

**QUEEN'S COLLEGE PREPARATORY SCHOOL**  
**(including Early Years Foundation Stage)**



**Admissions Policy and Guidelines**

***POLICY DOCUMENT***

## ADMISSIONS POLICY

All Schools are legally required to have an admissions policy that gives a clear account of their entry procedures. They are expected to apply them fairly and consistently. The policy will be available on the School's web site and for parents to refer to in the School office.

## INTRODUCTION

Queen's College Preparatory School is an independent school for girls aged 4 - 11. The School has approximately 240 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 web site. The School welcomes prospective parents and their children at other times by prior arrangement. Please contact our Registrar on 020 7291 0670 or email [info@qcps.org.uk](mailto:info@qcps.org.uk) to arrange a visit.

The School describes year groups as 'Forms' and there are two Form groups (classes) in each Form.

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
<hr/>			
<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**

Queen's College Preparatory School is non-selective at entry into Reception. Admission into all other Forms at 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.

Applicants for admission should register as soon as possible, by completing the appropriate registration form enclosing the non-returnable fee and a copy of the child's birth certificate and passport. This includes parents registering daughters whose sisters are already in the School. (The registration form is available on the website or from the Registrar).

## **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 EDUCATIONAL NEEDS AND DISABILITY**

Queen's College Preparatory School welcomes pupils with special educational needs, providing that our Learning Support 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**

Most children join the school in the September after their fourth birthday. Prospective pupils visit the school and spend one hour with our Reception teachers. While their daughter is in the classroom, parents are given a tour of the school by a member of the Senior Leadership Team. These visits generally begin in late October and take place over several weeks.

Although we are not academically selective for entry into Reception, prospective pupils are invited to spend an hour in our school environment to play informally within small classroom groups of no more than eight. This visit is to ensure that all girls who are offered a place are able to make the most of the opportunities available at Queen's College Prep.

Entrance assessments for prospective pupils in Form I - Form VI 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.

In the Pre-Prep teachers will assess the child's ability to access the curriculum in spelling, reading and mathematics.

In the Prep School candidates for entry sit Standardised Digital Assessments 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 are invited to meet with the Headmistress for a private appointment, after which they will be notified whether a place can be offered.

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.

## **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:

- Where pupils are old enough to take a test they require 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

## **SETTING (Form III - Form VI Only)**

Mathematics is taught in sets from January in Form III. After assessment, we accommodate pupils according to the School's assessment of the pupil and vacancies in sets. Throughout the pupil's career in School, all setting and class arrangements are the decision of the School and would remain in the school's normal limits. In the Prep School it is usually twenty.

## **SIBLING POLICY**

Most sisters join Queen's College Prep. 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.

Bursaries are always offered for 12 months at a time. The family may be required to provide fresh information about its circumstances for every year that their child attends the school. Levels of support may vary with fluctuations in income.

The School's practice is to allocate its entire 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 Prep 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.

## **MISBEHAVIOUR AND EXCLUSION**

The school promotes a good standard of behaviour amongst pupils and supports pupils in achieving this aim. (See the School's Pastoral Care (Behaviour) Policy.) Repeated poor behaviour may result in:

- Assistant Head's Warning - parents will be invited for an advisory interview;
- Headmistress' Warning - parents will be invited for an advisory interview and letter;
- Exclusion - only the Headmistress may exclude pupils or the Deputy Head in her absence;
- Expulsion - only the Headmistress may exclude pupils.

Behaviour, determined by the Headmistress, that merits exclusion may take place in or out of school. Parents will be called in to discuss details with the Headmistress and will receive a letter of confirmation.

In exceptional circumstances, the Headmistress may request a pupil's removal from the school. This would be the final disciplinary sanction.

Should parents wish to appeal against this decision, they may write to the Headmistress stating the grounds for appeal. (See the School's Complaints Policy.) The Chairman of Governors will convene a panel or appoint a convener to organise a panel. Parents and the Headmistress will be informed of the panel's recommendation.

## **ACCEPTANCE OF A PLACE**

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.

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