

Queenswood



Admissions Policy

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ADMISSIONS POLICY

The Aims of this Policy

- To ensure compliance with the School's charitable purpose. Originally established as a Methodist Foundation but today embracing a broader Christian ethos, Queenswood provides independent education for pupils between the ages of 11 and 18.
- To set selection criteria and procedures that are consistent with this charitable purpose and that are fair to applicants.
- To identify pupils whose academic and other abilities will enable them to benefit from the opportunities the School has to offer and to contribute to the School community.

Equal Treatment

We welcome pupils from different ethnic groups, backgrounds and creeds. We expect all of our pupils to attend our chapel services.

Disability

At present, our facilities for children with disabilities are limited but we will do all that is reasonable to ensure that the School's culture, policies and procedures are made accessible to children with disabilities. When a disability or special educational need is made known to us we will consult with parents and make reasonable adjustments to our admissions procedures to enable a pupil, if she is able, to satisfy our admission requirements.

Procedures

Our admission procedure includes:

- Competitive entry tests
- An interview
- Character and academic reference from the current School

Entry Points

- 11+ — the School accepts approximately 60 pupils
- 12+, 13+, 14+, 16+ — the School accepts some pupils at each of these stages

Admissions Timetable

It is usual for a pupil to be registered by the end of the October half-term prior to that of entry. We will, however, consider applications after that date.

Examinations

Year 7

Admission to Year 7 may be via the Common Entrance papers or the Queenswood examinations, both of which take place in mid-January. Pupils are required to sit papers in English, Mathematics and Verbal Reasoning.

All pupils are interviewed during the half-term prior to the exam, at which point we also write to their current school to request a confidential report.

Places are offered at the end of the week following the examination and acceptances are required by the beginning of March.

Years 8, 9 and 10

An assessment day is held at Queenswood in the January of the year of entry. All pupils are interviewed on the day. In addition pupils sit entrance papers in English and Mathematics. Year 9 and 10 applicants also take a French or Spanish paper if relevant. A confidential reference is requested from each applicant's current school in the October/November prior to entry.

Places are offered in early February and acceptances are required by the beginning of March.

Lower Sixth

Lower Sixth applicants are invited to visit Queenswood in November to sit their entrance examinations and be interviewed. A confidential reference is requested from each applicant's current school in the October prior to entry. Places are offered in early December and acceptances are required before the end of the Autumn term.

Applicants are required to sit entrance papers in the subjects they wish to study at A level.

Summary of Entrance Papers

Year 7	papers in English, Mathematics and Verbal Reasoning
Year 8	papers in English, Mathematics
Year 9	papers in English, Mathematics, French/Spanish
Year 10	papers in English, Mathematics, French/Spanish
Lower Sixth	papers in each of the subjects they wish to study at A level

Pupils for whom English is an Additional Language are also required to sit EAL papers in Reading, Writing and Grammar. Arrangements can be made for pupils to sit their entrance papers overseas if they are unable to come to Queenswood for the assessment day itself. Entrance interviews can also be conducted online via skype. We would however, urge families to visit Queenswood at some point prior to entry.

Interviews

Interviews are conducted by a senior member of academic staff.

In all cases the interview will explore matters such as the applicant's interests, attitude to school, personal qualities, ability to contribute to the school community, support available at home and any

relevant connection with the school. The interview does not include questions that imply racial or religious bias and is conducted in an objective manner.

References

A confidential report is requested from the applicant's current school. Comments are invited on the pupil's academic ability, co-curricular interests, personal characteristics and family background and circumstances. When appropriate, examination results/predicted grades are requested.

Applicant's Age

Occasionally we may offer places to pupils one year ahead or behind their standard Year group if we consider, as a matter of professional judgment, that this would be in the best interests of the pupil and of the school.

Pupils who are more than one year ahead or behind their standard year group will not be considered.

Special Circumstances

We recognise that an applicant's performance may be affected by particular circumstances, for example:

- If she is unwell when taking the examinations or has had a lengthy absence from her school.
- If there are family circumstances such as a recent bereavement.
- If there is relevant educational history, for example education outside the British system.
- If the candidate has a disability or specific learning difficulties.
- If English is not the applicant's first language.

If there are such circumstances, we may request further information, such as a medical certificate or an Educational Psychologist's report.

The school should be notified of any special circumstances before sitting entrance examinations.

Scholarships and Bursaries

Scholarships and Bursaries are offered by the school for two reasons: to encourage and reward excellence, and to make it possible for talented pupils whose parents could not otherwise afford the fees to benefit from an education at Queenswood. To clarify the terminology: Scholarships are bestowed in recognition of outstanding achievement or promise in a particular sphere and do not automatically carry financial support; Bursaries are awards made to pupils who reach the school's required standards and who would make a significant contribution to the School community, but who need financial assistance. These awards are subject to means testing at the time the offer is made and annually thereafter. Parents are required to make a written statement to support their application and an assessment is then carried out by an external company, this helps to inform the School when granting awards.

Queenswood is not richly endowed and does not have additional resources other than fee income from which to fund awards to its pupils. However, we are committed to widening access to the education we offer. The number of awards made in any one year will vary according to the quality and circumstances of applicants and the availability of funds within our agreed budget.

In order to ensure that funds are disbursed where they are genuinely needed, the following principles apply:

- Scholarships are honorary. Scholars will be given opportunities for prominence and leadership within their given specialism.
- Bursaries are means tested and will be awarded according to need, up to 100% of tuition (day fees). Bursary awards will not normally cover the boarding element of the school fee or extra chargeable activities.
- A Scholarship and Bursary could run concurrently in the case of a scholar who needed financial assistance.

Scholarships are available for academic achievement at 11+, 13+ and 16+ and for Art, Dance, Drama, Golf, Hockey, Music, Sport and Tennis.

Responsibility for Admissions

The Principal is responsible for admissions and the operation of this policy.

The selection criteria and interview procedure are determined and reviewed from time to time.

Documents supporting each application for admission, together with selection and interview notes are retained by the School until an applicant is no longer of school age, whether or not the applicant is offered a place.

Pupils from non-EU countries

It is the responsibility of the parents to obtain the necessary child student visa for their daughter to be able to study in the UK at Queenswood School.

Any pupil from a non EU country will need to apply for a visa to study in the UK via Tier 4 of the Points Based System of the UKVI (United Kingdom Visas and Immigration). In order to do so, the pupil will require a Confirmation of Acceptance of Studies (CAS) from an approved education provider with a Sponsor Licence confirming the offer of a place. Queenswood is an approved education provider and we hold a Tier 4 Sponsor Licence 7D115K038.

We will make this application and provide the pupil with the CAS number, together with a letter including all the information that has been provided to the UKVI. The pupil can then apply for the Tier 4 Child Student Visa with the relevant authorities within their country either by post, online or in person.

The visa application must be made within six months of the date that the CAS is assigned. Further information on how to apply to study in the UK can be found at the following websites:

<http://www.ukba.homeoffice.gov.uk/studyingintheuk/> and <http://www.ukvisas.gov.uk/en/>

Further information about the process will be provided by our Tier 4 Co-ordinator once a place has been accepted and the deposit paid.

Duties of the School in the Role of Sponsor

Once a visa has been issued to a pupil to study at Queenswood, it is the school's responsibility to:

- Collect the BRP from Hatfield Post Office on behalf of our Tier 4 students,
- Keep copies of all pupils' identity documents (passport and visa).
- Keep up to date contact details for pupils and details of their parents and guardians.
- Inform the authorities if a pupil fails to enrol on their course or if the pupil has any unauthorised absence. This must be done within 10 working days of the absence or failure to enrol.
- Keep detailed records of all UK arrivals and departures of Tier 4 pupils (flexi and exeat weekends, half term and main school holidays).
- Keep detailed records of where the students stay for all exeats, weekends, half terms and holidays when the pupil remains in the UK and is not at school.

Selection

The pre-conditions for admission are that:

- The applicant is of the appropriate age and sufficient maturity.
- The applicant enjoys satisfactory general health.
- The applicant's learning difficulties and other special needs (if any) can, in the opinion of the Principal, be managed within the school's normal provision.
- The present school of the applicant reports satisfactory attitudes and conduct.
- Fees (if applicable) at the present school have been paid and the parents are able, if required, to satisfy the Principal that they are in a position to pay the fees for Queenswood.

The academic criteria for selection are:

- Satisfactory exam results.
- A good report from the pupil's current school.
- A positive interview.

Queenswood is looking for well-rounded pupils and all the above criteria will be taken into account when considering applications.

The applicant's skin colour, race, nationality or ethnic or national origin, religious faith, area of residence or socio-economic group will not be taken into account when assessing a pupil for admission to Queenswood.

The Offer of a Place

Parents are informed in writing whether or not a place is being offered after the pupil has sat the examination and been interviewed, and the school report has been received. The school is not obliged to state its reasons for rejection of an applicant.

Siblings

Queenswood will endeavour to admit siblings of current pupils, so long as any special circumstances (such as learning difficulties or special needs) can be catered for at the school. Parents with more than one pupil at the school are entitled to a 5% discount on fees for the younger daughter(s).

Children of Staff

Pupils whose mother or father works at the School are entitled to a discount on fees (pro rata for part time members of staff).

Fee Remissions

In line with many other schools, Queenswood offers discounts for children of military personnel and Foreign and Commonwealth Office staff.

Disclosures

Parents must disclose, as soon as possible, and certainly in advance of publication of results, any particular known or suspected circumstances relating to their child's health, allergies, disabilities or learning difficulties.

Additional Factors

When the School is oversubscribed and we have to decide between two or more applicants who meet our admissions requirements, we may give preference to:

- Boarders over day pupils.
- A pupil who already has a sister at the school or whose mother or grandmother is a former pupil of Queenswood.
- A pupil with a particular skill, talent or aptitude.

School procedures relating to the Admission Register and government guidance (September 2016) 'Children Missing in Education' are found in an internal document 'Procedures relating to Children Missing in Education', and is also covered in the Safeguarding Policy.