



Queen Mary's SCHOOL

15a ADMISSIONS POLICY

This policy has been written in accordance with the ISI Commentary on the Regulatory Requirements 2018. 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 2 to 16, and boys aged 2 to 7, with flexi, weekly and full boarding available for girls aged 7-16.

Queen Mary's School's Mission Statement is *Ut Serviamus*, (so 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.

Currently all pupils are British or European as the school is not registered for a Tier 4 sponsor licence.

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 at 11+, 12+ and 13+ to both internal and external candidates who demonstrate a particular aptitude for academic work, Art, Music, Sport or Riding. In special circumstances girls from other age groups within the Senior School may be awarded honorary Scholarships. The Queen Mary's School bursary programme is designed to broaden access to the School by offering to eligible parents/guardians means-tested financial support towards the payment of fees. Further information can be found in the Scholarship and Bursaries Policy that can be requested from the Head of Finance and Estates.

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 disability, special educational or behavioural needs that could prevent the applicant taking full advantage of a Queen Mary's education. During the registration process they 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)
- Where possible the Registrar 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 Mornings throughout the year and offers individual visits at parents/guardians' earliest convenience. Details of Open Mornings 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 Early Years, Pre-Prep and Prep, and Senior School processes (detailed below)
- Places are confirmed upon payment of the deposit and signing of the parent/guardian contract.

Parents/guardians with a child in education at another school are asked to discuss the possible transfer with the Head of that school. Queen Mary's School may not accept an applicant from another independent school if the desired notice has not been given or fees paid in lieu of notice have not been paid to that school and if any financial obligations have not been fulfilled.

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 and other relevant local authorities (where possible) 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:

- Applicants with siblings currently attending Queen Mary's School.
- The date of registration.

Application for a Place in Early Years

Queen Mary's School Early Years Department provides education, based on the Early Years Foundation Framework, on a sessional basis, for 2-4 year olds. Entry into Early Years can take place at any point in the year, subject to the availability of places.

Following an enquiry, the Admissions Office will arrange a convenient time to visit Early Years when children are encouraged to engage in the activities whilst parents/guardians are free to speak with staff, being mindful of their primary responsibility to the children within their care.

An application for a place should then be made using the registration form and parents/guardians will be asked to indicate which sessions they would like their child to attend and a preferred start date.

Following the offer of a place being made, the Admissions Office will invite the child to return for an introductory session. Depending on the individual family or child, parents/guardians may wish to stay with their child, or may wish to leave the child, either for a session or for the full day. If the child is under the age of 2 at this stage the parent must stay with their child.

To accept a place in Early Years parents/guardians must return the parent contract and relevant documentation.

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 from the previous school and applicants will meet with Queen Mary's Head and where appropriate other staff.

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 S3 (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 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 Day in January 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 January 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 from the previous school and applicants will meet with Queen Mary's Head and where appropriate other staff.

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 available on the school website.

Misbehaviour

Queen Mary's School has high expectations in regard to pupil and staff behaviour. Excellent behaviour is an integral and valued part of life at Queen Mary's School.

The school aims to ensure that:

- Every child in our care feels safe, protected, has the space and time to flourish both personally and intellectually
- The environment both in class and outside is at all times, happy, purposeful and provides stimulation, challenge and support
- The children in our care can see that good behaviour is something always to aspire to and that it is recognised and rewarded
- Every child can appreciate that the sanctions imposed for poor behaviour are fair and in proportion to the transgression
- Every child can see that we sanction poor behaviour but Queen Mary's School forgives and allows pupils to learn from their mistakes
- Staff feel supported and have confidence in the rewards and sanctions they give
- Parents feel confident that their child is being recognised for their good actions and that their behaviour is being monitored to ensure they grow to be good citizens.

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

Exclusions

It will be a rare occurrence for a pupil's behaviour at Queen Mary's to reach such an unacceptable level that it is necessary to suspend, exclude or expel her. However, an action plan needs to be in place in case of such an eventuality. As a sanction there are three levels of exclusions:

- Suspension: usually a fixed short-term period, extending over a period of one to five days. This can be internal or external
- Exclusion: for a longer fixed term period over 5 days
- Expulsion: a permanent exclusion.

Decisions regarding exclusions:

- The decision to suspend can only be taken by the Head, who will inform the Chairman of the Governors
- The decision to exclude or expel a pupil can only be taken by the Head in consultation with the Chairman of the Governors.

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

Mrs J Hirst
Head of Marketing & Admissions

Reviewed: February 2019
Next review date: February 2020

APPENDIX A – PUPIL REGISTRATION FORM



PUPIL REGISTRATION FORM – CONFIDENTIAL

To be completed by all persons with parental responsibility¹ for the child
PLEASE USE BLOCK CAPITALS

YOUR CHILD

Surname of child:			
First name(s) [in full]:			
Preferred name:			
Sex:	Boy: <input type="checkbox"/>	<input type="checkbox"/>	Girl: <input type="checkbox"/>
Date of birth:			
Nationality:	British:	<input type="checkbox"/>	<input type="checkbox"/>
	Other European: <i>(please specify)</i>	<input type="checkbox"/>	<input type="checkbox"/>
	Other non-European: <i>(please specify)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Registration for:	Day: <input type="checkbox"/>	<input type="checkbox"/>	Boarding: <input type="checkbox"/>
Proposed date of admission	Term and year of entry:		
Is English your child's first language? <i>(If not, please state his/her first language)</i>			

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:

¹ 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:			
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 that 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 annual review. Details of arrangements for Bursaries and application forms can be requested from the Head of Finance and Estates.

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

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

Bank: Lloyds

Sort Code: 30-96-15

IBAN: GB11LOYD309602278642

Account Number: 02278642

BIC: LOYDGB21211

Reference: Pupil Name

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

1. 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;
2. 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 services², 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;
3. 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;
4. 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 School's Bursar with a bank reference and/or an up-to-date credit report (including a credit score); and
5. 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.

<p>Signed by:</p> <p>.....</p> <p><i>(signature)</i></p> <p>.....</p> <p><i>(print name)</i></p> <p>.....</p> <p><i>(date)</i></p> <p>.....</p> <p><i>(relationship to child)</i></p>	<p>Signed by:</p> <p>.....</p> <p><i>(signature)</i></p> <p>.....</p> <p><i>(print name)</i></p> <p>.....</p> <p><i>(date)</i></p> <p>.....</p> <p><i>(relationship to child)</i></p>
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Please return this completed form to:

Admissions, Queen Mary's School, Baldersby Park, Topcliffe, Thirsk, North Yorkshire, YO7 3BZ.

² 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.

APPENDIX B – LEAVER FORM



LEAVER FORM – CONFIDENTIAL

PLEASE USE BLOCK CAPITALS

PUPIL INFORMATION

(This information will be shared with North Yorkshire County Council or other local authorities where relevant and possible¹)

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

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