

POLICY NAME:	Admissions Arrangements Policy
POLICY REF:	QEHSP09
EFFECTIVE DATE:	February 2019

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). The school’s Governing Body is the Admissions Authority.

For entry in academic year 2020/21 the Governors have determined 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 the different application form, provided by their home LA; parents return their form to their home 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 school’s oversubscription criteria will be used to allocate places. (See *What Happens if the School is Oversubscribed*, below, for details).

Information about the admissions procedure 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.lincolnshire.gov.uk. Children who want a place at a grammar school must firstly have qualified under the selection arrangements.

However, it is the *school*, working with the Lincolnshire Consortium of Grammar Schools (LCGS), - 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 Published Admission Number (PAN) for Queen Elizabeth’s High School is 186 students in each year group. The school will offer places up to the maximum of the Admission Number.

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. 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. This test also involves some spatial reasoning questions. Tests are set and standardised by GL Assessment.



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 general content, as the real tests. However, they are not marked. Practice tests for entry in September 2020 will be held in June or July 2019. All candidates come to *this* school on a Saturday to take these tests.

The *actual* tests for entry in September 2020 will be administered in September 2019 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 by GL Assessment using OMR sheets. The raw marks obtained are used by GL Assessment 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 GL Assessment, these test results are released to the appropriate primary school Headteacher, unless parents have expressed a wish for us not to. They are also posted to parents separately. This result will be posted to parents before 31 October in time for them to submit their Common Application Form.

Application Forms

Lincolnshire LA takes part in a national, co-ordinated admissions procedure for entry to all secondary schools. Parents should apply to their own LA by Tuesday 31 October 2019. 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 form will include a request for parents to express their preference for schools, including Queen Elizabeth's High School if they wish, 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 186 places available in Year 7. Parents may wish to note that, in most years, more than 186 children have qualified in the tests for a place.

Test Results/Offers of Places

Results will be posted by the school to parents on Friday 11 October 2019.



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 this school as set out below. Offers of places at all Lincolnshire secondary schools, including QEHS, will be allocated, by the LA on Monday 02 March 2020.

What Happens if the School is Oversubscribed

Each school is legally obliged to accept as many pupils as an admissions number in the year of entry. The admission number for Queen Elizabeth's High School for September 2020 is 186.

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 later in this document.

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*. The LA will only accept a new address once the parent has moved in and provided suitable proof that they have taken up residence. 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.

Parental Preference

In accordance with the School Admissions Code (2014), schools 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.

A child's position on the reserve list depends on the over-subscription criteria listed in Appendix 1. 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 2019. The reserve lists are then kept by the school throughout Years 8 – 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 may consider consulting 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.

Mid-Year Admissions

Late entry to the school is possible into Years 7 - 10 if the numbers in that year group are below our Published Admissions Number. Applications are made through the LA (see '*Lincolnshire County Council – Co-ordinated Mid-Year Admissions Scheme*' available at www.lincolnshire.gov.uk). Places will be allocated in accordance with the published oversubscription criteria.

Children will sit a series of standardised tests. 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 2019)

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 official PAN for Queen Elizabeth's High School Sixth Form is 35 which represents the maximum number of external candidates we will admit over and above our own Year 11.

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 soon after 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 students 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.lincolnshire.gov.uk (Going to School in Lincolnshire website) or you can telephone on 01522 782030

The admission criteria is:

- Students intending to follow a route of 3 A Levels will need to achieve at least 42 points across their Best 8 subjects, including at least 5 in English Language and Maths. Beyond that, most subjects carry additional criteria to ensure suitability for study; please see the summary table below. Students who wish to study 4 or more A Levels will need to have at least 6 GCSE subjects graded 7 or higher.
- For legacy GCSEs grades will be converted to points using the DfE point scores, in 2019 these will be: A*=8.5, A=7, B=5.5, C=4, D=3, E=2, F=1.5 and G=1. The DfE point score for A/S levels in 2019 will be: A=10.75, B=8.88, C=7, D=5.13 and E=3.5.



Subject	Subject Specific Criteria	Notes
Art	Grade 6 in GCSE Art	Students who have not done Art GCSE will be asked to submit a portfolio of evidence
Biology	Grade 6 in GCSE Biology or Combined Science	A Grade 6 in Maths is beneficial
Business Studies	No specific criteria	
Chemistry	Grade 6 in GCSE Chemistry or Combined Science	A Grade 6 in Maths is beneficial
Computing	Grade 6 in GCSE Computing	
Design and Technology	Grade 6 in a Design related subject such as DT, RM, Food or Electronic Products	
Drama and Theatre Studies	Grade 5 in GCSE Drama or Performing Arts	A merit in an equivalent Performing Arts qualification will be accepted and students may also apply for an audition
English Language and Literature	Grade 6 in both GCSE English Language and English Literature	
English Literature	Grade 6 in both GCSE English Language and English Literature	A pleasure and interest in reading is essential
French	Grade 6 in GCSE French	
Further Mathematics	Grade 7 in GCSE Mathematics	You must also study A level Mathematics
Geography	Grade 6 in GCSE Geography	
German	Grade 6 in GCSE German	
History	Grade 6 in GCSE History	
Law	Grade 6 in GCSE English Literature or Language	A Grade 6 in a Humanities subject may be considered in lieu of English
Mathematics	Grade 7 in GCSE Mathematics	
Music	Grade 6 in GCSE Music or equivalent, Grade 5 on at least one instrument and music theory	
Physics	Grade 6 in GCSE Physics or Combined Science	A Grade 6 in GCSE Mathematics is also required
Psychology	Two Grade 6s in GCSE Sciences or equivalent	
Religious Studies	Grade 6 in GCSE full or short course RS	
Sociology	No specific criteria	
Spanish	Grade 6 in GCSE Spanish	
Sports Studies	No specific criteria	Grade 6 in two GCSE Science subjects or Grade 6 in GCSE Sports Studies is beneficial

This policy will be reviewed annually by the Admissions Committee of the Governing Body in the Autumn.

Visits and Further Information

The school holds an Open Evening in June 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.



Queen Elizabeth's High School

Policy for Entry in September 2020

The school's published admission number is 186.

For entry into Years 7 to 11 children who would like a place at Queen Elizabeth's High School must firstly have qualified under the testing arrangements.

In accordance with legislation the allocation of places for children with the following will take place first; Statement of Special Educational Needs (Education Act 1996) or Education, Health and Care Plan (Children and Families Act 2014), naming the school. We will then allocate remaining places in accordance with this policy.

In the event of the school being oversubscribed by qualified children, places will be allocated using the oversubscription criteria listed below, which are listed in order. Words marked with a number, for example 1, 2 and 3 are explained separately in the definition and notes section.

- A. Looked after children and all previously looked after children (1).
- B. Children with a brother or sister (2) on roll at Queen Elizabeth's High School at the time of application.
- C. Children of staff employed at the school (3).
- D. The school is 9 miles or less (4) from the child's home address (5) by driving distance (6).

Such children will be referred to in this policy as 'local children'.

- If there is oversubscription within this criterion priority will be given to the child living closest to the school by driving distance, as defined in note 6.
- If two or more children in this criterion are tied for the last place the following tiebreakers will be used in the order given until the tie is resolved;
 - 11+ score, with the child achieving the highest aggregate standardised score being awarded the place;
 - The child living closest to the school by straight-line distance (7) being awarded the place;
 - Random allocation. A lottery will be drawn by an independent person, not employed by the school or working in Children's Service Directorate at the local authority.

- E. The Child is registered as Ever6FSM (8) at the time of application.
- F. The school is more than 9 miles (4) from the child's home address (5) by driving distance (6).
 - If there is oversubscription within this criterion children will be ranked by their aggregate standardised 11+ score in decreasing order, with the highest score being awarded a place first.
 - If two or more children in this criterion are tied for the last place the following tiebreakers will be used in the order given until the tie is resolved;
 - The child living closest to the school by driving distance(6) being awarded the place;
 - The child living closest to the school by straight-line distance (7)being awarded the place;
 - Random allocation. A lottery will be drawn by an independent person, not employed by the school or working in Children's Service Directorate at the local authority.



Definitions and Notes

1. Children in Care

A 'looked after child' 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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

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

This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders).

Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

2. Brother or sister

A full brother or sister, whether or not resident in the same household. Another child normally living for the majority of term time in the same household, where an adult in the household has parental responsibility as defined by 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.

Brothers and Sisters in the same year group

In these cases all the children, who have met the qualifying standard in the 11+, will be considered together as one application. If one or more can be admitted within the published admission number the school will be allowed to go above its admission number as necessary to admit all the children, unless this would make the class too large.

3. Children of staff at the school where the member of staff has been employed at the school for two or more years at the time of application, or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

4. Local Children

'Local children' are defined as those whose home address is 9 miles or less from the school. For a child's home address to qualify as "local" both of the following must be met:

- The child's home address must meet definition 5 (below).
- The school must be 9 miles or less from the child's home address by driving distance.
The driving distance is calculated by measuring the shortest route along public highways from the post office address point of the child's home to the post office address point of the school. Measurements are made to a maximum of three figures after the decimal point.

Children who do not meet this definition are not classed as 'local children' and will be considered under point F of the oversubscription criteria.

5. Home Address



By home we mean the address where the child lives for the majority of term time with a parent as defined in section 576 of the Education Act 1996 who has parental responsibility for the child as defined in the Children Act 1989.

Where a child lives normally during the school week with more than one parent at different addresses, the home address for the purposes of school admissions will be the one where the child spends the majority of term time. If a parent can show that their child spends an equal amount of time at both addresses during school term time, they can choose which address to use on the application.

If a parent has more than one home, we will take as the home address the address where the parent and child normally live for the majority of the school term time.

6. Driving distance is calculated electronically by measuring the shortest route along public highways from the post office address point of the child's home to the post office address point of the school. Measurements are made in miles to a maximum of three figures after the decimal point.
7. Straight-line distance is calculated by measuring from the post office address point of the child's home to the post office address point of the school. Straight-line distance is also referred to 'as the crow flies'. Measurements are made in miles to a maximum of three figures after the decimal point.
8. This means that the child is either currently in receipt of Free School Meals or has been in receipt of Free School Meals within the past 6 years. Priority will be given to children who are registered as Ever6FSM at the time of application. To be considered for this priority, parents/guardians will be required to complete a Supplementary Information Form which must be endorsed by the child's current school confirming that they meet this criteria. This form must be completed and returned to Queen Elizabeth's High School on or before the 14 December 2019 in order to be awarded this priority on time for national offer day. Any applications received later than this date will be awarded the priority after national offer day.

Reserve Lists

If a child has met the required standard in the 11+ and is not offered a place they will be automatically placed on the reserve list. A child cannot be placed on the reserve list if they have not met the required standard in the 11+.

The reserve list is in the order of the oversubscription criteria. Names can move down the list if someone applies for a place and is higher placed on the oversubscription criteria. The list is kept by the School Admissions Team until the end of the coordinated admission round in August each year. After this Queen Elizabeth's High School will keep the reserve list until the end of the academic year.

If your child is of the required ability and you wish them to join the school in another year group, you can request your child be added to the reserve list by contacting Queen Elizabeth's High School direct. The reserve list will be kept in the order of the oversubscription criteria. The time you have been on the list is not taken into account.

The reserve list is the property of the LA until the end of August 2020. 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

For entry into Years 7 to 11 at a grammar school, a parent has the right to appeal if a place is not offered due to; non-qualification, oversubscription or both. If a child has not met the required standard in the entrance examinations, there is only a right of appeal if Queen Elizabeth's High School has been expressed as a preference.

For Sixth Form entry, a student who is not offered a place has the right of appeal to an independent appeal panel. There is no right to appeal for a particular course but only where there has been a refusal to the Sixth Form.

The procedures for appeals relating to admissions will be in accordance with all relevant legislation. They are independent and organised by the County Council Legal Services Section and entirely separate from the admission system. The decision of the independent appeal panel is binding on all parties.

Further information on appealing can be found at www.lincolnshire.gov.uk/schooladmissions.

Fraudulent or Misleading Applications

The Admission Authority and Queen Elizabeth's High School have the right to investigate any concerns they may have about your application. If it is considered there is evidence that an applicant has made a fraudulent claim or provided misleading information, the Admission Authority has the right to withdraw an offer of a school place. For example, if a false home address has been given for a child, which denied a place to a child with a stronger claim.

The Admission Authority and Queen Elizabeth's High School reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly.

Fair Access Protocol

Local Authorities are required to have Fair Access Protocols in order to make sure that unplaced children who live in the home local authority, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. This includes admitting children above the published admissions number to schools that are already full. Queen Elizabeth's High School co-operates with this process.

Children of UK service personnel (UK Armed Forces)

In order to meet the government's military covenant aimed at helping Service personnel, and Crown Servants returning from abroad the Admission Authority have adopted the following arrangements.

For late co-ordinated applications and mid-year applications supported by the appropriate military documentation we will aim to remove any disadvantage to UK service personnel (UK Armed Forces).

The school's governors will consider whether:

- An application from that address would normally succeed in an oversubscribed year
- There is any child on the reserve list with higher priority under the oversubscription criteria
- The prejudice from admitting an extra child would be excessive

The Governors have discretion to admit above the admission number in these circumstances if they wish, but are not obliged to do so.



It may be that the Admission Authority still cannot admit because of organisational or curriculum difficulties within the school.

The Admission Authority will need the notice of posting or official government letter and posting address before considering an application under these arrangements.

Admission of Children Outside their Normal Age Group

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. Parents wishing to make these requests must contact their home local authority for guidance on the procedure to follow. It is important for parents to note that they will have the opportunity and responsibility to provide whatever evidence they wish to support their request.

Decisions will be made on the basis of the circumstances of each case and in the best interests of the child concerned, this will include taking account of:

- the parent's views;
- any available information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group;
- any evidence that the child may naturally have fallen into a lower age group if it were not for being born prematurely
- the views of the current head teacher

Late entry to the school is possible into Years 7 - 10 if the numbers in that year group are below our Published Admissions Number. Applications are made through the LA (see *Lincolnshire County Council – Co-ordinated Mid-Year Admissions Scheme* available at www.lincolnshire.gov.uk). Places will be allocated in accordance with the published oversubscription criteria.

Compiled – October 2018

Consulted –

Admission Authority – QEHS

Last reviewed:	February 2019	Next review:	November 2019
Responsible Person:	David Allsop		
Last Ratified by Governors:	November 2018		

