



QUEEN'S GATE
SCHOOL

ADMISSIONS POLICY

Owner(s)	Head of Admissions
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Governor committee	Education
Governor review date	May 2025
Next review date	April 2027
Document availability	Internal: T:\School Management\POLICIES\Whole School External (if applicable): www.queensgate.org.uk

This policy applies from Preliminary to KS5

GENERAL

Queen's Gate School is an independent school for girls from ages 4 to 18. Deciding on the right school for one's child is very important, and we believe that a personal visit is invaluable. Both the Junior and Senior Schools hold a range of Open and Taster events throughout the year, for which details are published on our website. For both the Junior and Senior Schools, please contact our Head of Admissions on 0207 594 4982 or email admissions@queensgate.org.uk.

INCLUSION

Our aim is 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. Bursaries are offered in order to make it possible for girls whose parents do not have the means to provide the opportunity of a Queen's Gate education to meet the School's admission criteria for their daughter to attend the School. The School's provision for Bursaries is described below.

Queen's Gate is committed to equal treatment for all, regardless of a candidate's race, ethnicity, religion, disability, gender reassignment, sexual orientation or social background.

THE ENTRY PROCEDURE

Queen's Gate School is a selective school. Our selection process is designed to identify pupils who are able to benefit from our balanced and well-rounded education, both academically and personally, and to make a positive contribution towards the life of the School.

The usual points of entry are at 4+ (Reception), 7+ (Year 3), 11+ (Year 7), 13+ (Year 9) and 16+ (Year 12). We also have occasional places at other ages.

REGISTRATION

The registration form is online and requires the pupil's and the parents' basic information, including the pupil's passport, the family's contact details and the pupil's current school or nursery. A non-refundable registration fee is payable upon registration for candidates at all stages. When an offer is accepted, domestic families pay a deposit of £3,000; international families pay a full term's fees as a deposit. All those with parental responsibility are required to sign the Parent Contract.

JUNIOR SCHOOL ENTRY PROCEDURE (4+)

For entry at 4+, the process involves invitations to open events followed by a meeting with the Director of the Junior School for prospective parents. Prospective pupils then attend an

assessment morning and meet class teachers who provide stimulus activities so that the pupil's potential can be observed. These take place in the January before the September of entry. Firm offers and waiting list places are sent out once all elements of the application process are complete with acceptances required by an agreed date, usually at the beginning of February. Parents might also be advised that no place is available. References will be taken up with current nurseries. Applicants for admission at 4+ should register no later than the end of November of the year preceding the desired year of admission.

For entry at 7+, pupils are invited to a 'taster day' and assessment. Parents who wish to apply for the Albertopolis Scholarship may do so at any point until the beginning of February; pupils will be assessed and the Scholarship will be offered to the candidate who shows the most promise.

Entry into other year groups is by arrangement and is dependent upon spaces being available. Recent school reports are submitted to the Head of Admissions. Families have an interview with the Director of the Junior School and the prospective pupil is assessed at a level appropriate to the age of the child. References will be requested from the child's current School.

SENIOR SCHOOL ENTRY PROCEDURE (11+)

Selection at 11+ is based upon academic merit which is assessed through an entry examination (part of the London Schools' 11+ Consortium), an interview and references from the candidate's previous school.

Applicants for admission should register by an agreed date in November of the year preceding the desired year of admission.

The 11+ Consortium examination is sat in November or December and interviews are held on the two Saturdays in January. Offer letters are sent out in February and acceptances must be received on by agreed date which is usually in the first week of March.

Pupils who are already in our Junior School are automatically given an offer to join our Senior School. However, in exceptional circumstances, if the School considers that a Queen's Gate Junior School pupil is unlikely to thrive in the Senior School, we will engage with her parents no later than the Autumn of Year 5, to discuss the possible options. Depending upon the outcome of such discussions, the School may decline to make an offer, at its discretion.

THE ASSESSMENT PROCESS

The School is not obliged to give feedback on or state its reasons for rejecting an applicant, and does not give out specific marks or grades or any copies of assessment materials. The School does not give out past papers for any level of entry. The Principal's decision on whether to admit a candidate is final.

JUNIOR SCHOOL ASSESSMENT

Through our assessment process we are looking for girls who are responsive and eager to learn, who relate well to adults and to their peers, and who will benefit from the wide range of opportunities on offer at Queen's Gate. They should be children who feel comfortable in a small school environment.

At 4+ candidates spend a short time with one or more teachers and pupils in a classroom. Stimulus activities will be provided by the administering teachers. During the session the girls participate in range of activities, in line with what they do in their nurseries, and teaching staff assess their responses.

Applicants for places higher up in the School are assessed in English and Mathematics designed for their age-group, either in person, by written examination or by online assessment. They will also spend time with the class to assess their social skills. Girls must prove a level of attainment which will allow them to access the curriculum in the class they are entering. We also pay attention to the balance of the ability level in the class for which the girls are applying. An acceptable level of fluency in English is required. The Director of the Junior School meets all of the candidates and a reference is requested from the current school or nursery of all applicants.

SENIOR SCHOOL ASSESSMENT

At 11+, applicants take the Consortium assessment. Applicants for occasional places in Years 7-10 will take assessments in English and Mathematics. All applicants are interviewed.

Applicants for entry lower in the Senior School are assessed in English and Mathematics designed for their age-group, either in person, by written examination or by online assessment. Girls must prove a level of attainment which will allow them to access the curriculum in the class they are entering. We also pay attention to the balance of the ability level in the class for which the girls are applying. Recent school reports are submitted to the Head of Admissions. An acceptable level of fluency in English is required. For entry to some GCSE/A level subjects, there may also be an interview/assessment with the relevant Head of Department.

Applicants for entry at 16+ will have an interview with the Director of Sixth Form and the Principal, usually in the November preceding entry. They will also sit an age-appropriate assessment in Maths and English. Recent school reports are submitted to the Head of Admissions. Our offer of places into Year 12 is usually conditional upon a candidate achieving a minimum of six GCSEs at Grade 7 or above, including Grade 7 or above in the subjects proposed for study at A Level (or equivalent grades) and Grade 5 in Maths and English.

The aim of the process is to identify potential. We are looking for well-rounded pupils with a genuine interest in education in the broadest sense of the word, with interests that stretch beyond the confines of the academic curriculum. The School has strong traditions in music, drama, art, debating, community activities and sport. There are many extra-curricular activities, all of which are important in developing a well-balanced, confident individual.

No specific preparation for the entrance tests is needed; all candidates start on an equal footing, with identical opportunities to display their academic aptitude and extra-curricular interests.

The dates for the assessment process for the current year are published on our website, together with the dates that results are posted to families and the closing date for acceptances. We will offer places to candidates from our waiting list after the closing date for acceptances.

OFFER AND ACCEPTANCE

When an offer is made, families are sent an offer letter, an acceptance form, the Parent Contract, the Code of Behaviour and a Direct Debit Form. Parents are requested to provide additional documentation, including their passports, proof of address and bank details.

When an offer is accepted, a deposit is payable (either £3,000 or a full term's fees depending upon whether the family is domestic or overseas) and all those with parental responsibility are required to sign the Parent Contract.

SIBLING POLICY

Most siblings join us at Queen's Gate School and we are always pleased to welcome sisters. However, admission is not automatic, and there may be occasions where we judge that a sibling is likely to thrive better in a different academic environment. There is no fee discount for siblings.

FORMER PUPILS WISHING TO RETURN

The School will accept applications from former pupils who wish to return to the School.

The School may, at the Principal's absolute discretion, waive all or part of the normal admissions process, including entrance examinations/interviews. We will take into account factors including, but not limited to, the pupil's age, the circumstances surrounding their previous departure and the length of time they have been away from the School.

Parents will need to sign a new Parent Contract and pay the Deposit. They will also need to provide updated medical and emergency information. The School may request school reports and/or a reference from the school where the pupil has been studying in the interim, as well as any information relating to the pupil's welfare, safeguarding/child protection concerns, and may enquire whether there are any fees owing to that school.

SPECIAL EDUCATION NEEDS AND DISABILITIES

We do not unlawfully discriminate in any way regarding entry. We welcome pupils with disabilities and/or special educational needs, providing that we can offer them the support that they require and cater for any additional needs and that our buildings can accommodate them.

We aim to ensure that all our pupils, including those with disabilities and/or special education needs, are provided with a safe and inclusive environment in which to learn.

Our policy is to apply admission criteria to all potential pupils. In all cases, parents of applicants must inform the School at the outset of the admissions process of any special circumstances (suspected or diagnosed) relating to their child's health, allergies, disabilities, learning

difficulties or other circumstances which may affect their child's performance at the School. This is so that we can assess whether or not we can make adequate provision for her.

Parents are required to provide, with the Registration Form, full details of all relevant information, including any reports (including any Educational Psychologist reports, medical reports or other relevant expert third party reports), materials or information about their child's needs, and this may include any final or draft EHC Plans. This is so that the School can assess the child's needs and consult with her parents about any adjustments which can reasonably be made so that the School can ensure, for example, that the pupil will be able to access, meaningfully, the education offered and that we are able to ensure her health and safety and the health and safety of others.

The School reserves the right to withdraw an offer of a place or ask the child to leave the School, if it transpires that full disclosure of any circumstances had not been made prior to the offer being made.

Before making an offer, the School may request further information that it considers necessary to make a fair assessment, such as an Educational Psychologist's report, a medical report and any associated correspondence from the child's current school.

Where parents of a prospective pupil feel that their child requires adjustments, the School will discuss with parents (and their daughter's medical advisers if appropriate) the adjustments proposed and whether they can reasonably be made for the child if she were to become a pupil at the School.

There may be exceptional circumstances in which we are not able to offer a place for reasons relating to a child's special education needs and/or disability. For example, if, despite reasonable adjustments (in the case of disability), we feel that a prospective pupil is not going to be able to access, meaningfully, the education offered, or that her health and safety or those of other pupils or staff may be put at risk, we may not be able to offer her a place at the School.

Sometimes, the situation of a pupil with special educational needs, disabilities or allergies, changes between an offer being made and the pupil starting at the School. The School requires parents to be pro-active in updating the School as to any significant changes which mean that the information provided during the application process is out of date or incomplete. In the vast majority of cases, this will not affect a pupil's place at the School. However, the School may, in exceptional circumstances, need to reconsider the offer of a place if a pupil's circumstances change materially, such that we can no longer offer them the support that they require, and/or cater for any additional needs and/or our buildings can no longer accommodate them. It is in the pupil's interests that any such decision is made as early as possible to avoid any disruption to their education, so parents are urged to be forthcoming in their communications with the School about any material change to their child's circumstances.

The Principal reserves the right, in her absolute discretion, not to make an offer of a place to a child with learning difficulties, special needs or a disability, if she considers that the School will be unable to meet those needs.

OVERSEAS APPLICANTS

We welcome overseas pupils to study at Queen's Gate, provided they have the legal right to enter, live and study in the UK.

If the parent(s) will not be living in the UK with their daughter, the pupil must have an immediate adult relative or adult guardian living in the UK, with whom she will be living, and the living arrangements will be made clear to the School prior to the pupil beginning her studies at the School.

We have a licence to sponsor pupils who require a Child Student Visa. Applicants' families must advise us at the point of application if they require sponsorship; they must follow all of the UKVI regulations and provide the necessary documents requested by the School. Charges are made for the processing of visa sponsorship by our Immigration Consultant, Hedgley Immigration Ltd.

Parents of overseas pupils should note that we do not normally run a short-term study programme and that we expect overseas pupils to finish a complete course of study such as Years 10-11 or Years 12-13.

We take our responsibilities around safeguarding and immigration regulations very seriously, and will work closely with relevant agencies if we have any concerns around an admission of an overseas applicant.

VISAS

We retain copies of each pupil's passport. At the point of application, pupils without a British or Irish passport must provide a visa share code so that immigration status can be verified.

FLUENCY IN ENGLISH

In order to cope with the high academic and social demands of Queen's Gate School, pupils should have an acceptable fluency in English; however, tuition in English as an Additional Language (EAL) can be arranged at the parents' expense. In some cases, a pupil's offer will be dependent on her receiving EAL lessons for a minimum of one term.

SCHOLARSHIPS AND BURSARIES

We offer different types of Scholarships from Junior School through to Sixth Form and a number of means-tested Bursaries. Those who have applied for Scholarships or Bursaries, are informed of the outcome at the same time as when offers of places are made.

SCHOLARSHIPS

Scholarships are designed to reward excellence and potential and to celebrate exceptional talent.

Scholars may also be eligible for Bursaries.

7+ Scholarship

Two scholarships are awarded for entry to Year 3

One for a current pupil.

One, **the Albertopolis Scholarship**, for external candidates.

Applicants will be asked to visit the School and take examinations in **English and Mathematics**. The Albertopolis Scholarship will be awarded based on results in these examinations, together with an interview with the Principal, and a report from the applicant's current school.

If parents would like to apply for the Albertopolis Scholarship, they should contact the Head of Admissions, Bella Frost, on 0207 594 4982 or by email at admissions@queensgate.org.uk.

11+ Scholarship

11+ Academic Scholarships are offered on the basis of academic ability as demonstrated in the 11+ assessment.

Parents do not have to apply specifically for these scholarships, as all girls will automatically be considered on the basis of their 11+ Examination results, school report and interview.

Other Scholarships for:

Art;
Music;
Drama and
Sport

are also available at 11+ entry and parents will be given the opportunity to indicate which scholarships their daughter wishes to apply for after registering.

A letter supporting each pupil's Scholarship application will also be required from either their current Head of School or subject teacher. These letters are requested during the **Autumn Term prior to the examination** so that we hold this information on file when the applications are being assessed.

A delay providing a supporting reference may mean that a pupil's application is **not considered**.

Scholarship candidates will be contacted once their supporting reference has been received to arrange their Scholarship interview/audition.

All interviews and auditions take place in **January**, in the weeks following the Entrance Examination.

13+ Scholarship

A small number of scholarships are awarded to LIV (Year 8) girls tenable from Year 9 until the scholars leave the school. The scholarship categories are:

- Academic Excellence;
- Creative and Performing Arts;
- Sports;
- Queen's Gate values.

The latter category is there to recognise those girls who really do live up to the values of the School; this means demonstrating personal qualities such as generosity of spirit, consideration of others, a positive attitude to all that they do, originality of thought, and resilience when they face challenge or difficulty. This category is also intended to celebrate those who truly inhabit all that we do here, such as commitment to co-curricular activities, involvement in charitable work or perhaps giving back to the community by helping at events such as Open Evenings.

You may apply to be considered for more than one category. The application process requires that pupils write a letter to the Principal and have an interview with the Principal and a member of the Senior Management Team. Feedback is also gathered from relevant staff to help inform the decision.

Sixth Form Scholarship

Scholarships and awards for girls entering the Lower Sixth Form are also available. These are awarded in the **December of the year prior to entry** to the Sixth Form. Further details may be obtained from the Head of Admissions, on 0207 594 4982 or by email at admissions@queensgate.org.uk.

BURSARIES

We are keen to make a Queen's Gate education available to as many girls as possible, including those whose families' financial circumstances might otherwise mean joining us is out of reach. ~~Having benefited from a Bursary during her own secondary education, our Principal is proud now to be able to make the same gift to a new generation, and is committed to ensuring that the recipients have an educational experience that mirrors those of our other pupils.~~

Each year, we are proud to award a limited number of means-tested Bursaries to applicants at 11+ and 16+. These Bursaries are worth up to 100% of the value of our school fees, and, where appropriate, will also extend to include school lunches, and some enrichment activities and trips. Please note that applicants for Bursaries must have met our normal entry requirements.

Those wishing to apply for a Bursary should request the relevant forms from the Director of Admissions and return these no later than the date stated on the School website. These forms, along with the accompanying supporting information, will then be passed on for means-testing. In this process, a range of factors will be considered, including overall income, dependents, employment status or incapacity to work, investments/significant savings and regular outgoings.

Bursaries may also occasionally be awarded at other points to relieve sudden and severe hardship where a pupil's education would otherwise be at risk. Parents of pupils already at the

School, who wish to apply for hardship support, should contact the Bursar in the first instance.

All those awarded a Bursary are subject to an annual review, which may consider any or all of the following:

- Ongoing attitude, effort and progress towards their academic studies;
- Adherence to the School's code of conduct; and
- Participation in the wider life of the School.

It is also the case that families may be asked to provide information on an annual basis to prove their ongoing financial need for Bursarial support.

Please note that in the case of selecting whether to offer Bursarial support, the decision of the Principal is final.

A Bursary may be withdrawn in accordance with the terms upon such award is made or otherwise in accordance with the School's Terms and Conditions.

FINANCIAL INFORMATION

Any applicant for a place at the School, including those who apply for Bursary support and overseas applicants, may at the discretion of the School, be required to provide additional financial information and/or undergo checks to confirm that they are able to pay the School's fees (or any percentage of the fees still payable if a Bursary or a Scholarship is granted), on time. We will also carry out checks so that we can properly and accurately verify, to our satisfaction:

- The parents' identity;
- that they are not subject to, or within the purview of, any national or international financial, economic, trade, travel or other similar sanctions imposed by any competent authority; and
- the legitimate source of funds they are using to pay any fees.

THE SCHOOL'S CONTRACTUAL TERMS & CONDITIONS (PARENT CONTRACT)

The terms upon which the School educates each child are set out in the School's Parent Contract, which will be made available to parents as part of the admissions process.

COMPLAINTS

We hope that you and your child do not have any complaints about our admissions process. Please note that the School's Complaints Procedure does not apply to parents of prospective pupils, whether or not the parents have a child currently at the School.

RECORDS AND REVIEW

Applicants' details will be held on file with due regard to data protection legislation. Please see the School's Privacy Notice for further information about how the School collects, uses and processes personal data.

The School will not hold the personal data of you or your child for longer than is necessary for a lawful purpose and in accordance with our Retention of Records and Documents Policy. This will generally be for no longer than 12 months following an unsuccessful application, but reasons to retain personal data for longer might include, for example, if the parents express an interest in their child re-applying for any reason at a later date, or to deal with any on-going matters arising from the application.

Linked Policies

Equal Opportunities Policy
Privacy Notice
Safeguarding Policy
Code of Behaviour
Visa and Immigration Policy
SEND Policy