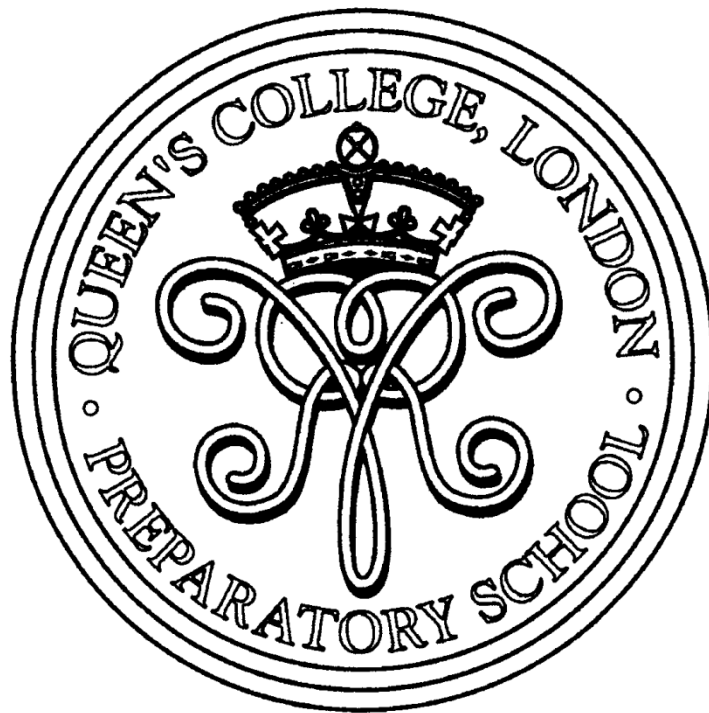


Queen's College Preparatory School (including Early Years Foundation Stage)

Admissions Policy and Guidelines



Admissions Policy

Admission into all years (with the exception of the Reception classes) at Queen's College Preparatory School, is by assessment. These assessments will be carried out in a sensitive manner and using material suited to the relevant age. The aim is to assess both academic ability and potential, and to ensure that the child has the social skills necessary to benefit from an education at QCPS. Individuals are assessed on merit, without consideration to factors such as ethnic or religious background and physical ability. Admission at all points of entry is solely at the professional discretion of the Headmistress.

Admissions Policy Guidelines

- Information for parents about the school and entrance procedures forms part of the information sent to all parents in response to an enquiry about a place in the school.
- Parents register children for consideration for admission by completing the appropriate registration form enclosing a non-returnable fee and by providing a copy of the child's birth certificate and passport.

Point of Entry Procedures

Reception

Most children join the school in the September after their fourth birthday. There is no formal assessment of the child but entry to Reception will involve a parental interview with the Headmistress.

Forms I to VI inclusive – general information

Entry to all other year groups (if places are available) involves an assessment of the child's academic achievement and potential, an evaluation of their social skills and consideration of their school reports. In all year groups and in all cases, parents whose children may be offered a place in the school are asked to attend an interview with the Headmistress before a final decision is made.

Forms I and II

Children are assessed individually on application. This involves an assessment of their levels of attainment in literacy and numeracy, and of their social skills. A reference is requested from the feeder school, and parents are asked to send a photocopy of their child's latest school report prior to the assessment.

Form III

The Form III group assessment includes English, Mathematics and reasoning skills. This normally takes place in January and is also used as a means to determine how the girls interact with adults and with each other. Individual assessments are also available depending on the time of year of application, and the availability of places. In all cases, a reference is requested from the feeder school prior to the assessment.

Parents are asked to provide a photocopy of their child's latest school report prior to the assessment.

Forms IV, V and VI

Individual and/or small group assessments are arranged throughout the year on application. The process involves assessments in English, Mathematics and reasoning, and an evaluation of their social skills. A reference is requested from the feeder school prior to the assessment. Parents are asked to provide a copy of their child's latest report prior to the assessment.

Girls are sometimes invited to spend a day in the school prior to a place being offered.

In certain circumstances and at the discretion of the Headmistress, the school may offer a reassessment at a later date.

Additional Information

When parents of prospective entrants are offered a place and before securing it, they are sent the Acceptance Form together with the Terms and Conditions, list of Expectations and the school Code of Conduct. They are required to sign an '*Acceptance Agreement*' and '*Contract*' and to pay a deposit at the rate currently in force at the time.

Bursaries

The inability to pay tuition fees should not be a deterrent to those who share our ethos from joining Queen's College Preparatory School. Where space allows we are therefore able to offer a limited number of means tested bursaries to admit any girl who will benefit from the unique education we provide. Bursaries (where available) can be offered on entry to the school at Form III. A bursary can provide up to 100% remission of fees, depending on a family's financial circumstances.

Bursaries can also be awarded if parents' circumstances change dramatically during the course of a girl's time at the College.

This policy is reviewed each year by the Council of Queen's College at its AGM.