



# **QUEEN ELIZABETH'S SCHOOL**

## **Admissions Criteria and Information – a Guide for Parents**

**September 2013 Admissions**

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**Queen Elizabeth's School**  
Queen's Road, Barnet, Hertfordshire, EN5 4DQ

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Admissions Secretary	Extension 273
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Website	<a href="http://www.qebarnet.co.uk">www.qebarnet.co.uk</a>
Establishment Number	302 5401
School Status	Academy
Headmaster	Mr N.J. Enright MA(Oxon), MBA, FRSA
Chairman of Governors	Mr B.R. Martin FRICS, IRRV

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**A day, selective school for boys aged 11 -18**

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The following information can be found elsewhere on the School's website [www.qebarnet.co.uk](http://www.qebarnet.co.uk)

- Public Examination Results and other statistical information
- School Inspection Reports

Please contact the School if you would like a paper copy of these documents.

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# **APPLYING TO QUEEN ELIZABETH'S**

## **INTRODUCTION**

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Thank you for the interest you have shown in Queen Elizabeth's. We hope that you have enjoyed reading all the information about the School which is available in the prospectus, in the school brochure and on the School's website, and that you have found it to be helpful.

The purpose of this guide is to set out the approved Criteria for Admission and to give information about the entrance test and application processes. If you do decide that you wish to apply for a place at the School for your son, we would like to suggest that you read the following guidelines carefully in order to give him the best possible chance of gaining admission to Queen Elizabeth's.

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## CRITERIA FOR ADMISSION IN SEPTEMBER 2013

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Queen Elizabeth's is a designated grammar school, and is a selective, single-sex, non-denominational school with academy status, providing education for boys from the age of 11 to 18.

The number of intended admissions at age 11 for the year commencing September 2013 will be 180.

Parents who are considering applying for a place at the School for their son should read carefully both these criteria and the Admissions Guide for Parents (published alongside these criteria) in order to give their son the best chance possible to secure a place at Queen Elizabeth's. The Governors will work closely with the local authority and participate fully in their scheme for coordinated admissions.

Consideration will be given initially to those applicants whose Common Application Forms are submitted and received before the published deadline, and places allocated accordingly. Only then will the Governors consider applications received after the deadline.

Repeat applications will not be considered in the same academic year.

### **Requests to sit the entrance tests**

Pupils will be admitted at age 11 with reference to their suitability for the nature of the education offered by the School. All places will be allocated on the basis of academic ability, established by selection tests to be held in the autumn prior to the year of admission. All entrance tests will be taken at the venue designated by the School.

Parents will be required to complete an entrance test request form to indicate their wish for their son to sit the selection tests. Each candidate will sit two tests on the same day. The scores for each test will be standardised, and then combined. Candidates will be listed in the rank order of their combined scores. Those candidates achieving the combined score set out in the accompanying Admissions Guide for Parents, or higher than this score, will be deemed to have met the standard required by the Governors to be eligible to be considered for admission to the School. Achieving this standard is not a guarantee that a place will be offered.

Prior to the deadline for making applications to schools, parents will be informed of the outcome of the selection tests. They will be told either that:

- i) Their son has achieved a score which meets the standard required by the Governors, and is therefore eligible to be considered for admission to the School

or that:

- ii) Their son has achieved a score which does not meet the standard required by the Governors, and that he is therefore not eligible to be considered for admission to the School.

### **Applications for places at the School**

All applicants for places at the School must complete a Common Application Form and return it to their home local authority.

If 180 applicants or more have achieved the standard required by the Governors, places will be offered to the 180 applicants placed highest in the list obtained by ranking applicants in the order of their combined scores in the selection tests as described above. In the event of two or more applicants scoring the same mark, the rank order for allocation of places will be determined by the distance measured in a straight line between the front door of the applicant's home and the main School gate, with the closest given the highest rank. *(The applicant's home means the applicant's permanent address and cannot be a childminder's or business address. It should be the same address as would be given by the applicant's primary school. When parents live separately, the application must be based on the address at which the child usually lives and from which he attends primary school. When parents live separately but the child lives equally with both parents at different addresses, the address will be taken to be the address of the main parent/carer eligible to receive Child Benefit and Child Tax Credit).*

If fewer than 180 applicants have achieved the standard required by the Governors, places will remain unfilled and available for allocation at a later date to applicants who do meet the required standard.

## **Waiting list**

Applicants who have achieved the standard required by the Governors, but have not been offered a place at the School, will be put on a waiting list in the rank order of their combined test scores. Applicants who achieved a combined test score higher than that of the lowest ranked applicant to be offered a place on National Offer Day, but who were offered a place at a school which they had ranked higher than Queen Elizabeth's in their list of preferences, will not be included on the waiting list unless their home local authority agrees to a change in their preference order. Should it be necessary to add an applicant to the waiting list at any stage, the list will be re-ranked according to the combined test scores achieved. Any places which become available will be offered to those on the waiting list in accordance with these admissions criteria. The waiting list will be maintained until 31<sup>st</sup> December 2013.

## **Appeals against non-admission**

The Governors will establish arrangements for appeals from those parents who have applied for their son to be admitted to the School, but have not been offered a place, to be heard by an Independent Appeals Panel.

## **Admission at ages other than 11**

There is only one formal point of admission to the School and this is at age 11 on secondary transfer. Pupils whose parents apply for a place in Years 7-11 at a later stage may be admitted only if a vacancy occurs and if that pupil's academic ability meets the requirements of the Governors. Parents wishing to apply for a place in Years 7-11 after the normal point of intake must contact the School direct. There is no formal point of admission into the Sixth Form.

The local authority may require the School to admit exceptionally a child who is of the necessary academic standard, either outside the normal admission arrangements or in excess of the published admission limit.

*The following information is not part of the statutory admissions criteria for the School, but is intended to give parents guidance about the entrance tests and the applications process. The statutory criteria take precedence in all circumstances.*

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## **ENTRANCE TESTS**

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In order for your son to be invited to sit the entrance tests, you will need to complete an entrance test request form. The form can be accessed and submitted electronically from the admissions section of the School's website. Paper forms are available on request. The deadline for submission of entrance test request forms is noon on 3<sup>rd</sup> September 2012, though we would strongly encourage parents to submit forms by Friday 20<sup>th</sup> July 2012 as the School will be closed for the summer holidays from the following day. Please note that if your form is received after the deadline in September, it will not be possible to invite your son to sit the entrance tests.

The entrance tests will take place on Friday 28<sup>th</sup> September 2012. Details of the arrangements for the tests will be confirmed in writing approximately one week before this date. We are very aware that young boys can be nervous on occasions such as these, and we will endeavour to put all the candidates at their ease.

Each candidate will sit two test papers in a single session. Both tests will be in a multiple choice format, one containing questions on English, and the other containing questions on Mathematics.

After the tests are completed they will be marked, and the scores achieved will be standardised taking account of the ages of the candidates. The scores from the two tests will be combined to produce a single, overall entrance test score for each candidate. All candidates will then be placed in the rank order of their combined scores. Those candidates achieving a combined score of 210 or higher will be deemed to have met the standard required by the Governors to be eligible to be considered for admission to the School.

We will write to you in October to inform you of one of the following:

- i) Your son has achieved a score which meets the standard required by the Governors, and is therefore eligible to be considered for admission to the School

or:

- ii) Your son has achieved a score which does not meet the standard required by the Governors, and he is therefore not eligible to be considered for admission to the School.

We must emphasise that meeting the standard required by the Governors is not a guarantee that a place at the School will be offered. It is intended that 180 boys will be admitted into year seven, but likely that more than this number will meet the standard required to be eligible to be considered should they choose to apply.

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## APPLICATION PROCESS

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The School participates in the scheme for coordinated admissions which is operated by local authorities. The coordinated admissions process begins with the submission of applications in the autumn before your son is due to start secondary school, and offers of places are sent out by local authorities on National Offer Day, which is 1<sup>st</sup> March each year.

Once you have been notified of the outcome of the entrance test, if you wish to apply for a place for your son at Queen Elizabeth's you must complete a Common Application Form which can be obtained from your local authority. This form, naming Queen Elizabeth's, should be completed carefully and returned to your local authority by the published deadline.

- On this form you will be able to state the names of the schools to which you are applying in order of preference.
- The order of preference in which you rank the schools will not be passed on to the schools themselves.
- It is normally the case that we receive many applications for our places. If you decide to apply to Queen Elizabeth's you should not be concerned about this with regard to ranking your chosen schools in order. If you place Queen Elizabeth's as your first preference and then you are not offered a place, you will not jeopardise your chances of being given a place at those other schools you have named.
- The local authority will look at your rank order if more than one application which you have made is successful. You will be offered at place at the school which you have ranked highest amongst those for which your application meets the admissions criteria. You are therefore strongly advised to rank the schools to which you are applying in your genuine order of preference.

If you do not complete a Common Application Form naming Queen Elizabeth's as one of your preferred schools and return it to your local authority by the specified date, then even if your son has taken our entrance tests and performed well in them, your local authority will not offer him a place here at any stage of the coordinated admissions process as no application for a place at the School will have been made.

Once the list of applicants has been compiled, it will be ranked in the order of the combined scores achieved in the entrance tests. The list will then be returned to the local authority so that places can be offered, up to a maximum of 180, within the scheme for coordinated admissions. You will receive a letter in March to inform you either that your son has been offered a place at the School, or that we are unable to offer your son a place at that time, but his name has been placed on the waiting list. (Please see the admissions criteria above for information on the waiting list).



## **Late Applications**

It is essential that your application is submitted by the published deadline as we have no discretion whatsoever if an application is received after this. You should note that consideration will be given initially to those applications received before the published deadline and places allocated accordingly. Only then will the Governors consider any applications received after the deadline.

## **Pupils with Disabilities**

It is a requirement that without exception all our places are allocated on the basis of academic ability. The Governors are anxious to ensure that no parent who has a child with a disability is dissuaded from making an application to the School. If your son has a disability and may require particular arrangements to be made during the assessment process, then we ask you to provide the relevant information on the entrance test request form as we intend that no candidate is disadvantaged in any way. A copy of the School's Accessibility Plan is available on request.

## **Withdrawal of Places**

Please be aware that checks may be undertaken to ensure that a pupil admitted to the school is the pupil who was named on the application form and who undertook the assessment procedures. If a place is secured on the basis of a fraudulent application which effectively denies admission to a child with a stronger claim, then that place will be immediately withdrawn.

## **Appeals**

Those parents who have applied to the School but have not been offered a place for their son will be able, if they wish, to appeal to an independent Appeals Panel established by the Governing Body. Details of appeal arrangements and procedures will be sent to parents who request them in writing. A timetable for the appeals process will be placed on the School's website.

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## SUMMARY

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To apply for a place at Queen Elizabeth's you must:

- Complete an entrance test request form and return it to the School by noon on 3<sup>rd</sup> September 2012.
- Once the outcome of the entrance test has been notified to you, complete a Common Application Form naming Queen Elizabeth's as one of your preferred schools, and return it to your local authority by the published deadline.

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## KEY DATES FOR 2013 INTAKE

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Tuesday 1 <sup>st</sup> May 2012	Entrance test request forms available
Thursday 5 <sup>th</sup> July 2012	School Open Evening
Friday 20 <sup>th</sup> July 2012	Preferred date by which entrance test request forms should be received at the School
<i>Saturday 21<sup>st</sup> July to Sunday 2<sup>nd</sup> September 2012</i>	<i>School closed for summer holiday – please note that it may not be possible to address queries raised during this period or to respond to telephone calls</i>
Monday 3 <sup>rd</sup> September 2012 (noon)	Final deadline for receipt of entrance test request forms at the School
Friday 28 <sup>th</sup> Sept 2012	Entrance Test
Friday 5 <sup>th</sup> October 2012	Reserve Entrance Test ( <i>This date is only available for those children who were unable to attend the entrance test on 28<sup>th</sup> September due to illness or another approved reason</i> )
Friday 12 <sup>th</sup> October 2012 *	Entrance test outcome letters posted to parents
As published by your home local authority	Deadline for submission of Common Application Forms
Friday 1 <sup>st</sup> March 2013	National Offer Day

*\* This date is provisional and subject to change*