



ADMISSIONS POLICY

Queen's College, London

Due for review Summer 2027

Purpose of the Policy

This policy sets out the principles, criteria and procedures governing the admission of pupils to Queen's College, London, ensuring transparency, fairness and compliance with statutory requirements.

Scope

- Applies to all prospective pupils and parents
- Covers entry at 11+, 12+, 13+, 14+ and 16+ (pupils are only very rarely admitted at 15+ and 17+)
- Applies to all admissions decisions, including bursaries and scholarships

Roles and Responsibilities

- Principal – final admissions decisions
- Head of Admissions – administration and coordination
- QCPS Co-Heads – recommendations for internal applicants
- Parents – provision of accurate information and reports

Admissions Principles and Oversubscription

Admissions Principles

Queen's College is an academically selective secondary school. Pupils are admitted by the Principal on the basis of online or written assessments, interview and references given by any previous school(s) of the College's choosing. It should be noted that pupils from Queen's College Preparatory School (QCPS) and pupils with a family connection to Queen's (e.g. a sister currently at the College) have to gain entry on their own merit; there is no guaranteed right of entry, though most QCPS pupils will receive early offers in Year 5 or Year 6 without having to sit the 11+ examination.

Oversubscription and Tie-Break Considerations

At times, when choosing between candidates who have performed at a similar level in any entrance tests taken, special consideration may be given to:

- a candidate's performance at interview
- their likely contribution to the College wider life (drama, music, sport etc)
- an applicant who, if admitted, would attend the College concurrently with a sister

Points of Entry

The main points of entry to Queen's College are at 11+ (entry into Year 7) and 16+ (entry into Year 12). There may be occasional places available at other points, but pupils are only very rarely admitted into Year 11 or Year 13.

Admissions Procedures

The Head of Admissions is responsible for application procedures, registering applicants and arranging assessments and interviews. Procedures vary according to the point of entry:

- For entry at 11+, the procedures of the London 11+ Consortium are followed. The Consortium code of practice, deadlines, and examination familiarisation material are all available on the Consortium's website. The College interviews all applicants, usually after the time of the examinations which are sat in the winter preceding entry, though applicants from QCPS may be interviewed at a different time (see below). It is important to note that, in most circumstances, the College will interview before downloading test results. Academic, Art, Dance, Drama, Sport, Performing Arts, Music and All Round Scholarships are offered as part of the 11+ entry process. All applicants are considered for academic scholarships, while for Art, Drama, Dance, Sport, Performing Arts and Music scholarships there is an additional assessment for candidates who have indicated that they would like to be considered. Offers are sent to parents in accordance with Consortium arrangements.
- Pupils from QCPS may be exempt from the London 11+ Consortium's test if the Principal is satisfied that the pupil is of a sufficient academic standard to be able to thrive at Queen's College. This decision will be based primarily on the recommendation of the Co-Heads of QCPS, which in turn will be based primarily on the scores which the pupil has received in assessments at QCPS. The precise scores required, and the types of test taken into account, may vary from year to year.
- The College does not allow a prospective pupil to sit the 11+ entry process on more than one occasion. An applicant who has been unsuccessful at 11+ is, however, welcome to apply at 12+ or later if occasional places are available.

- For entry at 12+, 13+ or 14+, the College requires applicants to sit entrance tests in, as a minimum, English and Mathematics. Candidates will also be invited to interview. Pupils seeking admission in these age groups may be invited to attend a 'Taster Day' with their prospective year group to ensure they feel comfortable at the College.
- For entry at 16+, candidates are usually interviewed by the Principal and Director of the Senior College, and on rare occasions a written test may be set. Parents will sometimes be invited to meet with the Principal in person to discuss their daughter's application, and the prospective pupil will be welcome to attend a 'Taster Day' with current Year 11 pupils if suitable arrangements can be made. Reports and GCSE predictions are requested from an applicant's current school, and the Principal may seek a confidential reference from the pupil's current Head, or another member of staff at the pupil's current school who knows them well. Offers are usually made soon after interview and once references have been received. They are conditional on the pupil meeting the College's criteria for entry to the Senior College, though in some circumstances different requirements may be set at the discretion of the College.
- Academic, Art, Dance, Drama, Sport, Performing Arts, Music and All Round Scholarships may be offered as part of the 16+ entry process for those who sit the relevant tests and assessments before the September of entry.
- While it is expected that existing Queen's Year 11 pupils will progress into the sixth form, this is not automatic but is dependent on previous good conduct and on meeting minimum GCSE grade requirements for A-level study.

Equality, Diversity and Inclusion

The aim of Queen's College is to encourage applications from pupils with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for their adult lives. Following appropriate means testing, Bursaries may be offered in order to allow as many as possible who meet the College's admissions criteria to join the school. Queen's College is committed to equal treatment for all, regardless of a candidate's race, ethnicity, religion, disability, sexual orientation or social background. The College's provision for bursaries is described in the separate Bursaries Policy.

Special Educational Needs and Disabilities (SEND)

Queen's College does not discriminate in any way regarding entry. The College welcomes pupils with special educational needs and disabilities (SEND) providing that its Neurodiversity and Adapted Learning department can offer them the support that they require and, in the case of pupils with physical disabilities, provided that our site can accommodate them. However, we strongly advise parents of children with special educational needs or physical or mental disabilities to discuss their daughter's requirements with us before she sits our entrance examinations so that the College can make adequate provision for her. Parents should provide a copy of an educational psychologist's report or a medical report if they have one. The College will discuss thoroughly with parents and their medical advisers the adjustments that can reasonably be made for the child if she becomes a pupil at the school.

Bursaries

Means-tested bursaries, up to a value of 100% remission of fees, may also be given on entry to the College. An application for a bursary should be submitted with the application to the College and, in the case of an 11+ applicant, by the designated deadline in the year before entry. Where there are more eligible applications than available bursaries, preference is likely to be given to applicants with the strongest academic potential.

Bursary awards are available only to pupils who are ordinarily resident in the United Kingdom and whose families meet the School's financial eligibility criteria. International applicants and families who are not ordinarily resident in the UK are not eligible for bursary support. In addition, applicants seeking a boarding place at 16+ are not eligible for bursary assistance, irrespective of nationality or country of residence.

Bursaries are always offered for 12 months at a time. The family will be required to undergo a financial annual review with our independent assessors, Bursary Assessment Associates (BAA). Levels of support may vary with fluctuations in income.

The School's practice is to allocate available bursary funding on entry. The School's expectation is that parents who do not choose to apply for a bursary at the time that

their child is being assessed, will not require financial support throughout the time that their child attends the school, except in unforeseen circumstances.

School's Contractual Terms & Conditions

Copies are on the School's website and will be made available to parents as part of the admissions process.

Acceptance of a Place

When parents of a prospective entrant are offered a place, and before securing it, they are sent the Acceptance Form together with the Terms and Conditions. They are required to sign an 'Acceptance Agreement Form' which serves as a legally binding contract, and to pay a deposit at the rate currently in force at the time. The deposit is returned when the pupil leaves the school, subject to any money owed.

Policy information

Policy Title	Admissions Policy
Version	v. Approved
School	Queen's College London
Category	Admissions, Inclusion & Equality
Statutory policy	Yes
Policy owner 1	Head of Admissions
Policy owner 2	Director of External Relations
Approval	Council
Submission to Council	Required
Publish on website	Required
Date of last review	Summer 2026
Approved by SLT	Approved
Staff notified	In progress
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