



St Peter's School YORK

Admissions Policy

St Peter's School, York

October 2024

(Next review Christmas Term 2026)

1 Introduction

- 1.1 St Peter's School, York comprises of St Peter's 2-8 (for pupils aged 2 to 8 years), St Peter's 8-13 (for pupils aged 8 to 13 years) and St Peter's 13-18 (for pupils aged 13 to 18 years), collectively referred to in this policy as the School unless otherwise stated. The School is a selective independent day and boarding school for children aged between 2 and 18 years.
- 1.2 The aims of this policy are:
- 1.2.1 to set out the particulars of the School's policy on and arrangements for admission to the School;
 - 1.2.2 To ensure compliance with the School's charitable purposes;
 - 1.2.3 To identify and admit children who will benefit from our strong Christian ethos, educational experience and who will contribute to and benefit from the ethos and activities of our School community. We will only admit a child who has met the relevant admissions criteria as set out in this policy; and
 - 1.2.4 to ensure compliance with the School's responsibilities under the Equality Act 2010.

2 Scope and application

- 2.1.1 The procedures set out in this policy apply at each of the main points of entry to the School and also to candidates for occasional vacancies in any other year groups.
- 2.1.2 The procedures set out in this policy do not apply to existing pupils who are progressing through the School.

3 Equality, diversity and disability

- 3.1 All candidates for admission will be treated equally, irrespective of their, or their parents' race, sexual orientation, religion or belief, pregnancy or maternity, gender reassignment or any disability. Candidates will also be treated equally in respect of their parents' age, gender or marital or civil partnership status.
- 3.2 The School will make any reasonable additional or alternative arrangements to ensure that the School's admission procedures are accessible to disabled children.
- 3.3 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.
- 3.4 Parents of a child who has a disability or special educational needs should provide the School with full details on registration.

4 Procedures

- 4.1 To register for a place, parents are required to complete an Application Form which is available on the School's website and to pay the applicable Registration

Fee. The registration fee is waived for parents who will make an application for a bursary.

4.2 Parents are encouraged to attend one of the School's Open Days and are welcome to arrange a tour of the School at another time. Parents should contact the School Office for further details.

4.3 **Entry points:** The following procedures apply at all points of entry.

4.4 **Admissions procedure:** The School's admission procedure has three elements:

4.4.1 entrance assessments;

4.4.2 meeting the pupil or interviews; and

4.4.3 references.

4.5 **Entrance assessments:** These are as follows:

Applicants are selected for entry into Third Form (Year 9) and Lower Sixth Form (Year 12). Occasionally, applicants are tested for entry into Fourth Form (Year 10) if spaces are available.

Admission to St Peter's Sixth Form (Year 12):

Applicants are required to sit entrance examinations in November. In exceptional circumstances late applications may be considered.

All applicants wishing to enter the Sixth Form from other schools will sit the Sixth Form entrance examinations which includes papers in three subjects of their choice plus a general paper. In addition, applicants have an informal entrance interview with a member of the teaching staff.

Admission to St Peter's Third Form (Year 9)

The normal date of entry is the September after a child's 13th birthday. In special cases when a birthday falls near September a pupil may be admitted either the year before or the year after.

Between September and January in the academic year before proposed entry, all applicants take examinations in Mathematics, English and a test of general intelligence. In addition, applicants have an informal entrance interview with a member of the teaching staff.

Admission to St Peter's 8-13

Applicants are selected for entry into Years 4 (J1), 6 (J3) and 7 (J4). Occasionally, applicants are tested for entry into Year 5 (J2) and 8 (J5) if spaces are available.

Applicants are required to sit assessment tests, which are aimed to measure both current academic performance and an indication of potential. Common to all age groups are the following elements:

- A test of creative writing
- A standardised test of general mathematics and mental arithmetic ability
- A standardised test of developed ability (similar to Verbal & Non-Verbal Reasoning)
- A standardised test of reading and spelling ability

In addition, applicants have an informal entrance interview with a member of the teaching staff. For younger applicants this may be with their parents present.

Admission to St Peter's 2-8

Most pupils join the school in Nursery, Reception or Year 3. Pupils may join in other year groups depending on the availability of places. When a year group is full applicants wishing to join will be added to a waiting list.

Entry into Nursery

Nursery children may join as 'Rising Threes'. They must turn three before the end of the term that they join.

Where a child does not currently attend an early years setting a member of the Nursery staff will visit the child at home to facilitate transition.
Where a child does currently attend an early years setting, where possible, a member of Nursery staff will visit the child in their present setting.
If a place has been offered and accepted, the child will be invited to attend Nursery for a transition visit prior to entry.

Entry into Reception

Where possible, a member of Reception staff will visit the child in their present setting before a place is offered. If this is not possible, Reception staff will contact the current setting for a discussion by telephone or video call.
If a place has been offered and accepted, the child will be invited to attend Reception for transition sessions prior to entry.

Entry into Year 1

The child will be invited to spend a day in the classroom where informal assessments take place in reading, writing and maths. Interaction with peers and the child's behaviour are observed and form an important part of the admissions process. Parents will have an interview with the Head.

Entry into Year 2 and Year 3

Once an application is received a report is requested from the child's present school. The Head/Deputy Head may also contact the child's school for further information.

The child will also carry out standardised tests in developed ability, general mathematical ability and reading. Interaction with peers and the child's behaviour

are observed and form an important part of the admissions process. Parents will have an interview with the Head. Professional discussions then take place before a place is offered.

- 4.6 **Interviews:** Where applicable a meeting or interview with the applicant takes place for entry at all stages. There are of two kinds of interview:
- 4.6.1 **general interviews:** in most cases there will be a general interview to explore the applicant'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;
 - 4.6.2 **option interview:** at 16+ there may also be an 'option interview' to explore an applicant's academic ability in a particular subject. For certain option subjects (such as Art) candidates may be asked to submit samples of their work.
- 4.7 **Reference:** The Head of the applicant's current school or early years setting, as applicable, will be asked to provide a written reference as to the applicant'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.
- 4.8 **Sixth Form Entry:** In addition to the above, applicants must achieve satisfactory grades in their GCSE examinations. Applicants will be informed of the applicable grade requirements. International applicants who do not sit GCSEs will be offered a place on the basis of their entrance examinations and will be asked to provide information on their most recent public examinations or equivalent qualifications.

5 Admissions criteria

- 5.1 The admissions criteria are:
- 5.1.1 success in the relevant entrance assessments and / or achieving the required GCSE grades, as appropriate; and
 - 5.1.2 satisfactory interview; and
 - 5.1.3 a positive confidential reference from the applicant's present school (if applicable);
 - 5.1.4 ability and willingness to benefit from the School's broad and varied curriculum; and
 - 5.1.5 commitment to the School's ethos as described in the School's aims.
- 5.2 All candidates must have the legal right to live and study in the UK or, where appropriate, will be sponsored by the School to do so.
- 5.3 It is assumed that pupils will automatically progress through the School, subject to them meeting the required standards of behaviour and progress, and the School continuing to be able to meet their needs.
- 5.4 Places in Year 4 are prioritised for York Minster choristers. Candidates who are applying to be York Minster choristers will have to pass the musical auditions as

well as satisfy the normal entrance criteria for a place at the School. The audition is assessed by the Director of Music at York Minster who will inform the School whether the candidate is suitable for a choristership. Auditions for choristerships will normally take place in the January prior to a September start in Year 4 and shortly before the normal admission process for Year 4 and parents are informed of the outcome of the audition before progressing to the admissions process.

- 5.5 The Head makes the final decisions on the admission of pupils at all stages and reserves the right to reject applications.
- 5.6 Applicants who meet the admissions criteria but when there are no spaces available in their year group will be contacted to ask if they wish to take up a place if one becomes available in the same academic year. There is no formal waiting list, instead there is a pool of applicants who will be contacted if a place becomes available, prioritised if there are siblings (clause 6.1), other connections to the school or for pupils wishing to begin GCSEs or A Levels, based on availability in their subject choices.
- 5.7 Applicants who wish to apply outside the normal admissions timeframes must contact the Admissions team before submitting an application form to see if spaces are available. If space is available, applicants will undergo all admissions procedures detailed in section 4.

6 Siblings

- 6.1 Priority is given to siblings of pupils at the School at the proposed time of entry, although admission is not automatic and the applicant must meet the admissions criteria.

7 Scholarships and bursaries

- 7.1 Music scholarships and awards are available at 13+ and 16+, and means tested bursaries are available at 11+, 13+ and 16+. Please see the School's website for further information or contact the School Office for details.

8 Records

- 8.1 A confidential admissions record will be kept for each applicant.

Authorised by	The Board of Governors October 2024
Next Review	Christmas Term 2026