

Admission Arrangements

Academic Year 2020 - 2021

Queen Elizabeth Grammar School Penrith



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Dear Parents and Carers

Thank you for your interest in Queen Elizabeth Grammar School.

This booklet is designed to help you understand the admission arrangements and to provide information about the entrance tests for Queen Elizabeth Grammar School. We recommend you read this document carefully so you fully understand the steps you must take to make a valid application, and the key dates during the admission's process.

We will be holding our entrance test on Saturday 14 September 2019. It is very important you register for the test no later than 12 noon on Friday 21 June 2019, otherwise your child will not be able to sit our entrance test and will not be allocated a place at Queen Elizabeth Grammar School on National Offer Day. In addition, you must also complete the Local Authority SA3 form by 31 October 2019 for this to be a valid application. The Local Authority will make offers of places at this school on 2 March 2020.

I would like to emphasise that no additional teaching is required to prepare pupils for our entrance tests.

I believe an education at Queen Elizabeth Grammar School should be available to as many children as possible, when it is the right place for them. The entrance test should identify natural ability and will be based solely on what the children will have covered in school and therefore does not require any additional learning. Familiarisation with the format of the questions is advisable and a familiarisation booklet will be available after the closing date for registration.

We welcome applications from those who wish to transfer to the school from Year 7 through to Year 11 and also into our Sixth Form. Further information can be found in our admissions policy contained within this booklet and on the website.

I hope you find all the information you require in this booklet, however if you have any additional questions, please do not hesitate to contact us. Alternatively, you may wish to look at the school website: www.gegs.cumbria.sch.uk.

Yours faithfully



Mr Paul Buckland
Headteacher

Timetable for Admission into Year 7

Friday 8 February 2019	<p>Closing date for school tour requests. Tour request forms are to be returned to Queen Elizabeth Grammar School. Confirmation of a tour will be emailed to parents/carers</p>
Monday 25 February 2019 to Tuesday 5 March 2019	<p>School tours. Places need to be reserved in advance. Information and application packs will be available to collect at the end of the tour.</p>
Monday 25 February 2019	<p>Registration opens for the entrance test. Test application forms are available from reception and on the website.</p>
Tuesday 18 June 2019	<p>Year 5 Open Evening, 5:30pm – 8:00pm. Booking is not required. We advise families to arrive early in the evening to fully experience the range of activities on offer.</p>
Friday 21 June 2019	<p>Registration closes for the entrance test. Entrance test application forms are to be returned to Queen Elizabeth Grammar School by 12 noon on this date. If parents/carers have not received a confirmation email by 4pm on this date, they need to contact the school to check their application has been received.</p>
Friday 12 July 2019	<p>Entrance test invitations will be posted by this date. If parents/carers have not received a letter by 16 July 2019, they need to contact the school. Please note the school finishes for the summer on 19 July 2019.</p>
Saturday 14 September 2019	<p>Entrance test day. The tests will run in sessions from 8:45am to 4:00pm.</p>
Mid-October 2019	<p>The results of the entrance test will be sent by first class post. The school will ensure parents/carers receive information about their child's performance in the test at least 7 days prior to the Local Authority deadline date.</p>
Thursday 31 October 2019	<p>Local Authority Secondary Application Form (SA3) should be submitted online by this date. See Cumbria Local Authority 'Transfer to Secondary School in 2020' for further information.</p>
Monday 2 March 2020	<p>National Offer Day. The Local Authority will inform parents/carers of their allocated secondary school place. Information about parents'/carer's statutory right of appeal against the allocation will also be given.</p>
Monday 25 March 2020	<p>The Local Authority will re-allocate any places which become available as a result of parents/carers not wishing to accept a place. Children not offered a place will automatically be placed on a waiting list until end of the Autumn term 2020.</p>

Queen Elizabeth Grammar School Determined Admission Policy 2020 - 2021

This policy has been determined according to the statutory requirements of the Department for Education School Admissions Code 2014 and following the Cumbria County Council Proposed Co-ordinated Scheme for Admissions for 2020-2021. The proposed policy has been displayed during the consultation period on the school website www.qegs.cumbria.sch.uk

1. Introduction

Queen Elizabeth Grammar School is a selective school with Academy status and is therefore responsible for managing its own admissions. This is done in cooperation with the Local Authority through the Coordinated Admissions Scheme to ensure as many parents/carers as possible obtain a place for their child at the school of their choice. Admission is based on academic ability and this is determined through the 11+ entrance test.

2. Year 7 Admission Arrangements

Number of places

The Published Admission Number (PAN) for Year 7 entry in September 2020 will be 120.
The admission number agreed by the Governors for Year 7 entry in September 2020 will be 160.

Eligibility for Entry into Year 7

By law, selective schools have to allow anyone who wishes to sit the entrance test to do so, whether they live inside or outside the catchment area. Candidates applying to join Year 7 in September 2020 will be in Year 6 at the time of taking the tests and will be born between 1 September 2008 and 31 August 2009.

Queen Elizabeth Grammar School is part of Cumbria's Co-ordinated Admissions Scheme. In order to make a valid application for a place in Year 7, parents/carers must:

1. Register with the school to take the entrance test by completing a test application form. Registration is open from 25 February 2019 until 21 June 2019. Only children who attain the required standard in the entrance test will be eligible to be considered for application.
2. Name Queen Elizabeth Grammar School on the Local Authority Transfer to Secondary School (SA3). We recommend you name the school as your first preference. The closing date for the SA3 form to be submitted is 31 October 2019.

If parent/carer chooses to name Queen Elizabeth Grammar School on the SA3 form for a child who has not taken the entrance test, there will be no score to rank and therefore a place will not be offered. The child will be deemed not to have met the entry criteria.

If a parent/carer submits false or deliberately misleading information or deliberately withholds any relevant information, the application may be deemed invalid and may result in the withdrawal of an offer of a place at the school.

Early Entry Applicants

Where a child has been educated outside of their normal age group, parents/carers may again request admission outside of the normal age group when they transfer to secondary school. Please submit a test application form to Queen Elizabeth Grammar School by the deadline and contact us to discuss. The school will make a decision whether to admit the child out of their normal age group based on the circumstances of each

case and in the child's best interests, bearing in mind the age group in which the child has been educated up to that point.

Registering for the Test

A separate application to register for the entrance test must be made directly to Queen Elizabeth Grammar School. The sole purpose of registration is to enable your child to sit the entrance test. Please note, registering for the test is not an application for a place at Queen Elizabeth Grammar School. At this stage you are simply asking for your child to sit the entrance test for Year 7 entry. On the basis of the results of that test, you may choose to apply to Queen Elizabeth Grammar School, naming the school as first preference on the Local Authority SA3 Form. Test application forms are available from reception and on the school website. **Forms must be submitted to Queen Elizabeth Grammar School by 12 noon on Friday 21 June 2019.**

Late Applications

It is essential for applicants to sit the entrance test according to the admission's schedule so that the outcome can be communicated to parents/carers in time to nominate the school on the Local Authority SA3 where appropriate. Test application forms received after the deadline date will not be accepted. However, test applications that are received late for a good reason may be considered, if exceptional circumstances are proven. Evidence will be required to support such cases. The final decision on whether there are exceptional circumstances will be made by the Senior Leadership Team. Late applications that have been refused will be considered after the main test, and it may be possible to sit the post-allocation test in February 2020 to be considered for a place after the main round of offers on 2 March 2020.

If you are planning to move into the area, it is strongly recommended that you register your child for the test by 12 noon on Friday 21 June 2019. If you move into the area after 21 June 2019 and would like your child to be considered for a place, please contact the Admissions Secretary immediately. A late test application form should be completed and you would need to provide evidence of your move, such as a copy of your property contract or tenancy agreement with a minimum duration of six months. If your move takes place after 21 June 2019 and before 1 September 2019 your child may be able to sit the test on 14 September 2019. If your move takes place on or after 1 September 2019 you would be considered as a valid late applicant and your child would be invited to sit the post-allocation test in February 2020, to be considered for a place after the main round of offers on 2 March 2020.

It is highly unlikely that places will be available at this stage and parents/carers who think they might wish to pursue a place at the school are strongly advised both to register on time for the test and to nominate Queen Elizabeth Grammar School on the SA3 form as your first preference.

Children of crown servants will be considered prior to moving into the catchment area providing the application is accompanied by an official letter declaring a relocation date in line with government guidance.

3. Entrance Test Arrangements

Nature of the Tests

The school will use tests which assess verbal, non-verbal and numerical ability. Children are expected to show competency in skills appropriate to Key Stage 2 English and mathematics and be able to apply these creatively. They will be tests for which **no additional preparation is necessary**. The school will not publish any practice papers but a familiarisation booklet will be available on the school website and on request after the closing date for test applications. All the questions are multiple choice. Children indicate their answer on an answer sheet. Children will be supervised throughout by members of staff and supported by senior students.

Access Arrangements for the Entrance Test

Provision will be made to support children with disabilities or with Special Educational Needs; parents/carers should advise the school of any special requirements and may be asked to provide supporting evidence. This should be done as soon as possible and no later than 21 June 2019, so that the school can make appropriate

arrangements. SEN specialist reports should be produced by an appropriately qualified professional, and should be dated no earlier than January 2019. Alternatively, our SENDCo will assess supporting evidence of additional provision, provided by the primary school. The access arrangements determined by our SENDCo for your child will be final.

If your child cannot attend the test day

If you feel your child is so unwell they cannot take the test you should inform the Admissions Secretary at the school immediately. You should then take your child to their GP and provide a medical note to the school. If appropriate, it may be possible for your child to sit a late test. If your child becomes unwell during the test and you feel the illness has affected their performance, then you should take your child to their GP immediately and provide a medical note to the school. If there are other extenuating circumstances that would prevent your child from being able to take the test on test day, please contact the Admissions Secretary as soon as possible to discuss. You will be asked to provide evidence in writing. **Medical notes and /or evidence must be with the school by 4pm on Wednesday 18 September 2019.**

Notification of Test Results

The test scores on the component papers will be combined, age-weighted, ranked and used to select students who are judged to be suitable for a grammar school education. The school will write to parents/carers to inform them of their child's test performance but is unable to provide specific information about scores. Test result letters will be posted mid-October and at least 7 days prior to the Local Authority SA3 deadline date. We will give you as much information as possible in the letter to assist you with your decision, but cannot disclose anything further.

Late Testing Schedule

Late test:

Only children registered for the main test will be permitted to sit a late test on medical grounds or extenuating personal circumstances. Please note this will be held within a couple of weeks of the main test. Children not registered for the main test may be permitted to take either a post-allocation test or an appeal test.

Post-allocation test:

This will be available in February 2020 to those whose test application was later than the deadline and have submitted the Local Authority SA3 form by the deadline, naming Queen Elizabeth Grammar School as a preference. Those taking the post-allocation test will only be eligible for a place if they meet the qualifying standard and there are places available in Year 7 after 2 March 2020 and subsequently. If there are no places available they will be placed on the waiting list, ranked according to our over-subscription criteria.

Appeal test:

Will be available in April 2020 for those who are without a test score and seeking admission to Year 7 through the appeal process, after submitting their SA3. The appeal test will be held after the appeals' deadline and before the appeals are heard.

4. Allocation of places

Over-subscription Criteria

Where applications for admission exceed the number of places available in Year 7, places will be allocated in descending score order from the ranked list of applicants. Where two or more applicants achieve the same test score, rank order will be determined as follows:

1. **Looked after children** (children who are in the care of local authorities as defined by Section 22 of the Children Act 1989) **and previously looked after children, including children previously in care outside of England** (Previously looked after children are those who were looked after, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order).
2. **Children eligible for Pupil Premium and/or Service Premium.** Children who are eligible for the Pupil Premium are those who have been registered for free school meals (FSM) at any point in the 6 years prior to the closing date for registering for the test. Children who are eligible for the Service Premium are those who

have one of their parents/carers serving in the regular armed forces or have been registered as a 'service child' at any point in the four years prior to the closing date for registering for the test. The school will require evidence of Pupil Premium registration or Service Premium eligibility and reserves the right to withdraw the offer of a place if the offer has been made on the basis of an incorrect, fraudulent or misleading application. Parents/carers of children attracting Pupil Premium or Service Premium must have indicated eligibility for Pupil Premium/Service Premium on the application form when registering their child for the test. Parents/carers will need to provide evidence of Pupil Premium or Service Premium eligibility no later than the 21 June 2019 or grant permission on the test application form for Queen Elizabeth Grammar School to contact the child's current primary school.

3. Children resident within or attending state schools within the catchment area.

4. Scores in the verbal reasoning elements of the entrance test.

5. Scores in the non-verbal reasoning elements of the entrance test.

The criteria outlined above will be strictly followed, there being one exception. If a child has an Education, Health and Care plan naming Queen Elizabeth Grammar School then irrespective of the child's outcome in the entrance test the child will be admitted, as in these circumstances the Governors have a statutory duty to admit the child concerned. Before naming Queen Elizabeth Grammar School in an Education, Health and Care plan, we would advise that parents/carers and primary schools enter into dialogue with our SENDCO to ensure this is the most appropriate school.

Offer of a place

At the end of November, the Local Authority will inform Queen Elizabeth Grammar School about names and numbers of applicants. Queen Elizabeth Grammar School will not be informed about whether individual parents/carers have named the school as their first, second or third choice. The school will submit the rank ordered list of applicants to the Local Authority according to the school's oversubscription criteria. The Local Authority will plan to offer places to those children who achieved the required standard in the entrance test and will work to support the highest preference indicated by parents/carers on the SA3 form. Additional information is available on the Cumbria County Council website under School Admissions.

The Local Authority will notify parents/carers about places on 2 March 2020. Please do not contact the school to request this information as the notifications will come directly from the Local Authority. If parents/carers wish to refuse an offer of a school place, they should do so by 16 March 2020. Following the allocation of places in the Year 7 intake the Local Authority will, on 25 March 2020, re-allocate any places which become available as a result of parents/carers not wishing to take up their offer.

Waiting List Arrangements

Children who achieve the qualifying standard but are not offered a place in the initial LA allocation because the year group has been filled, will be placed on a waiting list in the same rank order as achieved in the test. From reallocation day up until 31 August 2020 the Local Authority will continue to administer all main intake applications. From 1 September 2020 a waiting list will be maintained automatically until the end of the Autumn Term and will be administered by Queen Elizabeth Grammar School. Any place that becomes available before the end of the Autumn term 2020 will be offered to the child who is at the top of the waiting list.

Appeals

If a child is not offered a place, parents/carers have a right of appeal to an Independent Appeal Panel. The panel is entirely independent of the Governing Body. Any parent wishing to appeal should write to the Clerk to the Admission Appeals Panel c/o Queen Elizabeth Grammar School, Ullswater Road, Penrith, CA11 7EG.

5. In-Year Admissions

Applicants for admission to Year 7 from the beginning of January 2021, and Years 8 to 11, should request an in-year application form from the Admissions Secretary, complete and return it to the school. Only in exceptional cases will a place be offered in Year 10 after the start of the Autumn term, or at any time in Year 11, because of the nature of the GCSE courses and parents/carers are advised to contact the school before submitting an application. Vacancies are rare and are normally filled from the waiting list for the relevant year group.

Testing Criteria

The academic ability of applicants seeking in-year admission will be subject to an entrance test. This will not be the same as the 11+ entrance test. If the appropriate tests have already been taken in the applicant's current school, then it may be possible to use the existing test results. However, these must be provided and verified independently by the current school.

Offer of a place

A place may be offered if the results fall within the ability range for the appropriate year group. However, if two or more children are applying for one place, and all achieve scores within the range for the appropriate age group, the oversubscription criteria will be applied as detailed earlier in this policy. Only one place will be offered to the candidate at the top of the waiting list.

Waiting List for In-Year Applicants

If no place is currently available, the school will write to inform parents/carers and notify them of their right of appeal to an Independent Appeal Panel. The child's name will be placed on the waiting list. Each time an applicant is added to the list, it will be re-ranked using the oversubscription criteria. If parents/carers wish their child's name to remain on the waiting list, they should contact the Admissions Secretary in the first week of each school term; Spring, Summer, Autumn, to register continued interest. If an email or letter is not received in the first week of term, then the child's name will be removed from the waiting list until further notice. Any place that becomes available will be offered to the child who at the date of vacancy, is at the top of the waiting list.

Sixth Form Admission Policy 2020-2021

1. Admission to Year 12

Students seeking admission to Year 12 should demonstrate that they fulfil the entrance requirements - at least five GCSE passes at grade 5 and above, with additional requirements for particular subjects which will be listed in the Sixth Form prospectus. Students with non-standard qualifications* will be assessed separately. Please refer to the time table of events for admission into Queen Elizabeth Grammar School Sixth Form on page 11.

Internal Applicants

Continued study into Year 12 is the most popular option for Year 11 students at Queen Elizabeth Grammar School and a place will be guaranteed to all Queen Elizabeth Grammar School students who achieve at least 5 GCSE passes at grade 5 and above, and meet the individual requirements for those subjects they wish to study at A-Level.

External Applicants

The published admission number for Year 12 is 20. These twenty places can be allocated to students wishing to transfer from other schools, providing they meet the entrance requirements. However, we will consider all applicants and regularly offer more than 20 places each year providing students meet the entrance requirements. Students seeking admission to Year 12 should contact the Admissions Secretary to submit an application, and application packs will be available at the Sixth Form Information Evening. In the unlikely event applications exceed capacity, then the applications would be rank ordered according to the eight best GCSE results and the places would be offered to the students with the highest points score assuming we can meet their subject choices. If two students achieve the same points score, then preference will be given in the following order:

1. **Looked after student** (young people who are in the care of local authorities as defined by Section 22 of the Children Act 1989) **and previously looked after student, including those previously in care outside of England** (Previously looked after young people are those who were looked after, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order).
2. **Students eligible for Pupil Premium and/or Service Premium.** Students who are eligible for the Pupil Premium are those who have been registered for free school meals (FSM) at any point in the 6 years prior to the closing date for registering for the test. Students who are eligible for the Service Premium are those who have one of their parents/carers serving in the regular armed forces or have been registered as a 'service child' at any point in the four years prior to the closing date for registering for the test. The school will require evidence of Pupil Premium registration or Service Premium eligibility and reserves the right to withdraw the offer of a place if the offer has been made on the basis of an incorrect, fraudulent or misleading application. Parents/carers will need to provide evidence of Pupil Premium or Service Premium eligibility or grant permission on the application form for Queen Elizabeth Grammar School to contact the students current school.
3. Student resident within or attending state schools within the catchment area.

2. Admission to Year 13

Students from other schools seeking admission to Year 13 need to be aware that the possibility of being offered a place will be influenced by the courses available within the school; it may not always be possible to offer continuity from Year 12 to Year 13 courses, depending on which courses have been studied, and prospective students should check courses available to ensure that their current subject achievements are compatible with their proposed subject choices. A member of the senior staff of the school will be available to give advice on options, and the examinations officer can check compatibility of examination courses.

If surplus places become available, then these can be allocated to students wishing to transfer from other schools, providing they meet the entrance requirements. If there are several such students who wish to be considered for a place at Queen Elizabeth Grammar School, then their applications will be rank ordered

according to their academic achievements (AS if still available, GCSE if not) and a place, should it be available, will be offered first to the student with the highest number of points. If two students achieve the same points score, then preference will be given in the following order:

1. **Looked after student** (young people who are in the care of local authorities as defined by Section 22 of the Children Act 1989) **and previously looked after student, including those previously in care outside of England** (Previously looked after young people are those who were looked after, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order).
2. **Students eligible for Pupil Premium and/or Service Premium.** Students who are eligible for the Pupil Premium are those who have been registered for free school meals (FSM) at any point in the 6 years prior to the closing date for registering for the test. Students who are eligible for the Service Premium are those who have one of their parents/carers serving in the regular armed forces or have been registered as a 'service child' at any point in the four years prior to the closing date for registering for the test. The school will require evidence of Pupil Premium registration or Service Premium eligibility and reserves the right to withdraw the offer of a place if the offer has been made on the basis of an incorrect, fraudulent or misleading application. Parents/carers will need to provide evidence of Pupil Premium or Service Premium eligibility or grant permission on the application form for Queen Elizabeth Grammar School to contact the student's current school.
3. Student resident within or attending state schools within the catchment area

***Students with non-standard qualifications**

Where students applying to Sixth Form do not have standard GCSE or IGCSE qualifications, applications are considered on an individual basis. Student qualifications will be considered along with other information provided by the student's current school, in an attempt to make a fair assessment of the application. This process is entirely at the discretion of the governing body. Students may find it helpful to consult NARIC, (the National Agency responsible for providing information and expert opinion on academic qualifications from overseas), to obtain the necessary information.

Timetable for Admission into Year 12

The following will give you an indication of the admissions process to Queen Elizabeth Grammar School Sixth Form. Dates will be published on the school calendar available on the website during the Autumn Term 2019

February 2020	<p>Sixth Form Open Evening. The evening is open to all who are interested in joining Queen Elizabeth Grammar School in September 2020. During the evening, subject teachers, the Senior Leadership Team and the Heads of Sixth Form will be able to give detailed information about examination courses and careers advice will be available. A Sixth Form prospectus and application form will be issued during the evening.</p>
Early March 2020	<p>Sixth Form applications to be submitted to the school. For Year 11 students and those transferring from other schools should indicate their final A-Level choices on the application form. We cannot guarantee to meet all the requirements of every student but will design a curriculum which addresses the needs of the largest number of students possible. The curriculum plan will be based on information provided by students about their subject choices. We appreciate that students may change their minds after receiving GCSE results and will do our best to support reasonable changes but cannot guarantee flexibility once courses have been set up and teachers appointed.</p> <p>External students who decide to seek admission to Queen Elizabeth Grammar School Sixth Form after GCSE results should contact the school for advice.</p>
March – May 2020	<p>Informal Interviews will be arranged for external students applying to join Queen Elizabeth Grammar School Sixth Form.</p>
May 2020	<p>Sixth Form Offers. Letters will be issued to those who have successfully gained a conditional offer of a place at Queen Elizabeth Grammar School Sixth Form. Students will also be invited to attend the Sixth Form Induction.</p>
July 2020	<p>Sixth Form Induction. A chance for prospective students to spend 3 days experiencing life at Queen Elizabeth Grammar School Sixth Form. Further details will be issued to those who receive conditional offers in May.</p>
August 2020	<p>GCSE results day. Members of senior staff will be present to answer questions and give advice. On this date candidates hoping to transfer from other schools should notify the school of their GCSE results.</p> <p>Final A-Level subject choices must be submitted to the school. Any student who wishes to change their A-Level subject choices after receiving GCSE results should also speak to the school, who will confirm within two working days whether candidates have been successful in their application for places.</p> <p>External students who have performed better in their GCSE examinations are welcome to contact the school at this point for advice on Sixth Form admissions.</p>

If after receiving GCSE results, existing Year 11 students prefer to continue at Queen Elizabeth Grammar School instead of transferring elsewhere, then they must, as soon as possible, contact the school on GCSE results day. After this day, surplus places will be reallocated to students waiting for admission and there will no longer be a guaranteed place for leavers who change their minds.

Further information is available in the Sixth Form section of the school website www.qegs.cumbria.sch.uk

Registering for the Queen Elizabeth Grammar School entrance test on 14 September 2019

All who are considering applying for a place at Queen Elizabeth Grammar School must register to sit the entrance test using the schools own test application form available from reception and on our website, under Admissions, and Year 7. If you are registering more than one child for the entrance test you will need to submit a separate test application form for each. The deadline for registration is 12 noon on Friday 21 June 2019. Application forms received after 12 noon on Friday 21 June 2019 will not be considered for the test. All details must be entered accurately so as not to invalidate the registration and to avoid any delay with communication relating to the test arrangements and results.

The address entered on the test application form must be where your child lives for the majority of the week at the time of application. If your child lives equally between two addresses it should be the address of the parent/carer who claims child benefit. If you move house after applying, you must notify the school immediately as it could influence your child's ranking in the test. It is the parents'/carers' responsibility to inform the school. The school may be required to request evidence of your child's home address and the offer of a place may be withdrawn if it is believed parents/carers have acted fraudulently.

The Catchment Area

By law, selective schools have to allow anyone who wishes to sit the entrance test to do so, whether they live inside or outside the catchment area. When places are offered at Queen Elizabeth Grammar School, the catchment area is only considered as part of the ranking process when a number of applicants achieve the same score.

Parents/carers who live outside the catchment area should give careful consideration to the disadvantages and practicalities of long journeys to school, participation in after-school activities and in-school and out-of-school friendships, all of which can be exhausting. We expect our pupils to maintain excellent attendance and punctuality records and respectfully remind parents/carers that no allowances will be made for lateness caused by long journeys to school. Even if the school considers that your child lives within the catchment area for admission purposes this does not guarantee free school transport. Parents/carers may wish to speak to Cumbria County Council School Transport Team on 01228 226427.

A catchment area map for Queen Elizabeth Grammar School can be found on page 16 of this booklet.

Eligibility for Pupil Premium/Service Premium

Parents/carers will need to provide evidence of Pupil Premium or Service Premium eligibility no later than the 21 June 2019 or grant permission on the test application form for Queen Elizabeth Grammar School to contact the child's current primary school. If you are unsure of your eligibility or would like information of how Queen Elizabeth Grammar School supports students in receipt of Pupil Premium/Service Premium, please contact Mrs Chapman on 01768 864621.

If your child needs extra support during the test

Provision will be made to support children with disabilities or special educational needs. Parents/carers must advise the school of any special requirements by recording them on the test application form. A report from an appropriately qualified professional dated no earlier than January 2019 or a letter from the SENDCo at your child's primary school must be submitted by Friday 21 June 2019 so that appropriate arrangements can be made. Your child does not have to have been diagnosed with a specific condition; we will consider what has already been put in place at their primary school if you give us permission to contact the SENDCo at your child's primary school by ticking the box and recording details of the provision on the application form. It is the parent's/carers' responsibility to inform us of any special educational needs. The access arrangements determined by our SENDCo for your child will be final. Please contact the school if you have any queries.

If your child has a medical condition

Parents/carers should provide a letter from your child's GP or consultant dated no earlier than January 2019, or a care plan from your child's primary school must be submitted by Friday 21 June 2019. This will enable the school to make appropriate arrangements to enable your child to access the test. If there is a change in your child's health after this date, please get in touch as soon as possible so that we can reassess any provision as needed. It is the parent's/carers' responsibility to inform us of any medical issues. Please contact the school if you have any queries.

Information that you will receive from the school

Parents/carers who have successfully applied for the Queen Elizabeth Grammar School entrance test will receive three separate communications from the School as detailed below:

- 1. Confirmation that the School has received your test application form.**
You will receive confirmation by email using the email address entered on the test application. Please contact the Admissions Secretary if you do not receive confirmation by 4pm on Friday 21 June 2019.
- 2. Information that you will need on the day of the entrance test.**
A letter confirming the date, time and registration room that your child should attend will be sent by first class post on or before Friday 12 July 2019. You are asked to keep the whole day free. We are unable to alter test sittings once they have been allocated. If you have not received a letter by Tuesday 16 July 2019 please contact the school. Please note the Admissions department will be closed during most of the summer holidays.
- 3. Notification of test results.**
Test result letters will be sent by first class post mid-October to the address you have entered on the test application form. Your child will receive one of three possible outcomes:
 - a)** Your child has reached the required standard for a grammar school education and has been provisionally allocated a place at Queen Elizabeth Grammar School.
 - b)** Your child has reached the required standard for a grammar school education but the Governing Body has been unable to allocate a place at this stage, as all 160 places have been provisionally filled. Your child has been placed on the waiting list and is ranked number <Rank> on this list.
 - c)** Unfortunately your child has not reached the required standard for a grammar school education and cannot be allocated a place at Queen Elizabeth Grammar School.

We will not issue any further information about rank order or test score. We believe this information is unnecessary and influences the mind-set of students and can be detrimental to their performance.

Local Authority

All children who would like to be considered for a place must submit a preference form through their Local Authority by 31 October 2019. In Cumbria this is called a 'Transfer to Secondary School' form (SA3) and can be submitted online through www.cumbria.gov.uk. Children who attend state schools will be given information through their primary schools in September. If your child attends a private school, you will need to contact School Admissions to request this information. **If you do not submit an SA3 form, even if your child achieves a high score in the test, they will not have made a valid application and will not be offered a place.**

Parents/carers will be invited to state on the application the names of up to three secondary schools in priority order and this order of preference will be crucial.

Equal Preference Scheme

The Local Authority SA3 form requires parents/carers to nominate three schools in order of preference. All preferences expressed on the SA3 form will be considered **equally**. This means that your child will be considered for a place at each school named on your application and ranked using the individual school's admission criteria, irrespective of whether it is your first, second or third preference. Once the various admissions criteria have been applied by the nominated schools, some pupils may be eligible for places at more than one school and will be offered the school listed as the highest preference. If Queen Elizabeth Grammar School is your first preference, then you should put it first on your list. If your child does not rank

highly enough to be allocated Queen Elizabeth Grammar School, then your second preference effectively moves up the list and is treated as your new “first preference” by the Local Authority.

Examples of how equal preference works:

Preference 1	Queen Elizabeth Grammar School 160 places available	Child’s rank 150	Eligible for a place	LA allocates Queen Elizabeth Grammar School
Preference 2	School B 272 places available	Child’s rank 282	Not eligible for a place	
Preference 3	School C 205 places available	Child’s rank 50	Eligible for a place	
Child is eligible for a place at their 1st and 3rd preference schools as they are ranked within the number of places available. They will therefore be offered Queen Elizabeth Grammar School as it is the highest preference.				

Preference 1	School C 205 places available	Child’s rank 240	Not eligible for a place	LA allocates School C
Preference 2	School B 272 places available	Child’s rank 190	Eligible for a place	
Preference 3	Queen Elizabeth Grammar School 160 places available	Child’s rank 5	Eligible for a place	
Child is not eligible for a place at their 1st preference school as they are ranked outside the number of places available. They are eligible for their 2nd and 3rd preference schools. They will therefore be allocated a place at School B as it the highest preference above Queen Elizabeth Grammar School.				

Please note that as parents/carers know the outcome of the entrance tests before completing their form, they will find it difficult to appeal against the Local Authority decision should they later decide they want their child to attend Queen Elizabeth Grammar School.

Please read the ‘Transfer to Secondary School in Cumbria’ booklet available on the Cumbria County Council website under School Admissions for more information.

National Offer Day

On Monday 2 March 2020 notifications offering places are sent directly from School Admissions to the parents/carers, by email if you have applied online or by letter. The School finds out who has been offered a place at the same time as parents/carers.

Questions about the test

Q. What are the tests?

A. The tests are designed to measure comprehension, vocabulary, verbal ability and numerical ability. After the closing date for registration we will publish outline information about the number, length and format of the tests on our website.

Q. Where does my child sit the test?

A. Applicants will be tested on Saturday 14 September 2019 at Queen Elizabeth Grammar School.

Q. What happens if we have difficulty getting to the test centre?

A. If there are dangerous weather conditions making travel difficult we will make an announcement via social media and email you directly informing you the test is cancelled. If the difficulties are local to you, please telephone the school before 8:30am on the test day. **Please note evidence will always be sought**

Q. What if my child no longer wants to take the test?

A. Please inform the school as soon as possible in writing or via email. If you withdraw the application for your child after 21 June 2019 they will no longer be able to take the test and be considered for a place at Queen Elizabeth Grammar School, even if you list the school as a preference on the SA3 form.

Q. Will the school provide practice papers?

A. Practice papers are not available. The familiarisation guide will be available after the closing date for test registration and can be downloaded from the school website, under the Admissions section, and Year 7.

Q. Can my child bring their watch or a stop clock?

A. Yes, if there is no digital storage and they do not make a noise or distract other children.

Q. What does my child need to bring with them for the test?

A. Please ensure that your child has their glasses with them and any medication if needed. Pencils, rubbers, fruit juice and biscuits will be provided. If your child has an allergy we will endeavour to provide a snack for them if we are notified in advance. Alternatively, children are welcome to bring their own snack. This should be labelled with their name and kept with them until they reach the test room. If your child needs special pencils, please contact us in advance to discuss. Calculators, mobile telephones and watches with digital storage are not allowed. Your child can wear casual clothing for the test; we want them to be comfortable.

Q. What happens if my child is ill on the test day?

A. If you feel your child is so unwell they cannot take the test you should inform the Admissions Secretary immediately and by 4pm on Monday 16 September 2019 at the latest. You should then take your child to your GP and provide a medical note for medical issues to the school by 4pm on Wednesday 18 September 2019. We may be able to offer a late test. The test will be within a couple of weeks of the main test.

Q. What happens if something else occurs near (or on) the day of the test which prevents my child performing to their best?

A. When you bring your child to sit the entrance test it is expected that you are satisfied there are no other circumstances that have occurred that will affect their performance in the test. If anything has occurred that you know may affect their performance, you must advise the Admissions Secretary prior to the test being taken. This will not be accepted as grounds for an appeal. If you are unsure what constitutes personal circumstances, please contact the Admissions Secretary to discuss your situation.

Q. What happens if my child becomes ill during the test?

A. Should your child be taken ill during the test and unable to carry on with the test, they will be escorted to the medical room where a first aid trained member of staff will be in attendance. We will ask you to come and collect your child from the school. You should then take your child to your GP immediately and provide a medical note to the school by 4pm on Wednesday 18 September 2019. Your child will not be allowed to complete any test they have already started but may be able to take any test papers not started at a later date.

Q. If my child is unsuccessful in gaining a place at Queen Elizabeth Grammar School, can I talk to someone to gain further information and advice?

A. Parents/carers may contact the Headteacher for further information and advice. A waiting list will be maintained automatically until the end of the Autumn term 2020 for children who achieved the qualifying score in the test. The candidate at the top of the waiting list will be offered a place, should one become available. Children on the waiting list will be ranked in the same order as has been described already, using the school's over-subscription criteria.

If parents / carers would like their child's name to remain on a waiting list after the Autumn term 2020, they should notify the Admissions Secretary by the end of the first week of the Spring term. If the school does not receive a letter or email from parents/carers by the end of the first week of term, then it will be assumed that a place is no longer required. **Please note, if a place becomes available it will be offered to the child who at the date of vacancy is at the top of the waiting list.**

Q. Can I appeal against a decision to not offer my child a place?

A. If a child is not offered a place, parents/carers have a right of appeal to an Independent Appeals Panel. The panel is entirely independent of the Governing Body. If you have listed Queen Elizabeth Grammar School as a preference and are sent a refusal letter by School Admissions on 2 March 2020 you will be given more information about your right of appeal. Any parent/carer wishing to appeal should write to the Clerk to the Admission Appeals Panel c/o Queen Elizabeth Grammar School, Ullswater Road, Penrith, CA11 7EG.

Queen Elizabeth Grammar School Catchment Area

