

# **Admissions Policy**

## **Academic year 2018-2019**

### **Queen Elizabeth Grammar School Penrith**

**This policy has been determined according to the statutory requirements of the 2014 Department for Education School Admissions Code and following the Cumbria County Council Proposed Co-ordinated Scheme for Admissions for 2018-2019. The proposed policy has been displayed during the consultation period on the school website [www.qegs.cumbria.sch.uk](http://www.qegs.cumbria.sch.uk)**

#### **What is the published admission number?**

In September 2018 the published admission number for year 7 will be 120.

#### **Which member of staff has responsibility for managing the transfer from primary school?**

Assistant Headteacher Mrs Rebecca Chapman can be contacted at school to provide information and answer questions. (Telephone number: 01768 864621, Email [rchapman@qegs.cumbria.sch.uk](mailto:rchapman@qegs.cumbria.sch.uk))

#### **When can I come to visit the school?**

Please refer to the timeline on our website and included in the application pack. The Queen Elizabeth Grammar School Open Evening will be in the summer term. School tours will also take place prior to the entrance tests and will need to be booked in advance. At the end of each school tour there will be an opportunity to stay behind to ask questions of the Senior Leadership Team.

#### **How are pupils selected for a place at Queen Elizabeth Grammar School?**

Pupils will be selected on the basis of their aptitude for the academic nature of the education offered at the school, such selection being by way of evidence of aptitude from the entrance test. The entrance examination will be held on a Saturday 7 October 2017. Papers will test a range of reasoning skills in a variety of contexts and they are designed to be predictors of likely future performance. The school will provide outline information about the number, length and format of the tests to parents on receipt of a test application. Parents will be informed if their child has reached the required standard for a grammar school education following the entrance tests. The required performance may vary from year to year depending on the ability of the cohort.

All who are considering applying for a place at Queen Elizabeth Grammar School should fill in the school's own entrance test application form and return it to Queen Elizabeth Grammar School by 12 noon on Friday 15<sup>th</sup> September 2017. **Please note that this does not replace the Local Authority SA3 form which must also be completed by 31<sup>st</sup> October 2017, otherwise a valid application will not have been made.**

#### **How does Queen Elizabeth Grammar School use the entrance test results?**

The test scores on the component papers of the applicants who have named Queen Elizabeth Grammar School as one of their preferences will be combined, age-weighted, ranked and used to select pupils who are judged to be suitable for a grammar school education. 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 (Previously looked after children are children 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 the Pupil Premium and 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 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 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 will need to provide evidence of Pupil Premium or Service Premium eligibility to the schools no later than 15<sup>th</sup> September 2017. Any evidence received after this date will be considered as late and will only be considered after the main round of allocations has been made.

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.

Parents will be informed in writing by the school whether their child has reached the standard required for selection prior to the Local Authority SA3 deadline of 31<sup>st</sup> October 2017. Parents should note that **this does not constitute the offer of a place** since more children may have reached the required standard than there are places available.

#### **What happens after the Local Authority SA3 form is submitted?**

At the end of November, the Local Authority will inform Queen Elizabeth Grammar School about names and numbers of applicants. It is important to understand that Cumbria operates an equal preference admissions scheme. Queen Elizabeth Grammar School will not be informed about whether individual parents and carers have named the school as their first, second or third choice. Additional information is available on the Cumbria County Council website under School Admissions and on our website 'Cumbria County Council Equal Preference Scheme and Queen Elizabeth Grammar School'.

#### **What happens to the rank-ordered list of applicants?**

The school will submit the rank ordered list of applicants to the Local Authority. The Local Authority will plan to offer places to those children whose applications meet the oversubscription criteria and will work to support the highest preference indicated by families.

#### **When are families notified about school places?**

The Local Authority will notify parents about places on 1<sup>st</sup> March 2018. Please do not contact the school to request this information as the notifications will come directly from the Local Authority. If parents and carers wish to refuse an offer of a school place, they should do so by 16<sup>th</sup> March 2018.

#### **Who can sit the entrance test?**

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 for 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 who live outside the catchment area should give careful consideration to the disadvantages and practicalities of long journeys to school, which can be exhausting, participation in after-school activities and in-school and out-of-school friendships. We expect our pupils to maintain excellent attendance and punctuality records and respectfully remind parents that no allowances will be made for lateness caused by long journeys to school.

#### **My child has special educational needs; can I access support for the entrance tests?**

Provision will be made to support children with disabilities or with Special Educational Needs; parents 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 15<sup>th</sup> September 2017, 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 2017. Alternatively, our SENDCo will assess supporting evidence of additional provision, provided by the primary school.

#### **What happens if my child is ill on the test day?**

If you feel your child is so unwell they cannot take the examination you should inform the Admissions Secretary at the school immediately. You should then take your child to your GP and provide a medical note to the school. If appropriate, it may be possible for your child to sit the examination on an alternative date. If your child is unwell during the test and you feel the illness has affected their performance, then you should take your child to your GP immediately and provide a medical note to the school.

#### **What if I apply late?**

It is essential for applicants to sit the entrance test according to the admissions schedule so that the outcome can be communicated to parents in time to nominate the school on the Local Authority SA3 where appropriate. Applicants whose registration with the school is later than the test deadline, and those who do not nominate the school on the SA3 by the Local Authority deadline, will be considered as late applicants. These applications can only be considered after the initial round of waiting list places on 28<sup>th</sup> March 2018. It is highly unlikely

that places will be available at this stage and parents 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 in the first instance.

### **May I contact the school to get more information about my child's score?**

The school will write to parents or carers to inform them of their child's test performance but is unable to provide specific information about rank order or scores of test results. Members of staff at the school will not enter into dialogue about rank order. We will give you as much information as possible in the letter to assist you with your decision, but cannot disclose anything further. We cannot speculate whether or not a place may be offered to a child, because:

- not all children who take the test will go ahead to apply for a place at Queen Elizabeth Grammar School
- some children have not yet taken the test by this date, for example because of illness on test day. Their results may need to be included before places are offered.
- the school has no knowledge, throughout the admissions process, of the choice of school expressed by individual applicants. The Local Authority will seek to give parents their first choice of school where possible, and where applications meet the oversubscription requirements. For example if a child achieves top marks in the test, but parents have indicated another school as first choice, then the Local Authority will try hard to offer a place at the other (first choice) school, providing that the entry requirements for that school have been met. For this reason it is important to name Queen Elizabeth Grammar School as your first choice if you feel it is the right school for your child. Doing so will not prejudice your chance of a place at another school if your child is not offered a place at Queen Elizabeth Grammar School. Every choice is effectively a first choice under the Local Authority's Equal Preference scheme.
- the Local Authority makes the offer of a school place, not the school. Individual schools are not allowed to indicate to parents whether or not their child is likely to be offered a place.
- as has happened in previous years, some children will be allocated a place in March but may fail to take up the place for a variety of reasons, for example relocation of family due to change in parent's job, thus freeing up a place for somebody lower in the rank order.

### **What happens if a place becomes available as a result of parents and carers not wishing to take up an offer?**

Following the allocation of places in the Year 7 intake the Local Authority will, on 28<sup>th</sup> March 2018, re-allocate any places which become available as a result of parents not wishing to take up their offer. After 28<sup>th</sup> March 2018, the Governing Body will use the school's admissions criteria to re-allocate any places which become available.

### **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?**

Parents and carers may contact the Headteacher for further information and advice. A waiting list will be maintained automatically until the end of the Autumn Term, and 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 published admissions criteria.

If families would like their child's name to remain on a waiting list after December, they should notify the Headteacher by the end of the first week of each term: Spring, Summer and Autumn. If the school does not receive a letter or email from parents at the beginning of each term then it will be assumed that a place is no longer required.

### **Can I appeal against a decision not to offer my child a place?**

If a child is not offered a place, parents and 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, Penrith, CA11 7EG.

## How do I find out about the catchment area?

The boundaries of the catchment area can be seen on the following map:



## Information about In-Year Admissions

### **What are the arrangements for pupils in Years 7 to 11 who apply to transfer to Queen Elizabeth Grammar School from other secondary schools?**

Applicants for admission in years 8 to 11 and in year 7 from the beginning of the Spring term should request an in-year application form from the Admissions Secretary, complete and return it to the school.

Vacancies are rare and are normally filled from the waiting list for the relevant year group, and places on the waiting list are subject to an 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.

A place may be offered if the results fall within the Queen Elizabeth Grammar School range for the appropriate year group. However, if two or more children are applying for one place, and both children achieve scores within the range for the appropriate age group, then the place will be offered to the child who achieves the highest score. If two or more children achieve an equal score within the range for the appropriate year group, then the oversubscription criteria will be applied as detailed earlier in this policy, and only one place will be offered. In years 10 and 11 the possibility of being offered a place will be influenced by the courses available within the school.

If no place is currently available the child's name will be placed on the waiting list. Any places which arise will be allocated using the Governing Body's admission policy as explained above; length of time on the waiting list will not be a factor. If parents or guardians wish their child's name to remain on the waiting list, they should contact the school in the first week of each school term (September, January, April) 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.

## **Sixth Form Admissions**

### **What are the arrangements for admission to Year 12 in Queen Elizabeth Grammar School?**

Students seeking admission to Year 12 should demonstrate that they fulfil the entrance requirements - at least five GCSE passes at grade C and above, with additional requirements for particular subjects. In most subjects it is considered necessary for students to have achieved grade B or higher at GCSE if further study is likely to be successful. Subject-specific advice about subject requirements will be distributed during the Year 12 Information Evening but it is unlikely that GCSE grade C will be considered a secure starting point for advanced study of a chosen subject.

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 meet the entrance requirements. 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. 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. If there are several students who wish to be considered for a place at Queen Elizabeth Grammar School, then their applications will be rank ordered according to their eight best GCSE results and the place will be offered to the student with the highest points score. If two students achieve the same points score then preference will be given in the following order:

1. Looked after student (in the care of local authorities as defined by Section 22 of the Children Act 1989) or previously looked after young person (Previously looked after young people are young people 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 the Pupil Premium and 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 application. Students who are eligible for the Service Premium are those who have one of their parents serving in the regular armed forces or have been registered as a 'service child' at any point in the four years prior to application.
3. Student living in the catchment area

All students will have the opportunity to attend a Sixth Form information evening in February 2018. During the evening, subject teachers, the Senior Leadership Team and the Heads of Sixth Form will be available to give detailed information about examination courses. A Sixth Form prospectus will be issued during the evening, and careers advice will be available.

Queen Elizabeth Grammar School students who wish to study in another school or college or take up a work or training place should give full details to the school by 9<sup>th</sup> March 2018, so that appropriate transition support can be offered. (If students then decide, after receiving GCSE results, that they wish to continue at Queen Elizabeth Grammar School, then they should contact the Headteacher on GCSE results day, August 2018.)

The **final date** for submission of A level subject choices and for students transferring from other schools to apply for a Sixth Form place is **9<sup>th</sup> March 2018**. We cannot guarantee always 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 full flexibility once courses have been set up and teachers appointed.

A Sixth Form induction course will run in school in late June/early July 2018. Attendance is essential, in order to collect detailed information about course content, materials, teaching methodology, Sixth Form organisation and reading lists.

GCSE results will be issued on GCSE results day in August 2018. 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. If Queen Elizabeth Grammar School leavers decide, after receiving GCSE results, that they prefer to continue at Queen Elizabeth Grammar School instead of transferring elsewhere, then they **must** contact the school on GCSE results day 2018. 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.

Any Queen Elizabeth Grammar School students who wish 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.

Further information is available in the Sixth Form section of the school website [www.qegs.cumbria.sch.uk](http://www.qegs.cumbria.sch.uk)

### **What are the arrangements for admission to Year 13 in Queen Elizabeth Grammar School?**

Existing students will automatically progress from Year 12 to Year 13 if they have achieved the minimum required level (to be determined by the subject teacher) in each course taken. If students do not achieve the minimum level then they will be invited to attend a planning meeting with parents/carers and the Head of Year, to review the options for further study or career planning. In some cases it will be appropriate to continue with a slightly reduced academic programme, but in other cases it will be more appropriate to investigate other pathways, with the assistance of the school careers advisor and any other appropriate agencies. The Headteacher reserves the right to make the final decision about progression to Year 13 for individual students.

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 (in the care of local authorities as defined by Section 22 of the Children Act 1989) or previously looked after young person (Previously looked after young people are young people 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 the Pupil Premium and 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 application. Students who are eligible for the Service Premium are those who have one of their parents serving in the regular armed forces or have been registered as a 'service child' at any point in the four years prior to application.
3. Student living in the catchment area