

## Admissions Policy

### Policy and Arrangements for School Admissions

This policy has been written in line with Part 6, paragraph 32(3)(a) of the Independent Schools Standards Regulations (ISSR).

- 1.1. Introduction
- 1.2. Selection Criteria
- 1.3. Entry Procedures
- 1.4. Assessment Process
- 1.5. Scholarships
- 1.6. Fee Remissions
- 1.7. Sibling Policy
- 1.8. Equality
- 1.9. International Applicants
- 2.0. Complaints

#### 1.1. Introduction

Queen Margaret's is an all-girls school welcoming students aged 11-18. Named *Small Independent School of the Year 2023/24*, we provide a flexible structure which includes places for day girls, flexi boarders, weekly boarders and full boarders with hours to suit modern, busy families. We work with you to provide a safe, structured and stimulating environment where your daughter will thrive and feel at home. QM is ideally positioned to educate, inspire and nurture the girls of today, who will be the leaders of tomorrow.

Deciding on the right school for your daughter is very important, and we believe that a personal visit is invaluable. We offer a bespoke approach to all applicants, and are delighted to welcome a families to Escrick Park for a visit, including a tour and a meeting with the Head and other key members of staff either as part of one of our Saturday Open Days or as a private visit at another time to suit them.

#### 1.2. Selection Criteria

Queen Margaret's is a non-selective school. Our selection process is designed to identify girls who are able to benefit from our well-rounded academic offering, as well as our diverse enrichment programme, and to make a positive contribution towards the success and development of the school.

#### 1.3. The Entry Procedure

Applicants for admission should register as soon as possible to indicate definite interest. In order to be considered for a Scholarship and/or financial support such as a means-tested bursary, applications must be received by the deadline dates for bursary applications and scholarship applications before anticipated entry the following September.

Applications must be accompanied by a non-refundable registration fee, details of which are provided on the Registration Form, as well as a completed confidential Information Form, proof of ID and school report. Any applicants who are interested in a means-tested bursary must indicate this on the Registration Form when submitting their application.

The usual points of entry are at age 11+, 12+, 13+ and 16+, however, we may also have occasional places at other ages. Please contact the Admissions Team for details.

#### 1.4. The Assessment Process

The aim of the assessment process is to identify potential. We welcome girls with a genuine interest in education in the broadest sense, with interests that stretch beyond the confines of the academic curriculum. The school has strong traditions in Art, Dance, Drama, Music and Sport. There are many enrichment activities, all of which are important in developing a well-balanced, confident individual.

No specific preparation for the entrance assessments is needed; all applicants start on an equal footing, with identical opportunities to display their potential. The Admissions Team will ask families if any adjustments are required in order for their daughter to access the assessments, for example (but not exclusively) diagnosed learning needs that require extra time or other access arrangements for those with a disability.

The main Assessment Day for entry at 11+, 12+ and 13+ takes place in the January preceding the September of entry into the school. Applicants will complete the following:

- English paper
- Mathematics paper
- Ann Arbor Dyslexia Screening Test
- Individual interview with a member of the Senior Leadership Team
- Group taster sessions

The offer of a place at 16+ is conditional upon applicants achieving a minimum of five GCSEs at Grade 5 or above, including at least Grade 6 in the subjects proposed for study at A Level. Applicants must pass GCSE/iGCSE English and Mathematics at Grade 5 or better or hold a similar qualification. Occasionally, in line with our commitment to supporting each girl personally, individual circumstances might mean that the school will consider a different grade profile.

For entry into the school at a time of year other than September, individual visits, interviews and assessments may be arranged. Applicants will be assessed by the same standard criteria.

International applications are received throughout the year and each application is assessed using the same selection criteria on its own merits. Applicants will complete the following assessments within 12 months of their proposed start date:

- Supervised English Assessments
- Supervised Mathematics paper(s)
- Individual interview (usually online)

Whilst UKiset results are helpful in supporting an application, all applicants must complete the QM Mathematics and English papers, and all will be required to attend an Individual interview.

Students applying for the assessed One Year GCSE course may also be required to complete a Science paper.

### **1.5. Scholarships**

Our girls enjoy not only equal opportunity but every opportunity. We support all students in their individual gifts and talents, and endeavour to help each one of them to discover their passions and unlock their potential. Our Scholarship programme is designed to identify strengths, nurture commitment and resilience, provide excitement and challenge and celebrate success. Scholarships are normally invited from applicants (both internal and external) entering the following year groups: Year I, Year III & LVI. We offer the following Scholarships:

- Academic
- Art
- Choral
- Dance
- Drama
- Music
- Sport

Scholars benefit from specific mentoring in their field of excellence and targeted support and tuition to enable them to reach their aspirations. In return the school not only expects scholars to take a full part in

school life but also to contribute above and beyond this in their field of excellence, for example giving talks as part of the Queen's Society (Academic Scholars), taking a full part in the busy schedule of the Chamber Choir (Choral Scholars) and taking leadership in sport (Sports Scholars). Scholarships occasionally carry a discretionary fee remission of up to 10%.

Scholarship Days are held in January and March prior to entry in the following September. For more detail on this please contact the Admissions Team.

### **1.6. Fee Remissions**

Our aim is to encourage applications from applicants with as diverse a range of backgrounds as possible. We are committed to widening access by enabling girls, who would not otherwise be able, to join the school, and to allow students to remain in the event of an unforeseen change in a family's financial circumstances. This can take the form of either assisted (partial remission) or transformational (significant or full remission) bursaries. We do not, however, offer bursaries to non-UK students though they can, at the discretion of the Head, be awarded fee remissions.

We welcome applications for bursaries from any family based in the UK who might, under ordinary circumstances, not consider Queen Margaret's for their daughter for financial reasons. However, bursarial funds are limited and applications are, therefore, reviewed on a case-by-case basis.

Further information about means-tested bursaries is available from the Bursar: [bursar@queenmargarets.com](mailto:bursar@queenmargarets.com). All applications are treated in the strictest of confidence.

### **1.7. Sibling Policy**

To support families with more than one daughter at Queen Margaret's, we provide a reduction of 5% off the core fees of the eldest child up to a maximum of 15% discount per family when three or more sisters are in school. More information on Fees can be found on our website. However, admission for sisters is not automatic, and there may be occasions where we conclude that a sibling is likely to thrive better in a different academic environment. This will be communicated sensitively to parents and be solely based upon the best interests of the girl concerned.

### **1.8. Equality**

Queen Margaret's is a single sex-school committed to providing equal opportunities for all girls. We aim to provide an environment in which all can achieve their full potential, regardless of disability, gender reassignment, pregnancy and maternity, religion and belief, race or sexual orientation.

All forms of discrimination are unacceptable. The Board of Governors and all staff are committed to meeting the individual needs of each girl and acknowledge and value all linguistic, religious and cultural backgrounds. Queen Margaret's accepts applications from girls of any faith or none, and of any nationality. Specific religious, dietary, or cultural needs do not form part of the admissions process and are only discussed once a girl has accepted an offer of a place at the school.

### **Applicants with Disabilities and/or Learning Difficulties**

We welcome girls with learning difficulties, provided that our Progress Achievement and Student Support Department can offer the support they require. We also welcome girls with physical disabilities, provided that (with reasonable adjustments as necessary) our site can cope with them. However, we advise parents of girls with learning difficulties or physical disabilities to discuss their daughter's requirements with us before she sits the assessments, or to disclose any relevant needs on the Confidential Information Form, so that we can make adequate provision for her. Parents should provide a copy of an Educational Psychologist's report or a medical report to support their request, for example for extra time or other special arrangements. We will discuss thoroughly with parents and their medical advisers the adjustments that can reasonably be made for their daughter if she becomes a student at the school. Please ask a member of the Admissions

Team for:

- SEND EAL Policy
- Equality, Opportunities & Accessibility Plan

### **1.9 International Applicants**

We welcome girls from overseas and believe that an international mix is both positive and healthy at Queen Margaret's.

Through the work of the International Council, the girls are encouraged to share their cultures and bilingualism is celebrated. All students who live overseas are required to have an Education Guardian based in the UK. Please refer to:

- Education Guardianship Policy

### **Fluency in English**

In order to cope with the academic and social demands of life and study at Queen Margaret's, girls must have a high level of spoken and written English. This is assessed prior to admission through written tests and interviews, which may be conducted in person, online or via a telephone call. Students are then reassessed upon arrival to determine the level of English as an Additional Language (EAL) support that is required.

Depending on ability, girls can access EAL lessons each week to further improve their spoken and written English skills; depending on the fees paid, such lessons may be added to the school bill as an additional charge. Girls will be tested regularly and be prepared for IELTS (or equivalent) qualifications. In some circumstances, applicants may be required to undertake an intensive course in English in the holiday period prior to admission to the school.

### **Religious Beliefs**

Queen Margaret's is an Anglican foundation and attendance at Chapel is a central part of school life. However, we do not select for entry on the basis of religious belief, and we offer the opportunity for girls of other beliefs to practice their own faiths. QM welcomes the contributions that members of all denominations and faiths make to the community.

### **2.0. Complaints**

We hope that you and your daughter do not have any complaints about our admissions process. However, if any aspect of our procedure gives you cause for concern, a copy of the school's complaints procedure is set out in the Complaints Policy on the school website and is available in hard copy on request.

**Nicola Dudley**  
**Head**

**Date Agree: September 2024**

**Review Date: September 2025**