ADMISSIONS POLICY

OVERVIEW

John Lyon is a mainstream, day school for boys and girls aged from 2 to 18 years, comprising:

The Prep School: Little Lyons (Nursery and Reception), Pre-Preparatory (Year 1 & 2) and Preparatory (Years 3-6) school for children aged from 2+ to 11 years; John Lyon Senior School for children aged from 11 to 18 years.

John Lyon has a richly deserved reputation for providing an excellent all-round education that combines high academic standards with excellence in Sport and the Arts and outstanding pastoral care. The schools offer a secure, friendly and nurturing environment. Learning is both broad and deep, offering a unique education that embraces opportunity and excellence both within and beyond the classroom. At John Lyon, every pupil matters.

APPLYING TO THE PREP SCHOOL

Entry points

The usual entry points are 2+ Nursery, 4+ (Reception) and 7+ (Year 3), although children may be considered for other years if places are available.

For 2+ entry, children are welcome to join our Nursery once they have turned 2 years old.
For 4+ entry, children will be aged 4 and below the age of 5 on the 1st September in the year of entry.
For 7+ entry, children will be aged 7 and below the age of 8 on the 1st September in the year of entry.

Visiting the School

Parents are encouraged to book for 'Discovery Morning' tours throughout the year, which provide an opportunity to tour the School at work and meet the School's Senior Leadership Team. 'Discovery Morning' tour dates can be obtained by visiting our website: Open Days | John Lyon | North West London Independent School or contacting our Admissions office: admissions@johnlyon.org

Registration procedures

To apply to join the Prep School at any of the entry points, an online Registration form needs to be completed. Once the registration form is completed, parents will be asked to pay a non-refundable Registration Fee and attach a copy of their child's passport and if applicable, a copy of their child's latest school report The registration form can be found on the Admissions page of the School website.

Parents are required at the registration stage to declare any medical condition or learning difficulty which may affect the candidate. Any supporting documentation from relevant professionals should also be submitted at the time of registration.

Parents can contact the Admissions office: Admissions@johnlyon.org to check for availability prior to filling in the form.

Little Lyons (Nursery)

Nursery places are offered subject to availability; however, we offer priority to siblings of those already attending the school. If there is availability within the Nursery the child will be invited for an informal

assessment with our Nursery Team. Every effort is made to make the entrance procedure as enjoyable as possible for the child. The assessment will look at how each child interacts in the environment, how they communicate and how suitable we think the setting will be for the child. Please note, whilst we recognise that toilet accidents do happen and we are more than willing to support with this, we do expect children to be toilet trained prior to starting school at age 3+. If this is not the case, please discuss this with a member of the team.

Little Lyons (Reception)

4+ candidates are invited in January, in small groups, to undertake a series of assessment tasks to determine their potential and current abilities. Each child is given opportunities to play with other children and to engage in conversation. The team will assess whether the Prep School is the appropriate setting for each child.

Pre-Prep (Year 1 and Year 2)

Candidates currently in Key Stage 1 are invited to spend the day at school. They complete a reading, writing and maths assessment in a classroom. Each child is given an opportunity to play with other children and engage in conversation. The decision to offer a place will be based on receipt of a satisfactory report from the child's current school and formal and informal assessments of the child. The school will determine whether the setting can support the child.

Prep School (Year 3 to Year 6)

7+ candidates are invited to spend a day at the School, to meet potential classmates and be assessed in both Maths and English. The decision of offer of a place will be based on the formal and informal assessments of the child completed at the Prep School and also based on receipt of a satisfactory report from the child's current school.

In-Year applications

Applications from potential pupils received after January are assessed in the same way as described above. Assessment days will be arranged on an individual basis, directly with parents.

Offer and acceptances

Offers of a place are made by the Head in writing. A place is secured by sending back the Confirmation of Acceptance Form and paying the required Confirmation Fee. The current Confirmation Fee can be found on the website within the Fees list. Please note, we do not share specific feedback or test results from the assessments process.

The Confirmation Fee will be retained in the general funds of the School until the pupil leaves and will be repaid without interest. The School has the right to apply the deposits to all proper purposes of the School and/or to any unpaid accounts of pupils within the same immediate family. Any surplus will be refunded on leaving after deductions in respect of other sums due to the School, unless stated otherwise in the *Terms and Conditions* or unless the Parents wish to donate the Confirmation Fee to the School's Development Fund.

The deposit is non-refundable should the place not be taken up, unless the offer of a place and its acceptance are both made entirely at distance by means of post, fax or electronic communication without either of the Parents meeting face to face with a member of the School staff between offer and acceptance, the Parents have the right to cancel this contract at any time within 14 days of the day after we receive your completed and signed Confirmation of Acceptance Form. In such circumstances the Confirmation Fee and the Overseas Confirmation Fee, if paid, will be refunded together with any Fees paid pro-rata if the School has provided

any educational services under this agreement. Information about the right to cancel and how to cancel is set out in the School's cancellation notice and form published on the School website.

Prior to the child starting, we will contact their previous school or Nursery for EYFS profiles/reports. We require parents to supply us with all other relevant documentation for their child prior to entry including any relating to a recognised Special Educational Need or medical or dietary need/requirement.

APPLYING TO JOHN LYON (SENIOR SCHOOL)

Entry points

The usual entry points are at 11+, 13+ and 16+ (Sixth Form), although pupils may be considered for other years if places are available.

On the 1st of September in the year of entry:

- 11+ candidates should be aged 11 and below the age of 12
- 13+ candidates will be aged 13 and below the age of 14
- 16+ candidates will be 16 and below the age of 17

Occasional places for Year 8 (12+) and Year 10 (14+) entry are subject to the School's discretion.

Visiting the School

Parents are encouraged to book for 'School in Action' tours throughout the year, which provide an opportunity to tour the School at work and meet the Head, or the School's Senior Leadership Team. School in Action dates can be obtained by visiting our website: https://www.johnlyon.org/admissions/open-days/ or contacting our Admissions office: admissions@johnlyon.org.

We also host an annual Open Morning. The next John Lyon Open Morning will take place on Sunday, 27th September 2026.

Registration procedures

To apply to join John Lyon School an online Registration form needs to be completed. The Registration form can be found on the Admissions page of the School website https://www.johnlyon.org/admissions/register/. Once the registration form is completed, parents will be asked to pay a non-refundable Registration Fee and attach a copy of their child's passport and if applicable, a copy of their child's latest school report. The School will send confirmation that the candidate is eligible to sit the entrance examination. This does not constitute an offer of a place at the School.

The final date for submission of an application can be found on our website, this might be slightly different each year.

Parents are required to declare, on the registration form, any medical condition or learning difficulty which may affect the candidate. Any supporting documentation from relevant professionals should also be submitted at the time of registration. Additional time in the entrance examinations may be allocated where appropriate.

Anti-Money Laundering and Third-Party Risk Compliance

After an Offer of Acceptance is issued by the Head, parents are required to complete a Confirmation of Acceptance Frm which must be signed and returned to Admissions@johnlyon.org. Following this, fee payers must complete the Harrow School Corporation Anti-Money Laundering and Third-Party Risk checks, facilitated by First-AML, our third-party compliance agency. Only when these checks have been completed and verified can the New Pupil onboarding process begin. Delays in completing the First AML process will prolong the onboarding process and may impact your child's intended start date at the School.

11+ Entrance

11+ selection is based upon performance in our entrance examinations, school reports and a group activity and discussion.

We are an academically selective school; potential and achievement in at least one major academic area is required of all successful applicants.

The entrance examination is in three parts:

- English examination
- Mathematics examination
- Group activity and discussion

English

We focus attention on the basic spelling and grammar skills of candidates alongside comprehension and creativity. The format is typically a comprehension passage followed by a creative writing element. This might be either non-fiction or fiction and pupils should be prepared for either. The content of the comprehension is aimed at the level of a confident Year 6 pupil.

We are looking to assess prospective pupils based on their current level; but we are also looking at their potential, especially in the creative writing element of the examination.

Mathematics

The 11+ Mathematics examination requires knowledge of all topics from the Mathematics Key Stage 2 National Curriculum. Candidates will encounter problems that test these topics across a range of difficulty levels in both familiar and unfamiliar contexts. Calculators are not permitted.

We will be assessing the Mathematics level of prospective candidates but will also look at their potential, specifically in the problem-solving section of the paper. The best candidates will show complete working to support their answers; we are looking for pupils who can develop clear and concise solutions rather than just those who can reach the correct answer.

Group

Task As part of the entrance examinations day, pupils will take part in a group activity. These are not academic tests, but an opportunity for us to see how prospective pupils respond to different problems and how they work in practical circumstances. As a school that values potential, we observe these activities to understand how potential Lyonians interact with peers, and some of the non-academic values they might add to our whole School community.

School Reference

We will contact your child's current school to request a confidential reference report.

13+ Entrance

13+ & 16+ selection is based upon performance in our entrance examinations, school reports and an interview.

We are an academically selective school; potential and achievement in at least one major academic area is required of all successful applicants.

The 13+ examinations consist of four compulsory papers:

- English
- Mathematics
- French or Spanish
- Science

An optional Latin/Language paper can also be taken

Interview

All applicants will take part in a group discussion about a specific topic. The topic may be academic, based on current affairs or similar. It is an opportunity for a pupil to tell us more about his/her interests and aspirations, ask us questions and this should be an enjoyable experience for candidates. No explicit preparation is required for the interview.

Sixth Form Entrance

For those interested in Sixth Form Entry we hold an Open Evening in the Autumn term. This offers the opportunity to meet the Head of Sixth Form, Department Heads and the Head of Higher Education and of Oxbridge provision. Those interested are also invited to join our current Year 11 pupils for their A-Level options talks in January.

The closing date for 16+ applications can be found on our website. Interviews for 16+ entry will be held at the beginning of March. A completed registration form and confirmation of predicted GCSE grades are required. We will also write to the candidate's current school requesting a reference.

16+ candidates are invited to school to meet the Head of Sixth Form to discuss the subjects they would like to take for A-Level. Conditional Offers are made based on interview, predicted grades and GCSE results.

To be admitted into our Sixth Form, it is required that students achieve a minimum of 6 (I)GCSEs at Grade 6 or above including English and Mathematics. For the majority of chosen A-Level subjects, students will have additional entry requirements of a Grade 7 or above.

Any offers are conditional upon examination grades and further discussion about options may be required once a candidate receives his results.

Scholarships

All pupils who sit the 11+ or 13+ examinations in the January preceding entry will be considered for Academic Scholarships; their performance in the examination, their school report and their interview will all be taken into consideration.

Scholarships are also available for the most able candidates in Art, Drama, Music, STEAM and Sport. Additional assessments will be required for these awards.
Music, Drama, Art, STEAM and Sport Scholarship application forms are available to download from our website or can be requested from the Admissions Office if required. The final date for submission of a Scholarship application can be found on our website https://www.johnlyon.org/admissions/bursaries-scholarships-and-fees/

Bursaries

Means tested bursaries are available for pupils at the Senior School. A guide on the eligibility for a bursary is available on our website https://www.johnlyon.org/admissions/bursaries-scholarships-and-fees/. To apply for a bursary parents Follow the instructions on the Admissions page of the School website.

The closing dates for receipt of bursary assessment applications can be found on the website.

Offer and acceptances

Offers of a place are made by the Head in writing. A place is secured by sending back the Confirmation of Acceptance Form and paying the required Confirmation Fee. The current Confirmation Fee can be found on the website within the Fees list.

The Confirmation Fee will be retained in the general funds of the School until the Pupil leaves and will be repaid without interest. The School has the right to apply the deposits to all proper purposes of the School and/or to any unpaid accounts of pupils within the same immediate family. Any surplus will be refunded on leaving after deductions in respect of other sums due to the School, unless stated otherwise in the *Terms and Conditions* or unless the Parents wish to donate the Confirmation Fee to the School's Development Fund.

The deposit is non-refundable should the place not be taken up, unless the offer of a place and its acceptance are both made entirely at distance by means of post, fax or electronic communication without either of the Parents meeting face to face with a member of the School staff between offer and acceptance, the Parents have the right to cancel this contract at any time within 14 days of the day after We receive Your completed and signed Confirmation of Acceptance Form. In such circumstances the Confirmation Fee and the Overseas Confirmation Fee, if paid, will be refunded together with any Fees paid pro-rated if the School has provided any educational services under this agreement. Information about the right to cancel and how to cancel is set out in the School's cancellation notice and form published on the School website.

PROGRESS THROUGH THE SCHOOL

Where possible and desirable, a child who enters the School shall automatically progress through each stage of the School.

- Early Years Foundation Stage (EYFS) (Reception) to Key Stage One (Year 1)
- Key Stage One (Year 2) to Key Stage Two (Year 3)
- Key Stage Two (Year 6) to Key Stage Three (Year 7)
- Key Stage Three (Year 8) to Key Stage Four (Year 9)

- Key Stage Four (Year 11) to Sixth Form

However, for this to be the case, the School needs to be confident that the pupil has sufficient ability to cope with the demands of the curriculum and must have a satisfactory attendance and disciplinary record. This is in their best interest both academically and for their own wellbeing and mental health. The pupil must also display a positive work ethic and actively contribute to the wider life of the School, thus making the most of the opportunities offered by the School.

Assessment points and Cause for Concern

The School will provide progress updates, and if necessary warnings, to parents in School reports and in other communication where a pupil is regularly falling short of the required standard of behaviour, work ethic and/or commitment to the wider life of the School, and where the pupil is in danger of not achieving the requisite academic performance to progress to the next stage.

If there is an indication the pupil might not be suitable for the next transition, parents will be notified at the latest by the end of the Summer term, in the year prior to the pupil's transition, to give as much time as possible for the parents to consider applying for alternative schools. The School will provide guidance where possible to find the right alternative school for the pupil.

The decision whether to allow a pupil to progress rests with the Head who will consider each individual pupil's case on its merits, taking advice from those responsible for the pupil's current provision.

Pre-Prep to Prep School

At the end of Year 1, parents will be notified by the School if there are concerns about a child not being suitable to transfer to the Prep School (Year 3 to Year 6). If not notified, parents can assume the transfer is automatic.

Prep School to Senior School

In the Spring term of Year 3, all children will be given an assessment. Following this assessment, parents will be notified if there is a concern that their child will not be suitable for a John Lyon Senior School transfer when they finish Year 6. This is designed to prompt early discussion rather than a definitive answer, as the suitability of the child is of course subject to change, based on their progress over the following three years. In the Summer of Year 5, parents will be notified by the John Lyon School Admissions office if their child will be offered the opportunity to automatically transfer to John Lyon Senior School or not. The decision will be made jointly by the Prep and Senior admissions and academic staff. The decision will be based on the ability of the child to cope with the demands of the curriculum in the John Lyon Senior School setting, both from an academic and mental health perspective. This will give sufficient time for parents to apply to an alternative school if this is felt appropriate.

Year 11 to Sixth Form

To automatically proceed into the Sixth Form, it is necessary for a pupil to achieve six GCSE passes at 9-6, including grade 7s in the subjects they wish to study in the Lower Sixth with the exception of Mathematics, which requires a grade 8. If there are concerns regarding a pupil achieving the necessary GCSE results to proceed into the Sixth Form parents will be written to in the Spring Term of Year 11 to inform them of the concern.

General Information

Our School website www.johnlyon.org is continually updated and is an excellent source of information. Some of our policies and procedures are available online for viewing; please do not hesitate to contact us at enquiries@johnlyon.org if you require a paper format rather than an electronic version.

We welcome applications from all children and will not discriminate on the grounds of sex, gender reassignment, sexual orientation, pregnancy or maternity, marital status, race, SEN and disability, religion and belief, cultural background or age, or other attributes as stated in the Equality Act 2010.

Reviewed by: Director of Marketing, Communications and Admissions
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