



# ST. JOSEPH'S COLLEGE

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## 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 and upon agreement with the Head.

Our aim is to admit students with academic and other qualities such that the child would gain the maximum benefit from the opportunities available at St Joseph's College.

In the event of there being more applications than places available, places will be offered in accordance with the following criteria; the weighting of these criteria may vary:

- for Year 7 entry, previous attendance at St Joseph's College in Year 5 and/or Year 6
- academic ability judged by formal or informal assessment
- school report/reference
- siblings\* at St Joseph's College in any year
- children of members of staff
- whether the family are Roman Catholics
- extra-curricular interests & other talents
- class size & size of the school roll
- other factors

\* A child is a sibling if they are a full or half-brother or sister, an adoptive brother or sister or if they are children of the same household – although this does not guarantee entrance.

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.



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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.

### **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 (Aged 3), 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 Prep School involves a half day visit. 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/reference 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 Descriptive Writing Task, Mathematics questions and a digital Numerical, Verbal, Nonverbals Reasoning Test. These are marked internally by our own staff. The results are not published.

The Head 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.



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## **Sixth Form entrance**

Entry into Year 12 is dependent upon an interview with the Head and the Head of Sixth Form and a good report/reference from the applicant's current school. The academic standard is normally a minimum of five good GCSE passes with specific entry requirements for some subjects as listed in the A Level course guide.

## **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 Year 13.

## **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.



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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 access further information about the admissions process here:

<https://www.sjcr.org.uk/admissions/admission-process/>

Please register online:

<https://www.sjcr.org.uk/register-your-interest/>

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 deposit of £500 is payable. This is returned, less any expenses incurred, when the pupil completes 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.

## **Complaints and Appeals**

St Joseph's College hopes that parents and students do not have any complaints about our admissions process. However, any prospective parent who wishes to complain about any aspect of the admission process should in the first instance raise the matter with the Admissions Team. Matters unresolved by Admissions may subsequently be raised with the Head whose decision in relation to a complaint about admissions will be final.

## **Admissions Register**

St Joseph's College will inform the appropriate local authority when a student's name is deleted from the admissions register on certain grounds:

- when the child has been taken out of school to be home educated;
- when the family has apparently moved away;
- when the child has been certified as medically unfit to attend;
- when the child is in custody for more than four months;
- when the child has been permanently excluded.



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In line with the statutory guidance, Children Missing Education (2016), the schools will inform their local authority when they remove or add a student's name to the admissions register at nonstandard transitions; i.e. where a compulsory school-aged child leaves the school before completing the school's final year or joins the school after the beginning of the school's first year.

The College is also under a duty to provide information to the local authority for standard transitions if requested. Schools are obliged to notify the local authority when a student fails to attend school regularly or is absent without leave for more than 10 school days (continuous).