



# ST. JOSEPH'S COLLEGE

READING • BERKSHIRE

## **Admissions Policy**

This policy relates to all sections of St Joseph's College, including the Early Years Foundation Stage.

St Joseph's College is a Catholic co-educational independent school for pupils from ages 3 to 18. All parents who wish to make an application for their child must be fully supportive of the aims and ethos of the College.

Deciding on the right school for your child is very important, and we believe that a personal visit is invaluable. We very much hope that you and your child will come and visit us. We hold a number of open events throughout the year, which give a general introduction to the school. Details are published on our website. We are also very happy to welcome prospective parents and their children at other times. Please contact, the admissions department to arrange a visit.

Acceptance of a place at St Joseph's College is on the understanding that both the pupil and his/her parents accept and conform to the conditions, requirements and regulations of the College, a copy of which may be obtained from the admissions department.

Key points of entry are: Early Years, Year 7, Year 9 and Year 12. Pupils can join the College at any time during the academic year, subject to the availability of a place.

Priority is given to siblings of pupils already attending the school, and to children of members of staff, subject to the entrance requirements being met. For entry into Year 7, subject to the entrance requirements being met, St Joseph's College Prep School pupils have precedence over children seeking admittance from elsewhere.

Where a pupil has attended a previous school a good reference will be required before the offer of a place.

St Joseph's College aims to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world. Bursaries are offered to pupils joining the Senior School in order to make it possible for as many as possible who meet the entrance requirements to attend the school. Further details about the provision for bursaries are described in the Bursary Policy which is available on the College website or from the Admissions Department.

St Joseph's College is committed to equal treatment for all, regardless of a candidate's sex, race, ethnicity, linguistic background, religion, disability, sexual orientation, gender reassignment, pregnancy and maternity or social background. Although St Joseph's College is a Catholic school, it does not select for entry on the basis of religious belief.



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## **The Entrance Process**

The aim of the process is to identify potential. St Joseph's College is looking for well-rounded pupils with a genuine interest in education in the broadest sense of the word, with interests that stretch beyond the confines of the academic curriculum. There are many extra-curricular activities, all of which are important in developing a well-balanced, confident individual.

## **Prep School entrance**

Whilst the majority of children join the Prep School in Early Years 1, pupils may be considered for entry into other years, should places become available.

Once registered, your child will be invited into school for a visit. During this time an assessment will take place appropriate to the age of the child. This enables the child to experience life in the Prep School and for the school to assess suitability.

Places in Early Years 1 are offered for children to join from the beginning of the half term in which they turn 3, subject to an individual assessment.

The assessment for pupils entering the Infant Section involves a half day visit with a full day visit for pupils entering the Junior Section. For both departments this consists of an English and a Mathematics assessment and a discussion with the class teacher.

## **Year 7 and Year 9 entrance**

Applications are welcomed from boys and girls from maintained (state) schools and independent schools. Entry is dependent on passing the entrance assessment and a good report from the applicant's current school.

An entrance assessment for both Year 7 and Year 9 is held in January for entry the following September. This consists of an English Comprehension and Essay, Mathematics questions and a Verbal Reasoning Test. These are marked internally by our own staff. The results are not published.

The Headmaster is happy to meet applicants before they take the entrance assessment. This can be arranged by contacting the admissions department.

For entrance into Years 8 and 10 the assessment criteria follow the same pattern, with the expected level changing accordingly.

## **Sixth Form entrance**

Entry into Year 12 is dependent upon an interview with the Headmaster and the Head of Sixth Form and a good report from the applicant's current school. The academic standard is normally a minimum of five good GCSE grades.



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## **Transition between stages of schooling**

St Joseph's College undertakes to accept your child as a pupil from the time of joining the College until the end of his or her next stage of schooling; these stages are Foundation Stage and Infant Department (Early Years 1 to Year 2)/ Junior Department (Year 3 to 6)/ Lower Seniors (Year 7 to 8) / Upper Seniors (Year 9 to 11)/ Sixth Form (Year 12 to 13). Progress and performance are closely monitored to ensure a high standard is maintained. It is anticipated that all children will make appropriate progress and therefore have a smooth transition through each stage of their education.

Should this prove not to be the case, parents will be informed of any concerns at the earliest opportunity. The majority of entrants into St Joseph's College remain until the end of their school career.

## **Disability and Special Educational Needs**

St Joseph's College does not discriminate in any way regarding entry. The school welcomes pupils with special educational needs providing that its learning support department can offer them the support that they require. We welcome pupils with disabilities provided that our site can accommodate with them.

The College 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 Admissions Policy Needs and Disability Act 2001 in order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the College can cater adequately. The College 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 College. Parents of a child who has any disability or special educational needs must provide the College with full written details at registration, or subsequently before accepting the offer of a place.

The College 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 College as a pupil.

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

## **Registration**

Please contact the Admissions department for a registration form.

- For entry into the Prep School (Early Years to Year 6) please call 0118 984 6909 or email [admissions@sjcr.org.uk](mailto:admissions@sjcr.org.uk)
- For entry into the Senior School (Years 7 to 10 & Year 12) please call 0118 984 6908 or by email [admissions@sjcr.org.uk](mailto:admissions@sjcr.org.uk)



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All information requested on the registration form must be supplied in detail as known at the time. Should circumstances regarding information requested change, the College must be informed prior to entry.

Upon registering a pupil, a non-refundable fee of £50 is payable to cover registration procedures and the entrance assessment.

The parents of prospective pupils must be in a financial position to pay fees monthly by direct debit.

## **Deposits**

Once the offer of a place at the College has been accepted a non-refundable deposit of £500 is payable. This is returned, less any expenses incurred, on completion of Year 6 or Year 13.

## **Sibling Discount**

Families which have three or more children in the College receive a 15% discount off the fees for the third and subsequent children.