



**VICTORIA COLLEGE**  
PREPARATORY SCHOOL

<b>Policy</b>	Admissions		
<b>Reviewer</b>	Dan Pateman		
<b>Reviewed</b>	December 2019	<b>Next review</b>	December 2020
<b>Changes:</b>	<i>CYPES replaced Education Department</i>		
<b>Relevant CYPES policies</b>	<a href="#">Admissions Appeals</a> <a href="#">Transfer and Transition</a> <a href="#">Transgender admissions policy</a>		

### **Admissions Policy**

Victoria College Preparatory School is a successful fee-paying States' primary school for boys aged 7-11.

The Headteacher of Victoria College Preparatory School can offer up to 75 places in any one year group if specific standards are met.

### **Entrance Procedure – Internal Candidates (pupils from Jersey College Preparatory School)**

Due to the successful ongoing close relationship and co-operation between the two schools, all boys in Year 2 at Jersey College Prep will be offered a place at VCP.

Admission to Victoria College Preparatory School from Jersey College Preparatory School will be through a process of continual assessment and close co-operation and liaison between the two schools.

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

### **Entrance Process - External Candidates**

Admission to the Preparatory School in Year 3 is by means of an assessment process in late January for entry the following September.

Pupils seeking entry into year groups other than Year 3 will undergo a similar process but the test materials will be age appropriate.

If applying for a place into Year 6, consideration will be given to the entry criteria for VCJ due to the late admission into VCP.

The 7+ entry process for external candidates consists of the following but is subject to change:-

- Reading Test
- Mathematics test
- Non-verbal Reasoning Test
- Examples of writing from current school
- Report from current school

The first three aspects of the procedure are normally conducted internally at Victoria College Preparatory School under test conditions, though it is possible, but not encouraged, to have them administered by the current school for off-island candidates.

### **Information from Feeder Schools:**

Previous academic achievement and attainment against age-related Jersey Curriculum standards, standardised scores, along with any other data including reports collected by their school will be requested and considered.

Following the January 7+ process, external candidates will be offered a place if they meet aged related expectations. If there are more successful applicants than places available, then priority will be given to those considered to have the strongest attainment.

### **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 the year group is full, a waiting list is open for each year group. The waiting list is ordered by date of application. Parents will be informed of how many pupils are currently on the waiting list and their position on it.

Should a place become available, the first pupil on the waiting list will be contacted and invited for assessment. If the pupil is unsuccessful in the assessment process, the next pupil on the



waiting list will be contacted and invited for assessment. The process will continue until a pupil on the waiting list meets the expected standard and accepts the place offered to them.

Boys who are unsuccessful will have the opportunity to re-apply, but not normally until a period of twelve months has elapsed. If there are no spaces in the relevant year group at this new point of application, the pupil will be added to the waiting list which is ordered by date of latest application.