



QUEEN ELIZABETH'S SCHOOL

Admissions Criteria and Information – a Guide for Parents

September 2011

Queen Elizabeth's School
Queen's Road, Barnet, Hertfordshire, EN5 4DQ

Telephone Number	020 8441 4646
Admissions Secretary	Extension 273
Fax Number	020 8440 7500
E-mail	admissions@qebarnet.co.uk
Website	www.qebarnet.co.uk
Establishment Number	302 5401
School Status	Academy
Headmaster	Mr N.J. Enright MA(Oxon), MBA, FRSA
Chairman of Governors	Mr B.R. Martin FRICS, IRRV

A day, selective school for boy aged 11 -18

The following information can be found elsewhere on the School's website www.qebarnet.co.uk

- Public Examination Results and other statistical information
- School Inspection Reports

Please contact the School if you would like a paper copy of these documents.

APPLYING TO QUEEN ELIZABETH'S

INTRODUCTION

Thank you for the interest you have shown in Queen Elizabeth's. We hope that you have enjoyed reading all the information about the School which is available in this prospectus, in the school brochure and on the school website, and that you have found it to be helpful. We would also urge you to come and visit Queen Elizabeth's during the course of a working day when we might have the opportunity to answer any questions you may wish to ask and show you around the School whilst it is in normal operation. These visits can be booked according to the published calendar.

The purpose of this guide is to set out the approved Criteria for Admission and to give information about the application process. If you do decide that you wish to apply for a place at the School for your son, we would like to suggest that you read the following guidelines carefully in order to give him the best possible chance of gaining admission to Queen Elizabeth's.

We do hope that you will apply for a place at the School, and we wish your son every success.

CRITERIA FOR ADMISSION IN SEPTEMBER 2012

Queen Elizabeth's is a selective, single-sex, non-denominational school with academy status providing education for boys in the age range 11 to 18.

The number of intended admissions at age 11 for the year commencing September 2012 will be 180.

Parents who decide to apply for a place at the School should read this guide carefully in order to give their son the best chance possible to secure a place at Queen Elizabeth's. The Governors will work closely with the local authority in order to co-ordinate admission arrangements.

Repeat applications will not be considered in the same academic year.

Consideration will be given initially to those Common Application Forms and Supplementary Application Forms received before the published deadline and places allocated accordingly. Only then will the Governing Body consider applications received after the deadline.

Admission at ages other than 11

There is only one formal point of admission to the School and this is at age 11 on secondary transfer. Pupils whose parents apply for a place in Years 7-11 at a later stage may be admitted only if a vacancy occurs and if that pupil's aptitude and ability meet the requirements of the Governors. Parents wishing to apply for a place in Years 7-11 after the normal point of intake must contact the admissions section of their own Local Authority. There is no formal point of admission into the Sixth Form. The Local Authority may require the School to admit exceptionally a child who is of the necessary academic standard, either outside the normal admission arrangements or in excess of the published admission limit.

Appeals against non-admission

The Governors will establish arrangements for appeals against non-admission with an Independent Appeals Panel.

Pupils will be admitted at age 11 with reference to ABILITY and APTITUDE for the nature of the education offered by the School. Of the 180 places available it is intended that at least 160 places are allocated on the basis of academic ability established by tests that will take place at the School. It is intended that up to 20 places are allocated on the basis of musical ability established by audition at the School. Music places are available only to those candidates who sit the second academic test and who are of at least Grade 3 standard.

Any music place not filled may be allocated to a candidate on the examination waiting list.

Parents will be required to state on the supplementary application form whether they wish their son to be considered also for a place on the basis of musical ability. Where a candidate is entered under both categories, he will be considered under that category in which he has performed better and therefore where he stands a better chance of gaining admission.

Candidates will be admitted in either category only if they have met the necessary standard required by the Governors. Places may remain unfilled and available for allocation at a later date to candidates who do meet the Governors' standards.

ACADEMIC ABILITY

It is intended that at least 160 places will be allocated in this category on the basis of academic ability assessed by two sessions of tests to be taken at Queen Elizabeth's.

All candidates must sit the first entrance test and then will be listed in rank order of test scores. The first 500 candidates on the list will be invited to sit the second test. Those whose score is the same as that of the candidate who is ranked at position 500 will also be invited to sit the second test.

Candidates will carry forward marks from the first test and these will be combined with their second test score. They will then be ranked in order of final scores and the first 160 on that list will be offered places.

In the event of candidates scoring the same mark, the criteria to convert tied scores will be used. (See below.)

More information regarding entrance tests can be found in the guidance on the application process which follows.

MUSICAL ABILITY

Places are available in this category only to those candidates who sit the second academic test and who are of at least Grade 3 standard.

It is intended that up to 20 places may be allocated on the basis of ability in music established by audition. Candidates will be required to play an instrument(s) and/or sing at an audition held at the School by an audition panel that will award a mark out of 100.

Candidates will be ranked by the marks they are awarded and the first 20 on the list will be offered places provided that a minimum mark of 70 has been achieved.

Only candidates who have attained the mark stipulated by the Governors may be admitted on the basis of musical ability. Any music place not filled may be offered to a candidate on the examination waiting list.

In the event of candidates scoring the same mark, the criteria to convert tied scores will be used. (See below.)

More information regarding music auditions can be found in the guidance on the application process which follows.

WAITING LISTS

Children who sat the second entrance test but have not been offered a place at the school will be put on a waiting list in rank order of final test scores.

Children who attended a music audition but have not been offered a place at the school but have achieved a minimum mark of 70 will be put on the music waiting list in rank order of music scores.

Parents whose children have not been offered a place at the school, and whose children sat the second entrance test, achieving a final score higher than that of the lowest ranked candidate to be offered a place on National Offer Day, will be contacted to establish if they wish be retained on our waiting lists.

Places which become available will be offered to those on our waiting lists in accordance with the published admissions criteria.

Waiting lists will be maintained until 31st December 2012.

CRITERIA TO CONVERT TIED SCORES TO RANK ORDER

In the event of tied scores, the following criteria will be applied in the order listed below in order to decide which pupil to admit.

1. Boys who are looked after under the provision of the Children Act 1989 or as amended.
2. On a geographical basis using a map, measuring distances in a straight line from the School, with the closest given priority. (Distances are measured between the front door of the pupil's home and the main school gate.)

APPLICATION PROCESS

The School participates in the scheme for coordinated admissions which is operated by Local Authorities. The process begins with the submission of applications in the autumn before your son is due to start secondary school, and offers of places are sent out by Local Authorities on National Offer Day, which is 1st March each year.

Common Application Form

If you wish to apply for a place at Queen Elizabeth's you must complete a Common Application Form that can be obtained from your local authority. This form, naming Queen Elizabeth's, should be completed carefully and returned to your local authority by the published deadline.

- On this form you will be able to state the names of the schools to which you are applying in order of preference.
- The order of preference in which you rank the schools will not be passed on to the schools themselves.
- It is normally the case that we receive many applications for our places. If you decide to apply to Queen Elizabeth's you should not be concerned about this with regard to ranking your chosen schools in order. If you place Queen Elizabeth's as your first preference and then you are not offered a place, you will not jeopardise your chances of being given a place at those other schools you have named.
- The Local Authority will look at your rank order if more than one application which you have made is successful. You will be offered a place at the school which you have ranked highest amongst those for which your application meets the admissions criteria. You are therefore strongly advised to rank the schools to which you are applying in your genuine order of preference.

If you do not complete a Common Application Form naming Queen Elizabeth's as one of your preferred schools and return it to your Local Authority by the specified date, then even if your son takes our entrance tests and performs well in them, your Local Authority will not offer him a place here at any stage, as your application will not have been considered.

Supplementary Application Form

In order to apply for a place at Queen Elizabeth's you must also complete a Supplementary Application Form. This can be completed on-line via the admissions area of the School's website (www.gebarnet.co.uk) or downloaded from the same location. Copies may also be obtained from the School, or from the Admissions

Section of the London Borough of Barnet. This form must be returned to the School, and received by noon on Monday 31st October 2011.

- You should indicate on the Supplementary Application Form whether, in the event of your son sitting the second entrance test, you wish him to be considered also for a music place.
- If you are applying for a music place, a copy of a certificate from a recognised examination board showing that your son has passed at least Grade 3 on the instrument(s) to be auditioned must be posted to the school and received by noon on Monday 31st October 2011.
- All Supplementary Applications Forms which are submitted on-line and received by the published deadline will be acknowledged by e-mail. Forms which are posted and received by the deadline will be acknowledged if you send a stamped, self-addressed envelope for this purpose. We would strongly advise you to do so in order that you know that your form has been received by the deadline.

Please be aware that if we do not receive a Supplementary Application Form by the specified date, it will not be possible for your son to sit our entrance tests.

Late Applications

It is essential that we receive your application by the published deadline as we have no discretion whatsoever if an application is received after this. You should note that consideration will be given initially to those applications received before the published deadline and places allocated accordingly. Only then will the Governors consider any applications received after the deadline.

Pupils with Disabilities

It is a requirement that without exception all our places are allocated on the basis of ability and aptitude. The Governors are anxious to ensure that no parent who has a child with a disability is dissuaded from making an application to the School. If your son has a disability and may require particular arrangements to be made during the assessment process, then we ask you to provide the relevant information on the Supplementary Application Form as we intend that no candidate is disadvantaged in any way. A copy of our Accessibility Plan is published on our web site.

Withdrawal of Places

Please be aware that checks may be undertaken to ensure that a pupil admitted to the school is the pupil who was named on the application form and who undertook the assessment procedures. If a place is secured on the basis of a fraudulent application which effectively denies admission to a child with a stronger claim, then that place will be immediately withdrawn.

Assessment Procedures – Entrance Tests

The first entrance test will take place at the School on FRIDAY, 2nd DECEMBER 2011. All applicants sit the first test. Details of the time of the test will be confirmed in writing approximately one week before the date of the test. We are very aware that young boys can be nervous on occasions such as these, and we will endeavour to put all the candidates at their ease.

After the test is completed and marked, all applicants will be placed in rank order of test scores. The first 500 candidates on the list will be invited to sit the second test. In addition to this, those whose score is the same as that candidate who is ranked at position 500 will also be invited to sit the second test. We will write to you in December to inform you of one of the following:

1. We would like your son to return for a second test. Please be aware that an invitation to the second test is not a guarantee of a place at Queen Elizabeth's.
2. Your son's scores do not place him in the top 500 candidates and we are unable to continue to process your application.

The second entrance test will be take place at the School on MONDAY 9th JANUARY 2012.

When the second tests have been completed and marked, we will compile a list in rank order on the basis of performance in the first and second tests. This list will be returned to the Local Authority so that places can be offered within the scheme for coordinated admissions. If your son has taken this second test, you will receive a letter at the beginning of March to inform you of one of the following:

1. Your son has been offered a place.
2. We cannot offer your son a place at that time but his name has been placed on a waiting list. (Please see the admissions criteria above for information on waiting lists).

Assessment Procedures – Music Auditions

Ability in music will be assessed by audition at the School, held in January by arrangement with the Director of Music. Auditions are only available to those who sit the second entrance test and who have passed at least Grade 3 on the instrument(s) to be auditioned before the application deadline. Please note that an examination board certificate from the Associated Board of the Royal Schools of Music or another recognised examination board is required to confirm this. Auditions are available on all instruments or voice. Up to two instruments may be offered if they both meet the required standard of Grade 3 or above. Where two instruments are offered, the candidate will perform one piece on each instrument. Music which was written with

an accompaniment must be performed with that accompaniment. The school will provide an accompanist, and candidates may not bring their own accompanist. We will do all we can to ensure that the audition will be conducted in as relaxed an atmosphere as possible. We want to give your son every opportunity to perform to the best of his ability.

The audition comprises the following:-

1. PERFORMING (Marked out of 45)

Your son will be asked to perform two pieces on his chosen instrument(s), with accompaniment where applicable. Accompaniments on tape or CD will only be accepted for kit percussionists or for pieces from a recognised syllabus which require a pre-recorded accompaniment.

2. SCALES AND ARPEGGIOS (Marked out of 20)

Your son will be asked to play scales and arpeggios from the grade chosen by the candidate. (This must be Grade 3 or above.) The panel will select these from the syllabus for this grade. If your son is a percussionist, the panel of adjudicators will request performances of rudiments for the grade offered by the candidate. If your son is offering singing he will be requested to perform from memory the traditional folk song prepared for the grade offered. If your son is offering an Indian instrument, he will be asked to perform ragas or talas of the panel's choosing. If your son has performed on two instruments, then he may complete the exercises on the instrument of his choice.

3. SIGHT-READING (Marked out of 20)

Your son will be asked to sight-read a short piece of music after 30 seconds preparation time. Again if your son has performed on two instruments, he may complete the sight-reading exercise on the instrument of his choice. If your son is offering a non-Western instrument, tests in the appropriate notation will be provided.

4. AURAL (Marked out of 15)

Your son will be asked to clap back a rhythm and sing back a melody in a major key, and finally to sing back a melody in a minor key, all after two playings.

Candidates will be awarded marks under the following categories.

PERFORMING	SCALES & ARPEGGIOS	SIGHT READING	AURAL
Pitch & rhythmic accuracy	Accuracy	Pitch & rhythmic accuracy	Pitch & rhythmic accuracy
Tone	Fluency	Fluency	
Intonation			
Interpretation			

When all auditions have been completed, candidates will be ranked in the order of their scores and the list will be returned to the Local Authority so that places can be offered within the scheme for coordinated admissions. Please be aware that a minimum score of 70 is required in the audition for a place to be awarded on the basis of ability in music.

If your son has attended an audition, you will receive a letter at the beginning of March to inform you of one of the following:

1. Your son has been offered a place.
2. Your son has achieved the minimum score of 70 but has been ranked behind at least 20 other candidates and has been placed on our waiting list. (Please see the admissions criteria above for information on waiting lists).
3. Your son has not achieved the minimum score of 70 marks and we cannot continue to process his application in this category.

Appeals

Those parents who have not been offered a place for their son by Monday 12th March 2012 will be able, if they wish, to appeal to an independent Appeals Panel established by the Governing Body. Parents wishing to appeal should put their request in writing to the Clerk to the Appeals Panel, care of the School. Details of appeal arrangements and procedures will be sent to parents who request them in writing. Requests for appeal arrangements must be made by Wednesday 28th March 2012.

SUMMARY

To apply for a place at Queen Elizabeth's you must:

- Complete a Common Application Form naming Queen Elizabeth's as one of your preferred schools, and return it to your Local Authority by the published deadline.
 - Complete a Supplementary Application Form and return it to the School by noon on 31st October 2011.
 - If you are applying for a music place, send to the school a copy of a certificate from a recognised examination board showing that your son has passed at least Grade 3 on the instrument(s) to be auditioned. This must be received by noon on 31st October 2011.
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KEY DATES FOR 2012 INTAKE

Thursday, 15 th September 2011	Prospective Parents' Evening
Monday, 31 st October 2011(Noon)	Deadline for receipt of your Supplementary Application Form at Queen Elizabeth's
Friday, 2 nd December 2011	First Entrance Test
Friday, 9 th December 2011	Reserve date: First Entrance Test <i>(This date is available for those children who were unable to attend the first examination session.)</i>
Friday, 16 th December 2011*	First test results posted to parents
Friday, 6 th January 2012	Music Auditions
Saturday, 7 th January 2012	Music Auditions
Monday, 9 th January 2012	Second Entrance Test
Wednesday, 11 th January 2012	Music Auditions
Thursday, 12 th January 2012	Music Auditions
Monday, 16 th January 2012	Reserve date: Second Entrance Test <i>(This date is available for those children who were unable to attend the second examination session)</i>
Thursday, 1 st March 2012	National Offer Day
Monday, 12 th March 2012	Appeals information available
Wednesday, 28 th March 2012	Final date for appeals information

* *This date is provisional and subject to change*