



**St John's**  
School Billericay

# **Admissions Policy**

Date: December 2024  
Those Responsible: Mrs C Cox - Registrar

To be reviewed: November 2025

The key entry points for children to St John's School are Pre-Reception (two to four years of age), Reception from the September after your child's fourth birthday, Form 1 (Year 3) and in Upper 3 (Year 7). It is possible to join mid-year and into other year groups, subject to spaces being available. Entry to Lower 5 (Year 10) is possible up to October half term, however, beyond this date, we cannot accept any new admissions.

The school is selective and offers are made following assessment, interview, school report and references. The school always considers whether it can meet the educational/ medical needs of the child within the context of the resources available.

If you are interested in applying for a place for your child at St John's please contact our Registrar's Office who will be happy to help guide you through our five-step process.

1

**Attend an Open Day event or arrange a personal tour** during the normal school day. During your visit, you will be able to look around the school and speak to various members of our teaching staff and the Registrar.

2

**Register your child.** If you would like us to consider your child for entry to their relevant year group, you will need to complete the Preparatory and Senior Registration Form for entry to Lower Kindergarten (Year 1) to Lower 5 (Year 10) and return it with a £138 (inclusive of VAT) non-refundable Registration Fee. There is separate registration form for entry to Pre-Reception and Reception as no Registration Fee is charged for entry to these year groups. We will also require a copy of your child's latest nursery or school report. At this point, we will also need to have sight of birth/ adoption certificate or passport.

If your child has any additional educational/ medical needs, you will need to provide details on our Registration Form. In addition, supporting paperwork such as an Educational Psychologist's report will need to be provided at time of registering.

3

**Assessment Day for all pupils from Reception upwards.** For mid-year entry into Reception and entry to all other year groups, your child will be invited in for an assessment day. In certain circumstances we may request for your child to attend for an additional assessment day.

4

**Reference Request.** For children from Reception through to Lower 5 (Year 10) we will request a reference from your child's current school. We may also contact the Head of Year/ Pastoral Head for your child's year group.

5

**Deciding whether a place will be offered.** Once the above steps have taken place our Senior Leadership Team will discuss your child's application, reference and assessment. Our Registrar's Office will then advise whether your child will be offered a place.

## **Admission Criteria and Assessments**

### **Entry to Kindergarten**

#### **Pre-Reception (start of academic year and mid-year intake)**

- Children must be aged two years or above.
- We require an opportunity to meet your child either during a tour or on alternative date.
- Register using the Pre-Reception and Reception Registration Form, provide an up-to-date Pre-School, Childminder or Nursery Report, where applicable and provide sight of your child's birth/ adoption certificate or passport.
- You may be asked to attend for an observation session with your child in the Pre-Reception setting.
- If an offer is made, offer documentation will be issued. There is a minimum of two morning sessions per week, when accepting.
- For children entering Pre-Reception a deposit will not be charged in line with Essex County Council FEEE guidelines however, the £600 (inclusive of VAT) charge will be added to the first Michaelmas Term invoice in Lower Kindergarten (Year 1).

#### **Reception Entry Start of academic year**

- Children must be four years of age, on or before 31<sup>st</sup> August, on entry to Reception in the commencing September term.
- Register using the Pre-Reception and Reception Registration Form, provide an up-to-date Pre-School, Childminder or Nursery Report, where applicable and provide sight of your child's birth/ adoption certificate or passport.
- If an offer is made, offer documentation will be issued. To accept the offer, the documentation must be signed and returned.
- For children entering Reception a deposit will not be charged in line with Essex County Council FEEE guidelines however, the £600 (inclusive of VAT) charge will be added to the first Michaelmas Term invoice in Lower Kindergarten (Year 1).

#### **Reception Mid-Year Entry**

- Children must be four years of age, on or before 31<sup>st</sup> August, on entry to Reception in the commencing September term.
- Register using the Pre-Reception and Reception Registration Form, provide an up-to-date Pre-School, Childminder or Nursery Report, where applicable and provide sight of your child's birth/ adoption certificate or passport.
- Attend an assessment day in a Reception class. Throughout the day we will assess your child's current levels in Mathematics, English (phonics knowledge and writing ability) and reading and observe how your child behaves and interacts and socialises with other children.
- Occasionally, pupils may be asked to attend for a second assessment day for further observation before a decision is made.

- If an offer is made, offer documentation will be issued. To accept the offer, the documentation must be signed and returned.
- For children entering Reception a deposit will not be charged in line with Essex County Council FEEE guidelines however, the £600 (inclusive of VAT) charge will be added to the first Michaelmas Term invoice in Lower Kindergarten (Year 1).
- The deposit will be refunded when your child leaves the school providing a full term's notice in writing has been given and that there are no fees outstanding).

### **Lower Kindergarten (Year 1) and Upper Kindergarten (Year 2)**

#### **(Start of academic year and mid-year intake)**

- Register and pay the £138 (inclusive of VAT) non-refundable Registration Fee and to provide an up-to-date report from their current school, along with sight of your child's birth/ adoption certificate or passport.
- Attend an assessment day in Kindergarten. Throughout the day we will assess your child's current levels in Mathematics, English (phonics knowledge and writing ability) and reading and observe your child's behaviour and how your child interacts and socialises with other children.
- A reference will be requested from your child's current school.
- Occasionally, pupils may be asked to attend for a second assessment day for further observation before a decision is made.
- Once the above steps have taken place our Senior Leadership Team will discuss your child's application. If an offer is made, offer documentation will be issued. To accept the offer, the documentation must be signed and returned with a £600 deposit (inclusive of VAT).

### **Entry to Junior School**

- Register and pay the £138 (inclusive of VAT) non-refundable Registration Fee and to provide an up-to-date report from their current school, along with sight of your child's birth/ adoption certificate or passport.
- Attend an assessment day in the relevant year group. Throughout the day we will assess your child's current levels in Mathematics, English and Reading and observe your child's behaviour as well as how your child interacts and socialises with other children.
- A reference will be requested from your child's current school.
- Occasionally, pupils may be asked to attend for a second assessment day for further observation before a decision is made.
- Once the above steps have taken place our Senior Leadership Team will discuss your child's application. If an offer is made, offer documentation will be issued. To accept the offer, the documentation must be signed and returned with a £600 deposit (inclusive of VAT)
- The deposit will be refunded when your child leaves the school providing a full term's notice in writing has been given and that there are no fees outstanding).

## Entry to Senior School Admission Criteria

### Upper 3 (Year 7) Entry

- Register and pay the £138 (inclusive of VAT) non-refundable Registration Fee. Provide an up-to-date report from your child's current school, along with sight of your child's birth/ adoption certificate or passport.
- Attend a Senior School Assessment Morning. Assessments will be in Mathematics, English and Non-Verbal Reasoning. Attendees to the assessment morning will also meet with our Senior Leadership Team.
- A reference will be requested from your child's current school. We may also contact the Head of Year/ Pastoral Head for your child's year group.
- Once the above steps have taken place our Senior Leadership Team will discuss your child's application. If an offer is made, offer documentation will be issued. To accept the offer, the documentation must be signed and returned with a £1,800 payment made up of a £600 deposit and £1,200 advanced fees payment (inclusive of VAT).

For mid-year admissions into Upper 3 (Year 7), where spaces are available, the above procedures apply. However, instead of attending a School Assessment Morning, your child will be required to attend during a normal school day to complete the assessments and to spend the day with the Upper 3 (Year 7) year group. Occasionally, pupils may be asked to attend for a second assessment day for further observation before a decision is made.

### Upper 3 (Year 7) Scholarship Applicants

In addition to the above criteria. Parents/ carers of scholarship applicants must complete the means tested scholarship application form and return it with supporting evidence at least one week prior to the Senior Entrance Assessment Date. This information will then be used when the Senior Leadership Team meet to discuss applications.

### Entry to all other Senior year groups

- Please note that our last entry point for the Senior school is in Lower 5 (Year 10) before the October half term. We cannot admit new pupils into Upper 5 (Year 11)
- Register and pay the £138 (inclusive of VAT) non-refundable Registration Fee. Provide an up-to-date report from your child's current school, along with sight of your child's birth/ adoption certificate or passport.
- Attend an Assessment Day in the relevant year group. Assessments will be in Mathematics and English and whilst in school the pupil's behaviour, attitude to school, willingness to learn and their social interaction with other pupils will be assessed. Each applicant will have an informal interview with a member of our Senior Leadership Team.
- A reference will be requested from your child's current school. We may also contact the Head of Year/ Pastoral Head for your child's year group.
- Occasionally, pupils may be asked to attend for a second assessment day for further observation before a decision is made.

- Once the above steps have taken place our Senior Leadership Team will discuss your child's application. If an offer is made, offer documentation will be issued. To accept the offer, the documentation must be signed and returned with a £600 deposit (inclusive of VAT).