

**Queen Elizabeth Grammar School, JUNIOR SCHOOL (Inc EYFS)**  
**Admissions Policy and Process for Candidates**

**Background**

QEGS Junior School is a selective, single sex day school where academic merit is valued. It has a strong tradition of pastoral care and a family ethos. QEGS Junior School prepares boys for entry at 11+ into the Senior School and life beyond. QEGS follows a liberal, academic tradition and the Junior School's curriculum is rich and full with many co curricular activities on offer. Boys enjoy an academic, cultural and social education, broadened by a programme which includes music, drama, art, sport, computing, science, chess and modern foreign languages. There are a number of Foundation Awards (Bursaries) available to candidates who meet the schools' entrance criteria and also qualify as a result of a means-tested financial assessment. The level of the award typically ranges from a 25% discount to a 50% discount off the annual school fees. Full details are found in the Bursary policy.

**Introduction**

Wakefield Grammar School Foundation operates selective schools. The Foundation's aim is to offer places only to those prospective pupils who demonstrate that they will be able to take full advantage of the education we have to offer.

We are committed to ensuring that admission decisions will be made by a process that is free from any discrimination on the grounds of disability, race, ethnic or national origin, gender, religion or belief (assuming that, in the case of the latter, the prospective pupil and parents agree to adhere to the religious ethos of the School) or other special characteristics set out in the 2010 Equalities Act.

The school must also feel reasonably sure that we are able to educate and develop the prospective pupil to the best of his or her potential and in line with general standards achieved by the pupil's peers, so that there is every chance that the pupil will have a happy, fulfilling and successful school career. These aims must continue to be met throughout the pupil's time at the school.

It is of great importance that a parent informs the School on the application form should a prospective pupil be disabled under the definition of the Equality Act (2010) and thereby requires special arrangements for the Entrance Examination.

**Aim of the Junior School Admissions Policy**

QEGS Junior School is an academically selective, independent, single sex IAPS, HMC School. It welcomes applications from boys from all social, ethnic or cultural backgrounds who will profit from an academic education and who will contribute fully and enthusiastically to the wider life of the school.

**Policy and Process:**

**1) Entry to QEGS Junior School, Centenary House**

Candidates for entry into the school at 4+ should apply to the Junior School between 1st September and 30th January in the year preceding entry Nursery.

Entry to the school is by assessment and examination, apart from candidates from WGHS Nursery department where transfer is automatic after consultation between the two Heads.

### **Entry at 4+ into 'Reception'**

Places are offered following a short assessment. Boys are invited to attend school on the assessment morning during the Spring Term, but assessments may take place throughout the year.

#### **Assessment**

The assessment will look at the academic level as well as a boy's personal and social development. Usually questions will be about sounds, reading simple words, recognition of colours and understanding numbers 1 – 5.

A report from the child's current school or setting will be requested.

### **Entry at 5+ and 6+**

There are usually a few places available at 5+ and 6+

#### **Assessment at 5+ and 6+**

Boys are invited to spend a morning to undertake the assessments. These will enable us to ascertain how a child compares with pupils already within the year group and the likelihood of being able to move onto the Junior School. Discussions will take place between the Head and staff concerned as to the suitability both academically and socially. A report from a child's current school will be requested.

#### **Securing a place in Centenary House.**

Parents will receive a letter offering their son a place. Returning the acceptance forms and paying a deposit to secure the place. The deposit £200 is refunded when a pupil leaves the Foundation. This is usually at age 18.

#### **The next step**

Boys who have accepted a place will be invited for a 'taster' afternoon to meet their teacher, teaching assistants and other pupils in the class.

In the Summer Term prior to entry, parents are invited to a 'New to Centenary House' evening to receive information about the school day, activities, uniform, meet their son's form teacher and hear about the Parent Teacher's Association.

In the Autumn Term we hold annual curriculum evenings which parents also find useful

## **ENTRY TO QUEEN ELIZABETH GRAMMAR SCHOOL, JUNIOR SCHOOL**

### **Entry Procedure**

External candidates are invited to the Junior School on a prearranged day/week in early February to undertake assessments in English, mathematics, and various standardised tests. The English assessment will include listening and oral contributions, word recognition, reading, comprehension and story passage writing relating to the comprehension text. In mathematics, candidates will be examined in their understanding of adding, subtracting, multiplying, dividing and simple measurement. We expect that candidates will have covered the syllabus for English and mathematics to 6+ as outlined in the National Curriculum. Elements of the examination will be weighted according to age so that younger candidates are not disadvantaged in a process that is partly dependent on developmental issues. We will write to a candidate's current head teacher for a report.

### **a) The results gained in the assessment**

Some candidates do well in all aspects of the assessment; others fare very well in some areas and not so well in others. We will give feedback to parents about such issues after the assessments and completed and results scrutinised.

### **2) Learning Differences**

QEGS is an independent, academically selective school and all pupils are assessed equally on the basis of the 7+ entrance assessment and a school report. Parents must notify the Junior School Head in writing if they are aware or suspect that a pupil has a specific learning difference and must provide copies of all written reports and other relevant information. The Junior School will make reasonable adjustments to the entrance procedures where it is deemed that a learning difference is sufficient to create a difficulty for a child to access an examination. Individual support is offered to all candidates during the tests but special consideration might be the award of additional time. Evidence to support such an arrangement is needed, and in most cases this would be a report from an educational psychologist. A pupil may be asked to attend an assessment with the Head of Learning Support.

### **Special Educational Needs**

Parents should send a copy of the Educational Psychologist's Report, if available to the school prior to the sitting of the examinations for any candidate who has a Special Educational Need. Given the length of examinations undertaken, it is not practical to allocate additional time to these candidates. Instead, due consideration is given to the Special Educational Need in the marking of all papers. The Head of the School may, however, allocate additional time in exceptional circumstances. Consideration will also be given by the Head when he or she is making decisions on the overall performance of each candidate prior to the issue of results.

### **3) Assessment Procedure**

Teachers and staff at QEGS Junior School; experienced in working with this age group, are responsible for the assessments. The assessments are for approximately 0.50 of a day and are structured in such a way as to provide a quiet setting for applicants, with boys being closely supervised and supported. Boys also experience the school operating on a typical day at QEGS Junior School, this takes place in the afternoon session and we try to accommodate a boy's interests and strengths so that his overall experience of the school has been welcoming and enjoyable.

### **4) Final selection procedure**

As a result of the assessment the Head of the Junior School convenes with the Assistant Head (Academic) to decide collectively to whom offers will be made. Some candidates will have done well enough in the assessment to be offered a place at the Junior School but, due to the number of applicants, may be placed on a waiting list until such time as a place becomes available.

### **5) Siblings Policy**

There is no priority given to siblings for entry to QEGS Junior School.

### **6) Transfer of QEGS Junior School pupils**

QEGS Junior School applicants for QEGS Senior School are not required to sit QEGS Senior School's 11+ Entrance Examination. Normally they would expect to be offered an unconditional place into QEGS Senior School, subject to a satisfactory Junior School report.

However, for those pupils who are raised as concerns for entry to QEGS Senior School they may be required to sit the Entrance Examination alongside external candidates and Y6 pupils who are selected as potential Scholarship candidates. In addition, the Headmaster of QEGS Senior School will interview pupils about whom there are concerns regarding transition and discuss their individual situations with their parents.

### **7) Staff children**

Admission of children of Foundation members of staff or Governors to the Foundation's schools is on the same basis as for any other child and is as described in this policy.

### **8) Foundation Awards**

There are a number of Foundation Awards (Bursaries) available to candidates who meet the schools' entrance criteria and also qualify as a result of a means-tested financial assessment. The level of the award typically ranges from a 25% discount to a 50% discount off the annual school fees. Full details are found in the Bursary Policy.

### **8) Future policy changes**

This policy may be amended at any meeting of the governing body, in which case the revised policy would operate from the start of the following academic year.

### **9) Admissions Panel**

The Admissions Panel for 4+ entry is made up of QEGS Junior School's Head, the Deputy Heads and Assistant Head (Academic). Membership is by invitation of the Junior School Head. The Junior School Head's PA is secretary to the Admissions Panel. The panel meets as required to monitor and evaluate pupil admission.

#### **a) Aims of Admissions Panel**

- To coordinate pupil admissions in EYFS, Key Stage 1 & 2
- To supervise production of and evaluation of assessments
- To promote and monitor links with feeder, brother and sister schools
- To provide feedback on results
- To advise on standards of entry

### **Entrance examinations - Occasional Candidates**

The school operates an Annual Entrance Exam, for all age groups, at the beginning of February. However, at the discretion of the Head Teacher, further examinations take place throughout the year.

These are carried out by a specifically appointed member of staff so as to maintain continuity and not to disrupt the normal timetable for the rest of the school.

More than one candidate may be examined at the same time and these may be from different age groups.

Ideally only one or two age groups are examined at one time.

## **Procedure**

### **Prior to exam**

After the Head Teacher has offered the opportunity of an 'occasional' entrance examination the Admission's Secretary will liaise with the candidate's parents and the examining member of staff to set a time and date.

This will normally be from 9.00a.m. – 3.55p.m. for all candidates. The morning being used for assessment purposes and the afternoon allows the candidate to join in with the school day to get a 'taster' of life at QEGS

### **Arrival**

The candidate and his parent/s will be met by the office staff and the examining teacher alerted to his arrival.

The office will have prepared a named folder for each candidate but the examining teacher will have gathered the relevant exam papers together. (For location of papers see exam procedure below.)

### **Location**

Ideally the examination will take place in the library but the examining teacher must check that no normal lessons are timetabled for the library.

If the library has already been allocated the availability of other rooms must be investigated.

### **Introduction**

Five or ten minutes should be spent explaining the day to the candidates and generally trying to put them at ease.

This introduction should include break and lunchtime arrangements (It is usual to arrange for one or two boys, of the same age as the candidate, to be buddies to look after the candidate at break and lunch. However, the examining teacher will accompany the candidate and helpers down to the dining room and will help them select their meal. He/she will then leave them to be looked after by the buddies.)

### **Assessments**

The assessments will include exactly the same papers which are used for the main assessment in February (There is a coloured ring file available for each year group giving a list of the papers to be used, instructions for setting each paper and the time allowed as well as copies of the 'in house papers'. Copies of standardised tests and their manuals can be found in the relevant box files.)

The order of papers carried out in the annual exam need not be adhered to – the examining teacher should work out how best to utilise the day dependent on how many candidates and how many age groups are being examined at the one time.

### **Marking**

English and in house maths papers are marked by the examiner or Head of Department, whilst the suite of online abilities tests will be marked automatically and the results will be accessed

and analysed by the Assistant Head (Academic). Marking schemes are available in the coloured ring files manuals.

When marked, all papers are given to the Head for her assessment in consultation with the Assistant Head (Academic).

The examining teacher, where possible, should try to pass on the papers to the Head before the candidate collection time.

### **Storage of Data**

We ensure that pupils' personal data, including any information relating to their individual needs, assessments and interventions is maintained securely at all times. (General Data Protection Regulation: May 2018). For more information on the way personal data is stored and processed refer to the Privacy Notices and Data Protection Policies.

### **Withdrawal**

A full term's notice is required by 12.00 noon on the first day of term to withdraw a pupil from school after the acceptance of a place, or for removal at any time during the pupil's education at the School. A full term's fees become payable in the absence of the notice period given above.

### **Misbehaviour and Exclusions**

Details of the school rules, expectations of pupils' behaviour and exclusion procedure are detailed in the school's Behaviour Policy

John Coughlan

Assistant Head (Academic)

*Reviewed & amended April 2015*

*Review(ongoing) Sept 2017*

*Review & amendments completed: May2018*