

Queen Elizabeth's High School



Admissions Arrangements Policy

Admissions Policy (AA9) (2012-13 - including entry in September 2014)

Queen Elizabeth's High School is an 11-18 co-educational grammar school; we are a *community* school, i.e. a school run by the Local Authority (LA). For admissions purposes, therefore, Lincolnshire LA is the admissions authority for the school.

This means that the LA – and not the school – determines the key features of our Admissions Policy. For example for Year 7 entry:

- Lincolnshire parents must apply for a place at QEHS direct to the LA, using a common application form (CAF) for all Lincolnshire schools;
- parents who live outside Lincolnshire must apply for a place at QEHS using a different application form, provided by their own LA; parents return their form to their own LA, who will forward the application to Lincolnshire LA;
- it is Lincolnshire LA which offers children places in Lincolnshire schools;
- if parents who live outside Lincolnshire are offered a place, Lincolnshire LA will inform the relevant LA and they will inform the parents;
- if QEHS is oversubscribed, the LA's oversubscription criteria will be used to allocate places. (See *What Happens if the School is Oversubscribed*, below, for details).

The full LA Admissions Policy is published in a booklet, entitled "*Going to School in Lincolnshire*", which can be obtained, free of charge, by contacting the County Council (on 01522 782030) or on the Lincolnshire County Council web site at www.gtsil.co.uk. Children who want a place at a grammar school must firstly have qualified under the selection arrangements.

However, it is the *school* - and not the LA - which carries out the *testing* procedures. The LA has delegated to individual grammar schools the work of administering the 11+ tests which are used to identify those children who are suited to a grammar school place.

Details of the admissions procedures and the testing arrangements are given below.

The Number of Places Available

The official Published Admission Number (PAN) for Queen Elizabeth's High School is 180 students in each year group. The School will offer places up to the maximum of the Admission Number.

However, the Governing Body has determined that the year group should not be increased beyond 180 places. The School exceeds its Admission Number only as a result of Independent Appeals or other exceptional circumstances beyond its control.

Entry at Age 11

The School does not hold interviews as part of the application procedure. Visits to the School, for example on Open Evening each summer or on our termly School Tour mornings, form no part of the selection procedures.

The 11+ Tests

Admission into Year 7 in Lincolnshire's grammar schools is decided by an *11+ test* procedure, consisting of two tests. These tests are administered by a consortium of Lincolnshire grammar schools. Although some of those grammar schools are *foundation* schools, and therefore act as their own admissions authorities, we work within this consortium to ensure that our procedures are, as far as possible, in line with the other grammar schools.

One 11+ test is a *verbal reasoning* test, which uses questions which involve the use of letters and words, with some questions (approximately 20%), which involve the use of numbers. The other 11+ is a *non-verbal reasoning* test, which uses questions involving shapes. Tests are set and standardised by the National Foundation for Educational Research, (NFER).

The School recommends that parents and primary schools should *not* coach children for these tests. Coaching may distort results and can lead to children being inappropriately placed. Practice for tests is provided for all candidates, as explained below, to provide consistency.

Practice tests are held for all candidates prior to the actual 11+ tests. Practice tests are exactly the same, in length and content, as the real tests. They are not marked, but answers are discussed with children to ensure that they understand what questions demand. Practice tests for entry in September 2014 will be held in June and July 2013. All candidates come to *this* school on a Saturday to take these tests.

The *actual* tests for entry in September 2014 will be administered in September 2013 and all testing takes place at QEHS on Saturdays. A few, unmarked warm-up questions precede each test. Special arrangements can be made for pupils who are ill at the time of the tests. Parents or guardians must inform the school on the day of the tests, or before, of any illness or special consideration for an individual student. This should preferably be done in writing.

Tests will be administered by the Lincolnshire grammar school closest to you. However, this does not prevent you from naming, on your application form, a grammar school in another area.

Some parents ask for their children to be tested after the scheduled dates. We can continue to offer dates for late testing until the start of the school year. However, applications from parents of pupils who sit the tests *after* the advertised dates are likely to be treated by the LA as late applications; this means that their applications for a place will be dealt with after other applications. They may therefore find that available places have already been filled. In these cases, successful pupils are placed on a reserve list.

Marking the Tests

Tests are marked and checked by members of the School's staff using guidelines from the NFER. The raw marks obtained are sent to the NFER for standardisation. In consultation, the majority of grammar schools in Lincolnshire have determined an admissions standard ("The Qualifying Standard"), which is an aggregate standardised score of 220 in one verbal reasoning test and one non-verbal reasoning test. This standard is intended to identify by ability the top 25% of all pupils in the age group resident in all

the areas of Lincolnshire which are served by grammar schools. This means that the percentage qualification rate may vary from one area to another and from one year to another, depending on the abilities of the pupils in a local area in any one year.

When we receive the standardised scores from the NFER, these test results are released to the appropriate primary school headteacher, unless parents have expressed a wish for us not to.

Application Forms

Lincolnshire LA takes part in a national, co-ordinated admissions procedure for entry to all secondary schools. Under these procedures, during the autumn term, parents are provided with an application form, by their LA, which is common for all parents in each LA. This form must be returned by parents to their own LA by Monday 31st October 2013. [Note, if you live *outside Lincolnshire*, please check this date with your own LA]. Failure to meet this deadline may result in your LA being unable to offer your child a place in the school of your choice.

The application forms vary from LA to LA. In Lincolnshire, the form will include a request for parents to express their preference of three schools, including Queen Elizabeth's High School, in rank order. This preference is used, *by the LA*, to allocate places at secondary schools and is **not** divulged to individual schools. *Parents should note that taking the 11+ tests does not constitute an application for a place; a LA application form must also be completed.*

In the case of Queen Elizabeth's High School, we have 180 places available in Year 7. Parents may wish to note that, in most years, more than 180 children have qualified in the tests for a place.

Test Results/Offers of Places

Results will be posted to parents on Friday 11th October 2013.

Qualification is not, in itself, a guarantee of admission and, in the event of over-subscription with applicants who have qualified, the LA will allocate places in accordance with the County Council's admissions criteria for secondary schools set out below. Offers of places at all Lincolnshire secondary schools, including QEHS, will be posted, by the LA, on Monday 3rd March 2014.

When places at the School are offered, 11+ scores are included in the information sent to parents.

What Happens if the School is Oversubscribed

Each school is legally obliged to accept *at least* as many pupils as an admissions limit fixed by its physical capacity. This is known as the *Admission Number*. The admission number for Queen Elizabeth's High School for September 2014 is 180.

Governors have decided that admissions into Year 7 (or any other year) should not exceed 180, to ensure efficient use of resources, since it is felt that larger numbers, within our limited premises, would be prejudicial to the education of the pupils.

In the event that more pupils qualify for a place than can be accommodated, the LA will ask this school to rank students who have passed the 11+ according to the criteria laid out below. As an LA community

school, we shall allocate the 180 places according to criteria laid down by Lincolnshire County Council in its booklet "*Going to School in Lincolnshire*". Relevant extracts have been printed in *italics* below.

In accordance with the Code of Practice for Special Educational Needs, the allocation of school places for pupils with a Statement of Special Educational Needs will take place before schools allocate other places as part of the annual admissions process.

Where schools, [such as QEHS], have more applications than places, they must apply the following criteria in the order listed. Words marked with a number e.g. ^{1 2 3} etc are explained separately at the end.

- 1. The school is one preferred by the parents.*
- 2. The child is in the care of the Local Authority¹.*
- 3. There is a brother or sister² on roll at the school at the time of application.*
- 4. Driving distance⁴ from home⁵ to school. Priority will be given to the child living nearest the school, as defined in note 4. The distance is measured electronically by the School Admissions Team from the post office address point of the home⁴ to the post office address point of the school.*

Explanations and definitions:

[Note: footnote ³ has been omitted since it does not apply to QEHS].

¹ Child in care:

A child in the care of the local authority is provided with accommodation by them in accordance with section 22 of the Children's Act 1989 at the time of application.

² Brother or sister:

- A full brother or full sister, whether or not resident in the same household.*
- Another child normally resident for the majority of term time in the same household, for whom an adult in the household has parental responsibility as defined in the Children Act 1989. Or any child in the household where an adult in the household is defined as a parent for the purposes of Section 576 of the Education Act 1996.*
- In the case of twins (or two siblings in the same age cohort) and where there is only one place available in the school, both will be considered together as one application. The school will be authorised to exceed its Admission Number by one.*

⁴ Distance from home to school

Driving distance from home to school. The nearest address to the school is found by measuring the distance from your address to the school by driving along public highways. The LA measures electronically along public highways using the post office address point of the home to the post office address point of the school.

⁵ *Home address (“place of residence”)*

By ‘home’ we mean the address where the child lives for the majority of the school term time with a parent who has parental responsibility as defined in the Children Act 1989. Or any child in the household where an adult in the household is defined as a parent for the purposes of Section 576 of the Education Act 1996. This could include a person who is not a parent but who has responsibility for her/him.

This could include a child’s guardians but will not usually include other relatives such as grandparents, aunts, uncles etc unless they have all the rights, duties, powers and responsibilities and authority which by law a parent of a child has in relation to the child and her/his property.

Where a child lives normally and habitually during the school week with more than one parent at different addresses, the home address for the purposes of school admissions will be that of the parent who lives closest, as measured by driving distance, to the school in question.

Equally, where a family possesses more than one home, the LA will take as the home address (place of residence) the address where the family and child habitually and normally live for the majority of the school term time.

The LA has the right to investigate any concerns it may have with respect to the accuracy of information provided by parents on an application form and to withdraw the offer of a school place if there is evidence that parents have made fraudulent claims e.g. concerning parental responsibility or place of residence.

Parents moving into the area may wish to note that the date for which they need proof of residence at their new address will be *determined by the LA*. A solicitor’s letter stating the *expected date of exchange of contracts* may be accepted by the LA.

No places are left open after the start of the school year for late-comers moving into the area.

Exceptions to the normal over subscription rules apply to children in care. Under certain circumstances children in public care, who qualify in tests for a place at the School, may be admitted to the School even if we are full up in the relevant year group. This is in response to protocols relating to “looked after” children and “hard to place” children, which all Lincolnshire schools are expected to follow; details of the protocols are available from Lincolnshire LA.

There are serious issues of over-crowding at QEHS arising from the physical capacity of the buildings, originally built as three smaller institutions in the middle of the last century. Several curriculum areas operate in suites of classrooms which are significantly smaller than the current DfE specifications. Others are based in mobile classroom/‘portakabin’ accommodation – added as the school has grown over the years. These and other physical constraints force us to operate at higher level of capacity usage than those recommended by the DfE and Ofsted. Therefore to enrol above the agreed admissions number of 180 students would certainly be to the detriment of the education of all at QEHS.

Parental Preference

In April 2006 Lincolnshire County Council took the decision to change its admission policy for Community/Voluntary Controlled Schools from a "first preference first" to an "equal preference" one.

This means that Community [QEHS] and Controlled schools in Lincolnshire no longer take into account parental preference when ranking children if they have received more applications than there are places. Schools will consider all children *equally*, regardless of whether you have named the school as first, second or third preference, looking at factors such as siblings, religion, distance and ability or aptitude where applicable. This means when schools rank applicants, they will *not* disadvantage those that have named the school as a second or third preference. If more than one school can offer a place, then the Admissions Team will look at the parents' preferences and allocate the highest ranked offer.

The Reserve List

Once all available places have been allocated children who qualified in the tests, but have been unable to gain a place, are placed on our reserve list if this is the wish of the parents.

A child's position on the reserve list depends on the over-subscription criteria listed above. Parents should note that

- the length of time a child has been on the reserve list is irrelevant to the allocation of places (it is not a *waiting* list);
- a child's position on the reserve list *may go up or down* as more children are tested or family circumstances change.

The reserve list is the property of the LA until the end of August 2014. The reserve lists are then kept by the school throughout Years 7 – 11; the parents of children at the top of the reserve list are contacted when a place becomes available. From time to time the school will contact parents to determine whether they would still like their child to remain on the reserve list.

Appeals

There is a statutory appeals procedure organised by Lincolnshire Local Authority for parents who want to appeal against the decision not to offer their child a place at this school.

Parents who want more information about this can ring Lincolnshire County Council Offices (01522) 782030 or ring the School.

Parents considering an appeal should consult their child's headteacher and note that the education provided by the School is intended for students at the top of the ability range and might not be suitable for pupils outside this group. Indeed, any such pupils who were allowed into the School could struggle to cope, become very unhappy and fail to develop to their full potential.

Early Entry

The School can sometimes accept "under-age" pupils who are outstandingly able and who need to be accelerated beyond their year group. This is only normally possible if their existing school cannot provide appropriately for them.

Consideration needs to be given not only to academic standards but the social maturity of the pupil concerned. Parents of such children are requested to contact the Local Authority for advice about this

before they contact QEHS. The School is unable to grant a place unless the Local Authority gives prior approval to early entry.

Late Entry

Late entry to the School is possible into Years 7 - 10 if the numbers in that year group are below our capacity. Applications are made through the LA (*see 'Lincolnshire County Council – Co-ordinated Mid-Year Admissions Scheme* available at www.gtsil.co.uk)

Children will sit a series of standardised tests and, in the case of students in Years 9 and 10, parents will be asked to provide KS3 results. Tests are usually held in December, March and July. Parents should ring the School Office for information.

Entry into the Sixth Form (for entry from September 2013)

We are an 11-18 school and as such the majority of our students choose to continue into the Sixth Form. Indeed, as per Lincolnshire Local Authority guidelines, an automatic right to progression into the Sixth Form exists subject to meeting admission criteria and space available at the time of application.

The Sixth Form open evening takes place in late November each year and any student (internal or external) with a desire to potentially attend Sixth Form at QEHS is welcome to attend. Initial applications are asked for within 7 days of this event as the Sixth Form, in recent years, has received more applications than it is able to find places for. In this way, clarity for all applicants is achieved. Of course, students may apply at any point up until the first day in September in the year of admission though they should be aware that courses regularly fill and their options may be significantly limited as a result. Where space does not exist, students may be placed on a waiting list for either a place or an individual subject as appropriate. Here it is worth stating that it is not anticipated that we will have a strict limit on space per se. We are more likely, as has been seen in recent years, to have a lack of space in particular subjects or combinations of subjects. For example, those subjects requiring specialist facilities are severely limited in terms of overall space as a result. A lack of overall space will only occur where no viable combination of subject options remains available.

From here, the Sixth Form leadership team will work with relevant staff to try to place as many as possible in their option choices. Our current open options system allows the vast majority of students to have the options that they require. **Conditional** offer letters will be sent out from late March/early April signalling our ability to both offer a place and the required combination of subjects. Where a clash exists, we will work with the student to try to find a viable alternative combination.

Applicants who are refused admission are entitled to follow two routes. Firstly, a governors hearing may be convened as a result of a written request by parents/carers to the Clerk of governors. Here, a panel of governors will sit to consider the case for admission and advise the Sixth Form team as to whether or not they agree with the decision made. Quite simply, this panel will look at the procedures employed and ensure they match up to those advertised and also consider the reasons for rejection. This is usually a rapid process which considers the application from a fresh perspective. In addition, the right to independent appeal is available too. Details of the process and how to instigate it are available at www.gtsil.co.uk (Going to School in Lincolnshire website) or you can telephone on 01522 782030

For 2013/14 and onwards, the admission criteria will be:

- Students intending to follow a route including 4 AS levels will need to achieve at least 6 GCSE's at grades A*-C, including English and Maths and with a minimum of 5 of these being grades being A*-B. Beyond that, most subjects carry additional criteria to ensure suitability for study; please see the prospectus.

This policy will be reviewed annually by the Welfare Committee of the Governing Body in the summer term.

Visits and Further Information

The School holds an Open Evening and Open Morning in June/July each year. We also have termly tours of the School for prospective parents on one morning each term. Further details are available upon application to the School Office.

STUDENT NUMBERS

Admission to Year 7 in September 2011

The School is required to publish the following information about admissions to the School in Year 7 (students aged 11). The information below is the most recent we have at the time of publication.

- 451 children were tested for places in Year 7
- 228 applicants qualified for a place
- 180 is the Published Admission Number for the school
- 182 applicants were offered a place
 - 182 places were offered by the LA
 - 2 of the 182 places was offered due to a clerical error in application
 - 3 applicants declined the offer
- 59 of the 182 places offered by the LA were offered under the sibling criterion
- 121 of the 182 places offered by the LA were offered under the distance criterion (13.3 miles)
- 27 applicants qualified but could not be offered a place. These were placed on our reserve list
- 185 To join Y7 in September 2011 - 4 successful appeals and 1 further LA clerical error

Admission to Year 7 in September 2012

The School is required to publish the following information about admissions to the School in Year 7 (students aged 11). The information below is the most recent we have at the time of publication.

- 457 children were tested for places in Year 7
- 220 applicants qualified for a place
- 180 is the Published Admission Number for the school
- 180 applicants were offered a place
 - 180 places were offered by the LA
 - 1 applicant declined the offer after the appeals had taken place
- 49 of the 180 places offered by the LA were offered under the sibling criterion
- 131 of the 180 places offered by the LA were offered under the distance criterion (12.61 miles)
- 14 applicants qualified but could not be offered a place. These were placed on our reserve list together with one that went to Appeal, the appeal was dismissed but it was decided that the child be classed as qualified with a score of 220 and be added to the reserve list making a total of 15
- 184 To join Y7 in September 2012 - 5 successful appeals.

Admission to Year 7 in September 2013

The School is required to publish the following information about admissions to the School in Year 7 (students aged 11). The information below is the most recent we have at the time of publication.

- 425 children were tested for places in Year 7
- 240 applicants qualified for a place
- 180 is the Published Admission Number for the school
- 183 applicants were offered a place
 - 183 places were offered by the LA
 - 3 of the 183 places was offered due to errors in application
 - 2 applicants declined the offer of a place
- 64 of the 180 places offered by the LA were offered under the sibling criterion

- 116 of the 180 places offered by the LA were offered under the distance criterion (12.62 miles)
- 37 applicants qualified but could not be offered a place. These will be placed on our reserve list.
- 181 To join Y7 in September 2013 - 4 successful appeals.