Queen Elizabeth's Girls' School
Educating Women of the Future
Founded in 1888

Admissions Statement 2028/29

The school is not selective and the admissions criteria mirror those of the local authority community schools.

The school has an agreed admission number of 186 places in Year 7. If there are more applications than the number of places available, places will be offered according to the following order of priority:

If the school is oversubscribed, after admission of students with a Statement of Special Educational Needs or Education, Health Care Plan where the school is named in the Statement or Plan, priority for admission will be given to those children who meet the criteria set out below in order:

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989)
2. Children who, at the time of application, have a sibling living at the same address in Years 7-11 of the school (or who is in Years 12-13 if they previously attended in Years 7-11 for at least one year). Siblings would include half, step, adoptive and foster siblings provided they also live at the same address as the applicant.
3. Children who are living with a parent who has been employed by Queen Elizabeth's Girls' School for a period of at least two years at the application deadline, or who were recruited to fill a vacant post for which there was a demonstrable skill shortage, will be allocated places under this category by reference to the proximity of the child's home address (as defined by this policy) to the School, with those living nearer receiving higher priority.
   In order to apply under this category, the parent who is the employee of Queen Elizabeth's Girls' School must complete the Common Application Form and ensure that they confirm within it that they are an employee. Failure to do so will result in the child being placed into the next category that applies.
4. Remaining places are offered on a geographical basis measuring distance in a straight line from the school. Distances are measured between the front door of the child's home and the main school gate. The distance between these points is calculated using a computerised geographical information system.

Tie Breaker – distance will be used as a tie breaker within each category.

Final Tie Breaker – applicants from the same block of flats, or applicants who live the same distance from the school will be selected in random order and places will be offered accordingly.

Applications made on behalf of twins or triplets – when the over subscription criteria are applied to applications made on behalf of twins or triplets, they will be selected in random order and places will be offered accordingly. This could result in one (or two) children in a family being offered a place but not the other(s). Where relevant, the remaining child(ren) would be retained automatically on the particular school's waiting list and would have priority should any vacancies arise at the school.

Applications for admission in the normal admissions round
Applications for admission to Year 7 in September (known as admission 'in the normal admission round') must be made to the Local Authority by completing their Common Application Form ('CAF') which is accessible via the Local Authority's admissions page on its website. Failure to submit the CAF by the application deadline will result in the application being dealt with as a late application. This means that it will be accepted but will not be considered until all applications received on or before the application deadline have been considered. This will substantially reduce the change of achieving a place.

In Year Admissions
Queen Elizabeth's Girls' School participates in the Local Authority's coordinated scheme for in-year admission and admission to year groups other than Year 7. These applications must be made to the Local Authority rather than the school. Further information about this, including the relevant application form, is accessible via the Local Authority's admissions page on its website.

Admissions Timetable
The deadline for applications for admission to Year 7 in the normal admission round is to be confirmed. Late applications will be accepted but will not be considered until after all of the applications received on or before the application deadline have been processed, substantially reducing the chance of achieving a place. National Offer Day for places in Year 7 in the normal admission round, is to be confirmed. On that date, parents will be notified whether their application for admission has been successful or not. Where an application is unsuccessful, the reason for this will be confirmed in the notification letter.

Admissions Appeals
Parents have a statutory right of appeal against the refusal of a place which will be heard before an independent panel. Full details about the statutory right of appeal, including how and when the request for an appeal must be lodged, will be confirmed in the notification letter sent to parents on National Offer Day. A request for an admission appeal must be accompanied by the grounds for making the appeal (ie why it is believed that this Admission Policy does not comply with the School Admissions Code 2014 or other legislation, or was not correctly applied in relation to the application for admission). Before setting out the grounds of appeal, parents are advised to consider the reason for the refusal stated within the notification letter. The school is required to publish an admission appeal timetable on its website on or before 28 February before National Offer Day.

Waiting List
The names of all children who are unsuccessful in achieving a place in Year 7 will automatically be added to the waiting list for Year 7 for the duration of the school year in which the child was admitted. After that date, all names will be removed unless the child's parents notify the school that they would like their child's name to be kept on the waiting list going forwards. Where an application for in-year admission or admission to a year group other than Year 7 is unsuccessful, parents will be asked if they would like their child's name to be added to a waiting list for that year group and, if so, for how long. Waiting lists are not routinely kept for other year groups unless parents specifically ask for their child's name to be included on one. The child's position on a waiting list will be ranked solely in accordance with the order of priority set out in this policy, and not in accordance with the date that the child's name was added to the waiting list. This means that the child's name may go up or down the waiting list as the names of other children are added or removed.