



**VICTORIA COLLEGE**  
PREPARATORY SCHOOL

<b>Policy</b>	Admissions		
<b>Reviewer</b>	Dan Pateman		
<b>Reviewed</b> <b>Changes:</b>	October 2021 <i>CYPES replaced Education Department</i> <i>Entrance process for External Candidates</i> <i>Registration fee change to £100</i>	<b>Next review</b>	October 2022
<b>Relevant CYPES policies</b>	<a href="#"><u>Transfer and Transition</u></a> <a href="#"><u>Transgender Admissions Policy</u></a>		

Victoria College Preparatory School (VCP) is a fee-paying States' primary school for boys aged seven to eleven.

The Headteacher of Victoria College Preparatory School can offer up to 75 places in any one-Year group, in accordance with the criteria outlined in this policy.

### **Entrance Process**

The first requirement for admission is to complete a registration form. A non-refundable registration fee of £100 is payable with the completed registration form. Registration forms can be found on the school's website [Register for entry - VCP.](#)

### **Pupils from Jersey College Preparatory School (JCP)**

Owing to the successful ongoing close relationship and co-operation between the two schools, all boys in Year 2 at JCP (33) will be offered a place at VCP.

Boys will be formally offered a place in late January, for entry the following September.

## **For all other applicants**

Places will be offered using the following criteria:

### 1. Academic Potential

- School Report indicating their academic potential in reading, writing and maths.
- Pupils are expected to demonstrate the ability to exceed or meet age-related expectations in all areas.

### 2. Siblings

- Siblings of current pupils/students at VCP, VCJ, JCP and JCG or those with confirmed places for any of these schools. \*

### 3. Current permanent employee

- Children of any current permanent employee of VCP, VCJ, JCP or JCG (at the time of pupil entry). \*

### 4. Family

- Children whose parents attended either VCP, VCJ, JCP or JCG. \*

*\* If a pupil does not meet the academic criteria and are in either category 2,3 or 4, places will be offered at the discretion of the School.*

If there are more applicants who meet the criteria than places available, offers will be made based on the strength of application. There may be occasions where further assessments or information may be requested for an offer to be made.

*\*priority order being given to: 1) Siblings currently at VCP 2) Current permanent employees of VCP, VCJ, JCP or JCG 3) Family links*

Places are offered entirely at the discretion of the school. Registration for entry into Year 3 closes at the end of the Autumn term, with places being offered in late January prior to Year 3 entry.

If places are available in other year groups, offers can be made at any point during the year.

### **Entrance to Victoria College**

Boys from VCP are automatically offered a place in Year 7 at Victoria College, without sitting the entrance examination, provided that by the end of Year 5 they:

- are consistently attaining age-related expectations in reading, writing and maths
- have demonstrated good behaviour and a positive attitude towards learning, as evidenced in their school reports, during their time at VCP

VCP boys who are not automatically offered a place may be considered for progression to Victoria College via:

- an interview with the Headmaster of Victoria College, who may admit candidates at his discretion
- achieving the requisite results on the entrance exam alongside external candidates

Parents of boys will be formally offered a place in late June of Year 5, for entry into Year 7.

### **Waiting List and Re-sit Candidates**

If a year group is full, boys will be added to a waiting list for each year group. If a place becomes available, the place will be offered based on the above entrance criteria. If none of the above criteria apply, date of registration will be considered. Parents will be informed of how many pupils are currently on the waiting list and their position on it (Positions on the waiting list may change considering the entrance criteria).

*\* Pupils registered on waiting lists prior to 01/11/2020 will remain in their current positions.*

### **Appeals**

Parents applying to VCP 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.

## Example School Reference

### Teacher Assessment

Date	
Child's Name	
Date of Birth	
Current School	

### ENGLISH

#### Please Tick:

#### Writing

- Working below Age Related Expectation
- Working at Age Related Expectation
- Working above Age Related Expectation

#### Reading

- Working below Age Related Expectation
- Working at Age Related Expectation
- Working above Age Related Expectation

### MATHEMATICS

- Working below Age Related Expectation
- Working at Age Related Expectation
- Working above Age Related Expectation

Additional information from school or any recent Standardised assessment results:

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**Please attach most recent school report.**

Signed	
Print Name	
Position	
Date	

Please return to [admissions@vcp.sch.je](mailto:admissions@vcp.sch.je) or The Admissions Secretary, Victoria College Preparatory School, Pleasant Street, St Helier, Jersey, JE2 4RR