



## QUEENS' SCHOOL

*Dare to be Great*

### Admissions Policy for entry in September 2024

#### 1. General Principles

Queens' School is a mixed comprehensive school in Bushey for children aged 11-18. The school has a strong academic tradition in all areas of the curriculum with an additional focus on science and sport

Students will be admitted at the age of 11+ using the criteria below. The school will endeavour to allocate places to students whose parents wish them to attend Queens' School, provided they can be accommodated within the school's admission limits on pupil numbers. There can be no guarantee that such a place will be available. Applications received after 31<sup>st</sup> October will be considered after all those which met the deadline.

The published admission number (PAN) for Year 7 will be **270**.

If there are fewer applications than places available, the school will allocate places to all who have applied. If the school receives more applications than it has places available, places will be allocated under the oversubscription criteria rules. These will be applied in the order in which they are printed below. A panel from the Governors' Admissions Committee may be formed to determine whether evidence provided meets the relevant criteria.

Children with an EHC (Education, Health and Care) Plan that names the school must be admitted and will count towards the admission numbers.

#### 2. Oversubscription Criteria

Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit:

**Rule 1** Children looked after and children who were previously looked after, including those who appear (to the admission authority) to have been in state care outside of England, and ceased to be in state care as a result of being adopted or became subject to a child arrangement order<sup>1</sup> or a special guardianship order<sup>2</sup>.

**Rule 2** Medical or Social. Children for whom it can be demonstrated that they have a particular medical or social need to go to the school.

**Rule 3** Sibling. Children with a sibling already at the school at the time of application.

**Rule 4** Children of staff.

**Rule 5** Children whose permanent residence is located within postcodes WD3-7, WD17-19, WD23-25, AL2 (south of M25), HA6, HA5 3\*\*, HA5 4\*\*, HA3 6\*\*, HA7 3\*\*, HA7 4\*\*

**If Rule 5 is oversubscribed, the following criteria will be used:**

**Rule 6** Assessment test (This rule applies to those living in the above postcodes)

(a) Up to 5% of places (13) for children with a particular aptitude in sport

(b) Up to 5% of places (13) for children with a particular aptitude in music

(c) Up to 35% of places (94) will be available by ability, in strict order of merit, based on the results of the assessment test

**Rule 7** Distance: Children who live nearest to the school.

Any remaining places, not less than 10% (27), for those qualifying under 5 above will be allocated by the shortest distance to the school.

**Rule 8** Distance: Children whose permanent residence is outside the postcode areas above, preference being given to those living closest to the school.

### **3. Explanatory notes and definitions for the admission arrangements for Queens' School.**

#### **Rule 1: Children looked after and children who were previously looked after**

Children looked after and children who were previously looked after, including those who appear (to the admission authority) to have been in state care outside of England, and ceased to be in state care as a result of being adopted or became subject to a child arrangement order<sup>1</sup> or a special guardianship order<sup>2</sup>.

Places are allocated to children in public care according to Chapter 7, Section 2 of the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012.

These children will be prioritised under rule 1.

Highest priority will also be given to children who were previously looked after, including those looked after outside England, but ceased to be so because they were adopted, or became subject to a child arrangement order or a special guardianship order.

A "child looked after" 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 (section 22(1) of The Children Act 1989)

All children adopted from care who are of compulsory school age are eligible for admission under Rule 1.

Children in the process of being placed for adoption are classified by law as children looked after providing there is a Placement Order and the application would be prioritised under Rule 1.

Children who were not “looked after” immediately before being adopted or made the subject of a child arrangement order or special guardianship order, will not be prioritised under Rule 1. Applications made for these children, with suitable supporting professional evidence, can be considered under Rule 2.

#### <sup>1</sup> Child arrangements order

Under the provisions of the Children and Families Act 2014, which amended section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders which settle the arrangements to be made as to the person with whom the child is to live.

#### <sup>2</sup> Special guardianship order

Under 14A of The Children Act 1989, an order appointing one or more individuals to be a child’s special guardian or guardians. Children previously looked after abroad and subsequently adopted will be prioritised under Rule 1 if the child’s previously looked status and adoption is confirmed by Hertfordshire’s “Virtual School”.

The child’s previously looked status will be decided in accordance with the definition outlined in The Children & Social Work Act 2017:

- i. to have been in state care in a place outside England and Wales because he or she would not otherwise have been cared for adequately
- ii. to have ceased to be in that state care as a result of being adopted. A child is in “state care” if he or she is in the care of, or accommodated by – (a) a public authority, (b) a religious organisation, or (c) any other organisation the sole or main purpose of which is to benefit society.

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### **Rule 2: Medical and Social**

Rule 2 applications will only be considered at the time of the initial application, unless there has been a significant and exceptional change of circumstances within the family since the initial application was submitted.

All schools in Hertfordshire have experience in dealing with children with diverse social and medical needs. However, in a few very exceptional cases, there are reasons why a child has to go to one specific school.

Few applications under Rule 2 are agreed.

All applications are considered individually but a successful application should include the following:

- a) Specific recent professional evidence that justifies why only one school can meet a child’s individual needs, and/or
- b) Professional evidence that outlines exceptional family circumstances making clear why only one school can meet he child’s needs.
- c) If the requested school is not the nearest school to the child’s home address clear reasons why the nearest school is not appropriate.

- d) For medical cases – a clear explanation of why the child’s severity of illness or disability makes attendance at only a specific school essential.

Evidence should make it clear why Queens’ School is appropriate. A Rule 2 application will generally not be upheld in cases where more than one school could meet the child’s need.

In exceptional cases relating to a disability, where more than one school in the county can meet the child’s specific needs, a clear and compelling case can be made for the “nearest” school with the relevant facilities, environment or location. You must clearly explain why attendance at the “nearest” school with these facilities is essential.

Applications under Rule 2 can only be considered when supported by a recent letter from a professional involved with the child or family, for example a doctor, psychologist or police officer. The supporting evidence needs to demonstrate why only Queens’ can meet the social/medical needs of the child.

Applications for children who were not “looked after” immediately before being adopted or made the subject of a child arrangement order or special guardianship order may be made under this rule

Evidence must be submitted to the Admissions Secretary at the school no later than 31<sup>st</sup> October on that application year.

A panel from the Governors’ Admissions Committee will determine whether the evidence provided is sufficiently compelling to meet the requirements for this rule. The evidence must relate specifically to Queens’ and must clearly demonstrate why it is the only school that can meet the child’s needs.

### **Rule 3: Sibling**

A sibling is defined as: the sister, brother, half brother or sister, adopted brother or sister, child of the parent/carer or partner or a child looked after or previously looked after<sup>1</sup> and in every case living permanently<sup>2</sup> in a placement within the home as part of the family household from Monday to Friday at the time of this application.

A sibling must be on the roll at the time of application. If a place is obtained for an older child using fraudulent information, there will be no sibling connection available to subsequent children from that family.

<sup>1</sup> Children previously looked after are those children adopted or with a special guardianship order or child arrangements order. This definition was amended following a determination by the OSA in August 2014.

<sup>2</sup> A sibling link will not be recognised for children living temporarily in the same house, for example a child who usually lives with one parent but has temporarily moved or a looked after child in a respite placement or very short term or bridging foster placement.

### **Rule 4: Children of staff**

Children of staff: the school will admit a child of a member of staff provided that:

- a) The member of staff (defined below) has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
- b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

For the purposes of satisfying these criteria, a member of staff is defined as a member of the full-time teaching staff, or of the part-time teaching staff with a 50% and above timetable, or a member of the full-time support staff (on a 38 week and above contract), or of the part-time support staff who work 50% and above as determined by their role (on a 38 week and above contract) whose role and activities can be demonstrated to provide a significant impact on student achievement at the school. A panel from the Governors' Admission Committee will determine whether the member of staff meets the requirements for this rule.

This definition does not include contract staff. Where a service such as catering has been 'in house' and is subsequently 'contracted out', children of staff will not be eligible for admission under this criterion. This definition does not include peripatetic staff employed by HCC.

### **Rule 5: Postcodes**

Children whose permanent residence is located within postcodes WD3-7, WD17-19, WD23-25, AL2 (south of M25), HA6, HA5 3\*\*, HA5 4\*\*, HA3 6\*\*, HA7 3\*\*, HA7 4\*\*

### **Rule 6: Assessment Test**

Assessment Tests are administered by the SW Herts Consortium (Queens' School, Watford Grammar School for Girls, Parmiter's School, Watford Grammar School for Boys, Rickmansworth School, St Clement Danes School and Croxley Danes School). Parents should refer to the website ([www.swhertsschools.org.uk](http://www.swhertsschools.org.uk)) which provides answers to frequently asked questions, with examples of the test questions and information regarding access arrangements. Test papers are not available from the school

The purpose of the South West Herts Consortium Admission Tests is to produce a mark with which parents are able to assess the chances of a particular school offering their child a place under the relevant test criterion. The composition of this mark is of no relevance to this purpose and so no breakdown of the final published mark will be given. The score issued by the Consortium should be compared with the historical information about admissions over the last three years which is available on each Consortium school's website. This comparison enables each parent to make a considered decision. The outcome of the academic tests will be notified to parents on or around 16 October.

**This tests only applies to those children whose permanent residence is located within postcodes WD3-7, WD17-19, WD23-25, AL2 (south of M25), HA6, HA5 3\*\*, HA5 4\*\*, HA3 6\*\*, HA7 3\*\*, HA7 4\*\***

**Children who have a sibling attending Queens' School at the time of application need not apply for this test.**

Parents must register to take the entrance tests with the SW Herts Consortium. This should be done via the SW Herts Consortium website when the student is in Year 5. The website will be open for registration from mid-April and the entrance tests will be held in September when the student is in Year 6. Details of the arrangements for the tests will be notified to parents who have registered nearer the time.

### **Academic Ability Test**

Academic ability is determined through tests in verbal reasoning and mathematics. No minimum score will be required to gain admission, with places being offered strictly in descending order of candidates' standardised test scores. Preparation for the tests is unnecessary.

### **Music Aptitude Test**

Round one is an aural test of approximately 40 minutes' duration and does not require any previous knowledge of music or music theory. There will be 60 questions in total in four sections: pitch, rhythm, texture and melody. The highest scoring candidates will be invited back for round two to perform a single piece on their chosen instrument. This will be a free choice of piece, which should last no longer than three minutes, allowing all candidates an equal opportunity to succeed.

### **Sports Aptitude Test**

The Sports aptitude test covers the core movement skills, selected from the Council of European Physical Fitness (Eurofit), allowing all candidates an equal opportunity to succeed. The Sports Aptitude Test is for applicants to Queens' School only.

### **Special Consideration**

Parents who consider that their child may be disadvantaged under the terms of the Disability Discrimination Act or has special educational or medical needs which may require the allocated test centre to make particular provision for the tests must provide written evidence of this from the child's current school Headteacher. This evidence must be sent by the deadline date as advised by the SW Herts Consortium. Parents will be informed in advance of the test date of any appropriate special arrangements that will be made for their child. Every effort will be made to ensure that the tests are accessible and fair to all children.

### **Illness or Inability to attend the Test**

If, for any reason, a student is unable to attend the Academic Tests, they should notify the Admissions Officer at the allocated test centre as soon as possible.

### **Rule 7 and 8 Distance**

All remaining places will be allocated to children living nearest to the school using the straight line distance measurement provided by Hertfordshire County Council's GIS system.

### **Distance measuring and home addresses**

Applications must be made from the child's permanent home address at the time of application. Measurements are made by Hertfordshire County Council who use a specialist software package to calculate them. A 'straight line' distance measurement is used in all home to school distance measurements. Distances are measured using a computerised mapping system to two decimal places. The measurement is taken from the AddressBase Premium address point of your child's house to the address point of the school. AddressBase Premium data is a nationally recognised method of identifying the location of schools and individual residences.

### **Tie break**

A tiebreak will be used if 2 applications have addresses that measure the same distance from a school. Every applicant is given a unique random number for each of their school preferences. When a random

tiebreak is needed, this random number is used to allocate the place – the lowest number is given priority. If 2 applications were received from the same block of flats, the applicant with the lower door number would be classed as nearest and offered a place because they are likely to be closer to the ground floor and, therefore, the school.

In cases where the application of the admissions criteria would result in twins or siblings of a multiple birth being allocated to different schools, one of which is Queens' School, the Governors will admit over the published admission number to avoid this occurrence.

Please note that address checking is undertaken as part of the application and allocation process and the offer of a school place will be withdrawn if fraudulent or misleading information has been provided in the application.

### **Multiple births**

Queens' School will admit over the school's published admission number when a single twin/multiple birth child is allocated the last place at a school.

### **Home address**

The address provided must be the child's current permanent address at the time of application. 'At the time of application' means the closing date for applications. "Permanent" means that the child has lived at that address for at least a year and/or the family own the property or have a tenancy agreement for a minimum of 6 months and the child must be resident in the property at the time of application.

The application can only be processed using one address. If a child lives at more than one address (for example due to a separation) the address used will be the one which the child lives at for the majority of the time.

If a child lives at two addresses equally, parents/carers should make a single joint application naming one address.

If a child's permanent residence is disputed, parents/carers should provide court documentation to evidence the address that should be used for admission allocation purposes. If two applications are received, with different addresses and/or different preferences, neither will be processed until the address issue is reconciled.

It is for a child's home LA to determine address. If two applications, with different addresses are received from the same LA, it will be for that LA to determine permanent address. If two applications are received from two different LAs, the above process will be used.

If two different applications are received for the same child from the same address, e.g., containing different preferences, parents/carers will be invited to submit a joint application or provide court documentation to evidence the preferences that should be used for the admission process. Until the preference issue is reconciled neither application will be processed.

For the transfer application rounds, if the initial differing applications (one or both) were received "on-time", an amended joint application will also be considered "on-time" if received before the "late deadline". If the amended joint application is received after the late date, it will be treated as "late". The late deadline for the 2023/24 transfer application process is 2<sup>nd</sup> December 2022 for secondary. If these dates change, amendments will be published on the HCC admissions web pages at the start of the 2023/24 application process in September 2022.

## **Fraudulent applications**

Hertfordshire County Council and Queens' School will do as much as possible to prevent applications being made from fraudulent addresses.

Address evidence is frequently requested, monitored and checked and school places will be withdrawn when false information is deliberately provided. Hertfordshire County Council and Queens' School will take action in the following circumstances:

- When a child's application address does not match the address of that child at their current school;
- When a child lives at a different address to the applicant;
- When the applicant does not have parental responsibility;
- When a child starts at the allocated school and their address is different from the address used at the time of application.
- When a family move shortly after the closing date of applications when one or more of the following applies:
  - The family has moved to a property from which their application was less likely to be successful;
  - The family has returned to an existing property;
  - The family lived in rented accommodation for a short period of time (anything less than a year) over the application period;
  - Council tax information shows a different residence at the time of application.

## **Applications from overseas children\***

All children of compulsory school age (5 to 16 years) in England have a right of access to education. However, where a child is in England for a short period only, for example less than half a term, it may be reasonable to refuse admission to Queens'.

An application for a school place will only be accepted for such children currently overseas if, for In Year applications, proof is provided that the child will be resident in Hertfordshire within two weeks. In Year allocations are made on the assumption that the child will accept the school place and be on roll within that timescale.

Applications will not normally be accepted from, nor places allocated to, an overseas address. The exception to this (for both In-Year and transfer processes) is for children of UK service personnel and crown servants (and from military families who are residents of countries with a Memorandum of Understanding with the UK). In these cases HCC will allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a HCC Unit postal address or quartering area address, for consideration of the application against oversubscription criteria

Applications will also be considered, and places offered in advance for these families, if the application is accompanied by an official letter that declares a relocation date but does not provide a quartering or unit address because the family will be residing in private accommodation. In these cases, if the family does not already have a permanent private address in Hertfordshire, the military base or alternative "work" address in Hertfordshire will be used for allocation purposes. If the family already has an established alternative private address, that address will be used for admission purposes.

Queens' will also consider accepting applications from children\* whose family can evidence intent to return to and/or permanently reside in Hertfordshire prior to the start of the new academic year. These applications, if accepted, will be processed from the overseas address until sufficient evidence



is received to show the child is permanently resident in Hertfordshire. Evidence must be submitted at the time of application.

Evidence submitted after the date for late applications cannot be taken into account before National Allocation Day. Decisions on these applications will be made by a panel of senior officers and communicated with parents within 6 weeks of the closing date for applications.

If an applicant owns a property in Hertfordshire but is not living in it, perhaps because they are working abroad at the time of application, the Hertfordshire address will not be accepted for the purposes of admission until the child is resident at that address.

Other children, than those mentioned above, from overseas do not generally have automatic right of entry to the UK. An application for a school place will not therefore be accepted until they are permanently resident in Hertfordshire. Proof of residency such as an endorsed passport or entry visa will be required with the application, in addition to proof of Hertfordshire address, for example a council tax bill or 12 month rental agreement.

\*Children who hold full British Citizen passports (not British Dependent Territories or British Overseas passports), or have a UK passport describing them as a British citizen or British subject with the right of abode or are European Economic Area nationals normally have unrestricted entry to the UK.

#### **4. Children seeking admission out their chronological year group**

Students will be admitted to Queens' School in Year 7 at the age of 11 irrespective of physical or academic ability. It is Queens' policy for children to be educated within their correct chronological year group, with the curriculum differentiated as necessary to meet the needs of individual children. The exception to this will be summer born children who delayed their entry into Reception and have been educated out of year ever since.

If parents/carers believe their child(ren) should be educated in a different year group they must, at the time of application, submit supporting evidence from relevant professionals working with the child and family stating why the child must be placed outside their normal age appropriate cohort. Such evidence must be submitted to the Admissions Officer at the school.

The Governors Admissions Committee will decide whether the application will be accepted on the basis of the evidence submitted. The Committee will make decisions based upon the circumstances of each case including the view of parents/carers, the Headteacher, the child's social, academic and emotional development and whether the child has been previously educated out of year group.

There is no guarantee that an application will be accepted on this basis. The internal management and organisation of the school, including the placement of pupils in classes, is a matter for the Governors, Headteacher and senior leadership.

#### **5. How to apply**

The Admissions process for Hertfordshire is co-ordinated by Hertfordshire Local Education Authority (LEA). Parents are required to complete the LEA "SECONDARY TRANSFER FORM" (STF) nominating a maximum of 4 schools in ranked order. The completed STF should be returned online to Hertfordshire County Council at [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions) or by post to HCC, CHR 102, County Hall, Pegs Lane, Hertfordshire SG13 8DQ by 31st October.

Applications received after **31<sup>st</sup> October** will be considered after all those which met the deadline.

## **6. Continued interest lists, in-year admissions and appeals**

### **Continued interest lists**

All unsuccessful applicants (who do not gain a place at a higher ranked school) will automatically be added to the schools continued interest list. Any places which become available will be allocated in accordance with the admission rules set out in this document. Continued interest lists will be held for every academic year group, until the end of the academic year.

Queens' will admit any student who is admitted through the appeal process, or who is the subject of a 'direction' by the Local Authority, or allocated to the school according to the local Fair Access Protocol, even if this takes the admission numbers over PAN. Any such pupils take precedence over the continued interest list.

### **In Year admissions**

Applications received for an admission(s) mid-year for any year group will be dealt with in accordance with this policy and will be administered by the HCC and the school. The online application form is available at [www.hertfordshire.gov.uk/inyear](http://www.hertfordshire.gov.uk/inyear). If you are unable to apply online please contact the Customer Service Centre on 03001234043. A new application must be made every year.

### **Appeals**

All unsuccessful applicants have the right to appeal to an independent panel for a place to be made available for their child. Hertfordshire parents wishing to appeal, who applied online, should log onto their online school application and click on the link 'register an appeal'.

Out of county residents and paper applicants should call the Customer Service Centre on 0300 123 4043 to request their registration details and log into [www.hertfordshire.gov.uk/schoolappeals](http://www.hertfordshire.gov.uk/schoolappeals) and click on the link "log into the appeals system".

For In Year Admissions, the county council will write to you with the outcome of your application and if you have been unsuccessful, will include registration details to enable you to login and appeal online at [www.hertfordshire.gov.uk/schoolappeal](http://www.hertfordshire.gov.uk/schoolappeal)

## **7. Sixth Form admissions**

Admission to the Sixth Form will be for any student who meets the minimum academic standards:

- Students must have a minimum 35 points from their best 8 GCSE's and at least a Grade 5 in English and/or Maths. Minimum Grade 4.
- Students are expected to choose the equivalent of 3 A Levels
- Only students who have a minimum of 58 points may be permitted to study 4 A Levels
- Students wishing to study Further Mathematics should list 4 subjects

The PAN for external students is **50**.

Applications should be made by completing the Queens' School Sixth Form Application Form and submitting it to the Head of Sixth Form at the school address or emailing it to [sixthform@queens.herts.sch.uk](mailto:sixthform@queens.herts.sch.uk)

In the event of oversubscription to the Sixth Form places will be offered by applying the following criteria in the order given:

**Rule 1** Children looked after and children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or a special guardianship order).

**Rule 2** Medical or Social. Children for whom it can be demonstrated that they have a particular medical or social need to go to the school, this includes children previously from abroad who were cared for by the state because he or she would not otherwise have been cared for adequately and subsequently adopted.

**Rule 3** Children of staff.

**Rule 4** Sibling. Children with a sibling already at the school at the time of application.

**Rule 5** Children who live nearest to the school.

### **Course Requirements**

These criteria for admission into the Sixth Form at Queens' should not be taken to imply guaranteeing acceptance onto particular courses for which there would be specific entry requirements. A copy of the prospectus is available from the school or on the school website. Maximum numbers for specific courses would be determined by the availability of staffing and accommodation. Where there is oversubscription to individual courses, priority would be determined using the above criteria.

Applicants need to have made themselves available for a meeting with the Head of Sixth or another senior member of staff, before the end of the summer term to ensure that applicants fully understand the nature of the courses they are applying for and that these courses are suitable for any employment or Higher Education ambitions that they have. This is not an interview.

### **Continued interest list**

All unsuccessful applicants will be added to the school's continued interest list. Any places which become available will be allocated in accordance with the admission rules set out in this document in relation to Sixth Form entry and the over-subscription criteria. Continuing Interest lists are held for every academic year group, until the end of the academic year.

### **Tie break**

A tiebreak will be used if 2 applications have addresses that measure the same distance from the school. This will be in the form of a lottery tiebreak which will be independently verified. The lowest applicant number will be admitted. If 2 applications were received from the same block of flats, the applicant with the lower door number would be classed as nearest and offered a place because they are likely to be closer to the ground floor and, therefore, the school.

For further guidance regarding the definitions of the above, see section 3 of this document.

**Trustee Approved: 09 February 2023**

**Review Date: Annual**

**Queens' School (Bushey) Ltd (registered number: 07650609)**