



VICTORIA COLLEGE
PREPARATORY SCHOOL

Policy	Admissions		
Reviewer	Dan Pateman		
Reviewed Changes:	October 2024 <i>Amendment to VCP Entrance procedure</i>	Next review	August 2025
Relevant CYPES policies		<u>Transgender Admissions Policy</u>	

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 48% funding per child from the Government of Jersey, but unlike fully provided schools, 52% 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:

1. Academic Potential

- School Report indicating their academic potential in reading, writing and maths.
- Pupils are expected to demonstrate the ability to meet 'secure', or exceed to 'secure+' expectations in all areas.
- Achieve a mean 100 SS or over in CATX tests

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.*

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

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 Benchmarking parents will be informed if pupils have not made the academic expectations, giving them the choice to continue their son’s education at VCP.

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. 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. Any pupil wishing to join in years 5 & 6 will be required to sit Benchmarking tests in addition to English and Maths papers in addition to any school report. This is to ensure a smoother transition into Victoria College.

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 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).

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:

- o consistently attains at least Secure in Age-Related Expectations in Reading, Writing and Mathematics; and
- o attained at least Secure Age-Related Expectation in Teacher Assessments in Reading, Writing and Mathematics at the end of Year 5; and
- o 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; and
- o obtains a mean CAT score of at least 100.

Where it is identified through annual student progress meetings (attended by school leaders from VCP and VCJ) and the provision of evidence, that any of these requirements are not being, or may not be met, automatic transfer is not guaranteed. Victoria College reserves the right to approve progression into Year 7, based on either or both of the following (at the Headteacher's discretion):

- Attaining 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.
- An interview with the Headteacher of Victoria College to discuss the appropriateness of the move.

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.

Example School Reference

Teacher Assessment

Date	
Child's Name	
Date of Birth	
Current School	

ENGLISH

Please Tick:

Writing

- Working at Secure +
- Working at Secure
- Working at Developing
- Working at Emerging

Reading

- Working at Secure +
- Working at Secure
- Working at Developing
- Working at Emerging

MATHEMATICS

- Working at Secure +
- Working at Secure
- Working at Developing
- Working at Emerging

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:

Any further 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