



JCG PREPARATORY SCHOOL

POLICY FOR ADMISSIONS AT 4+ FOR RECEPTION AND APPLICABLE FOR CHILDREN BORN FROM SEPTEMBER 2012 ONWARDS FOR ENTRY INTO RECEPTION FROM 2017 AND FOR ADMISSION AT 7+ REVIEWED JULY 2012 / 2015

Please note that parents of children applying for a place in Reception, Year 1 or Year 2 and born BEFORE September 2012 should contact the Admissions Officer, Mrs Sue Neil, by telephone (Tel: 516115)

Background

JCG Preparatory School (“**JCGP**”) teaches both boys and girls in Reception (also known as “**Foundation Stage**”) and in Years 1 and 2 (together known as “**Key Stage One**”).

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

JCGP 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 usually transfer to Victoria College Preparatory School (“**VCP**”) and the girls usually transfer to Key Stage Two at JCGP.

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.

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.

Completed registration forms may be sent to JCGP at any time from the birth of your child up to the 30th September of the academic year (i.e. 1st September to 31st August) in which your child will be three years old (the “**Registration Deadline**”) as detailed below.

Birth Date:	Reception Entry Year	Registration Deadline
1 Sept 2012 - 31 August 2013	2017	30 Sept 2015
1 Sept 2013 - 31 August 2014	2018	30 Sept 2016
1 Sept 2014 - 31 August 2015	2019	30 Sept 2017
1 Sept 2015 - 31 August 2016	2020	30 Sept 2018

A non-refundable registration fee of £75 is payable with the completed registration form.

Following the Registration Deadline and prior to the relevant draw, JCGP will write to all registered parents to establish whether the registered child has any claim to sibling priority (as defined below). If no response to this request is received then the registered child will be deemed to have no sibling priority.

It is the responsibility of the registering parent(s) to inform JCGP in writing (by email or by letter) of any subsequent change in contact details. Where JCGP 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, other than JCGP contacting the child's parents and nursery, as detailed below.

JCGP gives priority to siblings, as detailed below.

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 following the Registration deadline. Each registered child is assigned a number and numbers are then drawn randomly to allocate school places to children. This process is witnessed by the Head Teacher, a Parent Governor and a member of staff. A representative from the Department for Education, Sport & Culture is also invited to attend the draws.

A deposit of half a term's fees is payable on the offer of a place and this will be offset against the first term's fees or forfeited if the child does not start at JCGP. Payment of this deposit denotes acceptance of a place. The school fees for JCGP are set annually by the Governing Body.

Sibling Priority

Siblings are taken as children with 1 parent in common.

Sibling priority is given to siblings of children in JCGP 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.

The sibling of any student will **only** gain sibling priority if the draw for their year group has not yet taken place. If the relevant draw has taken place, the sibling will be put on the relevant waiting list without priority in the next available space, notwithstanding that the relevant Registration Deadline for that sibling has passed and the waiting list would otherwise be closed.

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 closed after the Registration Deadline for all children save for siblings as detailed above. The waiting lists are kept until the children in that year reach December in Year 2. A new waiting list is made after the 7+ assessment.

There is no guarantee that a child on the waiting list will be offered a place at JCGP. If, however, a space becomes available, then it will be offered to the child at the top of the relevant waiting list.

Stage 3: Informal Assessment

In the November prior to the Reception entry, JCGP will contact the nursery and parents to discuss the child's development and progress. If at the end of that discussion, the Head Teacher decides that the school would not be suitable for the child, it will be within the Head Teacher's discretion to withdraw the offer of a place and to refund the deposit of a half term's fees. If, however, the child is accepted for a place but does not take it up for the parent's own reasons, then the deposit will be forfeited.

NOTES

Following registration, it is the responsibility of the registering parent(s) to inform JCGP 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, boys usually transfer to Key Stage 2 at VCP and girls usually transfer to Key Stage 2 at JCGP. However, acceptance into Reception does not **guarantee** transfer to Key Stage 2 at VCP for boys or Key Stage 2 at JCGP for girls. Such transfer is within the discretion of the respective head teachers.

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

JCGP 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+.

Entry is by assessment, which consists of a report and teacher assessed national curriculum levels from the girl's current school and reading, maths and writing assessments. Registration for this process is advertised in the local press and on the school's website in the November preceding Year 3 and the assessment process itself takes place in the January preceding Year 3.

Admission Procedure for transfer at Year 7 (age 11) to Jersey College for Girls ("JCG") from JCG Prep.

Due to the close relationship between the two schools, admission procedures from JCGP to JCG are different from other island feeder schools. As students of the College already, children from JCGP will not be in competition with applicants from other schools but must meet certain criteria. These criteria are:

- Predicted 6S (Age Related Expectation) or above in English and Mathematics at the end of Year 6
- 100+ Mean score in Year 5 CATs.
- Display a conscientious, positive attitude towards learning.
- A positive school report indicating a strong commitment to learning and participation in a broad range of extra – curricular activities.

It is expected that students achieve in excess of the minimum criteria.

Warning Indicators

The following categories are used as indications that the student may not reach the required standards for admission to JCG:

- 4D or below (below Age Related Expectation) in English and Mathematics at the end of Year 4.
- Mean Year 5 CATS score of 100 or below 100

- 5D or below (below Age Related Expectation) in English and Mathematics at the end of Year 5.
- Unlikely to reach 6S (Age Related Expectation) in English and Mathematics by the end of KS2 as demonstrated by ongoing class work and assessments at JCG Prep
- Inconsistent level of engagement in their learning

Consideration of the appropriateness of a place at JCG will be given to any student who is predicted to achieve attainment at the minimum criteria. The consideration will focus on the level of the support she has received to date and her continued wellbeing and self-esteem within the context of a high performing academically able cohort. Should the Head teacher and Principal have concerns about the appropriateness of a place at JCG, a meeting with parents will be arranged and the option of the student taking the entrance exam will be given in addition to advice regarding seeking alternative secondary school provision.

Following discussion between the Principal and Head teacher, a letter will be sent in the Autumn Term of Year 5 stating whether a student is on track to meet the entrance criteria.

The final decision of the Principal and Head Teacher will be confirmed in writing in the Autumn Term of Year 6.

Should a student not gain a place at JCG, parents will be advised to seek alternative secondary education.

Parents retain the right to enter their child in the JCG Entrance Assessment.

Fees

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.

A full term's notice of the intention to withdraw a pupil from the school must be given in writing to the Head Teacher. Accordingly, if a pupil 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.

To secure Year 7 places at JCG, any outstanding fees to JCG Prep should be paid in full by 1st June during the summer term in which the student is in Year 6. Any outstanding fees after that date will result in the place at JCG being relinquished.

Appeals

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

Information & Contact Details

The Admissions Officer for JCGP is Mrs Sue Neil.

Tel. 516115

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This policy, details of the current school fees at JCP and an application form are available on the school website:- www.jcgprep.sch.je

