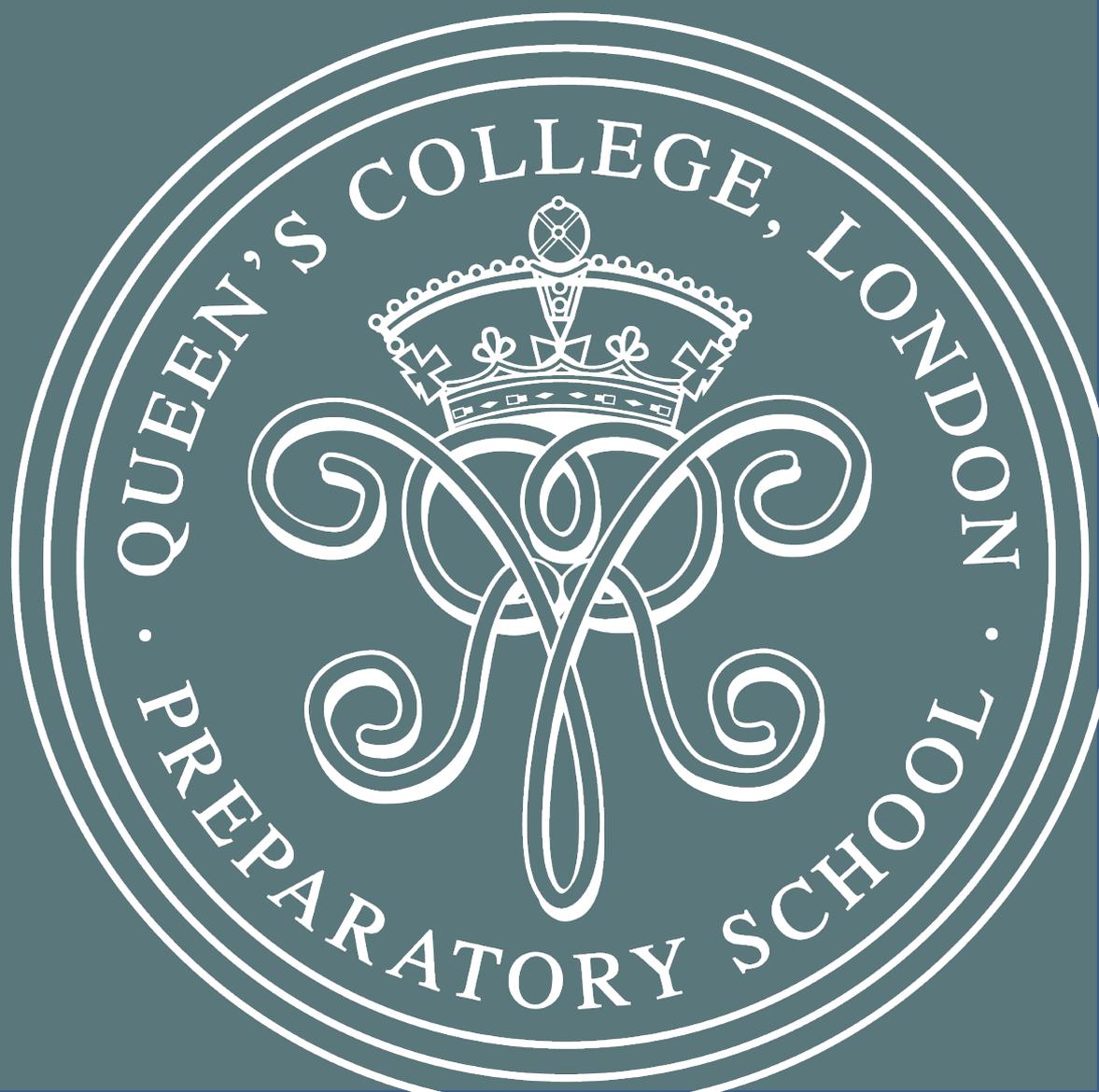


# Queen's College Preparatory School (including Early Years Foundation Stage)

## *Admissions Policy*



*Due for review during  
Michaelmas Term 2024*

## Introduction

Queen's College Preparatory School is an independent school for girls aged 4 - 11. The school has approximately 225 pupils.

Choosing the right school for your child is very important and we believe that a personal visit is invaluable. We hold a number of Open Days each year which provide prospective parents with an opportunity to see the school 'in action' as a general introduction to the school. Details of Open Days are published on our website. The school welcomes prospective parents and their children at other times by prior arrangement. Please complete the online form, or contact our Registrar via email [admissions@qcps.org.uk](mailto:admissions@qcps.org.uk) to arrange a visit.

The School describes year groups as 'Forms' and there are usually two Form groups (classes) in each Form, although this may vary according to demand for places.

The following may help to explain our terminology:

	<b>QCPS Form</b>	<b>National Curriculum Year Group</b>	<b>Age in September</b>
<b>Pre-Prep</b>	Reception	Reception	4
	Form I	Year 1	5
	Form II	Year 2	6
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<b>Prep</b>	Form III	Year 3	7
	Form IV	Year 4	8
	Form V	Year 5	9
	Form VI	Year 6	10

## **Entry Procedure**

Admission to Queen's College Preparatory School is by assessment and is designed to identify pupils who will benefit from our balanced and well-rounded education and make a positive contribution towards the life of the school.

Pupils may enter at any time, but the usual point of entry is at 4 years of age into Reception. Occasional places are sometimes available in other Forms. Please contact the Registrar for details.

For entrance into Reception, candidates are assessed in a play-based setting, either in May or November of the calendar year preceding year of entry. Assessment for entry into Form I and above is a more formal, age-appropriate assessment of academic ability and potential.

Applicants for admission should register as soon as possible, by completing the online registration form, paying the non-returnable registration fee and uploading a copy of the child's birth certificate and passport. This includes parents registering daughters whose sisters are already in the school.

## **Equal Treatment**

Queen's College Preparatory School aims to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world. On completion of a means test, a limited number of bursaries can be offered in order to make it possible for as many as possible who meet the School's admission criteria to attend the school. The School's provision for bursaries is described below.

Queen's College Preparatory School is committed to equal treatment for all regardless of race, ethnicity, religion, disability, sexual orientation or social background.

## **Special Education Needs and Disability**

Queen's College Preparatory School welcomes pupils with special educational needs, provided that our Learning Enhancement Department can offer them the support that they require. The school welcomes pupils with disabilities provided that our site can accommodate them. However, we strongly advise parents of children with special educational needs or physical or mental disabilities to discuss their daughter's requirements with the School before she sits the assessment, so that we can make adequate provision for her.

Parents should provide a copy of an Educational Psychologist's report or a medical report if they have one to support their request, for example for extra time or other special arrangements which is not in the gift of the school, but relates to a national standard.

The school will discuss thoroughly with parents and their medical advisers the adjustments that can reasonably be made for the child if she becomes a pupil at the school.

## **The Assessment Process**

Entrance assessments for prospective pupils are carried out in a sensitive manner and aim to assess academic ability, potential, aptitude and behaviour. Individual and/or small group assessments are arranged throughout the year on application.

Queen's College Preparatory School has strong traditions in music, drama, art and sport and an extensive co-curricular activities programme. The school is, therefore, looking for well-rounded pupils who will make the most of the opportunities provided to them, with interests that stretch beyond the confines of the academic curriculum.

Assessment for entry into Reception is play-based. No formal preparation is required.

For entry into Forms I & II, we assess the child's ability to access the curriculum in spelling, reading and mathematics.

Candidates for entry in the Prep School (Form III and above) sit standardised digital assessment papers in English, mathematics and reasoning, which are adaptive and appropriate for their age group.

No specific preparation for the entrance tests is needed; all candidates are given identical opportunities to display their academic aptitude.

Following the assessment parents will be notified whether a place can be offered. A meeting with the Headmistress will be offered at this point.

Girls are sometimes invited to spend time 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.

## Selection Criteria

Girls who attain the required standard in the entrance assessment are eligible to be considered for admission.

The selection criteria are as follows:

- For Reception entry, we are looking for potential: children who display curiosity and creativity in their thinking, communication and social skills.
- Where pupils are old enough to take a test, they will obtain good enough marks to enable them to access the curriculum and make progress within the school.
- A positive reference from the applicant's present school.
- If a pupil does not meet the academic criteria, the fact that the pupil has sisters in school is not one of our criteria for offering a place. (Please see the Sibling Policy below).
- Good behaviour that is consistent with the school's policy, ethos and values.

## Scholarships at 7+ entry

Academic scholarships are available for both external and internal candidates who qualify for entry into Form III. Every prospective pupil who registers in the normal way for our 7+ entry will automatically be considered for an academic scholarship based on their assessment. Internal candidates must register their interest in applying for a scholarship.

In terms of the process, scholarship offers will be made based on:

- academic performance in (age appropriate) maths and English assessments
- critical thinking skills in various group activities
- interview in a small group with the Headmistress and other Senior members of staff

Those candidates who are awarded an academic scholarship will be eligible for a percentage reduction in their annual school fees throughout their time at QCPS, dependent upon an annual review.

Scholarship entry and the Queen's Scholar programme is overseen by the Head of Able, Gifted & Talented.

## **Sibling Policy**

Most sisters join Queen's College Preparatory School. However, admission is not automatic and there may be occasions where we judge that a sibling is more likely to thrive in a different academic environment.

## **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. Our bursary programme is designed to make it possible for as many as possible of those who meet the School's entry criteria to take up a place here. The school offers limited means tested awards to entrants where the parents have indicated that they require financial support. Bursaries are means tested and the parents are required to provide proof of their income and assets, as well as the child's assets being disclosed. The level of support varies according to parental need, and can provide up to 100% remission of fees, depending on a family's financial circumstances.

As of September 2023, bursaries will only be available for entry into Form III and above.

Bursaries are always offered for 12 months at a time. The family will be required to undergo a financial annual review with our independent assessors, Bursary Assessment Associates (BAA). Levels of support may vary with fluctuations in income.

The School's practice is to allocate available bursary funding on entry. The School's expectation is that parents who do not choose to apply for a bursary at the time that their child is being assessed, will not require financial support throughout the time that their child attends the school, except in wholly unforeseen circumstances.

## **Fluency in English**

In order to cope with the academic and social demands of Queen's College Prep, pupils must usually have begun to be fluent English speakers. Tuition in English as an Additional Language (EAL) may be a condition of entry, and in such cases must be arranged privately at the parents' expense.

## **Religious Beliefs**

Although Queen's College Preparatory School has Christian roots, the school does not select for entry on the basis of religious belief and pupils are welcome from all faiths

and none. Written permission should be requested from the Headmistress in advance for absence due to family religious celebrations.

## **School's Contractual Terms & Conditions**

Copies are on the School's website and will be made available to parents as part of the admissions process.

## **Acceptance of a Place**

When parents of a prospective entrant 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 Form*' which serves as a legally binding contract, and to pay a deposit at the rate currently in force at the time.

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