

## Admissions Policy Academic year 2017-2018 Queen Elizabeth Grammar School

This policy has been determined according to the statutory requirements of the 2012 Department for Education School Admissions Code and following the Cumbria County Council Proposed Co-ordinated Scheme for Admissions for 2017-2018. 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)

### How many applicants nominated Queen Elizabeth Grammar School as one of their secondary school choices for entry in September 2016?

- 215 children took the entrance test. 36 of these children did not go on to make a valid application.
- 244 children nominated Queen Elizabeth Grammar School as one of their preferences (including 65 children who chose not to take the entrance test and therefore could not be considered for a place).
- 153 children nominated Queen Elizabeth Grammar School as first preference (This does not include late applications).

### What is the published admission number?

In September 2017 the published admission number at age 11 will be 120.

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

Deputy head Mrs Rebekah Gall can be contacted at school to provide information and answer questions. (Telephone number: 01768 864621, Email [rgall@qegs.cumbria.sch.uk](mailto:rgall@qegs.cumbria.sch.uk)) From September 2016 please contact Assistant Headteacher Mrs Rebecca Chapman.

### How can I access information about Queen Elizabeth Grammar School?

Visits by Rebekah Gall to catchment area primary schools will take place in the summer term of 2016, and the school's prospectus and entrance test application form will be distributed to Year 5 pupils. Parents of children in schools outside the catchment area should contact the school in July if they wish to obtain a prospectus. The school website is [www.qegs.cumbria.sch.uk](http://www.qegs.cumbria.sch.uk)

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

The Queen Elizabeth Grammar School open evening will be on Tuesday 19<sup>th</sup> July 2016 at 5.30pm, and school tours will take place from Monday 12<sup>th</sup> September to Friday 16<sup>th</sup> September 2016. 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. 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 Friday 16<sup>th</sup> September 2016. **Please note that this does not replace the local authority SA3 form which must also be completed, otherwise a valid application will not have been made.**

### When is the entrance test?

Applicants should take the entrance test in Queen Elizabeth Grammar School on Saturday 1<sup>st</sup> October 2016.

### 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.

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

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



A much more detailed map can be viewed at the school on request.

### 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 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 2016. Alternatively, our SENCo will assess supporting evidence of additional provision, provided by the primary school.

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

In the case of children who are unwell or affected by difficult personal circumstances on the test day, and for those who do not apply to Queen Elizabeth Grammar School in time to take the test on Saturday 1<sup>st</sup> October 2016 but submit an application to the Local Authority by the end of October 2016, a catch-up test will be held on Wednesday 30<sup>th</sup> November 2016.

If parents wish their children to take the catch-up test on Wednesday 30<sup>th</sup> November they should make a test request by Tuesday 1<sup>st</sup> November 2016 via email to [clamberti@qegs.cumbria.sch.uk](mailto:clamberti@qegs.cumbria.sch.uk) or ring admissions secretary Mrs Lamberti. Mrs Lamberti will issue a Queen Elizabeth Grammar School test application form which must be returned to the school by Friday 11<sup>th</sup> November 2016.

Queen Elizabeth Grammar School test application forms received after Friday 11<sup>th</sup> November 2016 will not be considered, and parents will need to pursue their application for a place at Queen Elizabeth Grammar School through the appeals process.

#### **What is the format of the entrance tests?**

The tests used will be the GL Assessment tests in Verbal Reasoning, Mathematics and Non- Verbal Reasoning. The scores for each paper for each child will be age-adjusted using standardisation software provided by GL Assessment and then added together to give a total score. The software automatically balances the individual paper scores so that they are of equal weighting when creating the total score.

#### **When and how are the test scores reported to parents and carers?**

Parents and carers will be informed of their child's total score in the tests by letter, before going ahead to make an application for a school place through the Local Authority's Coordinated Admissions Process. The information about scores of children tested on 1st October 2016 will be posted to parents on or before Friday 14<sup>th</sup> October 2016, thus enabling families to make a relatively informed choice of school place when completing the Local Authority SA3 form which is to be submitted to the appropriate primary school (or online) by the end of October 2016. (Children who take the catch-up test will be informed of their total score in January, by letter.)

#### **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 score but is unable to provide information about rank order 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 14<sup>th</sup> October, 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.
- 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 do the test scores mean?**

The range of successful scores can vary from year to year, depending on the ability and number of children sitting the tests, and also on the relative difficulty of the test papers. It may be helpful, though, to know that in previous years with similar tests the scores of candidates who were allocated places in March by the Local Authority have been in the following ranges:

Year of entry:	
2009	285-356
2010	278-368
2011	277-382
2012	258-406
2013	282-399
2014	244-386
2015	265-369
2016	245-387

Candidates achieving a score within the ranges indicated above cannot automatically be guaranteed a place as there will, inevitably, be variations from year to year as explained in the paragraph above. However, the information about test scores will help parents to make a more informed estimate about the likelihood of a place being awarded.

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

At the end of November 2016 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; we will consider all applications equally.

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

The test scores of the applicants who have named Queen Elizabeth Grammar School as one of their preferences will be rank ordered by the school. 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 resident within or attending schools within the catchment area
3. Rank order of Verbal Reasoning test
4. Rank order of Mathematics test
5. Rank order of Non-Verbal Reasoning test

#### **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 2017. Please do not contact the school to request this information as the letters 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 2017. (No reply will be understood as acceptance.)

#### **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 2017, 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 2017, 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 2017, 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 2017, 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, phone call 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.

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

The Local Authority will manage all admissions to the school and parents/carers seeking school places should contact the Local Authority in the first instance. The Local Authority form SA8 should be completed and returned to the Local Authority.

If there is a place available at Queen Elizabeth Grammar School, the child will be invited to school to complete an entrance test. If there are other children on the waiting list, then they too will be invited to complete the test.

In Year 7 this is likely to be a GL Assessment test in Verbal Reasoning, Mathematics and Non-Verbal reasoning or cognitive ability tests. The test score will be compared with that of the main cohort and the same criteria

applied. Beyond the pupil age of approximately 11 years and 8 months it is likely that we will need to use cognitive ability tests instead, so that the raw test scores can be appropriately age-referenced.

In Years 8, 9, 10, and 11, cognitive ability tests will be used and the results compared with the cognitive ability test results achieved by existing pupils. The cognitive ability tests are age-referenced. If the appropriate cognitive ability 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. (All Queen Elizabeth Grammar School pupils take cognitive ability tests in year 7, so comparative data is available). 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.

If no place is currently available, parents and carers can ask at the school for a child's name to 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 a telephone call or 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.

#### **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. Teachers will give printed subject-specific advice about subject requirements 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, Mrs Lamberti, 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. Student living in the catchment area

All students will have the opportunity to attend a Sixth Form information evening on Tuesday 14<sup>th</sup> February 2017, starting at 5pm. During the evening, subject teachers, the Senior Leadership Team and the Head and Deputy Head of Sixth Form will be available to give detailed information about examination courses. A Sixth Form booklet will be issued during the evening, and careers advice will be available.

A Sixth Form induction course will run in school from Monday 26<sup>th</sup> to Wednesday 28<sup>th</sup> June 2017. Attendance is essential, in order to collect detailed information about course content, materials, teaching methodology, Sixth Form organisation and reading lists.

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. Student living in the catchment area

#### **Year 12 Admissions schedule**

14<sup>th</sup> February 2017 (5.00pm) Information evening at school

10<sup>th</sup> March 2017

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 Headteacher by 10<sup>th</sup> March 2017, 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 2017.)

This is also the **final date** for submission of A level subject choices, also for students transferring from other schools who wish to apply for a Sixth Form place. Applications should be directed to the Headteacher and should include details of chosen A level subjects, in order of preference. 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.

26<sup>th</sup> to 28<sup>th</sup> June 2017

Year 12 induction course – students meet at 9.00am in the Sixth Form common room, in the Sixth Form Centre on Ullswater Road. At the end of the induction course, students should fill in a form with details of their plans for Year 12. Students wishing to be considered for a place in Year 12 at Queen Elizabeth Grammar School should list their choice of A level subjects in order of preference. The form should be returned to the Headteacher.

GCSE results day August 2017

GCSE results will be issued. 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 Headteacher 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 Headteacher on GCSE results day, 2017. 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 Headteacher, who will confirm within two working days whether candidates have been successful in their application for places.