ST JAMES

Senior Boys' School

Admissions Policy

2026-27

Version Control

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Authorised by the Head

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1 Aims

The aims of this policy are as follows:

(a) To fully inform the whole school community and prospective parents of the reasons and procedures relating to admissions at the St James Senior School.

(b) 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.

2 Scope and application

2.1 This policy applies to St James Senior School, Ashford.

2.1.1 St James Senior School is open to pupils of all faiths and of none. We enjoy the pupils from many cultural backgrounds and find strength from this diversity within our community. 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.

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

2.1.3 Candidates also need to demonstrate an ability to flourish within 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 parents must be willing to pay for such additional help if necessary.

2.2 Entry Points

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

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

2.2.3 The Independent Educational Association Limited (IEAL), and its Governing Body, support 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 as long as the Senior School is a suitable learning environment for the pupil to flourish. Internal testing and interviews may take place prior to the Senior School admission timelines to advise parents of their potential to progress immediately into Senior School.

2.2.4 Pupils in the Prep School will be academically assessed and interviewed alongside external applicants to provide the information required for their transition as part of that year's cohort.

2.3 Means of Entry

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

2.3.2 All pupils who have registered are required to be interviewed by a member of the Senior Management Team, which will take place on the same day as the academic assessments.

2.4 Selection Criteria

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

- Their understanding of the nature of the world around him;
- Their interest in the wider human family;
- Their 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;
- Their interest in Quiet Time;
- What inspires their creativity;
- What they like to do to relax..

Following a satisfactory interview with the student the Head will consider the pupil's academic outlook before sending, in writing, an offer for a place. The applicant's latest school reports and reference will be considered and must be provided.

(a) Year 7 entry

In Year 7 the pupil must perform satisfactorily in the entrance tests and the Head must feel confident that the pupil can cope with the academic demands of the curriculum.

(b) Year 9 entry

Candidates seeking entry into Year 9 may sit for a deferred entry place (11+ assessments when they are in Year 6) or sit 13+ entrance exams in their Year 8. These candidates must satisfy the Head that they are capable of undertaking studies for GCSE.

(c) Year 12 Entry

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.

2.5 Special Circumstances

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

- If they are unwell when taking tests or have had a lengthy absence from 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.

2.6 10+ Pre-Testing

Where parents are committed to sending their child 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 into Year 7. All candidates will complete a 10+ exam and an interview. They will sit exams in Mathematics, English and Verbal and Non-Verbal Reasoning. The pre-test will take place in summer term of the preceding year.

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.

2.7 Disability and Special Educational Needs

2.7.1 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.

2.7.2 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.

2.7.3 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.

2.7.4 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.

2.7.5 Failure to fully disclose a child's special education needs may result in an offer of a place being revoked by the School, should the School be unable to fully support the child.

2.8 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.

2.9 Offers

Offers may be of three kinds:

(a) An unconditional offer.

(b) A conditional offer, outlining a set of conditions to be met before entry can be guaranteed.

(c) A waiting list offer.

A clear date for acceptance will be included in the letter, along with details of the deposit amount payable at the time of acceptance.

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 Head 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 Head 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.

2.10 Scholarships and Bursaries

Scholarships and Bursaries are available. Please see the School's website for further information. For bursary information please contact the Bursary Application Administrator on:

bursary-applications@stjamesschools.co.uk

2.11 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.

2.12 The Head's Decisions

(a) The Head's decisions on which candidates are offered entry to the school are not subject to appeal;

(b) The Head will not usually give reasons for rejecting any candidate;

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

2.11 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.