



QUEENS' SCHOOL

Admissions Policy for entry in September 2019

1. General Principles

Queens' School is a mixed comprehensive school in Bushey for children aged 11-18. The school has a strong academic tradition in all areas of the curriculum with an additional focus on science and sport

Students will be admitted at the age of 11+ using the criteria below. The school will endeavour to allocate places to students whose parents wish them to attend Queens' School, provided they can be accommodated within the school's admission limits on pupil numbers. There can be no guarantee that such a place will be available. Applications received after 31st October will be considered after all those which met the deadline.

The published admission number (PAN) for Year 7 for September 2019 will be **265**.

If the school receives more applications than it has places available, places will be allocated under the oversubscription criteria rules. These will be applied in the order in which they are printed below. A panel from the Governors' Admissions Committee may be formed to determine whether evidence provided meets the relevant criteria.

We have a separate admission policy for sixth form students.

Children with statements of special educational needs or children with an EHC (Education, Health and Care) Plan that names the school must be admitted and will count towards the admission numbers.

2. Oversubscription Criteria

Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit:

Rule 1 Children looked after and children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements orders or a special guardianship order).

Rule 2 Medical. Children for whom it can be demonstrated that they have a compelling medical reason for attending the school.

Rule 3 Sibling. Children with a sibling already at the school at the time of application where there is a reasonable expectation that the sibling will continue to be attending the school at the start of the new academic year.

Rule 4 Children of staff.

Rule 5 Children whose permanent residence is located within postcodes WD3-7, WD17-19,

WD23-25, AL2 (south of M25), HA6, HA5 3**, HA5 4**, HA3 6**, HA7 3**, HA7 4**

If Rule 5 is oversubscribed, the following criteria will be used:

Rule 6 Assessment test (This rule applies to those living in the above postcodes)

(a) Up to 5% of places (13) for children with a particular aptitude in sport

(b) Up to 5% of places (13) for children with a particular aptitude in music

(c) Up to 35% of places (92) will be available by ability, in strict order of merit, based on the results of the assessment test

Rule 7 Distance: Children who live nearest to the school.

Any remaining places, not less than 10% (27), for those qualifying under 5 above will be allocated by the shortest distance to the school.

Rule 8 Distance: Children whose permanent residence is outside the postcode areas above, preference being given to those living closest to the school.

3. Explanatory notes and definitions for the admission arrangements for Queens' School.

Rule 1: Children looked after

(and children who were previously looked after, but ceased to be so because they were adopted or became subject to a child arrangements order¹ or a special guardianship order²).

Places are allocated to children in public care according to Chapter 7, Section 2 of the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012. These children will be prioritised under Rule 1. Highest priority will also be given to children who were looked after, but ceased to be so because they were adopted, or became subject to a child arrangements order or a special guardianship order.

A "child looked after" is a child who is:

a) in the care of a local authority, or

b) being provided with accommodation by a local authority in the exercise of their social services functions (section 22(1) of The Children Act 1989)

All children adopted from care who are of compulsory school age are eligible for admission under Rule 1.³

Children in the process of being placed for adoption are classified by law as children looked after providing there is a Placement Order and the application would be prioritised under Rule 1.

Children who were not "looked after" immediately before being adopted, or made the subject of a child arrangement order or special guardianship order, will not be prioritised under Rule 1. Applications made for these children, with suitable supporting professional evidence, can be considered under Rule 2.

¹ Child arrangements order

Under the provisions of the Children and Families Act 2014, which amended Section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders which settle the arrangements to be made as to the person with whom the child is to live.

² Special guardianship order

Under 14A of The Children Act 1989, an order appointing one or more individuals to be a child's special guardian or guardians.

³ This definition has been amended in accordance with paragraph 1.7 (footnote 17) of the School Admissions Code that came into force on 19 December 2014.

Rule 2: Medical need

Rule 2 applications will only be considered at the time of the initial application, unless there has been a significant and exceptional change of circumstances within the family since the initial application was submitted.

All schools in Hertfordshire have experience in dealing with children with diverse social and medical needs. However, in a few very exceptional cases, there are reasons why a child has to go to one specific school.

Few applications under Rule 2 are agreed.

All applications are considered individually but a successful application should include the following:

- a. Specific recent professional evidence that justifies why only Queens' can meet a child's individual needs, and/or
- b. Professional evidence that outlines exceptional family circumstances making clear why only Queens' can meet the child's needs.
- c. If Queens' is not the nearest school to the child's home address clear reasons why the nearest school is not appropriate.
- d. For medical cases – a clear explanation of why the child's severity of illness or disability makes attendance only at Queens' essential.

Evidence should make it clear why Queens' School is appropriate.

Applications under Rule 2 can only be considered when supported by a recent letter from a professional involved with the child or family, for example a doctor, psychologist or police officer. The supporting evidence needs to demonstrate why only Queens' can meet the social/medical needs of the child.

Applications for children previously "looked after" but not meeting the specific criteria outlined in Rule 1, may be made under this rule.

Evidence must be submitted to the Admissions Officer at the school no later than 31st October on that application year. A panel from the Governors' Admissions Committee will determine whether the evidence provided is sufficiently compelling to meet the requirements for this rule.

Rule 3: Sibling

A sibling is defined as: the sister, brother, half brother or sister, adopted brother or sister, child of the parent/carer or partner or a child looked after or previously looked after¹ and in every case living permanently² in a placement within the home as part of the family household from Monday to Friday at the time of this application. A sibling must be on the roll of the named school at the time the younger child starts or have been offered and accepted a place. If a place is obtained for an older child using fraudulent information, there will be no sibling connection available to subsequent children from that family.

¹ Children previously looked after are those children adopted or with a special guardianship order or child arrangements order. This definition was amended following a determination by the OSA in August 2014.

² A sibling link will not be recognised for children living temporarily in the same house, for example a child who usually lives with one parent but has temporarily moved or a looked after child in a respite placement or very short term or bridging foster placement.

Rule 4: Children of staff

Children of staff: the school will admit a child of a member of staff provided that:

- a) The member of staff (defined below) has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
- b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

For the purposes of satisfying these criteria, a member of staff is defined as a member of the full-time teaching staff, or of the part-time teaching staff with a 50% and above timetable, or a member of the full-time support staff (on a 38 week and above contract), or of the part-time support staff who work 50% and above as determined by their role (on a 38 week and above contract) whose role and activities can be demonstrated to provide a significant impact on student achievement at the school. A panel from the Governors' Admission Committee will determine whether the member of staff meets the requirements for this rule.

This definition does not include contract staff. Where a service such as catering has been 'in house' and is subsequently 'contracted out', children of staff will not be eligible for admission under this criterion. This definition does not include peripatetic staff employed by HCC.

Rule 5: Postcodes

Children whose permanent residence is located within postcodes WD3-7, WD17-19, WD23-25, AL2 (south of M25), HA6, HA5 3**, HA5 4**, HA3 6**, HA7 3**, HA7 4**

Rule 6: Assessment Test

The purpose of the South West Herts Consortium Admission Tests is to produce a mark with which parents are able to assess the chances of a particular school offering their child a place under the relevant test criterion. The composition of this mark is of no relevance to this purpose and so no breakdown of the final published mark will be given. The score issued by the Consortium should be compared with the historical information about admissions over the last three years which is available on each Consortium school's website. This comparison enables each parent to make a considered decision.

Information about the test and the arrangements, will be sent to applicants prior to the date. Sample questions for the Academic Tests, will be available on registration with the Consortium. There are no sample questions available for the Music Test. The tests do not have multiple choice answers.

This test only applies to those children whose permanent residence is located within postcodes WD3-7, WD17-19, WD23-25, AL2 (south of M25), HA6, HA5 3**, HA5 4**, HA3 6**, HA7 3**, HA7 4**

Children who have a sibling who will be attending Queens' School at the time of admission need not apply for this test.

Parents must register to take the entrance tests with the SW Herts Consortium. This should be done via the SW Herts Consortium website when the student is in Year 5. The website will be open for registration from

mid-May and the entrance tests will be held in September when the student is in Year 6. Details of the arrangements for the tests will be notified to parents who have registered nearer the time.

Test papers are not available from the school. Similar styles of paper can be purchased from bookshops and are the “Standard” versions and not “Multiple Choice”. Specimen Mathematics and Verbal Reasoning papers can be downloaded from the SW Herts Consortium website:

<http://www.swhertsschools.org.uk/familiarisation-papers/>

The same mark scheme is used by all the schools in the Consortium and is strictly adhered to. The papers are marked by our teachers. For any one child, one teacher will mark the Mathematics paper and the Verbal Reasoning paper. A sample of each person’s marking is then taken and re-marked to ensure accuracy.

The scores are then converted to an “age-standardised score” based on the child’s age in completed months. This takes into account that some children are very young in the year group. There is no pass mark for the academic test, places being offered strictly in descending order of each applicant’s standardised test score. Click here for previous years’ test scores.

Special Consideration

Parents who consider that their child may be disadvantaged under the terms of the Disability Discrimination Act or has special educational or medical needs which may require the allocated test centre to make particular provision for the tests must provide written evidence of this from the child’s current school Headteacher. This evidence must be sent by the deadline date as advised by the SW Herts Consortium. Parents will be informed in advance of the test date of any appropriate special arrangements that will be made for their child. Every effort will be made to ensure that the tests are accessible and fair to all children.

Illness or Inability to attend the Test

The test is arranged for a Saturday in order to accommodate the families with varying working patterns. If, for any reason, a student is unable to attend the Academic Test, they should notify the Admissions Officer at the allocated test centre as soon as possible.

Equality

If you consider that your child might be disadvantaged under the terms of the Disability Discrimination Act, or has special educational needs which require the test centre to make particular provision for the tests, you must provide written evidence of this from your child’s current school Headteacher. This evidence must be sent immediately after registering for the test. Please send a copy of the test registration confirmation email along with the written evidence to:

Test Co-ordinator
South West Herts Schools Tests
PO Box 2439
Watford
WD18 1UZ

It is very important that you do this so the paperwork is received by Friday 1st July of each academic year at the latest.

If you have applied via a paper application please send the information along with your name, child's name, date of birth, address, telephone number, current school to the PO Box address. If you are unsure of your child's eligibility for special provision, please contact any Admission Secretary

Music Test

All applicants for Music will sit a written aptitude test. The test does not require any previous knowledge of music theory. There are no practice papers for the Music Test.

Sports Test

The PE Aptitude Test is for applicants to Queens' School only. The Sporting aptitude tests will cover the core movement skills. Each of the tests have been carefully selected from the Council of European Physical Fitness (Eurofit).

Rule 7 and 8 Distance

All remaining places will be allocated to children living nearest to the school using the straight line distance measurement provided by Hertfordshire County Council's GIS system.

Distance measuring and home addresses

Applications must be made from the child's permanent home address at the time of application. Measurements are made by Hertfordshire County Council who use a specialist software package to calculate them. A 'straight line' distance measurement is used in all home to school distance measurements. Distances are measured using a computerised mapping system to two decimal places. The measurement is taken from the AddressBase Premium address point of your child's house to the address point of the school. AddressBase Premium data is a nationally recognised method of identifying the location of schools and individual residences.

If there are two identical distance measurements of separate applicants, the tie break will be random. In cases where the application of the admissions criteria would result in twins or siblings of a multiple birth being allocated to different schools, one of which is Queens' School, the Governors will admit over the published admission number to avoid this occurrence.

Please note that address checking is undertaken as part of the application and allocation process and the offer of a school place will be withdrawn if fraudulent or misleading information has been provided in the application.

Multiple births

Queens' School will admit over the school's published admission number when a single twin/multiple birth child is allocated the last place at a school.

Home address

The address provided must be the child's current permanent address at the time of application. 'At the time of application' means the closing date for applications. "Permanent" means that the child has lived at that address for at least a year and/or the family own the property or have a tenancy agreement for a minimum of 12 months.

The application can only be processed using one address. If a child lives at more than one address (for example due to a separation) the address used will be the one which the child lives at for the majority of the time. If a child lives at two addresses equally, the address of the parent/carer that claims Child Benefit/Child Tax Credit will be considered as the child's main residence.

If a family is not in receipt of Child Benefit/Tax Credit alternative documentation will be requested.

If a child's residence is in dispute, parents/carers should provide court documentation to evidence the address that should be used for admission allocation purposes.

If two different applications are received for the same child from the same address, e.g. containing different preferences, the application from the parent in receipt of child benefit will be processed if the applications cannot be reconciled.

Fraudulent applications

Hertfordshire County Council will do as much as possible to prevent applications being made from fraudulent addresses.

Address evidence is frequently requested, monitored and checked and school places will be withdrawn when false information is deliberately provided. Hertfordshire County Council will take action in the following circumstances:

- When a child's application address does not match the address of that child at their current school;
- When a child lives at a different address to the applicant;
- When the applicant does not have parental responsibility;
- When a child starts at the allocated school and their address is different from the address used at the time of application.
- When a family move shortly after the closing date of applications when one or more of the following applies:
 - The family has moved to a property from which their application was less likely to be successful;
 - The family has returned to an existing property;
 - The family lived in rented accommodation for a short period of time (anything less than a year) over the application period;
 - Council tax information shows a different residence at the time of application.

Applications from overseas children*

All children of compulsory school age (5 to 16 years) in England have a right of access to education. However, where a child is in England for a short period only, for example less than half a term, it may be reasonable to refuse admission to Queens'.

An application for a school place will only be accepted for such children currently overseas if, for In Year applications, proof is provided that the child will be resident in Hertfordshire within two weeks. In Year allocations are made on the assumption that the child will accept the school place and be on roll within that timescale.

Applications will not normally be accepted from, nor places allocated to, an overseas address. The exception to this (for both In-Year and transfer processes) is for children of UK service personnel and crown servants (and from military families who are residents of countries with a Memorandum of Understanding with the UK). In these cases HCC will allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a HCC Unit postal address or quartering area address, for consideration of the application against oversubscription criteria

Applications will also be considered, and places offered in advance for these families, if the application is accompanied by an official letter that declares a relocation date but does not provide a quartering or unit address because the family will be residing in private accommodation. In these cases, if the family does not already have a permanent private address in Hertfordshire, the military base or alternative “work” address in Hertfordshire will be used for allocation purposes. If the family already has an established alternative private address, that address will be used for admission purposes.

Queens’ will also consider accepting applications from children* whose family can evidence intent to return to and/or permanently reside in Hertfordshire prior to the start of the new academic year. These applications, if accepted, will be processed from the overseas address until sufficient evidence is received to show the child is permanently resident in Hertfordshire. Evidence must be submitted at the time of application.

Evidence submitted after the date for late applications cannot be taken into account before National Allocation Day. Decisions on these applications will be made by a panel of senior officers and communicated with parents within 6 weeks of the closing date for applications.

If an applicant owns a property in Hertfordshire but is not living in it, perhaps because they are working abroad at the time of application, the Hertfordshire address will not be accepted for the purposes of admission until the child is resident at that address.

Other children, than those mentioned above, from overseas do not generally have automatic right of entry to the UK. An application for a school place will not therefore be accepted until they are permanently resident in Hertfordshire. Proof of residency such as an endorsed passport or entry visa will be required with the application, in addition to proof of Hertfordshire address, for example a council tax bill or 12 month rental agreement.

*Children who hold full British Citizen passports (not British Dependent Territories or British Overseas passports), or have a UK passport describing them as a British citizen or British subject with the right of abode or are European Economic Area nationals normally have unrestricted entry to the UK.

Children seeking admission out their chronological year group

Students will be admitted to Queens’ School in Year 7 at the age of 11 irrespective of physical or academic ability. It is Queens’ policy for children to be educated within their correct chronological year group, with the curriculum differentiated as necessary to meet the needs of individual children.

If parents/carers believe their child(ren) should be educated in a different year group they must, at the time of application, submit supporting evidence from relevant professionals working with the child and family

stating why the child must be placed outside their normal age appropriate cohort. Such evidence must be submitted to the Admissions Officer at the school no later than 31st October on that application year.

The Governors Admissions Committee will decide whether the application will be accepted on the basis of the evidence submitted. The Committee will make decisions based upon the circumstances of each case including the view of parents/carers, the Headteacher, the child's social, academic and emotional development and whether the child has been previously educated out of year group.

There is no guarantee that an application will be accepted on this basis. The internal management and organisation of the school, including the placement of pupils in classes, is a matter for the Governors, Headteacher and senior leadership.

4. How to apply

The Admissions process for Hertfordshire is co-ordinated by Hertfordshire Local Education Authority (LEA). Parents are required to complete the LEA "SECONDARY TRANSFER FORM" (STF) nominating a maximum of 4 schools in ranked order www.hertfordshire.gov.uk/admissions.

Applications received after **31st October** will be considered after all those which met the deadline.

5. Continued interest lists, in-year admissions and appeals

Continued interest lists

All unsuccessful applicants (who do not gain a place at a higher ranked school) will automatically be added to the schools continued interest list. Any places which become available will be allocated in accordance with the admission rules set out in this document. Continued interest lists will be held for every academic year group, until the end of the academic year.

Queens' must admit any student who is admitted through the appeal process, or who is the subject of a 'direction' by the Local Authority, or allocated to us according to the local Fair Access Protocol. Any such pupils take precedence over the continued interest list.

In-year admissions

Applications received for an admission(s) mid-year for any year group and for Year 7 after the end of the Autumn term, will be dealt with in accordance with this policy and will be administered by the HCC and the school. The online application form is available at www.hertfordshire.gov.uk/admissions

Appeals

All unsuccessful applicants have the right to appeal to an independent panel for a place to be made available for their child. Hertfordshire parents wishing to appeal, who applied online, should log onto their online school application and click on the link 'register an appeal'.

Out of county residents and paper applicants should call the Customer Service Centre on 0300 123 4043 to request their registration details and log into www.hertfordshire.gov.uk/schoolappeals and click on the link "log into the appeals system".

For in-year applications, parents should contact the school directly in the first instance.

6. Sixth Form admissions

Admission to the Sixth Form will be for any student who meets the minimum academic standards:

- A minimum APS of 5 from their best 8 GCSE's and at least a Grade 5 in English and Maths

The PAN for external students is **50**.

Applications should be made by completing the Queens' School Sixth Form Application Form and submitting it to the Head of Sixth Form at the school address or emailing it to sixthform@queens.herts.sch.uk

In the event of oversubscription to the Sixth Form places will be offered by applying the following criteria in the order given:

Rule 1 Children looked after and children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or a special guardianship order).

Rule 2 Medical. Children for whom it can be demonstrated that they have a compelling medical reason for attending the school.

Rule 3 Children of staff.

Rule 4 Sibling. Children with a sibling already at the school at the time of application where there is a reasonable expectation that the sibling will continue to be attending the school at the start of the new academic year.

Rule 5 Children who live nearest to the school.

Course Requirements

These criteria for admission into the Sixth Form at Queens' should not be taken to imply guaranteeing acceptance onto particular courses for which there would be specific entry requirements. A copy of the prospectus is available from the school or on the school website. Maximum numbers for specific courses would be determined by the availability of staffing and accommodation. Where there is oversubscription to individual courses, priority would be determined by UMS scores in relevant GCSEs.

Applicants need to have made themselves available for a meeting with the Head of Sixth or another senior member of staff, before the end of the summer term to ensure that applicants fully understand the nature of the courses they are applying for and that these courses are suitable for any employment or Higher Education ambitions that they have. This is not an interview.

Continued interest list

All unsuccessful applicants will be added to the school's continued interest list. Any places which become available will be allocated in accordance with the admission rules set out in this document in relation to Sixth Form entry and the over-subscription criteria. Continuing Interest lists are held for every academic year group, until the end of the academic year.

Tie break

In the event of two identical applications, the tie break will be random.

Appeals

All unsuccessful applicants have the right to appeal for a place to be made available for their child. Please contact Queens' School.

For further guidance regarding the definitions of the above, see section 3 of this document.

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Queens' School (Bushey) Ltd (registered number: 07650609)