



ST JAMES

Senior Girls' School

Admissions Policy

St James Senior Girls' School

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Authority and circulation

This policy has been authorised by the Board of Governors of St James Senior Girls' School. Its status is mandatory. It is addressed to prospective parents and pupils and to all members of the teaching and administration staff.

Policy statement

The aims of this policy are:

- To ensure compliance with the School's charitable purposes and its legal and regulatory obligations, including those under the Equality Act 2010. St James Senior Girls' School is a mainstream independent school with a spiritual ethos and is a selective school for girls aged 11 - 18.
- To identify and admit children who will benefit from all that a St James education has to offer and who will contribute to the ethos and activities of our school community. We will only admit a child who has met the required standard in the examinations and interview process (which includes scrutiny of their current school report, confidential report and any specialist reports) and, in any year, where the School is satisfied that it can meet their needs.

Equal Treatment: We welcome children from all ethnic 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, religion or belief, sexual orientation, pregnancy or maternity, sex, gender reassignment or any disability. Candidates should also be treated equally in respect of their parents' age or marital or civil partnership status.

We expect all of our pupils to attend our church services and school assemblies which are fundamental to our spiritual ethos.¹

Disability: The School will make any reasonable additional or alternative arrangements to ensure that the School's admission procedures are accessible to disabled children.

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. See also the School's SEND Policy.

¹ For further information please see our Equal Opportunities Policy

Procedures

Summary: Our admission procedure has five elements -

- Open Event
- Registration
- Competitive entry tests
- References
- Interviews

Entry points: These procedures apply at the two main points of entry: 11+ and 16+ and also to candidates for occasional vacancies in any other year groups.

1. **Open Events:** In view of the large number of applications we receive and the importance the Headmistress places in providing a generous period of time to interview serious candidates to St James, it should be noted that no interview will be granted to families who have not attended an Open Event, unless there are exceptional circumstances.
2. **Registration:** The submission of the completed registration form and fee, confidential pupil information form, most recent full school report(s) and, where applicable, specialist report(s), a photograph and copies of the candidate's passport and birth certificate.
3. **Entry tests:** 11+ admissions: St James Senior Girls' School is a member of the London 11+ Consortium, formed to standardise Year 7 entry procedures at a number of London independent Girls' Schools, all of which are members of the Girls' Schools' Association. Any girl applying to more than one school in the Consortium need only sit the examination once and may choose the school in which they sit the examination.

Parents are informed whether or not a place has been granted after interviews have taken place and by the end of February (on a date stipulated by the London 11+ Consortium). They are asked to notify us of their acceptance of a place by a specific date in March (in accordance with the timing set down by the GSA and the London 11+ Consortium).

Admission to other year groups: English, mathematics and reasoning examinations given to candidates are relevant to their age and the class they will be entering. The time allowed for the examination is stated on each individual paper. Each girl is provided with a pen, pencil, rubber and paper. They are informed that **no** pencil cases, bags, calculators or smart watches are allowed into the examination room. Candidates may be required to sit certain core/option subjects as appropriate.

Admission to the Sixth Form is subject to the grades achieved at GCSE and a reasoning test is sat by all candidates together with any other subjects considered necessary. Sixth Form candidates are requested to submit a personal statement, a list of subjects they wish to study at A Level and their predicted GCSE grades (if available) with the registration documentation.

4. **Reference:** The Head Teacher of the candidate's current school will be asked to provide a written reference as to the candidate's academic ability, attitude and behaviour, involvement in the school community, talents and interest, and any other special circumstances such as

special education needs, or a disability. The reference may also include the results of tests taken at the school (such as NFER or SATs) and predicted grades at GCSE (if appropriate).

5. **Interviews:** These are of two kinds -
 - **General interviews:** There will be a general interview to explore the candidate's interests, attitude to school, personal qualities, ability to contribute to the school community, support available at home and any relevant connection with the School.
 - **Option interview:** At 16+ there may also be an "option interview" to explore a candidate's academic ability in a particular subject. For certain option subjects (such as Art) candidates may be asked to submit samples of their work.
6. **Candidate's age:** Very occasionally, we may offer places to pupils one year ahead or behind their standard year group, if we consider, as a matter of professional judgement, that this would be in the best interests of the pupil and the School.
7. **Special circumstances:** We recognise that a candidate's performance may be affected by particular circumstances, for example –
 - If a candidate is unwell when taking tests or has had a lengthy absence from 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 the case of 11+ candidates the Consortium will be guided by the current JCQ guidelines with respect to access arrangements.

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), as we consider necessary to make a fair and informed assessment.

8. **Disclosures:** Parents must as soon as possible disclose any particular known or suspected circumstances relating to their child's health, allergies, disabilities, learning difficulties, special educational needs or behavioural, emotional and / or social difficulties.
9. **Offer/confirmation letter:** If the candidate is to be offered a place, they will be sent a letter of offer. This letter is sent with an Acceptance Forms Booklet, the School's Standard Terms and Conditions Booklet, the Medical Information and Consent Booklet and ethnicity form together with the statement of policy regarding medical care. It also requests payment of a deposit.

The confirmation of a place cannot be made until the acceptance form has been properly completed and returned to the Registrar. It is requested that the acceptance form is returned within a given period after which, the place may be offered to another family. If an offer is

being made in the latter part of the Summer Term, the place may be kept open for a shorter period as necessary.

When all the forms have been received a letter of confirmation is then sent to the parents. During the Summer Term, mailings are sent to the parents of girls giving them information they will need prior to their daughter commencing at the school and parents and girls joining the forthcoming Year 7 are invited to attend a 'Welcome Afternoon'.

10. **Additional factors:** If the School is oversubscribed and we have to decide between two or more candidates who meet our admission requirements after all appropriate allowances and special consideration has been given, 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 with a particular skill, talent or aptitude.
11. **International pupils:** Additional admissions procedures and criteria may apply to international candidates, including those who require the Independent Educational Association Limited (the **IEAL**) to sponsor their application for a visa to study in the UK. Parents should contact the Registrar for further details.
12. **Bursaries:** Bursaries are available. Please see the School's website for further information or contact the Bursary Applications department (bursary-applications@stjameschools.co.uk) for details.
13. **Progression:** The IEAL, the School's Governing Body, supports the policy of an all-through education. Where candidates have been in attendance at St James' Prep School, they are generally presumed to fulfil entry criteria and are tested for internal assessment only.
14. **Record keeping and confidentiality:** All records created in accordance with this policy are managed in accordance with the School's policies that apply to the retention and destruction of records.

A confidential admissions record will be kept for each candidate.

15. **COVID-19 Addendum:** During the COVID-19 Pandemic the School reserves the right to amend any aspect of this policy, if doing so will allow the following of government guidance or is deemed necessary to protect the health and safety of pupils and staff. Parents, prospective parents and staff will be notified of any relevant changes.

Signed by:	Hugh Venables Chair of Governors
Date of adoption of this policy	March 2022
Date of last review of this policy	Spring 2022
Date for next review of this policy	Spring 2023
Policy owner (SMT)/other	Bursar/Registrar