



VICTORIA COLLEGE
PREPARATORY SCHOOL

Policy	Admissions		
Reviewer	Dan Pateman		
Reviewed Changes:	September 2023 <i>Amendment to VCJ Entrance</i>	Next review	August 2024
Relevant CYPES policies	<u>Transfer and Transition</u> <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, and 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 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. Registration forms can be found on the school's website [Register for entry - VCP.](#)

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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 the start of the Autumn, Spring or Summer term. Any pupil wishing to join in year 6 will be required to sit an English and Maths paper in addition to any school report.

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.

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 or The Admissions Secretary, Victoria College Preparatory School, Pleasant Street, St Helier, Jersey, JE2 4RR