

# ADMISSIONS POLICY

## Introduction

Admission to both the Senior and Lower Schools of The Queen's School is subject to the terms of the policy outlined here.

All offers of places are made on the basis of a candidate's ability to benefit from the academic education on offer at The Queen's School. Offers are made at the discretion of the Headmistress and the Governors and are final. This policy also covers the Early Years Foundation Stage pupils in the school.

The school

- is single sex
- is academically selective
- has a Christian ethos but is non-denominational
- welcomes applicants from all backgrounds and from all religious faiths and none
- attracts pupils from over a wide area of North West England and North Wales.

The school is committed to ensuring that all decisions regarding admissions are made free from discrimination on the grounds of disability, race, ethnic origin, sexual orientation, social background or religion.

## Special needs

The school welcomes applications from academically able girls with disabilities or special educational needs. It does not discriminate against them in the admissions process and takes all reasonable steps to ensure they are not placed at a significant disadvantage.

The school will discuss any special requirements with the parents of any pupil with a diagnosed disability which has been declared on the entrance examination or assessment registration form. The school will request information from the pupil's existing school to establish the level of support or special arrangements required for the pupil. In the case of EYFS pupils, the school will liaise with the pupil's pre-school/nursery setting to establish the level of support or special arrangements required for the pupil.

## Applying to The Queen's School

The main ages for intake 4, 7, 11 and then 16 for sixth form entry.

# ADMISSIONS POLICY

Places are sometimes available in other years and individual assessments can take place throughout the year if a space is available. The school operates a waiting list for years which are full. The parents of girls on the waiting list are notified when a place becomes vacant.

Parents may register their interest in the school at any time by contacting the Admissions Manager. They will be notified when entrance procedures are to take place.

## Entrance procedures

The entrance procedures aim to assess a girl's future potential as well as her current attainment levels. No specific preparation is needed for these. Due consideration is given to the particular circumstances, including educational and cultural, of all candidates.

All examination scores and records of admissions interviews remain confidential to the school.

**Assessments – usually take place in January. A fee of £50 is payable for entrance assessments.**

## Reception

- Assessment for Reception usually takes place during the academic year in which a girl has her 4<sup>th</sup> birthday

All assessments for entry into the Lower School examine candidates for future potential in mathematics and English. A girl's approach to mathematical problem solving and choice of strategies are an important component of the assessments.

Girls applying for entry into Reception will work on practical tasks with a teacher and then take part in some computer problem-solving games. They are also observed during informal play in small groups.

At other entry points girls will work on standardised tests in mathematics, English and non-verbal reasoning and then join the appropriate class for a short period, wherever possible.

## Key Stage 2

- Assessment takes place in the academic year in which a girl has her 7<sup>th</sup> birthday.

## Reserve places

If a girl's performance in the entry procedures would merit a place at the Lower School, but there are not sufficient places available, the school may offer a reserve place.

# ADMISSIONS POLICY

- If any of the successful candidates declines an offer, a reserve candidate will automatically be offered the place
- If no vacancy arises within six months of the assessment date, the reserve candidate will be required to be re-assessed for any future places that arise
- Offers will be made to reserve candidates strictly in merit order.

## The Senior School

Girls applying for entry to the Senior School, excepting Sixth Form are invited to take appropriate entrance papers – usually in mathematics, English, verbal reasoning and science.

### Year 7

- Candidates sit an entrance examination in January for September entry. This comprises:
  - an English paper
  - a mathematics paper
  - a verbal reasoning paper
  - non-verbal reasoning paper
- All candidates are interviewed by either the Headmistress, Deputy Head or member of SLT
- Written reports from candidates' current schools are also an important element in the selection procedure.

Sample papers in English and mathematics are available to download from the school's website or can be obtained from the Admissions Manager.

Testing for entry into the Lower School is rigorous and highly selective. As a result, girls from the Lower School are automatically offered a Year 7 place in the Senior School, subject to a satisfactory report of continued effort and progress from the Head of the Lower School. However, the Senior School entrance examination provides a useful measure for baseline testing and the award of Queen's scholarships, therefore, Lower School pupils follow the same admissions procedures as external applicants. Lower School pupils do not need to complete an entrance examination registration form for entry.

## Results

The Queen's School cooperates with other local independent schools to agree dates for accepting places at the school.

Results are posted first class. The date for accepting a place is always after the national date for the publication of 11+ results. Candidates must respond by the deadline date to ensure their place is secure.

Reviewed Nov 2019 by SWW/AL/Gov AU

Review date Nov 2020

Policies Master folder/Whole School (inc EYFS)/Inspection Policies – WS/Admissions and Complaints - WS

# ADMISSIONS POLICY

If a candidate lives outside the Chester area and is under pressure from another school to make a decision about accepting a place, parents should contact the Headmistress.

## Reserve places

The Headmistress may offer a small number of reserve places to eligible pupils. If places become available after the closing date for acceptances they will be offered to girls on the reserve list at the Headmistress's discretion.

## Sixth Form

Progression to the Sixth Form for Year 11 pupils is conditional upon GCSE results.

Entry to the Sixth Form for external candidates is based on an interview with either the Headmistress or the Head of Sixth Form. It is also conditional on GCSE results and on a satisfactory reference from a pupil's previous school.

All sixth form entrants are expected to achieve at least 7 GCSEs at grade 6 or higher or equivalent, with grade 7 for the subjects to be studied at A level (8 or 9 for Mathematics)

## Financial assistance

### Bursaries

The Governors are committed to broadening access to the school by the provision of bursaries for girls attending our Senior School. Bursaries are means-tested and awards are made on a combination of academic merit and financial need at the absolute discretion of the Governors.

- Parents who wish to apply for a bursary must complete a bursary application form, available from the Admissions Manager. This must be completed by each parent who has parental responsibility for the pupil and who takes an active role in the pupil's upbringing, and together with supporting documentary evidence, received by the Clerk to the Governors no later than the date of the entrance examination.
- Once all applications have been assessed by the school, those applications considered likely to attract some level of financial assistance will also require a home visit by an independent company. The purpose of the home visit is to ensure that the information provided to the school has been appropriately assessed and that the basis of assessment is fair.

The level of bursary support varies depending on parental need and bursary funds available, but can extend to full fee remission. Once awarded, the amount of the bursary will be reviewed annually and its value each year will reflect any changes in parental income, family circumstances

# ADMISSIONS POLICY

and funding available at that time. The value of a bursary award is therefore guaranteed only for the academic year in which it is granted.

## Scholarships

### Year 7

There are a number of Queen's Scholarship awards available each year to girls joining the Senior School at Year 7, and these are offered to girls of outstanding academic distinction, based on the results of the entrance examination. The Scholarship carries with it the title of "Queen's Scholar" which a girl is entitled to use, for example, in her application to university, to give further evidence of her high ability level. The names of all recipients are published in The Times. This Scholarship attracts a financial award of £250.

### Sixth Form

**Amanda Latham Arts Scholarship:** This Scholarship is awarded in Year 12 to a pupil who is taking Pre-U Art, for outstanding ability in Art. This Scholarship carries a financial award of £500.

**Sixth Form Academic Scholarship:** A number of Scholarships are awarded each year to current Queen's School pupils on entry into Queen's Sixth Form for academic excellence. Each Scholarship attracts a financial award of £500, and is awarded on the basis of an examination and interview held in the autumn term of Year 11.

**Sixth Form Sports Scholarship:** This Scholarship is awarded each year for sporting excellence. This Scholarship carries a financial award of £200. Students are invited to apply for this award in Year 12.

### Siblings

Most siblings join us at The Queen's School. However admission is not automatic and there may be occasions where we judge that a sibling is likely to thrive better in a different academic environment.

### The Queen's School's Terms and Conditions

Admissions' Terms and Conditions are included within The Queen's School Parent Contract which will be sent out on offer of a place.