



St. John's Academy

Shawnigan Lake Campus

Admissions Policy

St. John's Academy Shawnigan Lake (SJASL) is committed to the principle of equal opportunity in education. The school does not discriminate against individuals on the basis of race, national or ethnic origin, color, sex, sexual orientation, or religion in the administration of its educational, admissions or employment policies.

Eligibility

SJASL upholds the principles of a balanced education rooted in the firm support of inclusion. Academic excellence is reflected in our philosophy of supporting and celebrating the diversity of learners in our school community. We endeavor to admit students with mixed learning interests, experiences, and needs in order to build a diverse learning community, representative of different cultures, beliefs, and ways of understanding.

SJASL offers strong academic programs enhanced by outdoor and experiential education, arts programs, and athletics. Applicants who demonstrate throughout the admission process their alignment with SJASL's mission and values are prioritized.

Admissions Criteria

SJASL uses five criteria to ensure applicants are good-fits for our school and community. Our admissions team looks for evidence of the five criteria in academic reports, references, written assessments, and during live interviews. The five criteria are:

1. **Academics:** Students' academic report consistently demonstrate a strong Grade Point Average (GPA).
2. **Effort:** Responsibility for learning, readiness to learn, cooperation with others, independent self-directed learner.
3. **Experiential Learning:** Participation in outdoor education, leadership, clubs, sports, extracurricular activities.
4. **Language Proficiency:** See Versant assessment scores
5. **Learner Profile:** Key desired traits: Balanced, Open minded, Caring, Communication, Reflective. In addition to the preceding, the following traits are desirable and connect to learning success: Thinker, Inquirer, Knowledgeable, Principled, Risk taker.

Admissions Documents

Applications to SJASL are received through our online portal, OpenApply. Students will submit past academic records, one letter of reference, and a medical report.

Admissions Written Assessments

English Language Learners complete a Versant language test.

Local students applying to Grades 4 to 10 write NWEA MAP tests.

Class Balance

We strive to maintain a balance of genders, abilities, and nationalities in each of our grade years and classes, and admission decisions are made in accordance with this aim.

To ensure diversity within our international boarding community, SJASL aspires to a 30% diversity cap. When diversity goals are achieved, enrolment of any nationality will not exceed 30% of the boarding community population.

Admissions Decision

Admissions decisions are made by the Head of School, based upon the recommendation of the Directors of Admissions and SELT (Senior Educational Leadership Team). The Director of Admissions (Local) and Director of Boarding (International) review all respective applications and interview selected candidates. Other school personnel, such as learning and behavioural support staff, may also be involved in the review and interview processes. Recommendations for admission are based on interviews with the applicant, confidential letter of reference, and past reports.

Grade Placement

St. John's Academy Shawnigan Lake students come from a variety of educational backgrounds. Our grade placement policy is based on the need to ensure the quality and consistency of our academic programs, and the ultimate aim to place students in the most appropriate grade for their academic and social development. We want students to complete a grade before entering the next grade. In all cases, the final decision on grade placement lies with the school.

Placement is determined by age as of December 31st in the academic year of entry as follows:

Entering Grade	Age by December 31 st
Gr. 4	9
Gr. 5	10

Gr. 6	11
Gr. 7	12
Gr. 8	13
Gr. 9	14
Gr. 10	15
Gr. 11	16
Gr.12	17

English Language Learners

SJASL admits students from around the world with differing levels of English fluency. Underpinning our admission of English Language Learners (ELL) is our commitment to their academic success and social-emotional well-being. All students seeking admission to SJASL whose first language is not English are required to complete an English Language Proficiency Assessment and sit an admissions interview to determine language level and placement.

Though SJASL will admit students with emergent English into our elementary and early-middle years program, students admitted into upper-middle and senior grades are required to demonstrate appropriate English language proficiency as communicated in our language policy.

The following chart provides guidelines for applicant's grade placement.

CEFR	VERSANT	IELTS	Language-based Admission
<A1	20-25	0	Possible admission to Grade 6 or 7
A1	26-35	1-2	
A2	36-43	3	
B1	44-50	4.5	Candidate for Grade 8 or Grade 8 Repeat
B1+	50-58	5	Candidate for Grade 9 or Grade 9 Repeat
B2	59-67	5.5 / 6	Candidate for Grade 10 or Grade 10 Repeat
B2+	68-75	6.5	Candidate for senior Grades 11, 11 Repeat, or 12

Founding Fee Program

Families who participated in the Founding Fee program will continue to benefit from that early investment and commitment to SJASL. As per agreement, the tuition fee will be honoured by SJASL, subject to yearly percentage increases. The Founding Fee program is significant, SJASL appreciates your understanding that additional discount programs cannot be added to the Founding Fee program. By way of example, new families participating in the Founding Fee program are not also eligible to receive a sibling discount.

Learning and Social-emotional Support

St. John's Academy Shawnigan Lake recognises each student as a unique learner needing different supports. We celebrate and support our community of diverse learners by providing safe and flexible learning environments humanized by our core values. To increase access and inclusion to students with learning differences, SJASL is committed to enrolling students with learning differences up to 5% at each grade level and across the school population.

Students applying to SJASL who have an existing Individual Education Plan (IEP) are enrolled into the school's learning support program. Depending on individual need for additional service, fees might apply. Fees associated with SJASL's learning support program can be found on our website, <https://www.stjohnsacademy.ca/admissions/tuition-and-fees/>.

Category 0:

Students with learning designations providing government financial assistance are eligible to receive support in any of the following categories, and do not pay an additional fee. Students who have an IEP, but have opted out of SJASL's learning support programs and want their IEP retired are also considered category 0 and do not pay a fee.

Category 1:

IEP creation/implementation/parent meetings, on-going teacher communication regarding accommodations. (Parents providing supplementary support outside of school.)

Category 2:

IEP creation/implementation/parent meetings, on-going teacher communication regarding accommodations, liaison between parent and teachers. PLUS, limited in-class support. (Parents providing supplementary support outside of school.)

Category 3:

IEP creation/implementation/parent meetings, on-going teacher communication regarding accommodations, liaison between parent and teachers. PLUS, in-class support and outside of class direct instruction. (Parents providing supplementary support outside of school.)

Learning needs or social/emotional, physical or behaviour issues must be fully disclosed and described in detail at time of application. Reports of professional assessments, such as psychoeducational reports, as well as details of extra support the applicant has received inclusive

of individual education plans and behavioural plans must also be provided at the time of application. Failure to fully disclose such information at the time of application may result in revocation of admission or withdrawal from the school; existing policies pertaining to revocation of admission or withdrawal apply.

Confirmation of Offer and Enrolment

Parents or guardians must confirm acceptance of SJASL's offer of enrolment within two weeks of receiving the offer. Parents or guardians confirm acceptance by completing enrolment forms and submitting the non-refundable registration fee and deposit, through OpenApply.

Local Day Students

Early March - Offer of enrolment communicated by SJASL

Mid-March - Confirmation requirements completed by parents or guardians

Late April - Registration procedure must be completed by parents or guardians

These commitments must be made on a timely basis so that:

- 1) places held for accepted applicants can be confirmed and secured.
- 2) places can be allocated to other deserving, waitlisted candidates.

International Students

Due to the nature of international admissions, enrolment timelines and cycles are ongoing.

Bussing and Transportation Services

SJASL's optional bus program provides families with a transportation solution for their children. At time of enrolment confirmation, families will indicate their participation in the bussing programs. To learn more about the bussing policy, please see SJASL's Bussing and Transportation Services Agreement document found on the school website.

Note: Bussing service will be provided on routes with minimum of 15 student passengers. Should a planned bus route not achieve 15 student passengers, and no alternative is made available by SJASL, refunds will be provided.

Diploma Program

SJASL students transition from the International Baccalaureate Middle Years Program (IBMYP) in Grade 10 to the International Baccalaureate Diploma Program (IBDP) in Grade 11. SJASL aspires to have all students challenge the IBDP six courses and Core, graduating with the full diploma. Concurrent to graduating with the IBDP, students will acquire British Columbia's Dogwood Diploma.

The process for transitioning from the IBMYP to the IBDP includes a review of students' experiences in the IBMYP, their proficiency with English language learning, an interview with the Diploma Program Coordinator, and future-focused conversations with SJASL's University Counsellor to inform course selection.

SJASL's University Counsellor and Diploma Program Coordinator conduct student and parent workshops at multiple points along the students learning journey. These start with Grade 9 students and parents, continuing through to graduation.

Waitlist

A waitlist will be created when enrolment numbers exceed available spaces. For applicants on a waitlist, SJASL's internal assessments are used as the primary indicator for placement on the waitlist. Other variables including siblings at SJA, employment at SJA, and date of application can be considered.

When placing an applicant on our waitlist, we try to provide a realistic assessment of the chances and possible timing for admittance.

Declined Re-Enrolment and Withdrawals

There are times when families will opt to decline re-enrolment or withdraw from SJASL. We recognize this reality and support families as they make these potentially complex decisions.

Should students seek re-enrolment after withdrawing or declining re-enrolment, students will be required to proceed through the re-enrol procedure and will be subject to tuition and enrolment fees as a new student.

Refund Policy

Board policy dictates that tuition fees are non-refundable as teachers are hired and student timetables are created based upon enrollment commitments. To read more about SJASL's refund policy, please see SJASL Refund Policy

To learn more about our admission process,
<https://www.stjohnsacademy.ca/application-process-new/>

Policy owned by: SJASL Director of Admissions
Updated April 2023 by SJASL Leadership Team
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