



# ST JAMES

Senior Boys' School

## Admissions Policy

### Aims of the Policy

The principal aims of the Admissions Policy are:

- To fully inform the whole school community and prospective parents of the reasons and procedures relating to admissions at the St James Senior Boys' School.
- To identify and admit children who will benefit from an academic education and who will contribute to and benefit from the ethos and activities of our school community.

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

### Background to the Policy

The St James Senior Boys' School is open to boys of all faiths and of none. We enjoy the presence of pupils from many cultural backgrounds and find strength from this diversity. Beyond these differences, however, we acknowledge that every pupil shares a common essential spirit and by so doing is a part of the one human family.

Candidates for admission need to establish to the Headmaster's satisfaction their interest in, and likely empathy with, the philosophical education on offer. (See Curriculum Policy and Aims & Ethos Policy.)

Candidates also need to demonstrate an ability to cope with the academic nature of the curriculum. In a situation where learning support may be necessary, candidates are required to be willing to receive learning support, and for parents to be willing to pay for such additional help if necessary.

### Disability and Special Educational Needs

The School has limited facilities for the disabled but will do all that is reasonable to comply with its legal and moral responsibilities under the Equality Act 2010 and The

Special Educational Needs and Disability Act 2001 in order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the School can cater adequately.

The School needs to be aware of any known disability or special educational need which may affect a child's ability to participate in the admissions process and take full advantage of the education provided at the School. Parents of a child who has any disability or special educational need should provide the School with full written details at registration.

The School needs this information so that in the case of any child with particular needs, we can assess those needs and consult with parents about the adjustments which can reasonably be made to cater adequately for the child's needs both during the admissions process and, if an offer of a place is made, when they attend the school as a pupil.

Similarly, if special educational needs or a disability become apparent after admission, the School will consult with parents about reasonable adjustments that may allow the child to continue at the School.

### **Entry Points**

The main entry points are at Years 7, 9 and 12.

Other candidates may, from time to time, be interviewed and academically tested for places in other parts of the School where vacancies arise.

The IEAL, the governing body, supports the policy of an all-through education. Where pupils have been in attendance at an IEAL Junior School they are generally presumed to fulfil entry criteria and are tested and interviewed for internal assessment purposes only.

### **Means of Entry**

Following payment of a registration fee, all pupils are asked to undertake an age-related set of tests in English, Mathematics and Verbal Reasoning.

All pupils who have registered are required to be interviewed by a member of the Senior Management Team, which usually takes place following the tests.

The interviewer will also meet with either Parent(s) and/or Guardians. In instances where the Parent(s) or Guardian are not the contract signatory, the Headmaster may require a separate meeting with the contract signatory.

### **Selection Criteria**

In the interview, the interviewer will seek to establish from the Pupil all or some of the following:

- His understanding of the nature of the world around him.
- His interest in the wider human family.

- His level of understanding of, and willingness to consider, the core philosophical principles and approach of St James.
- Any considerations of future careers or service to society
- His interest in Quiet Time
- What inspires his creativity
- What occupies his attention during his leisure.

In his interview, the Senior Manager will seek to establish from the Parent(s) or Guardian all or some of the following:

- Their level of understanding of the core philosophical principles and approach of St James.
- The reasons behind the choice of St James as a school for their son.
- References from the current school.

Following a satisfactory interview with both Pupil and Parent(s), the Headmaster will consider the pupil's academic outlook before sending, in writing, an offer for a place. The applicant's latest school reports will be considered and must be provided. In Year 7 there is no academic bar to cross apart from a general assessment, by the Headmaster or one of his deputies that the pupil can cope with the majority of the subjects on the curriculum. Candidates seeking to enter in Year 9 will sit 12+ entrance exams in the January of Year 7, or a 13+ exam in January of Year 8. There is a guideline pass mark offered to candidates, but above all they must be able to satisfy the Headmaster that they are capable of undertaking studies for GCSE.

In Year 12, candidates seeking to enter the St James Sixth Form must have achieved at least 6x 6s in GCSE, and in certain subjects a 7 or 8 for entry into that subject. International students must offer equivalent qualifications and/or hold an IELTS band 6 or Good TOEFL score.

### **Special Circumstances**

We recognise that a candidate's performance may be affected by particular circumstances, for example:

- if he is unwell when taking tests or has had a lengthy absence from his school;
- if there are particular family circumstance 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 assessment.

## 10+ Pre-Testing

Where parents are committed to sending their son to St James Senior Boys' School, they can apply to pre-test. This option can relieve the stress of changing schools and is popular with parents who like the security of knowing where their sons are going to go.

Please be advised that pre-test students are not eligible to apply for a bursary.

Currently we offer pre-testing in Year 5 for entry in Year 7. All candidates will complete a 10+ exam and an interview. They will sit three exams: Mathematics, English and Verbal Reasoning. The pre-test will take place in May of the preceding year.

## Disclosures

Parents must, as soon as possible, disclose any particular known or suspected circumstances relating to their child's health, allergies, disabilities or learning difficulties.

## Offers

Offers may be of three kinds:

1. An unconditional offer.
2. A conditional offer, outlining a set of conditions to be met before entry can be guaranteed.
3. A waiting list offer.

A clear date for acceptance will be included in the letter.

At times of heavy demand (such as during the 11+ testing at Year 7), a waiting list may be created. Candidates on the waiting list will be offered places in writing as they become available.

Consideration by the Headmaster is given to the particular composition of the class. It is a deliberate policy to offer places to a range of pupils who possess academic, artistic, sporting or other skills and talents. The aim is to achieve a 'balance'. It is also a conscious policy to offer some places to pupils with special learning needs. The Headmaster will seek to balance the needs of the whole class (where one is being formed), and take the needs of any existing class into account where a new pupil is being considered.

Appropriate candidates from the waiting list will be offered vacant places. However, there is no policy of "first come, first served."

Candidates for entry into the Sixth Form will need to demonstrate a good disciplinary record from their secondary school. If a candidate has been suspended during their time in their secondary school, St James Sixth Form reserves the right to refuse the candidate entry to the Sixth Form. Entry will always be regarded as conditional until confirmed by

public examination results. Candidates will be assessed as to whether they are likely to make a positive contribution to the life of the Sixth Form and be willing and able to set an example of positive behaviour to members of the Lower and Upper School. They will need to indicate their willingness to follow internal school procedures, especially those relating to Quiet Time, the wearing of suits and punctuality.

### **Headmaster's Decisions**

The Headmaster's decisions on which candidates are offered entry to the school are not subject to appeal.

The Headmaster will not usually give reasons for rejecting any candidate.

The Headmaster will, however, always be willing to provide guidance on educational issues where it may be deemed helpful to do so.

### **Statutory Obligations**

Application of the Admissions Policy in practice takes full account of the statutory obligations under the Education Act 2002 and the Education (Independent School Standards) (England) Regulations 2010.

Application of the Admissions Policy also takes full account of statutory obligations relating to Equality and Discrimination laws.

<b>Policy Written by</b>	Sarah Harris, Registrar and Marketing Manager
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