



JERSEY COLLEGE FOR GIRLS
AND
JERSEY COLLEGE PREPARATORY SCHOOL
ADMISSIONS POLICY

1. AGREED PRINCIPLES AND CRITERIA

Decisions regarding admissions to Jersey College for Girls (“**JCG**”) rest solely with the Principal of JCG who is tasked with administering this policy. Decisions regarding admissions to Jersey College Preparatory School (“**JCP**”) rest solely with the Headteacher of JCP who is tasked with administering this policy.

2. JCG ADMISSIONS CRITERIA

(a) For Sixth Form:

Normally 5A*- B or Grade 9-6 passes at GCSE, which must include English and Maths at Grade C/5 or above, with Bs or 6s in subjects (or related subjects) that students wish to study at A Level.

(b) For Occasional Vacancies in Years 8-11:

Applicants will be placed on a short waiting list for testing. When a place becomes available, they will be contacted and invited to sit the entry tests.

The criteria for entry is:

- Strong performance in Maths and English which indicates the candidate’s ability would be similar to the average ability of the year group into which she is applying.
- A positive school report indicating participation in a broad range of extra-curricular activities.
- A minimum of 100+ mean score in Year 7/9 CATs (if CATs testing has been completed).

Places will be awarded on merit. If a candidate performs well enough to be awarded a place but none is available, they will be kept on a waiting list and will be offered the next available place.

If applicants are in the UK or based abroad, arrangements can be put in place for them to sit the entrance papers at their current school under exam conditions.

(c) **Admission Procedure for entry to JCG from JCP**

Due to the close relationship between the two schools as one College, the admission procedures from JCP to JCG will be different from other Island feeder schools. Children from JCP have the right of automatic transfer into JCG.

Warning Indicators

Should the Headteacher or Principal have concerns about the appropriateness of a place at JCG, a meeting with parents will be arranged.

(d) **Admission to JCG from other Island schools**

Applicants from Island schools are in competition for the places that remain following the allocation of places to students from JCP. The admission criteria, which relate to these applicants are as follows:-

- Performance in the November entrance examination in English, Maths and Verbal Reasoning to be sat in November of the year preceding entry.
- Achieved 5S (5 Secure Age Related Expectation) or above in Teacher Assessments in English and Mathematics for the end of Year 5.
- Predicted 6S (Age Related Expectation) or above in Teacher Assessments in English and Mathematics for the end of Year 6
- A positive school report indicating strong commitment to learning and participation in a broad range of extra-curricular activities.

Places will be allocated according to rank order, taking account of all the of the assessment criteria.

An optimum time for parents to register their daughter to sit the Year 7 entrance assessment is when they are in Year 5 at primary school; they will then receive an invite to attend the College's Open Evening, which takes place early in October each year, and to put their name down to attend a 'Year 5 Taster' day at JCG in advance of the entrance assessment. A non-refundable registration fee of £75 is payable with the completed registration form.

If applicants are in the UK or based abroad, arrangements can be put in place for them to sit the entrance papers at their current school under exam conditions.

3. **JCP ADMISSIONS CRITERIA**

(a) **Background**

JCP teaches both boys and girls in Reception (also known as "**Foundation Stage**") and in Years 1 and 2 (together known as "**Key Stage One**").

JCP teaches girls only in Years 3, 4, 5 & 6 (together known as "**Key Stage Two**").

JCP takes 33 girls and 33 boys in Reception each year. These children are organized into 3 classes of 11 girls and 11 boys each.

At the end of Key Stage One, the boys have the option to transfer to Victoria College Preparatory School ("**VCP**") and the girls automatically transfer to Key Stage Two at JCP.

At the beginning of Key Stage Two, 11 additional places are usually available to girls, to make year groups of 44 girls, organized into 2 classes of 22 girls each.

(b) **For Entry at Reception (Age 4+): Admission Procedure**

Stage 1: Registration

The first requirement for admission is to complete a registration form for your child. A non-refundable registration fee of £75 is payable with the completed registration form. Registration forms can be found on the website www.jcp.sch.je

Completed registration forms must only be sent to JCP within the registration timeframe indicated below:

“Registration Deadline” as detailed below.

Birth Date	Reception Entry Year	Start Date for applications	Deadline for Applications
1 Sept 2015- 31 August 2016	2020	1 Jan 2018	30 Sept 2018
1 Sept 2016- 31 August 2017	2021	1 Jan 2019	30 Sept 2019
1 Sept 2017- 31 August 2018	2022	1 Jan 2020	30 Sept 2020
1 Sept 2018- 31 August 2019	2023	1 Jan 2021	15 Sept 2021

Please note that applications for registration after the deadline date will not be accepted. It is the responsibility of the registering parent(s) to inform JCP in writing (by email or by letter) of any subsequent change in contact details. Where JCP is not able to contact a registered parent the registration will become invalid and the registration fee of £75 will be forfeited.

Stage 2: The Draw

The children are not assessed academically for Reception entry.

Subject to sibling priority, selection for the 33 girl and 33 boy places in Reception is by a draw of the registered girls and by a draw of the registered boys respectively.

The 2 draws take place in the October/November following the Registration deadline. Once an offer of a place is given, a non-refundable deposit of £400 is required to secure a place at JCP. This deposit will subsequently be offset against the first term's fees or forfeited if the child does not start at JCP. The school fees for JCP are set annually by the Governing Body.

Sibling Priority

It is the responsibility of the registering parent (s) to inform JCP in writing (be email or letter) of any eligible sibling priority prior to registration deadline.

Sibling priority is given to siblings of children in JCP or VCP or those with confirmed places for either of these schools (each a “**student**”).

Sibling priority is assessed on the Registration Deadline **only** and sibling priority will close on that date.

If there are more girl or boy siblings than available girl or boy places in any one year, confirmed places will be allocated by draw of girl or boy siblings as the case may be.

Twins: When a draw takes place, if the 33rd child drawn has a twin, the twin will also be offered a confirmed place and the relevant waiting list will start at number 2.

Waiting List

Once all the available places have been allocated by the draws, two waiting lists (one for the boys and one for the girls) are set up and all remaining registered children are drawn randomly to allocate a position on the respective waiting lists.

Waiting lists are temporarily closed after the Reception Registration Deadline for all children. The waiting lists are kept until the children in that year reach December in Year 2.

Any subsequent applications will be placed on a waiting list.

There is no guarantee that a child on the waiting list will be offered a place at JCP. If, however, a space becomes available then it will be offered to the child at the top of the relevant waiting list. If a place is offered and not taken up by parents at that point in time, the child’s place will be withdrawn from the waiting list.

NOTES:

Following registration, it is the responsibility of the registering parent(s) to inform JCP in writing (by email or by letter) of any change in address or prolonged periods of absence from the Island. Failure to make such notification may result in the loss of registration, the loss of a confirmed place or the loss of a waiting list place.

At the end of Key Stage One, the boys have the option to transfer to Victoria College Preparatory School (“**VCP**”) and the girls automatically transfer to Key Stage Two at JCP

(c) For Entry at Key Stage 2 to JCP from other primary schools (age 7+)

JCP usually offers 11 additional places for girls to start at the beginning of Key Stage 2 each year. There is no sibling priority at 7+.

Places are gained through an assessment process which includes teacher assessment information from the girls’ current schools in reading, writing and math’s. Students are expected to be achieving age related expectation or above. Registration for this process is advertised in the local press; the school website and social media in the November preceding Year 3 and the assessment process itself takes place in the January preceding Year 3.

4. TRANSGENDER STUDENTS

In accordance with the Education Department's *Transgender policy for admissions to single sex provided schools*, JCG and JCP at KS2 will consider at the admissions stage the gender of the prospective student in accordance with the Gender Recognition (Jersey) Law 2010. Admissions applications for students pursuing gender transition will be considered by the school with support from the Education Department, and viewed on a case-by-case basis. In such situations advice will be sought from the Education Department's Principal Educational Psychologist as well as the wishes of the student and the views of their parents.

For further information please see the Education Department's *Transgender policy for admissions to single sex provided schools*.

5. **APPEALS**

Parents applying to JCG and JCP will only be able to appeal with regard to a failure to follow procedure as outlined in the policy correctly. Appeals should be made in writing to the Chair of Governors.

6. **NOTICE OF INTENTION TO WITHDRAW A STUDENT FROM JCG OR JCP**

The school year is divided into three terms (the Autumn Term, the Spring Term and the Summer Term) and the dates of these terms can be found on the website www.gov.je.

In accordance with the College's Fees Policy, a full term's notice of the intention to withdraw a pupil from the school must be given in writing to the Headteacher. Accordingly, if a student is to be withdrawn from school:

- (i) notice must be given on or before the last day of the Summer Term to withdraw a pupil at the end of the following Autumn Term;
- (ii) notice must be given on or before the last day of the Autumn Term to withdraw a pupil at the end of the following Spring Term; or
- (iii) notice must be given on or before the last day of the Spring Term to withdraw a pupil at the end of the following Summer term.

In default of such notice being given, school fees for the full term which follows the date of withdrawal of the pupil shall be payable in full.

7. **REFERENCE TO OTHER POLICIES:**

[Disability Policy](#)

[Privacy Policy](#)

8. This Admissions Policy, details of current fees and application forms are available on the following websites:

www.jcg.sch.je

www.jcp.sch.je

Please contact the College Registrar, Mrs Kate Robertson, for further information at k.robertson@jcg.sch.je