



ADMISSIONS POLICY

Queen's College Preparatory School
(including Early Years Foundation Stage)

Due for review Summer 2027

Purpose of the Policy

This policy sets out the principles, criteria and procedures governing admission to Queen's College Preparatory School, ensuring fairness, transparency and compliance with statutory requirements.

Scope

This policy applies to all applicants of statutory school age and below, and to parents, carers and staff involved in the admissions process.

Legal and Regulatory Framework

This Admissions Policy reflects the requirements of the Equality Act 2010, the Independent School Standards Regulations and relevant statutory guidance relating to admissions, SEND and safeguarding.

School Context and Admissions Ethos

Queen's College Preparatory School is an independent school for girls aged 3 - 11. The school has approximately 200 pupils.

Choosing the right school for your child is very important and we believe that a personal visit is invaluable. We hold a number of Open Days each year which provide prospective parents with an opportunity to see the school 'in action' as a general introduction to the school. Details of Open Days are published on our website. The school welcomes prospective parents and their children at other times by prior arrangement. Please complete the online form, or contact our Head of Admissions via email admissions@qcps.org.uk to arrange a visit.

The School describes year groups as 'Forms, and each Form may be divided into two classes.. The number of pupils in each class varies depending on demand, typically ranging from 15 girls to a maximum of 24 girls per group.

The following may help to explain our terminology:

	QCPS form	National Curriculum Year Group	Age in September
Pre-Prep	Little Corgis	Pre-School	3
	Reception	Reception	4
	Form I	Year 1	5
	Form II	Year 2	6
Prep	Form III	Year 3	7
	Form IV	Year 4	8
	Form V	Year 5	9
	Form VI	Year 6	10

Roles and Responsibilities

- **Co-Heads:** Final admissions decisions
- **Head of Admissions & Prep Registrar:** Administration of applications, assessments and communication with parents
- **Teaching and Learning / Learning Enhancement Teams:** Advice on SEND and reasonable adjustments
- **Parents:** Provision of accurate information and documentation

Entry Procedure

Admission to Queen's College Preparatory School is by assessment and is designed to identify pupils who will benefit from our balanced and well-rounded education and make a positive contribution towards the life of the school.

Pupils may enter at any time, but the usual point of entry is at 3 years of age into Little Corgis Pre-School or at 4 years of age into Reception. Occasional places are available in other Forms. Please contact the Head of Admissions for details.

For entrance into Little Corgis Pre-School and Reception, candidates are assessed in a play-based setting throughout the year,. However, usually in May or November of the calendar year preceding year of entry. Assessment for entry into Form I and above is a more formal, age-appropriate assessment of academic ability and potential.

Applicants for admission should register as soon as possible, by completing the online registration form, paying the non-refundable registration fee and uploading a copy of the child's birth certificate and passport. This includes parents registering daughters whose sisters are already in the school.

Equal Treatment

Queen's College Preparatory School aims to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world.

Queen's College Preparatory School is committed to equal treatment for all regardless of race, ethnicity, religion, disability, sexual orientation or social background.

Special Education Needs and Disability

Queen's College Preparatory School welcomes pupils with special educational needs, provided that our Learning Enhancement Department can offer them the support that they require. The school welcomes pupils with disabilities provided that our site can accommodate them. However, we strongly advise parents of children with special educational needs or physical or mental disabilities to discuss their daughter's requirements with the School before she sits the assessment, so that we can make adequate provision for her.

Parents should provide a copy of an Educational Psychologist's report or a medical report if they have one to support their request, for example for extra time or other special arrangements which is not in the gift of the School, but relates to a national standard.

The school will discuss thoroughly with parents and their medical advisers the adjustments that can reasonably be made for the child if she becomes a pupil at the school.

The Assessment Process

Entrance assessments for prospective pupils are carried out in a sensitive manner and aim to assess academic ability, potential, aptitude and behaviour. Individual and/or small group assessments are arranged throughout the year on application.

Queen's College Preparatory School has strong traditions in music, drama, art, dance and sport and an extensive co-curricular activities programme. The school is, therefore, looking for well-rounded pupils who will make the most of the opportunities provided to them, with interests that stretch beyond the confines of the academic curriculum.

Assessment for entry into Little Corgis Pre-School and Reception is play-based. No formal preparation is required.

For entry into Forms I & II, we assess the child's ability to access the curriculum in spelling, reading and mathematics. All pupils are offered the opportunity to spend the rest of the day with their peers, to immerse themselves in the Queen's Day.

Candidates for entry in the Prep School (Form III and above) sit standardised digital assessment papers in English and Mathematics which are adaptive and appropriate for their age group, as well as a short piece of writing

No specific preparation for the entrance tests is needed; all candidates are given identical opportunities to display their academic aptitude.

Following the assessment parents will be notified whether a place can be offered. A meeting with the Co-Head will be offered at this point.

Girls are then invited to spend time in the school prior to a place being offered. In certain circumstances, and at the discretion of the Co-Head, the school may offer a reassessment at a later date.

Selection Criteria

Girls who attain the required standard in the entrance assessment are eligible to be considered for admission.

The selection criteria are as follows:

- For Pre-School we look for pupils to demonstrate the following:

- Toileting independence, including the ability to use the toilet and wash and dry hands without assistance (children must be out of nappies or pull-ups).
- Listening and comprehension skills, including the ability to follow and respond appropriately to instructions.
- Verbal communication, demonstrated through the ability to speak in short sentences.
- Social engagement, including the ability to enjoy play and interact positively with other children.
- Self-feeding skills, including the ability to eat independently at a table, using a knife and fork.
- •Early writing skills, demonstrated by the ability to hold a pencil or crayon and an interest in mark-making.

These criteria are intended to ensure that all pupils are able to benefit fully from the Little Corgis curriculum and learning environment. (Please see the EYFS policy)

- In addition to the above, for Reception entry, we are looking for potential: children who display curiosity and creativity in their thinking, communication and social skills.
- Where pupils are old enough to take a test, they will obtain good enough marks to enable them to access the curriculum and make progress within the school.
- A positive reference from the applicant's present school or nursery setting, if applicable.
- If a pupil does not meet the academic criteria, having sisters in school is not a factor in offering a place. (Please see the Sibling Policy below.)
- Good behaviour that is consistent with the school's policy, ethos and values.

Scholarships at 7+ entry

Academic scholarships are available for both external and internal candidates who qualify for entry into Form III. Every prospective pupil who registers in the normal way for our 7+ entry will automatically be considered for an academic scholarship based on their assessment. Internal candidates must register their interest in applying for a scholarship.

In terms of the process, scholarship offers will be made based on:

- academic performance in (age appropriate) Maths and English assessments
- critical thinking skills in various group activities
- interview in a small group with the Co-Head and other Senior members of staff

Those candidates who are awarded an academic scholarship will be eligible for a percentage reduction in their annual school fees throughout their time at QCPS, dependent upon an annual review.

Scholarship entry and the Queen's Scholar programme is overseen by the Head of Able, Gifted & Talented. The Scholarship is valid throughout their time at QCPS as long as they uphold the school's values. It is not automatically transferred to Queen's College, the Senior School.

Sibling Policy

Most sisters join Queen's College Preparatory School. However, admission is not automatic and there may be occasions where we judge that a sibling is more likely to thrive in a different academic environment.

Fluency in English

In order to cope with the academic and social demands of Queen's College Preparatory School, pupils must usually have begun to be fluent English speakers. Tuition in English as an Additional Language (EAL) may be a condition of entry, and in such cases must be arranged privately at the parents' expense.

Religious Beliefs

Although Queen's College Preparatory School has Christian roots, the school does not select for entry on the basis of religious belief and pupils are welcome from all faiths and none. Written permission should be requested from the Co-Head in advance for absence due to family religious celebrations.

School's Contractual Terms & Conditions

Copies are on the School's website and will be made available to parents as part of the admissions process.

Acceptance of a Place

When parents of a prospective entrant are offered a place, and before securing it, they are sent the Acceptance Form together with the Terms and Conditions, list of Expectations and the School Code of Conduct. They are required to sign an '*Acceptance Agreement Form*' which serves as a legally binding contract, and to pay a deposit at the rate currently in force at the time.

Policy information

Policy Title	Admissions Policy
Version	v. Approved
School	Queen's College Preparatory School
Category	Admissions, Inclusion & Equality
Statutory policy	Yes
Policy owner 1	Head of Admissions
Policy owner 2	Director of External Relations
Approval	Council
Submission to Council	Required
Publish on website	Required
Date of last review	Summer 2026
Approved by SLT	Approved
Staff notified	In progress
Review date	Summer 2027