



Admissions Policy

January 2025

SECTION 1: Introduction

The Aims of this Policy are:

- 1.1 To ensure compliance with the School's charitable purposes, which are to promote and provide for the education of students aged from 3 to 18.
- 1.2 To identify and admit children who will benefit from a St Chris education and who will benefit from the activities and ethos of the St Christopher School community.

SECTION 2: General

- 2.1 St Christopher School is a co-educational independent school for students aged from rising 3 to 18. The School has approximately 500 students, 45 of whom are boarders. St Chris is non-denominational, multi-cultural and academically inclusive and students have a broad range of abilities.
- 2.2 Deciding on the right school for your child is very important. We very much hope that you and your child will make an in person visit to St Christopher School to experience the School's unique culture.
- 2.3 We hold a number of Open Day events each year and also offer private visits, details of which are published on our website:
<https://www.stchris.co.uk/upcoming-open-events>
- 2.4 The Admissions Department is responsible for all admissions enquiries and visits to the School. All enquiries should be made through the Junior or Senior School Registrars who can be contacted on +44 1462 650947 or by emailing admissions@stchris.co.uk.
- 2.5 Students are admitted to St Christopher School as **fee-paying day students** at any age from the academic term they turn 3 to the age of 18 as follows:
 - Nursery, ages rising 3 to 4
 - Junior School, ages 4 to 11
 - Senior School, ages 11 to 16
 - Sixth Form, ages 16 to 18
- 2.6 Students may also be admitted to St Christopher School as **fee-paying boarding students** from age 11 (Year 7) to 18 (Year 13).



SECTION 3: Equity

- 3.1 St Christopher School aims to encourage applications from all prospective students, regardless of background.
- 3.2 St Chris is committed to equal treatment for all, regardless of a prospective student's sex, race, ethnicity, religion, disability, gender reassignment, sexual orientation or social background.

SECTION 4: Admissions Procedure Summary

- 4.1 St Chris is an academically inclusive, non-selective school and students have a broad range of abilities. Our admissions process, detailed below, is designed to identify students who are able to benefit from our balanced and well-rounded education.
- 4.2 Students undergo age-appropriate assessments prior to entry to determine their current academic level for when they arrive at the school, to help us to identify any gaps in their learning that require support and additional resourcing, and to ensure that they are able to access the curriculum we offer.
- 4.3 Admission decisions are also based on the school receiving a suitable reference from a prospective student's current or previous school.
- 4.4 Professional judgement about a student's suitability rests with the Head who alone is responsible for offering places. Where a place is not offered to a student there is no right of appeal.

SECTION 5: Points of Entry

- 5.1 St Christopher School offers a continuity of education from Early Years (from the term a child turns 3) to Upper Sixth (Year 13).
- 5.2 The usual points of entry into the Nursery (from the start of the term that a child turns 3); and then at 4+, 11+, 13+ and 16+.
- 5.3 The school may also have occasional places at other ages; please contact the Admissions Department for details.
- 5.4 We accept registration up to three years before entry.
- 5.5 When there are places still available, applications and assessments may be made mid-year. The School does not generally accept students into Year 11 or Year 13, or after the first half-term of the academic year in Year 10 or Year 12.



SECTION 6: Registration

- 6.1 Following your visit to the School, if you would like to apply for a place then the first step in the admissions process is for parents, or those with parental responsibility, to register for a place at the School by completing the registration form on the St Chris website:
<https://stchris.openapply.com/>.
- 6.2 This includes the payment of a registration fee, which is non-refundable.
- 6.3 At this stage we also ask for the submission of the prospective student's most recent school report and we request a reference from their current school, including their disciplinary record.

SECTION 7: Admissions Process

7.1 Nursery and Junior School

7.1.1 Entry to Nursery and Reception

It is expected that children will have the necessary social and developmental skills to be able to access the Early Years Curriculum. These will be observed during a Stay and Play Taster Session, where parents stay with their child. In the Nursery these sessions are one hour long, and for Reception, children stay for 1.5 hours including lunch.

7.1.2 Entry to Year 1 to Year 4

Children are invited to a Taster Day (half a day in Year 1, a full day in Years 2 to 4) where they will join their age-appropriate class for the day. Students will complete age-appropriate assessments in English and mathematics to help us to identify any gaps in their learning that may require additional support. Staff observations, school reports and references will be taken into consideration.

7.1.3 Entry to Years 5 and 6

Children are invited to a Taster Day where they will join their age-appropriate class for the day. Children also undertake an online Cognitive Ability Test (CAT) to help us to identify any gaps in their learning that may require additional support. Staff observations, school reports and references will be taken into consideration.

7.2 Entry to Senior School: Years 7 to 10

- 7.2.1 Prospective students for the Senior School are invited to a Taster Day in the school year before they start which either takes place in February each year for September entry or on a normal school day for entry at other points.
- 7.2.2 The purpose of the Taster Day is for the School to determine a prospective student's current academic level for when they arrive at St Chris, to help us to identify any gaps in their learning that may require additional support and to ensure that they are able to access our curriculum. The Taster Day will also gauge their attitude to learning and their willingness to contribute to the wider life of the School.



7.2.3 As part of the Taster Day prospective students:

- Undertake an online Cognitive Ability Test (CAT);
- Take part in lessons to enable them to experience learning at St Chris;
- Undertake an informal conversation with a senior member of staff for us to get to know them, and for them to get to know us.

7.2.4 No specific preparation for the CAT or interview is needed, however prospective students can bring with them an item linked to a hobby or interest that they would like to talk about at interview.

7.2.5 Staff observations, school reports and references from their current school (including their disciplinary record) will also be taken into account.

7.3 Entry to Sixth Form: Year 12

7.3.1 Sixth Form prospective students are invited for an interview with the Head or Deputy Head.

7.3.2 Normally we would consider the prospective student's projected or actual GCSE results. For those wishing to follow an A level programme, generally we expect prospective students to obtain at least five GCSEs at grade 5 and above, with at least grade 6 in the subjects selected for studying at A level, or in relevant subjects where a student is starting a subject from scratch (such as Psychology or Business Studies). We reserve the right to alter these expectations on a case-by-case basis and we will always aim to build a programme for a prospective student where possible where they do not meet these grades.

7.3.3 Those not undertaking GCSEs will need to show suitable ability.

SECTION 8: In-Year Applications

8.1 In-year applications are subject to the same admission process as applications made for a September start.

8.2 Prospective students for an in-year place should check first with the Admissions Department as to the availability of places. If places are available, the usual Registration and Admission process applies (see points 6 and 7 above).

8.3 Our Admissions Department will follow the process as outlined above and this will not be altered for individual circumstances. Under no circumstances should parents expect or request that the normal application process is changed or accelerated.

SECTION 9: Special Educational Needs and Disabilities

9.1 St Christopher School does not unlawfully discriminate in any way regarding admission.



- 9.2 At St Chris we are committed to ensuring that all students fulfil their academic potential, understanding the importance of developing strategies and skills that help each student grow in intellectual confidence, build resilience and develop the ability to reflect, to reach their true potential. We appreciate that learning is not a linear pathway, and some students may need more individualised support at certain times. We aim to equip our students with the skills and tools they need to enable them to achieve their full potential across the curriculum, becoming independent and confident learners. Students throughout the school can access support, irrespective of need or ability and this will be assessed on an individual basis.
- 9.3 Within our current provision at St Chris, we aim to provide reasonable adjustments to support all students including those with special educational needs and disabilities (SEND), however we will make admissions decisions on an individual basis around the level of support that can be provided at that time.
- 9.4 Our policy is to apply our admission criteria to all potential students. In order to determine the necessary support during the admissions process, we require parents to inform us if their child has any SEND, medical or specific pastoral needs. This includes any known or suspected pastoral issues relating to their child's physical or mental health, their wellbeing, social interactions, bullying or wider family circumstances. It also includes any issues that may impact on their suitability to board if they are applying for a boarding place.
- 9.5 Parents **must disclose** any of the needs outlined above at the point of completing the **Registration Form** for a place at the school.
- 9.6 They must also at this point or beforehand have submitted all relevant supporting information. This includes but is not restricted to educational psychologist's reports; any medical letters or medical reports (for example from a GP, CAMHS, consultant or counsellor); an Education Health Care Plan (EHCP); an Individual Student Plan (IPP) or a similarly named plan for an individual student's behaviour, learning or pastoral support.
- 9.7 Failure to submit all relevant information may mean that the School cannot provide the support required for a child when they start, or may lead to the offer of a place being withdrawn by the School.
- 9.8 There may be exceptional circumstances in which we are not able to offer a place for reasons relating to a child's SEND or specific individual needs (as indicated in 9.4). For example if, despite reasonable adjustments, we feel that a prospective student is not going to be able to access the education offered, or that their health and safety or those of other students or staff may be put at risk, we may not be able to offer a place at the School.
- 9.9 Where a place is offered but further information becomes available prior to a child starting at the School such that the School cannot make reasonable adjustments to accommodate them in sufficiently accessing the curriculum and benefiting from the learning environment, the offer may subsequently be withdrawn and the Admissions Deposit returned.
- 9.10 The Individual Needs Department is fully involved in the admissions process at St Chris and reviews all information submitted by parents/carers. They may wish to speak to the prospective student's parents, their current school, the SENDCo or another person who has been named in the information provided by parents.



- 9.11 If it is concluded that our current provision can fully support a prospective student, we will progress their application to the next stage of the admissions process (see sections 7.1, 7.2, 7.3). If it is concluded that we cannot do this, we will inform the parent/carer as soon as possible so that they have time to reasonably consider an alternative option for their child.

SECTION 10: Prospective Students from Overseas

- 10.1 We welcome overseas students, who can study at St Christopher School provided that they have the legal right to enter and study in the UK and that they have a relative or responsible adult (guardian) living in the UK with whom they can stay for some weekends, more details of which are contained in the School's Terms and Conditions.
- 10.2 The minimum offer for a period of time at the School is half an academic term.
- 10.3 The School is a Points Based System (PBS) Tier 4 sponsor registered with the UKVI, and adheres to all current regulations and best practice in fulfilling its sponsorship duties.

SECTION 11: Admissions Process for Prospective Students from Overseas

- 11.1 For those prospective students applying from overseas, students applying for Years 5 to Year 10 are asked to sit the CAT under exam conditions arranged with the student's agent, or at the British Council Office in the student's home country.
- 11.2 For those prospective students entering Sixth Form (Year 12) who have not taken GCSEs and are wishing to study A level Mathematics or Physics, prospective students are asked to sit the School's mathematics paper, which must be sat under exam conditions arranged with the student's agent, or at the British Council Office in the student's home country.
- 11.3 For all overseas prospective students an online video interview will be arranged with the Head.

SECTION 12: Students for whom English is an Additional Language

- 12.1 Students for whom English is an Additional Language (EAL) are assessed for their standard of English on application to the School where appropriate, to assess the level of EAL support they may need and to determine whether this can reasonably be provided by our current provision.
- 12.2 For students where English is an Additional Language, the first step after completing the Registration Form is an online English language assessment.
- 12.3 Our partner organisation Bespoke English Language Testing contact the student's agent or family (whichever is most appropriate) to arrange an online video interview.
- 12.4 For 11+ and 13+ entry we would expect prospective students to be at Preliminary English Test ('PET') level (B1 Preliminary).



12.5 For 16+ entry we require an equivalent level of English to International English Language Testing System (‘IELTS’) band score 5.5.

SECTION 13: Boarders

Prospective students for boarding places will also be considered based on their suitability to board, with further information requested by the Registrar if necessary. The Head of Boarding will be fully consulted before an offer is made.

SECTION 14: Offer and Acceptance

14.1 Applications will result in one of three outcomes:

- The prospective student has been offered a place at St Christopher School
- The prospective student has been placed on the waiting list
- The prospective student has not been offered a place at St Christopher School

14.2 When the offer of a place is made, parents will be given a deadline by which the place must be accepted. After this time, the offer of the place may be withdrawn and the place offered to another family.

14.3 To accept a place, parents or parties with parental responsibility must sign the Acceptance Form and return this to the School together with the Admissions Deposit.

14.4 All further documents and information that the School requires before a student starts can be found on the St Chris admissions portal under the checklist.

14.5 All offers are made subject to satisfactory completion of the relevant notice at their current school.

14.6 The permanent or temporary exclusion of a student by their current school between the date on which an offer is made and their arrival at St Chris may invalidate the offer of a place. Waiver of this clause is exclusively at the discretion of the Head.

14.7 A child may not start as a student until the School is in receipt of: references from the child’s current school (where applicable); the signed Acceptance Form; all required pre-joining paperwork; the Admissions Deposit.

14.7 Prospective students who are unsuccessful in their application are informed verbally by the Registrar, followed by the decision in writing.

SECTION 15: Waiting Lists

15.1 Where a year group is oversubscribed, we run a waiting list.



15.2 We arrange our waiting list in the order of date of registration and give priority to:

- siblings of children who are already at the School or who have a sibling joining the School in the same admissions cycle;
- A child who has requested a weekly/full boarding placement;
- A child whose parent is a member of staff employed by St Christopher School.

SECTION 16: Sibling Policy

Most siblings join us at St Christopher School. However, admission is not automatic and there may be occasions where the School judges that a sibling is likely to thrive better in a different environment.

SECTION 17: Progression

- 17.1 St Chris is an all-through school and students' progress is reviewed at key transition points – for example between Nursery and Reception, between Junior and Senior School, between Senior School and Sixth Form.
- 17.2 From time to time, there may be occasions where, in the School's professional judgement, our current provision can no longer fully support the needs of the child. In these cases, the School will be in ongoing discussion with the family regarding their future.

SECTION 18: Scholarships

St Christopher School offers the following scholarships:

- 18.1 Academic Scholarship
18.2 Art Scholarship

SECTION 19: Purpose of Scholarships

Scholarships are designed to reward academic or artistic excellence and to celebrate exceptional talent. In recognition of this achievement, the scholar is offered a 10% reduction in the fees throughout their time at St Christopher School.

SECTION 20: Application for an Academic Scholarship

All prospective students for Year 7, Year 9 and Year 12 are automatically considered for the Academic Scholarship, which is awarded on their performance in the entrance assessments, and for Year 12, on their GCSE results.



SECTION 21: Application for an Art Scholarship

- 21.1 Prospective students for Year 7, 9 and 12 can apply for an Art Scholarship. This involves completing the Art Scholarship Application Form and submitting it to the Admissions Department by the deadline published on our website:
<https://www.stchris.co.uk/scholarships>
- 21.2 The Admissions Department will also request a reference from the prospective student's current art teacher or another person who has supported their work.
- 21.3 Prospective students are then invited for an Art Scholarship interview with the Head of Art, when they will be asked to bring in a portfolio of their work to discuss alongside a more general talk about their interests and experiences in the creative arts.
- 21.4 Scholarships are held for the duration of a student's time at the School, provided his/her conduct and progress is satisfactory.
- 21.5 A scholarship may be withdrawn in accordance with the terms upon which such award is made or in accordance with the School's Terms and Conditions.

SECTION 22: Financial Assistance (Bursaries)

- 22.1 St Christopher School is committed to ensuring that students who would benefit from an education at St Chris are not excluded from entering the School owing to their financial circumstances by offering means tested financial support with school fees to students who meet the School's admissions criteria.
- 22.2 Details on fee assistance can be found on the school website, together with the Bursary Policy: <https://www.stchris.co.uk/financial-assistance>

SECTION 23: Financial Information

- 23.1 Any prospective student seeking a place at the School, including those who apply for bursary support and overseas prospective students may, at the discretion of the School, be required to provide additional financial information and/or undergo checks to confirm that they are able to pay the School's fees (or any percentage of the fees still payable if a bursary or scholarship is granted).
- 23.2 Where parents are transferring into St Christopher School from another independent school which is a member of the Independent Schools Council (ISC), a place may not be confirmed until the School receives confirmation that there are no outstanding debts to the previous school.



SECTION 24: Parent Contract (Terms and Conditions)

The terms upon which the School educates each child are set out in the School's Parent Contract (Terms and Conditions) which are on the School's website and are also sent to parents as part of the admissions process.

SECTION 25: Records and Review

- 25.1 Prospective students' details are processed and held on file with due regard to data protection legislation and the School's Privacy Notice.
- 25.2 The School will not hold the personal data of you or your child for longer than is necessary for lawful purpose.

SECTION 26: Complaints

The Complaints Procedure is not available for use by prospective parents.

Responsible and Accountable Persons	Name	Position
Responsible	Rhiannon Butlin	Director of Marketing & Admissions
Accountable	Rich Jones	Head
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