



JERSEY COLLEGE FOR GIRLS & JERSEY COLLEGE PREPARATORY SCHOOLS

ADMISSIONS POLICY

1. AGREED PRINCIPLES AND CRITERIA

Decisions regarding admissions to Jersey College for Girls (“**JCG**”) rest solely with the Principal of JCG who is tasked with administering this policy. Decisions regarding admissions to Jersey College Preparatory School (“**JCP**”) rest solely with the Headteacher of JCP who is tasked with administering this policy.

2. JCG ADMISSIONS CRITERIA

(a) For Sixth Form:

Normally 5A*- B or Grade 9-6 passes at GCSE, which must include English and Maths at Grade C/5 or above, with Bs or 6s in subjects (or related subjects) that students wish to study at A Level.

(b) For Occasional Vacancies in Years 8-11:

Applicants will be placed on a short waiting list for testing. When a place becomes available, they will be contacted and invited to sit the entry tests.

The criteria for entry are:

- Strong performance in Maths and English which indicates the candidate’s ability would be similar to the average ability of the year group into which she is applying.
- A positive school report indicating participation in a broad range of extra-curricular activities.
- A minimum of 100+ mean score in Year 6/9 CATs (if CATs testing has been completed).

Places will be awarded on merit. If a candidate performs well enough to be awarded a place but none is available, they will be kept on a waiting list and will be offered the next available place.

If applicants are in the UK or based abroad, arrangements can be put in place for them to sit the entrance papers at their current school under exam conditions.

(c) **Admission Procedure for entry to JCG from JCP**

Due to the close relationship between the two schools as one College, the admission procedures from JCP to JCG will be different from other Island feeder schools. Children from JCP have the right of automatic transfer into JCG.

Warning Indicators

Should the Headteacher or Principal have concerns about the appropriateness of a place at JCG, a meeting with parents will be arranged.

(d) **Admission to JCG from other Island schools**

Applicants from Island schools are in competition for the places that remain following the allocation of places to students from JCP. The admission criteria, which relate to these applicants are as follows:-

- Performance in the November entrance examination in English, Maths and Verbal Reasoning to be sat in November of the year preceding entry.
- Achieved 5S (5 Secure Age Related Expectation) or above in Teacher Assessments in English and Mathematics for the end of Year 5.
- Predicted 6S (Age Related Expectation) or above in Teacher Assessments in English and Mathematics for the end of Year 6
- A positive school report indicating strong commitment to learning and participation in a broad range of extra-curricular activities.

Places will be allocated according to rank order, considering all the assessment criteria.

An optimum time for parents to register their daughter to sit the Year 7 entrance assessment is when they are in Year 5 at primary school; they will then receive an invite to attend the College's Open Evening, which takes place early in October each year, and to put their name down to attend a 'Year 5 Taster' day at JCG in advance of the entrance assessment. A non-refundable registration fee of £80 is payable with the completed registration form.

If applicants are in the UK or based abroad, arrangements can be put in place for them to sit the entrance papers at their current school under exam conditions.

* With effect from 01/01/2021

3. **JCP ADMISSIONS CRITERIA**

(a) **Background**

JCP teaches both boys and girls in Reception (also known as "**Foundation Stage**") and in Years 1 and 2 (together known as "**Key Stage One**").

JCP teaches girls only in Years 3, 4, 5 & 6 (together known as "**Key Stage Two**").

JCP takes 33 girls and 33 boys in Reception each year. These children are organised into 3 classes of 22 with 11 girls and 11 boys in each class.

At the end of Key Stage One, the boys have the automatic right to transfer to Victoria College Preparatory School ("**VCP**") and the girls will automatically transfer to Key Stage Two at JCP.

At the beginning of Key Stage Two, 11 additional places are usually available, to make year groups of 44 girls, organized into 2 classes of 22 girls each.

(b) **For Entry at Reception (Age 4+): Admission Procedure**

Stage 1: Registration

The first requirement for admission is to complete a registration form. A non-refundable registration fee of £80* is payable with the completed registration form. Registration forms can be found on the school's website www.jcp.sch.je

Completed registration forms must only be sent to JCP within the registration timeframe as indicated below:

Birth Date	Reception Entry Year	Start Date for applications	Deadline for Applications
1 Sept 2016- 31 August 2017	2021	1 Jan 2019	30 Sept 2019
1 Sept 2017- 31 August 2018	2022	1 Jan 2020	30 Sept 2020
1 Sept 2018- 31 August 2019	2023	1 Jan 2021	30 Sept 2021
1 Sept 2019- 31 August 2020	2024	1 Jan 2022	30 Sept 2022

Please note that applications for registration after the deadline date will not be eligible for the following Stages 2 and 3.

It is the responsibility of the registering parent(s) to inform JCP in writing (by email or by letter) of any subsequent change in contact details. Where JCP is not able to contact a registered parent/carer the registration will become invalid and the registration fee will be forfeited.

The children are not assessed academically for Reception entry.

* With effect from 01/01/2021

Stage 2: Priorities

Priority places are only available at the time of the Reception intake.

Parents/carers who fulfil one or more of the following priorities will automatically be offered a place in the appropriate Reception intake subject to availability.

It is the responsibility of the registering parents/carers to inform JCP, on the Registration Form provided, if they believe they are eligible for any one or more of the following priorities listed below. **This must be done by the Deadline for Applications as itemised in Stage 1: Registration (see above).**

Proof of entitlement may be required.

Priority places will be allocated in the following order:

1. Sibling Priority

Sibling priority will be given to siblings of pupils/students at JCP, JCG*, VCP and VCJ* or those with confirmed places for any of these schools.

2. Staff Priority

Priority will be given to children of any permanent employees of either JCP or JCG at the time of the Deadline of Applications as itemised in *Stage 1: Registration* (see above).

3. Familial Priority*

Priority will be given to children of one or more of the parents (1st generation) who attended either JCP or JCG as a pupil/student themselves.

If there are insufficient places for all those with Sibling priority, places will be allocated by ballot and those not gaining an automatic place will be placed at the top of the waiting list. Places for the remaining applicants for Staff and Familial priority will then be added to the waiting list accordingly.

The Admissions Sub-Committee reserve the right to admit a pupil (into JCP) or student (into JCG) under exceptional circumstances which may also result in altering any existing waiting list(s).

* With effect from 01/01/2021

Stage 3: The Ballot

Subject to the allocation of priority places as listed in *Stage 2: Priorities* (see above), selection for the remaining places in Reception is by a ballot of the registered applicants respectively. When the ballot takes place, if a child drawn has a sibling(s) who is also in the ballot, the sibling(s) will also automatically be offered a place.

If the child drawn as the last applicant also has a sibling(s) who is still in the ballot, all relevant sibling(s) will be offered places and the previous child/children drawn will be put as 1st/2nd on the waiting list or immediately below any children from the priority list.

The ballot will take place in the October/November following the Registration deadline. Once an offer of a place is given, a non-refundable deposit of £400 is required to secure a place. This deposit will subsequently be offset against the first term's fees or forfeited if the child does not start at JCP.

Stage 4: The Waiting List

Once all the available places have been allocated, two waiting lists (one for the boys and one for the girls) are set up and all remaining registered children are drawn randomly to allocate a position on the respective waiting list.

Any applications after the deadline will be placed at the bottom of the respective waiting list.

The waiting lists are kept open until the end of the Autumn Term in Year 2.

There is no guarantee that a child on the waiting list will be offered a place at JCP. If, however, a space becomes available then it may be offered to the child at the top of the relevant waiting list, subject to relevant reports from their existing school. If a place is offered and not taken up by parents at that point in time, the child's place will either be withdrawn from the waiting list or placed at the bottom of the list depending on the parent's preference. Following the completion of the ballot, with all places having been allocated, there will be no further priority placed on the waiting lists for subsequent registrations.

NOTES:

Following registration, it is the responsibility of the registering parent(s)/carer(s) to inform JCP in writing (by email or by letter) of any change in address or prolonged periods of absence from the Island. Failure to make such notification may result in the loss of registration, the loss of a confirmed place or the loss of a waiting list place.

(c) For Entry at Key Stage 2 to JCP from other primary schools (age 7+)

JCP usually offers 11 additional places for girls to start at the beginning of Key Stage 2 each year. There is no sibling, staff or familial priority for entry into KS2.

Places are gained through an assessment process which also includes information from the girls' current schools in reading, writing and mathematics. Students are expected to be achieving at least at age-related expectation (ARE) or above, however places are offered entirely at the discretion of the school. Registration for this process is advertised on the school website and through social media in the Autumn term of Year 2 and the assessment process itself takes place in January, in the Spring term.

4. TRANSGENDER POLICY FOR ADMISSIONS

In accordance with the Education Department's *Transgender policy for admissions to single sex provided schools*, JCG and JCP at KS2 will consider at the admissions stage the gender of the prospective student in accordance with the Gender Recognition (Jersey) Law 2010. Admissions applications for students pursuing gender transition will be considered by the school with support from the Education Department and viewed on a case-by-case basis. In such situations advice will be sought from the Education Department's Principal Educational Psychologist as well as the wishes of the student and the views of their parents.

For further information please see the Education Department's *Transgender policy for admissions to single sex provided schools*.

5. APPEALS

Parents applying to JCG and JCP will only be able to appeal with regards to a failure to follow procedure as outlined in the policy correctly. Appeals should be made in writing to the Chair of Governors.

6. PAYMENT OF FEES & DISCLAIMER

[See Payment of Fees Policy](#)

For the avoidance of doubt, the termly fees are not subject to deduction in the event of school closures/reduced service (whether due to inclement weather, industrial action or other reasons). No liability is accepted in relation to any costs howsoever arising in the case of school closures/reduced service.

7. NOTICE OF INTENTION TO WITHDRAW A STUDENT FROM JCG OR JCP

The school year is divided into three terms (the Autumn Term, the Spring Term and the Summer Term) and the dates of these terms can be found on the website www.gov.je.

In accordance with the College's Fees Policy, a full term's notice of the intention to withdraw a pupil from either school must be given in writing to the Headteacher (JCP) or Principal (JCG). Accordingly, if a student is to be withdrawn from school:

- (i) notice must be given on or before the last day of the Summer Term to withdraw a pupil at the end of the following Autumn Term;
- (ii) notice must be given on or before the last day of the Autumn Term to withdraw a pupil at the end of the following Spring Term; or
- (iii) notice must be given on or before the last day of the Spring Term to withdraw a pupil at the end of the following Summer term.

In default of such notice being given, school fees for the full term which follows the date of withdrawal of the pupil shall be payable in full.

8. REFERENCE TO OTHER POLICIES:

Disability Policy

<https://jerseycollegeforgirls.com/about-us/school-policies-information/>

Privacy Policy

<https://www.jerseycollegeforgirls.com/jc-privacy-policy>

Payment of Fees Policy

<https://jcp.sch.je/wp-content/uploads/2017/04/Payment-of-Fees-Policy.pdf>

9. This Admissions Policy, details of current fees and application forms are available on the following websites:

www.jcg.sch.je

www.jcp.sch.je

Please contact the College Registrar, Mrs Kate Robertson, for further information at k.robertson@jcg.sch.je

10. Review dates: Policy to be reviewed annually

September 2020 – approved by the Governing Body Admissions Sub-Committee

September 2020