QUEENS' SCHOOL

Dare to be Great

Admissions Policy for Entry in 2027-28

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 31st 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 Trustees' 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[1] or a special guardianship order[2].

Rule 2 Sibling.

Rule 3 Children of staff.

Rule 4 Priority postcodes - WD3-7, WD17-19, WD23-25, AL2 (south of M25), HA6, HA5 3**, HA5 4**, HA3 6**, HA7 3**, HA7 4**.

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If Rule 4 is oversubscribed, the following criteria will be used:

Rule 5 Assessment test (This rule applies to those living in the above postcodes for the Year 6 into 7 transition only and then only to the end of that academic year)

(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 6 Distance

Any remaining places, not less than 10% (27), for those qualifying under Rule 4 above will be allocated by the shortest distance to the school.

Rule 7 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[1] or a special guardianship order[2].

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.

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
(c) any other organisation the sole or main purpose of which is to benefit society.

1 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.

2 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

Rule 2: 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[1] and in every case living permanently[2] 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 an applicant lives at more than one address, the sibling must also reside at the same address for the majority of the school week. The sibling's address will be verified by the school.

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.

[1] 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.

[2] 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 3: 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 Trustees' Admission Committee will determine whether the member of staff meets the requirements for this rule.

Children of staff must live at the same address as the member of staff on a permanent basis.

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 4: Priority 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**. Preference being given to those living closest to the school.

Rule 5: 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) 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.

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.

These tests only apply 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****

The tests only apply for the Year 6 into Year 7 transition and will cease to be applicable as an admission rule at the end of that academic year.

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

Rule 6: 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 Trustees 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 a place.

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 2027/28 transfer application process is 1 December 2026 for secondary. If these dates change, amendments will be published on the HCC admissions web pages at the start of the 2026/27 application process in September 2026.

Fraudulent applications

Queens' School will do as much as possible to prevent applications being made from fraudulent addresses, including referred cases to the Shared Anti-Fraud service for further investigation as necessary.

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 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.
- When a child starts at the allocated school and their address is different from the address used at the time of application.

Parents/carers will need to show that they have relinquished residency ties with their previous property and they, and their child(ren) are permanently residing at the address given on the application form.

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 as long as the parents provide evidence of the address and that the child will be living there.

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/carers 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.

Children from overseas, other than those mentioned above, 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 6 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 and normally have unrestricted entry to the UK. Freedom of movement into the UK for European Economic Area and Swiss citizens ended at the end of 2020. EEA (Irish citizens aside) and Swiss national children entering the UK after the end of 2020 are now treated the same as other foreign nationals. This means that they no longer have the right to enter the country to access a state-funded school unless they fall within certain immigration categories. Find out more about visas and immigration and the EU Settlement Scheme for European Economic Area and Swiss citizens.

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 or age 12 if they are summer born children where a family chose to delay their entry to Reception by an academic year. It is Queens' policy for children to be educated within their correct chronological year group as far as possible, with the curriculum differentiated as necessary to meet the needs of individual children. This is in line with DfE guidance which states that "in general, children should be educated in their normal age group".

For children other than summer born delay entry, 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. DfE guidance makes clear that "it is reasonable for admission authorities to expect parents to provide them with information in support of their request – since without it they are unlikely to be able to make a decision on the basis of the circumstances of the case". Such evidence must be submitted to the Admissions Officer, admissions@queens.herts.sch.uk at the school no later than 31 October.

A School Admissions Panel will decide whether the application will be accepted on the basis of the evidence submitted. If such an application is accepted it does not constitute an offer of a place, the application will then be processed by HCC in accordance with the admissions criteria. The Panel 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 Headteacher and senior leadership.

5. How to apply

All applicants must complete Hertfordshire Country Council's COMMON APPLICATION FORM (CAF) indicating the four preferred schools, including Queens' School, in rank order of preference. The completed CAF should be returned to Hertfordshire County Council at www.hertfordshire.gov.uk/admissions or by post to HCC, Farnham House, Six Hills Way, Stevenage, Hertfordshire SG1 2FQ. For families living outside of Hertfordshire, applications should be made to the relevant Local Authority following a similar process.

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

Families wishing to use Rule 3 (Children of Staff) will also need to complete a SCHOOL INFORMATION FORM (SIF) which is available either on the school website, at www.hertfordshire.gov.uk/admissions or from the Admissions Officer, admissions@queens.herts.sch.uk. The completed SIF should be returned directly to Queens' School by 31 October, marking the envelope 'ADMISSIONS'.

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

Continued interest lists (Waiting 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. Rule 5, Assessment Tests, only applies for Year 6 into Year 7 transition and will cease to be applicable as an admission rule at the end of that academic year.

Continued interest lists will be held for every academic year group, until the end of the academic year. To remain on the CI (waiting) list after this time, parents/carers must confirm they are still interested in a place by completing an In Year application form.

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.

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 and click on the link "log into the appeals system".

In Year Admissions

The school will remain part of the county council's coordinated In Year admissions scheme. You can make an in-year application online via www.hertfordshire.gov.uk/inyear or request a paper copy from the In Year team. Parents/carers should return the application form direct to the County Council (address on the form).

In Year Appeals

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/schoolappeals

7. Sixth Form admissions

Admission to the Sixth Form (Year 12) is open to any applicant (internal or external) who meets the minimum academic standards.

A deadline for applications (internal and external) will be published after Sixth Form Open Evening on the School Website.

Entry Requirements

Candidates must have a minimum 35 points from their best eight GCSEs (or equivalent) and must have at least a Grade 4 in English and Mathematics. This is the same for both internal and external candidates.

The point score is determined through the addition of the numerical grades awarded from subjects that are included in the DfE approved qualification list and are included in the DfE performance tables. All subjects are equally valid for inclusion in the calculation of the best eight results.

All applicants are expected to meet the minimum entry requirements in each A level subject they wish to study as published annually in the Sixth Form Prospectus.

Only applicants with a minimum of 58 points may be permitted to study 4 A Levels.

Application Process

Internal and external applicants must submit an on-line application form which will be made available after Sixth Form Open Evening. An internal candidate is defined as 'a student who took their GCSE examinations whilst on roll at Queens' School in Year 11'.

If the applicant's predicted GCSE grades meet the entry requirements, they may be invited to the School to meet a senior member of staff to discuss the suitability of their subject choices.

All applicants will receive notification of any conditional offer of a place, subject to final GCSE results and will be required to accept this place by a given date on the conditional offer letter.

Applicants who were unsuccessful in receiving a conditional offer will be notified by email and invited to contact the school upon receipt of their GCSE results. If they still wish to be considered for a place in the Sixth Form, they will be placed on a waiting list.

Internal and external applicants will need to confirm acceptance of the offered place on GCSE results day and external applicants will be required to verify their GCSE grades

Oversubscription Criteria

The school's Published Admissions Number (PAN) for external students into the Sixth Form will be 50. If spaces remain on some courses, this number can be exceeded.

In the event that places for a particular combination of subjects are oversubscribed, the following oversubscription criteria will be applied in the order listed below.

Places will be offered according to these criteria until the planned capacity for a given subject or course is reached. The school reserves the right to refuse access to subjects once planned classes are full. At this point students will be placed on a waiting list.

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 or a special guardianship order.

Rule 2 Sibling. Children with a sibling already at the school at the time of application.

Rule 3 Children of staff.

Rule 4 Children who live nearest to the school.

Tie Break Situation

If a tie-break is needed between applicants that are equally entitled to a place, then an offer will be made to the applicant whose permanent home address is closer to the School. Such applications will be assessed with respect to the proximity of the applicant's permanent residence to the School. Distances are measured using a computerised mapping system to two decimal places. If 2 applications have addresses that measure the same distance from the school then the tie-break will be in the form of a lottery supervised by a person who is wholly independent of the school. 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.

Process After Publication of Results

Internal and external applicants who require no course changes and have accepted a place by the deadline will then be admitted.

Applicants who require a course change or are on a waiting list or had previously applied to the Sixth Form and whose GCSE results meet the relevant criteria may be considered at this stage for any remaining places.

Any further offers will then be made subject to the following provisions:

- The applicant has contacted the School with reference to qualifying grades and has completed an application form for the Sixth Form;

- the applicant has the requisite qualifying grades to meet the overall entrance requirement for a place in the Sixth Form and, specifically, for the preferred subjects as stated originally on the option sheet;
- a vacancy exists for the combination of subjects required.

In the event of oversubscription for a specific subject combination then the provisions outlined will be applied.

The School may withdraw an offer of a place if an applicant has failed to confirm their GCSE results and their uptake of a place by 11.00 the day following GCSE results publication. Similarly, the School will withdraw a place that has been offered on the basis of a fraudulent or intentionally misleading application from a parent or student.

Continued interest (waiting 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.

Right of Appeal

If an application is refused, there is a statutory right of appeal. Further details of the appeal procedure will be provided with the letter explaining why the application has been refused. Appeals against non-admissions may be lodged by the parent/carer or the student.

Parents/carers should log into www.hertfordshire.gov.uk/schoolappeals, click on the link "6th form appeals" and follow the instructions.

Unsuccessful appeals do not compromise an applicant's position on the waiting lists.

SLT: Mr Morrell

Committee: Curriculum and Staffing

Trustee Approved: 11 December 2025

Review Date: Annual

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