

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 on Saturday 14th September 2019 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.