



## **QEH Admissions Policy and Entry Requirements**

### **Admissions Policy**

QEH is an independent day school for pupils aged 7-18 (Years 3-13), boys only in Years 3-11 with a co-educational Sixth Form. QEH's vision is to inspire every pupil to achieve their potential, discover their passions and develop a keen sense of purpose. We aspire to be accessible to more young people in Bristol and are committed to being a diverse and inclusive community, where each individual is happy, valued and challenged.

Deciding on the right school for your child is very important, and we believe that a visit is invaluable. We very much hope that you and your child will visit QEH. We hold open events throughout the school year which give a general introduction to the school. Details are published on our [website](#). We are also happy to welcome prospective parents and their children at other times. Please contact the admissions team to arrange a visit on [admissions@qehbristol.co.uk](mailto:admissions@qehbristol.co.uk)

Admission to QEH will depend on the availability of places, the relevant entry requirements being met, and the ability of the candidate to gain optimum benefit from the educational opportunities provided at the school.

QEH assesses each applicant on an individual basis reviewing academic potential alongside conduct and attitude. A pupil's current school reference is also a part of our admissions process.

QEH's aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. We are mindful of our obligations under the Equality Act 2010 during the admissions process. All applications are considered in accordance with the school's Equal Opportunities Policy and Disability Access Plan.

The school is committed to equal treatment for all, regardless of a candidate's race, ethnicity, religion, disability, gender reassignment, sexual orientation or social background.

## **1. Entry Process and Requirements**

After families have had the chance to visit the school, either at an open event or individual visit, the first step of the admissions process for all applicants is to complete our online application form. At the same time making the £72 (including VAT) registration fee payment and providing a copy of the most recent school report and a passport photo. The registration fee reflects the costs incurred by the school in administering the admissions process before the offer of a place has been made and is non-refundable.

### ***1.1 Entry to QEH Junior School (Years 3-6)***

Upon an application being received, pupils applying to join QEH Junior School will be invited to attend a Taster / Quest Day. This day would include sitting our online entry assessments, spending time with their current peer group, a team-building exercise at our Failand sports ground and undertaking a range of fun leadership exercises with the Head. The minimum standard required would be the average level for their age group, based on the National Curriculum stages of attainment.

Our Quest Days commence in November annually for all year groups, we may hold other Quest days later in the academic year, if spaces are available.

For all entry points into the Junior School a reference or report will also be sought from the candidate's present school.

Offers of places are made shortly after a Quest Day. The offer of a place is dependent upon satisfactory performance in the entrance assessments during the Quest Day, behaviour and attitude on the Quest Day and an assessment of the candidate's ability to gain optimum benefit from the educational opportunities provided at the school. Please note, the Head of the Junior School's decision is final.

### ***1.2 Entry to QEH Senior School (Years 7-11)***

The main entry points to QEH Senior School are at 11+ (Year 7) and 13+ (Year 9). Upon receipt of an application, pupils applying will be invited to attend a taster day which would include time in the classroom and with their peer group. The taster day will include an interview with the Head and / or a senior member of staff.

In January applicants will be invited to QEH to sit online entrance assessments. A reference or report will also be sought from the candidate's present school.

The offer of a place is dependent upon satisfactory performance in the entrance assessments, behaviour and attitude at the taster day and interview, and an assessment of the candidate's ability to gain optimum benefit from the educational opportunities provided at the school. The minimum standard normally required in assessments is the average national level for the age group, based on national curriculum stages of attainment. Please note, the Head's decision is final.

11+ and 13+ scholarships are available for entry in Years 7 and 9 to recognise a pupil's excellence and / or potential. Scholarships are offered in music, sport and academia. All scholarships at QEH are honorary awards. Scholarship award holders may apply for an annual £200 grant for their musical, sporting or academic enrichment once they have started at QEH.

Sport and music scholarships will be awarded based on performance at the assessment day and academic scholarships will be awarded based on performance in the entrance assessments. The tenure of the scholarship will be until the end of Year 13, subject to the conditions of the award being continually met each year.

### ***1.3 Entry to QEH Senior School from QEH Junior School***

Pupils progressing from Year 6 in QEH Junior School to Year 7 in QEH Senior School will follow the same entry process as external joiners into Year 7. The assessment process will be undertaken to monitor progression, to help with setting and to offer academic scholarships.

If the school has concerns that a pupil may not meet the required academic level, or be able to access the Senior School curriculum, parents will be informed by the end of the Year 5 academic year by the Head of the Junior School.

### **1.4 Entry to QEH Sixth Form (Year 12)**

Entry to QEH Sixth Form into Year 12 will be based on a reference from the candidate's present school, including a prediction of GCSE grades, a copy of their latest school report available and an interview with the Head and/or a senior member of staff.

Depending upon an assessment of the candidate's ability to gain optimum benefit from the educational opportunities provided at the school, a place may be offered conditional upon the

candidate's achieving the GCSE grades required by the school. The minimum grades required are six GCSEs at grade 6, with a grade 7 in the subjects the candidate is planning to study at A-level.

Candidates seeking to join the school at 16+ will be required to pay a deposit of £400 to secure a place. The deposit will be returned if the candidate does not meet the required grades set for entry at GCSE.

16+ scholarships are available for entry into Year 12 to recognise a student's excellence and / or potential. Scholarships are offered in music, sport, drama and specific academic subjects. All scholarships at QEH are honorary awards. Scholarship award holders may apply for an annual £250 grant for their musical, sporting or academic enrichment once they have started at QEH.

The tenure of the scholarship will be until the end of Year 13, subject to the conditions of the award being continually met each year.

### ***1.5 Entry to QEH Sixth Form from QEH Senior School***

It is assumed that a pupil will progress through the Senior School and into the Sixth Form if they satisfy the academic entrance criteria for Sixth Form entry. The academic criteria for progression into the Sixth Form are set out above.

If there appears to be any reason why a pupil may not be offered a place in the Sixth Form, parents will be consulted before the end of the spring term of Year 11, at the latest, by the Deputy Head (Academic) to discuss this. Aside from academic concerns, poor behaviour or being unwilling to subscribe to the school's values and ethos may also lead to a pupil not progressing to the Sixth Form.

Unless a pupil will be leaving at the end of Year 13, parents must give a full term's notice (i.e. before the start of the summer term) in writing to the Director of Finance and Operations ([dfo@qehbristol.co.uk](mailto:dfo@qehbristol.co.uk)) in accordance with section 9 of the Parent Contract if they do not intend their son to proceed into the Sixth Form, or a term's fees in lieu of notice will be payable.

## **2. Special Educational Needs and Disabilities (SEND)**

The school welcomes pupils with disabilities or special educational needs, provided we can reasonably offer them any support that they require, cater for any additional needs and that our site can accommodate them. QEH does not unlawfully discriminate in any way regarding entry. We require parents of children with special educational needs, disabilities, or allergies

(suspected and diagnosed) to discuss their child's needs with the school from the outset of the admissions process so that we can consider and make – to the extent reasonably – appropriate provision for them.

Parents are required to provide with the application form full details of all relevant information about their child, including any reports (including educational psychologist reports, medical reports or assessments or other relevant expert third party reports), materials or information about their child's needs (educational, health or otherwise, and this may include any final or draft EHC Plans (or applications to EHC Plan). This is so the school can assess their child's needs and consult with parents about any adjustments which can reasonably be made.

The provision for pupils with Educational Health and Care Plans or other access requirements will be coordinated by the Head of Learning Enhancement who will ensure that admissions procedures are in accordance with the care plan and effectively meet their needs.

In some cases, prospective parents of pupils with SEND will be invited to QEHS to meet with the relevant Head of Learning Enhancement from the Junior or Senior School to discuss accessibility requirements and the reasonable adjustments that can be made to support them and to decide whether the school can meet their needs.

Pupils with SEND will be required to meet the same entry requirements as the rest of the cohort, albeit with support and/or access arrangements provided, where necessary, throughout the admissions process

There may be exceptional circumstances in which we are not able to offer a place for reasons relating to a child's special educational need or disability. For example, if, despite reasonable adjustments (in case of disability), we feel that a prospective pupil is not going to be able to meaningfully access the education offered, or that their health and safety or those of other pupils or staff may be put at risk, or where the school cannot reasonably accommodate the adjustments required or reasonably provide the nature or level of the support required.

In the event your child has an EHC needs assessment or EHCP (whether at the application stage, draft or final form) it is important that these (and the applicable supporting documentation, e.g. educational psychologist reports or other expert assessments) are shared promptly with the school and that the school is kept up to date with respect to any relevant decisions of the Local Authority or changes in provision.

### **3. Financial Assistance**

The school is committed to making a QEH education as accessible as possible by offering eligible families means-tested financial support with school fees for those who meet the school's entry criteria.

The school provides means-tested financial awards from 11+ (Year 7) onwards. To begin the financial assistance application process, prospective parents should tick the 'Financial Assistance' box on the online application form. The financial assistance form will be then emailed to complete upon receipt of an application form.

Both parents are required to provide proof of income and assets. The level of support varies according to parental need; but can extend to 100% in cases of proven need. Before the offer of financial assistance is made, a member of staff or external assessor may visit the family at their home.

Once financial assistance has been awarded, it is anticipated, unless circumstances change, that the assistance will continue through their time at QEH. Families are required to provide fresh information about their circumstances for review every year that their child attends the school. Levels of support may vary with fluctuations in income or wealth.

It is the school's expectation that parents who do not choose to apply for financial assistance at the time that their child is being assessed will not require financial support throughout the time that their child attends the school, except in unforeseen circumstances.

Financial assistance may be withdrawn in the event of non-adherence with the terms upon which such an award is made or otherwise in accordance with the school's Parent Contract.

If you have any queries with regards to financial assistance, please contact the Finance Office at [assistance@qehbristol.co.uk](mailto:assistance@qehbristol.co.uk)

### **Sibling Discount**

QEH offers a sibling discount when two or more siblings attend the school at the same time. This discount is currently 5% for the second child with 2.5% for each further child. It will only be applicable whilst the siblings are all at the school. Admission is not automatic for siblings and there may be occasions where the school judges that a sibling is likely to thrive better in a different academic environment.

#### **4. Overseas Applicants**

It is always the parent's/guardian's responsibility to ensure that their child has the appropriate immigration permission to live in the United Kingdom and to study at this school. The school does not sponsor Child Student Visa applications for entry at any point.

#### **5. Safeguarding**

In accordance with the guidelines outlined in Keeping Children Safe in Education (September 2024) and Children Missing Education: Statutory Guidance for Local Authorities (August 2024), QEH is responsible for the following:

- **Maintaining accurate records:** The school must keep an up-to-date admissions register, including details of all pupils enrolled at the school. This register should record information such as a pupil's date of admission, parental details, and the name of their previous school. Any pupil leaving the school at a non-standard time must be reported to the Local Authority.
- **Pupil enrolment and attendance:** The school must officially enrol pupils on the first day they are scheduled to attend and record their attendance. If a pupil does not attend on the agreed date, the school must investigate the reason for absence and update the attendance register accordingly. Additionally, the school must notify the Local Authority within five days of enrolling a pupil, particularly if the enrolment occurs at a non-standard transition point.
- **Changes in pupil circumstances:** When a parent informs the school of a change in their child's address, the school must update the admissions register with the new address and the name of the parent with whom the child will reside. Similarly, if a parent notifies the school of a change in the pupil's school enrolment, the school must record the name of the new school and the start date.
- **Safeguarding information exchange:** The school must share relevant safeguarding information with the new schools of pupils departing from QEH. Conversely, QEH's Safeguarding Team will contact the previous schools of joining pupils to exchange any necessary safeguarding information.

## **6. Records and Review**

Applicants' details will be held on file with due regard to data protection legislation. Please see the school's privacy policy for further information about how the school collects, uses and processes personal data.

The school will not hold the personal data of you or your child for longer than is necessary for a lawful purpose. Reasons to retain personal data for longer might include: if the parents express an interest in the candidate re-applying for any reason at a later date; or to deal with ongoing matters or queries arising from an application.

## **7. QEH's Terms and Conditions**

QEH's Parent Contract will be shared with parents / guardians as part of the admissions process. The Parent Contract details, amongst other things, the notice period and the responsibilities of families. By returning the Acceptance Form, families agree to the stated terms and conditions.

### **REVIEW:**

Date policy updated	24 April 2025
Date policy to be reviewed by	24 April 2026 or earlier if required
Policy Owner	Director of Marketing and Admissions