VICTORIA COLLEGE

PREPARATORY SCHOOL

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| **Policy** | Admissions | | |
| **Reviewer** | Dan Pateman | | |
| **Reviewed**<br>***Changes:*** | September 2026<br>*Amendment to VCP Entrance procedure* | **Next review** | September 2027 |
| **Relevant CYPES policies** | | Transgender Admissions Policy | |

Victoria College Preparatory School (VCP) is a fee-paying States' primary school for boys aged seven to eleven. This means that the College is subject to the oversight of the Minister for Children and Education. It receives 22% funding per child from the Government of Jersey, but unlike fully provided schools, 78% of our fee income is received from parents or guardians.

The Headteacher of Victoria College Preparatory School may offer up to 75 places in each year group, in accordance with the criteria outlined in this policy. Each year group is a three-form entry, consisting of three classes accommodating up to 25 students in each.

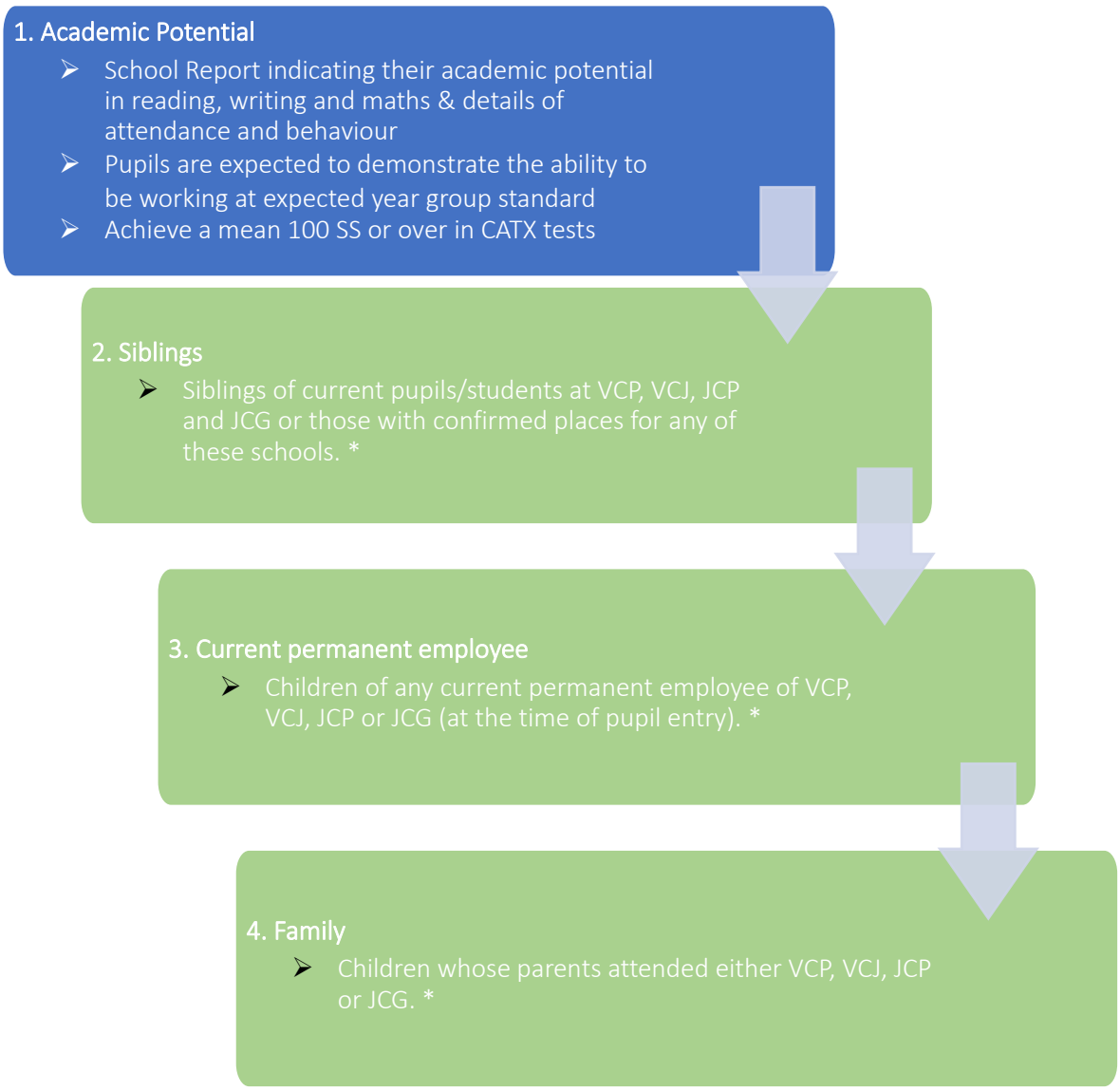
## Entrance Process

The first requirement for admission is to complete a registration form by October half term, prior to the child starting in the following September.

Registration forms can be found on the school's website Register for entry - VCP.

**For all applicants**

Places will be offered using the following criteria:




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

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

Victoria College Preparatory School is committed to educating students who show a clear dedication to learning and a strong desire to achieve their full potential. Our aim is to maintain a successful and supportive educational environment that benefits all learners.

In order to uphold this standard, applicants must demonstrate positive patterns of attendance, behaviour, and motivation. Those applicants with documented concerns of attendance or poor conduct in these areas may not be considered for admission.

## Benchmarking

**All** pupils entering Year 3 will be required to attend VCP for Benchmarking in January of the year prior to admission.

**Following the memorandum of understanding; pupils from JCP will be offered a place at VCP – However, following CATX assessments parents will be informed if pupils have not made the academic expectations, giving them the choice to continue their son's education at VCP.**

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. All 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 the start of the Autumn, Spring or Summer term.*

## Waiting List

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 may 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).

## Re-sit Candidates

Pupils that have been unsuccessful may only reapply for the next academic year.

## 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.

## Entrance to Victoria College

The unique relationship between Victoria College Preparatory School and Victoria College leads to a specific admissions process for 11+ entry, with automatic transfer between the two schools at 11+ in the majority of cases.

**A place is only guaranteed in Year 7 for a VCP student when he:**

- Obtains a mean CAT score of at least 100 in the summer term of Year 5
- attains at least Secure Age-Related Expectations in end of year judgements in Reading, Writing and Mathematics, based on teacher judgements of performance across Year 5
- demonstrates a good behaviour, motivation and attendance record, proactive engagement in the broader life of the school, and a positive attitude towards learning, as evidenced in their VCP school reports

Where it is identified through annual student progress meetings (attended by school leaders from VCP and VCJ) and the provision of evidence through standardised assessments from the start of Year 4 onwards, that any of these requirements may not be met, VCP school leaders will proactively alert parents of students from the start of Y4 to help manage expectations, inform on likely admissions processes (see below) and to discuss options for onward destinations.

Victoria College reserves the right to require VCP students that do not meet the automatic entry criteria, for whom further information is required to make an informed decision on a place, to attain suitable results through the Admission Process for non-VCP students (see above), and considered within the external candidate application cohort, held during assessment morning in November of Year 6.

The choice to not attend the Admissions Morning for those VCP students required to do so will constitute a formal withdrawal of application to Victoria College for Year 7.

It is the responsibility of all applicants' families that they familiarise themselves fully with these automatic entry criteria and are aware that further information may be required of their son through required attendance at the November admissions morning.

Parents of boys will be formally offered a place at the end of the Autumn Term of Year 6, ahead of formal admission onto roll at Victoria College in September of Year 7.

**Implication for Debtors**

Entry to Victoria College from VCP is based on all VCP fees being paid at the time of leaving VCP. Any outstanding debt on record at the end of August immediately preceding the September of Year 7 entry will result in the VCJ place being withdrawn.

## Example School Reference

### Teacher Assessment

| | |
|---|---|
| **Date** | |
| **Child's Name** | |
| **Date of Birth** | |
| **Current School** | |

## ENGLISH

**Please Tick:**

**Writing**

- ☐ Working above expected year group standard
- ☐ Working at expected year group standard
- ☐ Working below expected year group standard

**Reading**

- ☐ Working above expected year group standard
- ☐ Working at expected year group standard
- ☐ Working below expected year group standard

## MATHEMATICS

- ☐ Working above expected year group standard
- ☐ Working at expected year group standard
- ☐ Working below expected year group standard

Additional information from school including SEN classification, MLL, JP, internal or external support or any recent Standardised assessment results:

SEN classification: (please tick)

ATM ❑ K ❑ Record of Need ❑ None ❑

Multilingual Learner: (please tick)

Yes ❑ No ❑ (If yes, please specify which band) ___

Jersey Premium: (please tick)

Yes ❑ No ❑

Internal/External support being received: (please tick)

Yes ❑ No ❑

If yes, please provide further insight:

_____
_____
_____
_____

Current YTD percentage attendance:

Comments regarding behaviour/motivation/ attitude to learning:

Any other notes:

*Failure to declare information may result in withdrawal of offer.

**Please attach most recent school report.**

| | |
|---|---|
| Signed | |
| Print Name | |
| Position | |
| Date | |

Please return to **admissions@vcp.sch.je** or The Admissions Secretary, Victoria College Preparatory School, Pleasant Street, St Helier, Jersey, JE2 4RR