Parents must, before the child comes for their assessment, disclose any particular known or suspected circumstances relating to their child's health, allergies, disabilities or learning difficulties.

2.9 Offer

If the applicant is to be offered a place, the parents will be sent an acceptance form, the Standard Terms and Conditions, pupil medical profile and a deposit request. The confirmation of a place cannot be made until all this documentation has been properly completed and returned to the Registrar by the given deadline.

2.10 Additional factors:

We may give preference to:

- A child who already has a brother/sister in the School or whose parent is a former pupil here;
- A child whose parent is a current member of our staff;
- A child attending St James Nursery;
- A child with a particular skill, talent or aptitude.

2.11 Scholarships and Bursaries

Bursaries are available. Please see the School's website for further information or contact the Bursary Application Administrator on:

bursary-applications@stjamesschools.co.uk

Upper School (Years 3 to 6) Scholarships are available. Please see the school website for more details.

<https://www.stjamesschools.co.uk/prepschool/admissions/scholarships/>

2.12 International Pupils

Additional admissions procedures and criteria may apply to international candidates including those who require the IEAL to sponsor their application for a visa to study in the UK.