

# Queen Elizabeth Grammar School Penrith



## Frequently Asked Questions - 2019 Entry

### **When can we come to visit the school?**

School tours will take place from Monday 19 to Tuesday 27 February and need to be booked in advance. School tour request forms must be submitted by 12 noon Friday 9 February 2018. There are limited places; if your requested slot is full we will contact you to arrange an alternative. You will receive a confirmation email giving you instructions on where to go on your arrival. Please notify your child's primary school that they will be absent at that time for a school tour. At the end of each tour there will be an opportunity to stay behind to ask questions of the Senior Leadership Team. We will be holding a Year 5 Open Evening on Thursday 21 June from 5.30 to 8 pm which you are very welcome to attend. There is no need to reserve a place.

### **How do we apply for the 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 12 noon on Monday 25 June 2018. Please note this does not replace the Local Authority SA3 form which must be completed by 31 October 2018, otherwise a valid application will not have been made. Forms are available on request from reception and on our website [www.qegs.cumbria.sch.uk](http://www.qegs.cumbria.sch.uk) under the admissions section, year 7. On receipt of a test application form you will receive a confirmation email. If you have not received a confirmation email by 4pm on Friday 22 June 2018 please contact the school on Monday morning. It is the parents/carers responsibility to submit a completed application form by the deadline. Application forms received after 12 noon on Monday 25 June 2018 will not be considered for the test.

### **What is a Local Authority SA3?**

All children who would like to be considered for a place must submit a preference form through their local County Council by 31 October 2018. In Cumbria this is online through [www.cumbria.gov.uk](http://www.cumbria.gov.uk). Children who attend state schools will be given a login form through their primary schools in September. If your child attends a private school you will need to contact County Council School Admissions to request a login. If you do not submit a preference form, even if your child achieves a high score in the test, they will not have made a valid application and will not be offered a place.

### **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 at 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.

### **Can my child be considered for early or delayed transfer?**

Where a child has been educated outside of their normal age group, the parent/guardian 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.

**What if I apply late?**

It is essential for applicants to sit the entrance test according to the admissions schedule so that the outcome can be communicated to parents in time to nominate the school on the Local Authority SA3 where appropriate. Applicants whose registration with the school is later than the test deadline, and those who do not nominate the school on the SA3 by the Local Authority deadline, will be considered as late applicants. These applications can only be considered after the initial round of waiting list places on 29 March 2019. It is highly unlikely that places will be available at this stage and parents 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 in the first instance.

**What if we move into the area after 25 June 2018?**

If you move into the school's catchment area after 25 June 2018 and would like your child to be considered for a place please contact the Admissions department 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 25 June 2018 and before 31 August 2018 your child may be able to sit the test in September 2018. If your move takes place after 1 September 2018 you would be considered as a valid late applicant and your child would be invited to sit the test in February 2019 so that they can be considered for a place after the main round of offers on 1 March 2019, during the reallocation process. 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.

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

After the closing date for admissions we will publish outline information about the number, length and format of the tests on our website.

**Which address do I need to put on the application form?**

The address must be where your child lives for the majority of the week at the time of application. If your child lives equally between two addresses it should be the address of the parent/carer who claims child benefit. If you move house after applying you must notify the school immediately as it could influence your child's ranking in the test. It is the parents/carers' responsibility to inform the school. The school may be required to request evidence of your child's home address and School Admissions may withdraw the offer of a place if they believe parents/carers have acted fraudulently.

**My child has special educational needs; can I access support for the entrance tests and what evidence do I need to provide?**

Provision will be made to support children with disabilities or special educational needs. Parents/carers must advise the school of any special requirements by recording them on the test application form. A report from an appropriately qualified professional dated no earlier than January 2018 or a letter from the SENDCo at your child's primary school must be submitted by Monday 25 June 2018 so that appropriate arrangements can be made. Your child does not have to have been diagnosed with a specific condition; we will consider what has already been put in place at their primary school if you give us permission to contact the SENDCo at your child's primary school by ticking the box and recording details of the provision on the application form. It is the parents/carers' responsibility to inform us of any special educational needs. Please contact the school if you have any queries.

**My child has a medical condition, what evidence do I need to provide?**

A letter from your child's GP or consultant dated no earlier than January 2018, or a care plan from your child's primary school, submitted by Monday 25 June 2018. This will enable the school to make appropriate arrangements to enable your child to access the test. If there is a change in your child's health after this date

please get in touch as soon as possible so that we can reassess any provision as needed. It is the parents/carers' responsibility to inform us of any medical issues. Please contact the school if you have any queries.

### **Who is eligible for Pupil Premium/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 Service Premium are those who have one of their parents 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 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.

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

The boundaries of the catchment area can be seen on the following map. Even if the school considers that your child lives within the catchment area for admission purposes this does not guarantee free school transport. Parents/carers may wish to speak to Cumbria County Council School Transport Team on 01228 226427.



### **When do I find out more about the tests?**

Test invitations will be sent out by post on Monday 9 July 2018. If you have not received a letter by Monday 16 July 2018 please contact the school. Please note the Admissions department will be closed during most of the summer holidays.

### **Can I choose a morning or afternoon session?**

No, unless there are medical reasons with supporting evidence provided by 12 noon on Monday 25 June 2018.

### **What if my child no longer wants to take the test?**

Please inform the school as soon as possible in writing or via email. If you withdraw the application for your child after 25 June 2018 they will no longer be able to take the test and be considered for a place at Queen Elizabeth Grammar School, even if you list the school as a preference on the SA3 form.

### **Can my child bring their watch, stop clock?**

Yes, if there is no digital storage and they do not make a noise or distract other children.

### **What does my child need to bring with them for the test?**

Please ensure that your child has their glasses with them and any medication if needed. Pencils, rubbers, fruit juice and biscuits will be provided. If your child has an allergy we will endeavour to provide a snack for them if we are notified in advance. Alternatively children are welcome to bring their own snack. This should be labelled with their name and kept with them until they reach the test room. If your child needs special pencils please contact us

in advance to discuss. Calculators, mobile telephones and watches with digital storage are not allowed. Your child can wear casual clothing for the test; we want them to be comfortable.

### **What happens if my child is ill or experiences exceptional personal circumstances on the test day?**

If you feel your child is so unwell they cannot take the examination you should inform the Admissions department immediately and by 4pm on Monday 18 September 2018 at the latest. You should then take your child to your GP and provide a medical note for medical issues, or a written account with supporting evidence for exceptional personal circumstances, to be submitted to the school by 4pm on Wednesday 20 September 2018. The Governing Body will then decide whether there is enough evidence to support offering an alternative test date. The test will be within a few days of the main test. If you are unsure what constitutes exceptional personal circumstances please contact the Admissions department to discuss your situation.

### **What happens if my child becomes ill during the test?**

If your child is unwell during the test and you feel the illness has affected their performance, then you should take your child to your GP immediately and provide a medical note to the school by 4pm on Wednesday 20 September 2018. If your child becomes noticeably unwell during the test you will be contacted immediately and your child may be able to take any test papers not started at a later date. It is not possible for test papers that have been started to be re-sat at a later date.

### **When will we receive the test results and what will be the format?**

Test result letters will be sent by first class post the week beginning 8 October 2018. If you have not received a letter by Friday 12 October 2018 please contact the school. Your child will receive one of three possible outcomes:

- 1) Your child has reached the required standard for a grammar school education and has been provisionally allocated a place at Queen Elizabeth Grammar School.
- 2) Your child has reached the required standard for a grammar school education but the Governing Body has been unable to allocate a place at this stage, as all 150 places have been provisionally filled. Your child has been placed on the waiting list and is ranked number <Rank> on this list.
- 3) Unfortunately your child has not reached the required standard for a grammar school education and cannot be allocated a place at Queen Elizabeth Grammar School.

We will not issue any further information about rank order or test score. We believe this information is unnecessary and influences the mindset of students and can be detrimental to their performance.

### **May I contact the school to get more information about my child's outcome?**

The school will write to parents/carers to inform them of their child's test performance but is unable to provide specific information about rank order (unless your child is on the waiting list) or scores 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
- 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. For this reason it is important to name Queen Elizabeth Grammar School as your first choice if you feel it is the right school for your child. Doing so will not prejudice your chance of a place at another school if your child is not offered a place at Queen Elizabeth Grammar School. Every choice is effectively a first choice under the Local Authority's Equal Preference Scheme.

- 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.

### **How does the school rank the children?**

The children are ranked using their overall test score. If more than one child achieves the same test score the school's oversubscription criteria will be used as detailed in the admissions policy.

- 1) Looked after children
- 2) Children eligible for the Pupil Premium and/or Service Premium
- 3) Children resident within or attending state schools within the catchment area
- 4) Scores in the verbal reasoning elements of the entrance test

### **What is the process after the test result letters have been received?**

All parents/carers must submit an SA3 form to their local county School Admissions by 31 October 2018. Cumbria School Admissions can be contacted on 01228 221582 for more information. At the end of November Cumbria School Admissions will send us a list of all the children who have listed Queen Elizabeth Grammar School as a preference (we do not know whether parents/carers have listed us as first, second or third). The school will then rank the children on the list using the test scores and oversubscription criteria in the school's admissions policy and send it to School Admissions. School Admissions then offer the places on 1 March 2019.

### **Can I contact Queen Elizabeth Grammar School on 1 March to find out if my child has been offered a place?**

No, notifications offering places are sent directly from School Admissions to the parents, by email if you have applied online or by letter. The School finds out who has been offered a place at the same time as the parents/carers.

### **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/carers may contact the Headteacher for further information and advice. A waiting list will be maintained automatically until the end of the Autumn Term, 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 2019, 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 or email from parents/carers at the beginning of each term then it will be assumed that a place is no longer required.

### **Can I appeal against a decision to not offer my child a place?**

If a child is not offered a place, parents/carers have a right of appeal to an Independent Appeals Panel. The panel is entirely independent of the Governing Body. If you have listed Queen Elizabeth Grammar School as a preference and are sent a refusal letter by School Admissions on 1 March 2019 you will be given more information about your right of appeal. Appeal forms must be received by the date listed on the refusal letter. Any parent/carer wishing to appeal should write to the Clerk to the Admission Appeals Panel c/o Queen Elizabeth Grammar School, Penrith, CA11 7EG.