

<b>Policy</b>	<b>Admissions</b>		
<b>Reviewer</b>	Patrick Crossley, Deputy Headteacher		
<b>Reviewed Changes</b>	Summer Term 2022	<b>Next review</b>	Summer Term 2023

**Relevant SoJ Education documentation:** [Admissions Appeals Policy](#)  
[Transgender Admissions Policy](#)  
[Transfer and Transition Policy](#)

**Admission at 11+ for boys attending Victoria College Preparatory School**

Victoria College has a special relationship with Victoria College Preparatory School (VCP), which is reflected in the admissions process. Boys from VCP will be automatically offered a place at Victoria College without sitting the 11+ Entrance Examination, on the condition that by the end of year 5 they have shown that:

- They are consistently attaining standardised scores of 100 or greater in reading comprehension and mathematics assessments;
- They are consistently attaining Age Related Expectation in Reading, Writing and Maths; and
- They have demonstrated good behaviour and a positive attitude towards learning, as evidenced in their school reports, during their time at VCP.

VCP pupils who are not offered a place, but who still wish to be considered for progression to Victoria College may either:

- Accept the Headteacher of Victoria College’s offer of an interview as he may admit ‘borderline’ candidates at his discretion; or
- Sit the 11+ entrance test and be admitted on academic merit alongside external candidates.

**Admission at 11+ for boys from other schools**

Our ‘admission profile’ will comprise the following four sections for entry at the age of 11. This is to ensure we obtain the best possible information on the young people that apply to the College from non-VCP schools, to help understand their particular strengths, and to help us make the most informed decision on a place.

**1. Admissions Tests**

- For entry at the age of 11, boys will sit the 11+ GL Assessments tests in English and Maths, in the November prior to entry. Details of these processes, together with information on the GL Assessments resources (exemplar papers and Parents Guide), are available on our College Website, and can be accessed on the following link: <https://11plus.gl-assessment.co.uk/free-materials/>

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- We do not intend to disclose the assessment results or completed papers to parents or schools but will use these results as a means to judge academic capability in numeracy and literacy.
- 2. School Reference (including CAT score)**
- The College aims to educate boys who have a commitment to their work and will benefit from the structures operating at Victoria College. For the benefit of all boys at the College, students who have a poor attendance, behaviour, or motivation record will not be considered for a place at College.
  - We ask for an honest and detailed school reference, the format of which is determined by Victoria College, taking into account any learning needs, strengths and weaknesses. The previous academic achievement of each student will be taken into consideration. Educational attainment data will be requested on the Reference form.
  - We also ask for the student CAT score.
- 3. School Report**
- The most recent Year 6 school report is requested.
- 4. Interview**
- These will be conducted during the Assessment Morning in early November, by a member of our senior staff. This is to help us get to know the applicant a little better and allow the applicant to discuss their individual interests, skills and passions.

### **Admission during Years 7-11**

Boys wishing to join Victoria College during years 7 to 11 will be assessed using the College's own Entrance Procedure. Commitment, high standards of behaviour and good parental support will be pre-requisites for entry at all ages and, in every case, the final decision on admission rests with the Headteacher of Victoria College.

### **Admission to the Sixth Form**

To enter the Sixth Form at Victoria College, candidates should achieve a minimum GCSE Grade Point Average (GPA) of 4.8 and a minimum of Grade 4 in both English (Language or Literature) and Mathematics GCSE, which we will expect to be improved to a Grade 5 over the course of Year 12. This is to ensure that the academic demands of Key Stage 5 are appropriate to the pupil, and that the right Key Stage 4 qualifications are in place for the best possible pursuit of higher education options or to enter the world of work directly.

A GPA of 5.5 is recommended for the pursuit of three full A levels. GPA scores lower than this will result in the recommendation of a modified curriculum, which may involve alternative qualifications offered within the consortium of JCG and Beaulieu (such as BTEC or other vocational options in addition to appropriate A level subjects). Please note that certain subjects have specific entry requirements and individual cases may be considered on their merit by the Head of Sixth Form after consultation with Heads of Department.

All prospective Sixth Formers have an interview with the Headteacher and Head of Sixth Form before they are offered a place. Where a candidate is new to Victoria College, a satisfactory reference will be required from their current school.

Students who are already at Victoria College will need to show a good record of good behaviour, attendance and a positive attitude towards his studies. A genuine undertaking to address any concerns over these elements raised at interview, may also be taken into account before a conditional offer of a place is considered.

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The College will consider each admissions case on its individual merit and the final decision is with the Headteacher.

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## Victoria College Jersey Appeals Panel Detailed Procedure

Any parent who is not satisfied with an aspect of the admissions procedure can appeal to the Board of Governors. Such appeals must be in writing, addressed to the Chairman of the Board of Governors and sent to the Headteacher's Secretary. The appeal process will involve a panel of three Governors hearing the appeal, in a meeting with the parents within 10 days of receipt of the appeal and making recommendations within 15 days, after a review of the case with the Headteacher.

This policy details the framework used by the Board of Governors of Victoria College and Preparatory School to administer appeals against school admissions decisions.

The following policy exemptions will apply, for as long as Covid-19 pandemic public health measures remain in place (whilst Jersey's Safe Exit Framework is still in place), for appeal hearings:

- Flexibility for panel hearings to take place either in person, by telephone, video conference or through a paper-based appeal where all parties can make representations in writing is provided.
- The deadlines relating to hearing appeals (according to the Admissions Appeals policy) are relaxed from 10 to 20 school days from the receipt of the formal, written appeal and from 15 to 30 school days for the making of recommendations, followed by a review of the case with the Headteacher.

The information in this policy is for use by Victoria College and appeal panel members. It is also published on the Victoria College website and is available to parents, students and members of the public.

### Policy

The appeal process for school admissions in Jersey is non-statutory. There is no right of appeal against school admission decisions in Law. However, in line with good practice, Victoria College allows appeals against admissions decisions. Appeals are made to the Chair of Governors and heard by a panel of three Governors.

### Constitution of Appeal Panels

The Chair of Governors is responsible for making arrangements for appeals against the refusal of a school place within Victoria College. Victoria College and the appeals panel must act in accordance with Victoria College's Admissions Policy.

Appeal panels must be transparent, accessible, impartial, and operate according to principles of natural justice.

### Membership

Victoria College must appoint an appeals administrator for appeal panels. The appeals administrator must have knowledge of all school admissions procedures.

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The Chair of Governors must appoint an independent appeal panel that is comprised of a chair and at least two other panel members from within the Governing Body. The Chair of Governors may also request the attendance of a senior member of CYPES, normally the Senior Professional Adviser.

The Chair of Governors must ensure panel members retain their independence during the appeal period and are not conflicted in the case.

A person must not be a member of an appeal panel where they were involved in making the original admissions decision or provided information which contributed to the decision.

If a panel member has to withdraw temporarily (for example because of illness), the panel must postpone the hearing until the panel member returns. If the panel member is unable to return, a replacement must be appointed.

If a panel remains incomplete, then an appellant can request the hearing is still heard with an incomplete panel.

If an appellant fails to attend a hearing, then the panel can make a recommendation in their absence if it is positive. For the panel to make a negative recommendation then the appeal administrator must be able to demonstrate that every effort had been made to contact the appellant and no fair reason for failing to attend had been identified.

## **Roles and responsibilities:**

### **The appeals administrator**

The appeals administrator's role is to make the necessary administrative arrangements for hearings; to notify the parties of the order of proceedings in advance of the hearing; to respond to queries from appellants in advance of the hearing, or to identify the appropriate person to provide a response. The administrator must provide an impartial service and keep a record of proceedings. The administrator also ushers appellants to and from appeals and prepares the venue, including the use of telephones, paper-based appeals, or video conferencing arrangements. The administrator will provide a single, formal point of communication between Victoria College and the appellant. The appeals administrator is responsible for ensuring all documents sent to the appellant or to Victoria College relating to the appeal are subject to receipt confirmation by email or telephone. Informal discussions about the appeal or the subject of the appeal, between the appellant and Victoria College representatives, or other members of staff, are not allowed once the appeal has been lodged and any such information exchanged in an informal manner will not be considered at the appeal.

### **The Panel Chair**

The Panel Chair is responsible for the conduct of the hearing including introducing the parties and explaining the roles of the appeals administrator and the panel, including any attendee from CYPES, explaining how the hearing will be conducted, and ensuring that the parties have sufficient opportunity to state their case and ask questions. All questions will be directed through the Panel Chair.

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## Guiding principles for appeal panels

Appeal panels must operate according to the principles of natural justice. Those most directly relevant to appeals are:

- members of the panel must not have a vested interest in the outcome, or any involvement in an earlier stage, of the proceedings;
- each side must be given the opportunity to state their case without unreasonable interruption; and
- written material and evidence must have been seen by all the parties.

## Appeal Hearings

### Timetable

The Chair of Governors, supported by the appeals administrator, must set a timetable for organising and hearing appeals that:

- includes a deadline for lodging appeals which allows appellants at least 10 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal;
- ensures that appellants receive at least 5 school days' notice of their appeal hearing;
- includes reasonable deadlines for appellants to submit evidence, for Victoria College staff to submit their evidence, and for the appeals administrator to send appeal papers to the panel and parties;
- ensures that final decisions from the Headteacher are sent within 5 school days of the panel's review of their recommendations and the case with the Headteacher, following the hearing.

### Communication Pre-Appeal Hearing

When Victoria College informs a parent of a decision to refuse their child a place, such notification must include the reason admission was refused or withdrawn; information about the right to appeal; the deadline for lodging an appeal and the process for making an appeal. Parents must be informed that, if they wish to appeal, they must set out their grounds for appeal in writing. Victoria College must not limit the circumstances on which an appeal can be made.

No later than 5 school days before the hearing, the appeals administrator must provide appellants with notification of the date of and arrangements for the hearing. The notification must include a deadline for the submission of any further evidence that was not sent with the initial appeal. The appeals administrator must inform appellants that any information or evidence not submitted by the deadline might not be considered at the appeal. Parents may waive their right to '5 school days' notice' of the hearing.

Once an appeal has been requested, all communications to and from the appellant, relating to the appeal, must be made in a formal manner through the appeals administrator to ensure consistency and transparency.

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Victoria College must comply with reasonable requests from parents for information which they need to help them prepare their case for appeal.

### **Production of evidence from Victoria College prior to the hearing**

Relevant Victoria College staff must supply the appeals administrator with all relevant documents needed to conduct the hearing in a fair and transparent manner and in accordance with the specified timetable. This must include the reasons for the decision to refuse or withdraw admission.

The appeals administrator must send the background information required for the hearing, including the names of the panel members, to both the appellant and the appeals panel a reasonable time before the date of the hearing. This will allow opportunity for any objections regarding impartiality of panel members to be notified to the appeals administrator and Chair of Governors. An appeals panel must decide whether any material not submitted by the specified deadline is to be considered, taking into account its significance and the effect of a possible need to adjourn the hearing.

### **Attendance and representation**

In addition to reviewing the papers provided, the panel may ask the Victoria College representatives present in the hearing to answer detailed questions about the case being heard and about Victoria College. If these representatives are not available on the day of the appeal, the panel can decide to resolve the case by using the evidence previously submitted to the panel if it is satisfied that to do so will not disadvantage the appellant.

The appeals panel must allow appellants the opportunity to appear in person and make oral representations. Appellants may be accompanied by a friend. Where an appellant fails, or is unable, to attend and it is impractical to offer an alternative date, the appeal may go ahead and be decided on the information submitted.

The appeals panel must not allow representatives of Victoria College to support individual appeals for places at the school at the hearing itself, or by providing letters of support for appellants. Such support could create conflicts of interest and unfairness to other appellants.

### **The appeal hearing**

The Chair of Governors, supported by the appeals administrator, must take all reasonable steps to ensure the venue is appropriate, accessible to appellants, and has a suitable area for appellants to wait separately from the panel before and between appeals.

The Chair of Governors, supported by the appeals administrator, must ensure that appeal hearings are held in private, and are conducted in the presence of all panel members and parties. One party must not be left alone with the panel in the absence of the other. Where one party is unable to, or has failed to attend, the appeals administrator must remain with the panel and remaining party at all times.

The appeals administrator must notify the parties of the order of the proceedings in advance of the hearing. A suggested order is set out below:

- case for Victoria College;

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- questioning by appellant(s) and panel;
- case for the appellant(s);
- questioning by Victoria College and the panel;
- summing up by the appellant(s).
- summing up by the panel chair;

### **Multiple appeals**

Multiple appeals are when a number of appeals have been received for Victoria College. The Chair of Governors, supported by the appeals administrator, must take all reasonable steps to ensure that such multiple appeals are heard by one panel with the same members. Where more than one panel must consider appeals, each panel must make its own decision independently. A panel hearing multiple appeals must not make recommendations on any of those appeals until all the appeals have been heard.

### **Reaching a recommendation**

Appeal panels must take due account of all content of the cases submitted by Victoria College and the appellant. In all cases, the panel should consider whether the Victoria College Admission Policy has been correctly applied with due process. The appeal panel is not empowered to make the final decision in any case and is required to select one or more of the following recommendations, to be discussed in a further review of the case with the Headteacher:

- whether the admission arrangements were confirmed by the appeals panel as being compliant with the Admissions Policy, correctly and impartially applied, or not, stating the reasons;
- the Victoria College decision should be upheld, stating the reasons;
- the Victoria College decision should be reviewed, stating the reasons;
- the Victoria College decision should be put on hold to provide opportunity for further specialist advice to be sought, stating the reasons.
- The Victoria College decision should be put on hold pending consideration of new information provided during the appeal hearing.

To consider and agree their recommendations, the appeals panel should always try to have a continuation meeting immediately following the hearing and the Panel Chair may invite the CYPES attendee to remain for these discussions. The appeals panel may also consider including any important observations and points for consideration in their report, thereby bringing them to the attention of the Headteacher, without impacting their recommendations.

The appeals panel will consider every case on its individual merit and present its recommendations to the Headteacher, during a final review of the case. The Headteacher will make the final decision, taking into account the recommendations of the appeals panel.

### **Notification of the decision**

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The Headteacher must communicate the final decision following the appeal, including the reasons for that decision, in writing to the appellant.

The appeals administrator must send it to the parties as soon as possible after the final review of the appeals panel recommendations but no later than five school days, unless there is good reason.

The Headteacher must ensure that the decision is easily comprehensible so that the parties can understand the basis on which that decision was made.

### **Notes and records of proceedings**

The appeals administrator must ensure an accurate record is taken of the points raised at the hearing, including the proceedings, attendance, voting and reasons for recommendation made following the hearing.

Notes and records of proceedings must be kept securely by Victoria College for a minimum of two years. Such notes and records will, in most cases, be exempt from disclosure under the Freedom of Information (Jersey) Law 2011 and the Data Protection (Jersey) Law 2018. Legal advice must be obtained before any information or data contained in appeal notes or records is released.

### **Reaching Decisions on Appeals**

The Headteacher must consider:

- whether the admission arrangements were confirmed by the appeals panel as being compliant with the Admissions Policy, correctly and impartially applied to the child, or not, and the reasons stated;
- any other recommendations of the appeals panel and the reasons provided for such recommendations;

### **Further appeals**

Appellants do not have the right to a second appeal in respect of Victoria College for the same academic year.

Appellants may apply for a place in the same school in respect of a later academic year and have a further right of appeal if that application is unsuccessful.

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