



## Queen Mary's SCHOOL

### 15a ADMISSIONS POLICY

This policy has been written in accordance with the ISI Commentary on the Regulatory Requirements 2020. Queen Mary's School acknowledges the school's legal duties under the Equality Act 2010, in respect of safeguarding and in respect of pupils with special educational needs.

#### Overview

Queen Mary's School is an independent day and boarding school in North Yorkshire for girls aged 4 to 16, and boys aged 4 to 7, with flexi, weekly and full boarding available for girls aged 7-16.

Queen Mary's School's Mission Statement is *Ut Serviamus*, (in order that we may serve). All pupils are challenged to do their best, serve others, show compassion and act with integrity. The Christian community values, nurtures and respects every individual with the aim of delivering an individual bespoke education to all pupils.

Queen Mary's School...

- Strives for excellence in every endeavour
- Loves life and enjoys learning
- Nurtures spirituality and personal growth
- Respects individuality and embraces diversity
- Enhances character and builds resilience
- Creates independent young people
- Makes strong and lasting friendships

Admission is based on whether the school believes that the applicant will benefit from a Queen Mary's education and whether the school can fully meet the needs of the individual. In setting criteria and creating procedures that are fair to all applicants, the school expects pupils to support the ethos and standards of Queen Mary's School, to contribute to the school community and benefit from the many opportunities that are offered. The school is registered as a Child Student Sponsor with UKVI and complies with Student Sponsor Guidance, Sponsorship Duties 2021.

#### Equality and Diversity

The school welcomes all pupils irrespective of their race, religion, sexual orientation, socio-economic group, culture, linguistic background or gender (within the current framework of the school). Queen Mary's is a Christian community that welcomes applicants from all religions. Further information regarding equal opportunities can be found in the Equal Opportunities Policy (17a).

#### Scholarships and Bursaries

Honorary Scholarships are awarded to both internal and external candidates who demonstrate a particular aptitude for academic work, Art, Music, Sport or Riding. The Queen Mary's School Bursary Programme is designed to broaden access to the School by offering to eligible parents/guardians financial support towards the payment of fees. Further information can be found in the Scholarship and Bursaries Policy that can be requested from the Bursar or the Head of Marketing & Admissions.

## Prearranged Fee Remissions

The school offers 10% sibling discount and 10% MOD and clergy remission from the annual basic school fees detailed on the website.

## Special Educational Needs, Disability and Accessibility

Queen Mary's School is inclusive and welcomes applicants with special educational needs and disabilities. Please see the Support for Learning Department Special Educational Needs and Disabilities (SEND) Policy (3b) for further information.

It is essential that parents/guardians of applicants inform the school on the Registration Form (Appendix A) of any known disabilities, special educational or behavioural needs that could prevent the applicant taking full advantage of a Queen Mary's education. During the registration process parents are also required to submit any relevant reports from Educational Psychologists or medical professionals confidentially to the School Nurse in a sealed envelope. Due consideration by appropriate parties will be given as to whether Queen Mary's School can meet the needs of the individual. The school will act with integrity and complies with its responsibilities under the Equality Act 2010 and welcomes anyone that, with reasonable adjustments, it can adequately accommodate.

## The Admissions Process

- All enquiries are handled by the Admissions Office (01845 575040, [admissions@queenmarys.org](mailto:admissions@queenmarys.org))
- Where possible the Admissions Team will contact the parent/guardian by telephone
- Information requested is sent digitally or by post as quickly as possible and all personal data is held following the school's Privacy Policy
- Visits to the school are strongly recommended and therefore the school hosts regular Open Days throughout the year and offers individual visits at parents/guardians' earliest convenience. Details of Open Days are published on the website
- Completion of a Pupil Registration Form (Appendix A) and payment of the Registration Fee of £75.
- Offers are made based on the specific Pre-Prep, Prep and Senior School processes (detailed below)
- Places are confirmed upon payment of the deposit and signing of the parent/guardian contract.
- Applicants are asked for verification of their identity using a passport or birth certificate.

Parents/guardians with a child in education at another school are asked to discuss the possible transfer with the Head of that school.

The school acts in accordance with the Education (Pupil Registration) (England) Regulations 2006, the DfE Guidance, Children Missing Education (Sept 2016) and the ISI Commentary on the Regulatory Requirements 2020. Queen Mary's School maintains an Admissions Register and is required to share information with North Yorkshire County Council and other relevant local authorities (where possible) at non-standard transitions, when admitting an applicant who is joining after the beginning of the school's first year or leaving before completing the school's final year. North Yorkshire County Council has also asked the school to share details at standard transitions and to provide nil returns each month if no activity has taken place within the month. Data is collected using the Pupil Registration Form (Appendix A) and where reasonably possible the Leaver Form (Appendix B).

In the case of over-subscription, the school will follow the Admissions criteria below:

- Siblings
- Boarders
- The date of registration

## Application for a Place in Pre-Prep and Prep School (Reception to Year 6)

The main point of entry into Queen Mary's Pre-Prep and Prep School is in September, although the school accepts applications for entry at other times, subject to availability.

For applicants wishing to be considered for admission, following registration, a Taster Day (including an overnight stay for potential boarders) with the year group they would like to join is recommended. During this visit an informal observation is undertaken to ensure that Queen Mary's School can fully meet the

applicant's needs. For applicants who may need to access any special educational needs provision, the Support for Learning Department will assess the applicant's numeracy and literacy during an informal one-to-one assessment. This assessment will aim to gain an understanding of the levels at which the applicant is working and to diagnose whether extra support or formal assessment is necessary. No preparation is required prior to this assessment. Reports will also be requested and applicants will meet with Queen Mary's Head and where appropriate other staff.

Due to the COVID-19 pandemic, the school is following Government guidance and making changes to the admissions process where necessary. Please contact [admissions@queenmarys.org](mailto:admissions@queenmarys.org) for further information.

All pupils confirmed for September admission will be invited to the New Pupils' Day at Queen Mary's School in the June, prior to entry.

### **Application for a Place in the Senior School (Year 7 to Year 11)**

The main point of entry into Queen Mary's Senior School is in September for 11+ and 13+, although the school accepts applications for other year groups and applications for entry at other times, subject to availability.

For applicants wishing to be considered for admission, following registration, a Taster Day (including an overnight stay for potential boarders) with the year group they would like to join is strongly recommended.

Applicants are invited to attend Assessment and Taster Day in Spring Term where, in line with Queen Mary's culture, high expectations and nurturing ethos, the school takes a holistic approach with exciting activities alongside written assessment. Where the Admissions process does not allow for a Spring Term assessment, applicants are able to undertake an assessment during their Taster Day. Pupils with special educational needs are offered a one-to-one appraisal with Queen Mary's Support for Learning Department. No preparation is required prior to any assessment. Reports will also be requested and applicants will meet with Queen Mary's Head and where appropriate other staff.

Due to the COVID-19 pandemic, the school is following Government guidance and making changes to the admissions process where necessary. Please contact [admissions@queenmarys.org](mailto:admissions@queenmarys.org) for further information.

All pupils confirmed for September admission will be invited to the New Pupils' Day at Queen Mary's in the June prior to starting.

### **Complaints**

Parents/guardians or applicants who have a grievance or complaint in relation to the Admissions process may use the school's complaints procedure detailed in the Complaints Policy (33a) available on the school website.

### **Misbehaviour and Exclusions**

Information can be found in the Behaviour Management Policy (9a).

Mrs J Hirst

Head of Marketing & Admissions

Reviewed: January 2022

Next review date: January 2023



**PUPIL REGISTRATION FORM – CONFIDENTIAL**  
 To be completed by all persons with parental responsibility<sup>1</sup> for the child  
 PLEASE USE BLOCK CAPITALS

**YOUR CHILD**

<b>Surname of child:</b>			
<b>First name(s) [in full]:</b>			
<b>Preferred name:</b>			
<b>Birth sex:</b>	Boy:	Girl:	
<b>Date of birth:</b>			
<b>Nationality:</b>	British:		
	Other European: <i>(please specify)</i>		
	Other non-European: <i>(please specify)</i>		
<b>Registration for:</b>	Day:	Boarding: (flexi/weekly/full)	
<b>Agent:</b>	<i>(If applicable)</i>		
<b>Proposed date of admission:</b>	Term and year of entry:	Year Group:	
<b>Is English your child's first language? <i>(If not, please state his/her first language)</i></b>			

Please state name and address of the present school or educational institution (with date of entry):

Name of Head (or equivalent):

Please mention here the names of any family attending the School, registered for entry, or with any other connection with the School:

<sup>1</sup> Parental responsibility is defined in the Children Act 1989 as "all rights, duties, powers and responsibilities and authority which by law **a parent** of a child has in relation to the child and his or her property". It equates to legal responsibility for the child. If you have any doubts about whether you do or do not have parental responsibility for the child you may wish to seek legal advice.

## PARENTS/GUARDIANS' DETAILS

Please ensure more than one emergency telephone number is included and circle parent/s that the child normally lives with.

Relationship to child:	Father*		Mother*
Title:			
Full name:			
Full address:			
Occupation:			
Company:			
Nationality:			
Home tel:			
Work tel:			
Mobile tel:			
E-mail address(es):			
*If you have parental responsibility for the child in a capacity other than as a parent of the child, please state your relationship to the child here:			

Are there any circumstances or conditions including any known special educational, disability or behavioural needs relating to your child of which the School should be aware may prevent the child taking full advantage of a Queen Mary's education? Please tick as appropriate:

ADHD	<input type="checkbox"/>	Allergies <i>(please specify below)</i>	<input type="checkbox"/>	Asperger Syndrome	<input type="checkbox"/>
Autism	<input type="checkbox"/>	Dyslexia	<input type="checkbox"/>	Dyspraxia	<input type="checkbox"/>
Hearing impairment	<input type="checkbox"/>	Visual impairment	<input type="checkbox"/>	Other <i>(please specify below)</i>	<input type="checkbox"/>

If applicable, please enclose the relevant Education Psychologist's, medical, special needs or other reports in a sealed envelope marked 'confidential' for the attention of the School Nurse. Envelopes available from the Admissions Office.

Are there any special arrangements that your child may require for assessments?

Do you wish to apply for Bursary Assistance towards the fees?

Bursary assistance may be offered, subject to confirmation of financial status, and is subject to review. Details of arrangements for Bursaries and application forms can be requested from the Bursar.

Do you wish to apply for an Academic/Music/Sport/Art/Riding Scholarship or Senior Choristership?

Honorary Scholarships are available at 11+, 12+ and 13+. Details of the arrangements for assessment of scholarships will be sent to everyone who expresses an interest. Scholarships are awarded in recognition of excellence in a subject, **not** for financial support. Applicants are welcome to apply for a bursary and scholarships.

**DECLARATION**

We (as the holders of parental responsibility for him/her) request that the name of the above-named child be registered as a prospective pupil of the School and we enclose payment for the non-refundable Registration Fee of £75.

Cheques should be payable to "Queen Mary's School" or payment made by electronic transfer to:

Account Name: Queen Mary's School  
Sort Code: 30-96-15  
Account Number: 02278642  
Reference: Pupil Name

Bank: Lloyds  
IBAN: GB11LOYD30961502278642  
BIC: LOYDGB21211

By signing this Registration Form we understand, accept and agree that:

1. I certify that the information submitted on this Registration Form is true and correct to the best of my knowledge. I further understand that any false or withheld statements may result in denial or revocation of a place;
2. registration of our child as a prospective pupil does not secure our child a place at the School but does ensure that our child will be considered to become a pupil at the School;
3. if our child is offered a place at the School, such an offer will be subject to the School's terms and conditions for the provision of educational services<sup>2</sup>, which will bind us (as the holders of parental responsibility for him/her) in the event (and from the moment) that we accept the place;
4. if applicable, the School may request from our child's present school or educational institution: (a) information and a reference in respect of our child; and/or (b) information about any outstanding fees and/or supplemental charges;
5. the School may, with reference to one or both of us: (i) undertake a credit check with a credit reference agency; and/or (ii) require you to provide the Bursar with a bank reference and/or an up-to-date credit report (including a credit score); and
6. the School may process any personal data about us (or either of us) and our child, including sensitive personal data about our child (such as medical details), for the purposes of:
  - (i) administering its list of prospective pupils;
  - (ii) its registration, selection and/or admission procedures, including as set out above; and
  - (iii) communicating with the parents of prospective pupils about the School and generally managing relationships between the School and its prospective pupils.

<b>Signed by:</b> ..... <i>(signature)</i> ..... <i>(print name)</i> ..... <i>(date)</i> ..... <i>(relationship to child)</i>	<b>Signed by:</b> ..... <i>(signature)</i> ..... <i>(print name)</i> ..... <i>(date)</i> ..... <i>(relationship to child)</i>
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Please return this completed form to:  
Admissions, Queen Mary's School, Baldersby Park, Topcliffe, Thirsk, North Yorkshire, YO7 3BZ.

<sup>2</sup> A copy of the current terms and conditions (known as the School's parent contract) is available for your information upon request at any time, but please note that the version of the parent contract supplied may be subject to change prior to the point in time when a place at the School for your child may be offered.



LEAVER FORM – CONFIDENTIAL

PLEASE USE BLOCK CAPITALS

PUPIL INFORMATION

(This information will be shared with North Yorkshire County Council<sup>1</sup>)

Surname:	
First name(s) [in full]:	
Date of birth:	
New full address: (if applicable)	
Destination school / university or other:	
Enrolment date (First day of attendance) at destination school / university or other:	

Signed by:	
..... (signature)	..... (print name)
..... (date)	..... (pupil or relationship to pupil)

Please return this completed form to:  
Admissions, Queen Mary's School, Baldersby Park, Topcliffe, Thirsk, North Yorkshire, YO7 3BZ.

For office use only:  
Date leaver information shared with the relevant local authority .....

<sup>1</sup> The school acts in accordance with the Education (Pupil Registration) (England) Regulations 2006, the DfE Guidance, Children Missing Education (Sept 2016) and the ISI Commentary on the Regulatory Requirements 2018. Queen Mary's School maintains an Admissions register and is required to share information with North Yorkshire County Council non-standard transitions, when admitting an applicant who is joining after the beginning of the school's first year or leaving before completing the school's final year. North Yorkshire County Council has also asked the school to share details at standard transitions and to provide nil returns each month if no activity has taken place within the month.