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| POLICY NAME | ADMISSIONS ARRANGEMENTS |
| POLICY REF: | QEHSPO9 |
| EFFECTIVE DATE: | JANUARY 2026 (for 2027 entry) |

Queen Elizabeth's High School is an 11-18 co-educational grammar school; we are a *community* school, i.e. a school run by the Local Authority (LA). The school's Governing Body is the Admissions Authority.

For Year 7 entry:

- Lincolnshire parents/guardians must apply for a place at QEHS direct to the LA, using a common application form (CAF) for all Lincolnshire schools
- Parents/Guardians who live outside Lincolnshire must apply for a place at QEHS using the different application form, provided by their home LA; parents/guardians return their form to their home LA, who will forward the application to Lincolnshire LA
- It is Lincolnshire LA which offers children places in Lincolnshire schools
- If parents/guardians who live outside Lincolnshire are offered a place, Lincolnshire LA will inform the relevant LA and they will inform the parents/guardians
- If QEHS is oversubscribed, the school's oversubscription criteria will be used to allocate places. (See *What Happens if the School is Oversubscribed*, below, for details)

Information about the admissions procedure is published in a booklet entitled "*Going to School in Lincolnshire*", which can be obtained free of charge by contacting the County Council (on 01522 782030) or on the Lincolnshire County Council web site at www.lincolnshire.gov.uk. Children who want a place at a grammar school must firstly have qualified under the selection arrangements.

However, it is the *school*, working with the Lincolnshire Consortium of Grammar Schools (LCGS), and not the LA, which carries out the *testing* procedures. The LA has delegated to individual grammar schools the work of administering the 11+ tests which are used to identify those children who are suited to a grammar school place.

Details of the admissions procedures and the testing arrangements are given below.

The Number of Places Available

The Published Admission Number (PAN) for Queen Elizabeth's High School is 188.

Entry at Age 11

The school does not hold interviews as part of the application procedure. Visits to the school, for example on Open Evening or on our School Tours, form no part of the selection procedures.

The 11+ Tests

Admission into Year 7 in Lincolnshire's grammar schools is decided by an *11+ test* procedure, consisting of two tests. These tests are administered by a consortium of Lincolnshire grammar schools. We work within this consortium to ensure that our procedures are, as far as possible, in line with the other grammar schools.

One 11+ test is a *verbal reasoning* test, which uses questions which involve the use of letters and words, with some questions (approximately 20%), which involve the use of numbers. The other 11+ test is a *non-verbal reasoning* test, which uses questions involving shapes. This test also involves some spatial reasoning questions. Tests are set and standardised according to approaches adopted by LCGS.



The school recommends that parents/guardians and primary schools should *not* coach children for these tests. Coaching may distort results and can lead to children being inappropriately placed. Familiarisation for tests is provided for all candidates, as explained below, to provide consistency.

We consider that the two familiarisation days organised by the school are sufficient preparation. However, familiarisation papers are available to purchase from various outlets or free to download from the LCGS website. Information on the familiarisation papers recommended are available on the school website.

The *actual* tests for entry in September 2027 will be administered in September 2026 and all testing takes place at QEHS on Saturdays. A few, unmarked warm-up questions precede each test. Special arrangements can be made for students who are ill at the time of the tests. Parents/Guardians must inform the school on the day of the tests, or before, of any illness or special consideration for an individual student. This should preferably be done in writing.

Tests will be administered by the Lincolnshire grammar school closest to you. However, this does not prevent you from naming, on your application form, a grammar school in another area.

Some parents/guardians ask for their children to be tested after the scheduled dates. We can continue to offer dates for late testing until the start of the school year. However, applications from parents/guardians of students who sit the tests *after* the advertised dates are likely to be treated by the LA as late applications; this means that their applications for a place will be dealt with after other applications. They may, therefore, find that available places have already been filled. In these cases, successful students are placed on a reserve list.

Marking the Tests

Tests are marked according to approaches adopted by LCGS. The raw marks obtained are used for standardisation. In consultation, the majority of grammar schools in Lincolnshire have determined an admissions standard ("The Qualifying Standard"), which is an aggregate standardised score of 220 in one verbal reasoning test and one non-verbal reasoning test. This standard is intended to identify by ability the top 25% of all students in the age group resident in all the areas of Lincolnshire which are served by grammar schools. This means that the percentage qualification rate may vary from one area to another and from one year to another, depending on the abilities of the students in a local area in any one year.

When we receive the standardised scores, these test results are released to the appropriate primary school Headteacher, unless parents have expressed a wish for us not to. They are also emailed to parents/guardians separately. This result will be emailed to parents in time for them to submit their Common Application Form.

Application Forms

Lincolnshire LA takes part in a national, co-ordinated admissions procedure for entry to all secondary schools. Parents/guardians should apply to their own LA by 31 October 2026. Failure to meet this deadline may result in your LA being unable to offer your child a place in the school of your choice.

The form will include a request for parents/guardians to express their preference for schools, including Queen Elizabeth's High School if they wish, in rank order. This preference is used, *by the LA*, to allocate places at secondary schools and is **not** divulged to individual schools. *Parents/guardians should note that taking the 11+ tests does not constitute an application for a place; a LA application form must also be completed.*

In the case of Queen Elizabeth's High School, we have 188 places available in Year 7. Parents/guardians may wish to note that, in most years, more than 188 children have qualified in the tests for a place.

Test Results/Offer of Places

Results will be emailed by the school to parents/guardians on the date identified on the school website, which is updated annually.



Qualification is not, in itself, a guarantee of admission and, in the event of over-subscription with applicants who have qualified, the LA will allocate places in accordance with the County Council's admissions criteria for this school as set out below. Offers of places at all Lincolnshire secondary schools, including QEHS, will be allocated by the LA towards the start of March (see the school website for the current date).

What happens if the school is oversubscribed?

In the event that more students qualify for a place than can be accommodated, the LA will ask this school to rank students who have passed the 11+ according to the criteria laid out in Appendix 1 below.

Exceptions to the normal over subscription rules apply to children in care. Under certain circumstances, children in public care who qualify in tests for a place at the school may be admitted to the school even if we are full up in the relevant year group. This is in response to protocols relating to "looked after" children and "hard to place" children, which all Lincolnshire schools are expected to follow; details of the protocols are available from Lincolnshire LA.

The Reserve List

Once all available places have been allocated, children who qualified in the tests but have been unable to gain a place, are placed on our reserve list.

A child's position on the reserve list depends on the over-subscription criteria listed in Appendix 1. Parents/guardians should note that

- The length of time a child has been on the reserve list is irrelevant to the allocation of places (it is not a *waiting* list)
- A child's position on the reserve list *may go up or down* as more children are tested or family circumstances change

If your child is of the required ability and you wish them to join the school in another year group, you can request your child be added to the reserve list by contacting Queen Elizabeth's High School direct. The reserve list will be kept in the order of the oversubscription criteria. The time you have been on the list is not taken into account.

The Year 7 reserve list is the property of the LA until the end of August. The reserve lists are then kept by the school throughout Years 7 to the Christmas term of Year 10; the parents/guardians of children at the top of the reserve list are contacted when a place becomes available. From time to time the school will contact parents/guardians to determine whether they would still like their child to remain on the reserve list.

Appeals

There is a statutory appeals procedure organised by Lincolnshire Local Authority for parents/guardians who want to appeal against the decision not to offer their child a place at this school.

For entry into Years 7 to 11 at a grammar school, a parent/guardian has the right to appeal if a place is not offered due to; non-qualification, oversubscription or both. If a child has not met the required standard in the entrance examinations, there is only a right of appeal if Queen Elizabeth's High School has been expressed as a preference.

For Sixth Form entry, a student who is not offered a place has the right of appeal through the school Governors by emailing the Clerk to Governors: clerktogovernors@qehs.lincs.sch.uk. There is no right to appeal for a particular course but only where there has been a refusal to the Sixth Form.

The procedures for Years 7 -11 appeals relating to admissions will be in accordance with all relevant legislation. They are independent and organised by the County Council Legal Services Section and entirely separate from the admission system. The decision of the independent appeal panel is binding on all parties.

Further information on appealing can be found at www.lincolnshire.gov.uk/schooladmissions.



Mid-Year Admissions

Applications are made through the LA (see 'Lincolnshire County Council – Co-ordinated Mid-Year Admissions Scheme' available at www.lincolnshire.gov.uk). Places will be allocated in accordance with the published oversubscription criteria.

Children will sit a series of standardised tests. Tests are usually held in December and July. Parents/guardians should contact the school for information.

Entry into the Sixth Form (for entry from September 2026)

Queen Elizabeth's High School is committed to providing a high-quality, inclusive education in our Sixth Form, welcoming students who are ready to engage with a challenging curriculum. Our admissions policy aims to provide clarity for prospective students and their families in order to ensure that those entering our Sixth Form are well-prepared for the demands of Advanced Level study.

Students will be expected to enrol on a two-year, full time, planned programme of study. Entry level criteria has been carefully established for all A Level and Level 3 qualifications to give our students the best possible opportunity to achieve their potential, with meaningful results that will help them to move on with their post-18 plans.

Entry Requirements

Entry into the QEHS Sixth Form is open to:

- Current QEHS students who meet the academic entry criteria (as detailed below).
- External applicants from other schools who meet the QEHS academic entry criteria (as detailed below) and demonstrate an enthusiasm for academic study and a commitment to the QEHS ethos.

All applicants, both internal and external, are subject to the following academic entry requirements:

Academic Entry Criteria

1. Minimum GCSE Grades: Admission to the Sixth Form is conditional upon a student's performance at GCSE (or equivalent qualifications). The minimum entry requirements are:

- A total of 36 points across GCSE subjects, calculated using the GCSE points system (where Grade 9 = 9 points, Grade 8 = 8 points, and so on).
- At least a pass (Grade 4 or above) in both English Language and Mathematics.

The Department for Education requires all young people under 18 to continue to study GCSE English and Maths until at least a Grade 4 is achieved. To provide the best support, we offer timetabled support sessions for the resit and enter either for the November and/or the Summer exam.

2. Subject Specific Requirements: Students will need to meet subject-specific grade requirements for the particular courses they wish to study, typically this will be a grade 6 or above in subjects that have a direct GCSE equivalent. In the event of students not meeting the subject specific requirements the school reserves the right to offer places to students on a case-by-case basis.

3. Entry Requirements for A Level Subjects Not Studied at Key Stage 3 or 4

For A Level subjects that students may not have encountered during earlier Key Stages, such as Law, Psychology, Sociology and Economics, the following subject-specific entry criteria are advised to ensure students are suitably prepared:

- Sociology: Students will have achieved a minimum Grade 5 in GCSE English Language.
- Law: Students will have achieved a minimum Grade 5 in GCSE English Language.
- Psychology: Students will have achieved a minimum Grade 5 in GCSE English Language, along with a Grade 5 in Mathematics and Science.
- Economics: Students will have achieved a minimum Grade 6 in GCSE Mathematics.



For those wishing to take A Level Further Mathematics, it is necessary to also study A Level Mathematics, and students should have achieved a minimum of Grade 7 in GCSE Mathematics to engage confidently with the course content.

Application Process

Internal Students

1. QEHS students are encouraged to attend Sixth Form Open Evening and meet with their Form Tutors, Head of Year, members of the Sixth Form Team and Career Advisors to discuss their options.
2. Internal students should submit an application form via the Applicaa system by the specified date in Year 11.
3. Following receipt of GCSE results, students will confirm their subject choices based on meeting the required grades and course availability on GCSE Results & Sixth Form Enrolment Day.

External Students

1. External applicants should submit an application form via the Applicaa system.
2. External applicants must provide predicted grades, a reference from their current school, and meet with a member of the Sixth Form Team or QEHS Leadership Team to discuss their application, subject choices and career aspirations.
3. Conditional offers are made based on predicted grades, with final confirmation upon receipt of GCSE results.

The official PAN for Queen Elizabeth's High School Sixth Form is 35, which represents the maximum number of external candidates we will admit over and above our own Year 11.

Offers to internal and external students will be made on the basis of predicted performance at GCSE, with the requirement that the necessary grades are achieved in the final examinations prior to entry to the Sixth Form and subject to the student's chosen options being accommodated on the timetable.

All offers made during Year 11 are conditional on students meeting the academic entry criteria specified and will only become firm offers upon confirmation of actual GCSE results.

Please note that in most cases we will not be able to enrol any new Sixth Form students after September/early October because it will be too late to join courses. Any student wishing to apply for a place in QEHS Sixth Form, who has already completed part or all of their first year of A Level study at another educational establishment will need to apply to restart Year 12 at the relevant time as stated above, although each application will be assessed on a case-by-case basis via our Mid-Year Application Form.

Course Availability

QEHS aims to offer a wide range of A Level and other Level 3 courses to provide students with diverse pathways to support their academic and career aspirations. Students may apply at any point up until the first day in September in the year of admission, though they should be aware that courses regularly fill and their options may be significantly limited as a result. The school reserves the right to withdraw or not run a course if student uptake is deemed insufficient.

- **Minimum Enrolment Threshold:** Courses may require a minimum number of enrolled students to ensure a productive learning experience or effective learning environment and resource/staffing allocation.
- **Timetabling Constraints:** Due to the complexity of the Sixth Form timetable, courses are arranged in scheduling blocks. While every effort is made to accommodate students preferred subject combinations, there may be instances where timetable clashes prevent students from taking all of their desired courses. In these cases, we will work with students to explore viable alternative subjects and support them in making informed choices that align with their future goals.
- **Notification of Course Changes:** In the event a course cannot be run, students will be notified promptly and supported in selecting alternative subjects.



If a student is not happy with the remaining courses on offer, it would be their choice to withdraw their application to join QEHS Sixth Form and to find a place at another institution.

Right To Appeal

Applicants who are not offered a place have the right to appeal the decision. If an application is refused, students and/or their parents/carers may submit an appeal. The appeal will be heard by a panel of Governors at a formal hearing. During this hearing, the Governors will review the case for admission, assess whether the correct procedures were followed in line with the school's published admissions policy, and consider the reasons for the refusal. The panel will then decide whether or not to uphold the original decision.

Visits and Further Information

The school holds an Open Evening each year. We also have tours of the school conducted on Wednesday afternoons for prospective parents and students. Further details are available on the school website or by contacting office@qehs.lincs.sch.uk

This policy will be reviewed annually by the Admissions Committee of the Governing Body



APPENDIX 1

Queen Elizabeth's High School Oversubscription Criteria for Entry in September 2027

The school's published admission number is 188.

For entry into Years 7 to 11 children who would like a place at Queen Elizabeth's High School must firstly have qualified under the testing arrangements.

In accordance with legislation the allocation of places for children with Education, Health and Care Plan (Children and Families Act 2014), naming the school will take place first. We will then allocate remaining places in accordance with this policy.

In the event of the school being oversubscribed by qualified children, places will be allocated using the oversubscription criteria listed below, which are listed in order. If categories A, B, C or E are oversubscribed, the tiebreaker used will be driving distance. Words marked with a number, for example 1, 2 and 3 are explained separately in the definition and notes section.

- A. Looked after children and all previously looked after children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted (1)
- B. Children with a brother or sister (2) on roll at Queen Elizabeth's High School at the time of application
- C. Children of staff employed at the school (3)
- D. The school is 9 miles or less (4) from the child's home address (5) by driving distance (6). Such children will be referred to in this policy as 'local children'.
 - If there is oversubscription within this criterion priority will be given to the child living closest to the school by driving distance, as defined in note 6
 - If two or more children in this criterion are tied for the last place the following tiebreakers will be used in the order given until the tie is resolved
 - 11+ score, with the child achieving the highest aggregate standardised score being awarded the place
 - The child living closest to the school by straight-line distance (7) being awarded the place
 - Random allocation. A lottery will be drawn by an independent person, not employed by the school or working in Children's Service Directorate at the local authority
- E. The child is registered as Ever6FSM (8) at the time of application
- F. The school is more than 9 miles (4) from the child's home address (5) by driving distance (6)
 - If there is oversubscription within this criterion children will be ranked by their aggregate standardised 11+ score in decreasing order, with the highest score being awarded a place first
 - If two or more children in this criterion are tied for the last place the following tiebreakers will be used in the order given until the tie is resolved
 - The child living closest to the school by driving distance (6) being awarded the place
 - The child living closest to the school by straight-line distance (7) being awarded the place
 - Random allocation. A lottery will be drawn by an independent person, not employed by the school or working in Children's Service Directorate at the local authority



APPENDIX 2

Definitions and Notes

1. Looked after children and all previously looked after children

- 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) at the time of making an application to a school.
- A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole main purpose is to benefit society.
- Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).
- This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders).
- Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

2. Brother or sister

- A full brother or sister, whether or not resident in the same household. Another child normally living for the majority of term time in the same household, where an adult in the household has parental responsibility as defined by the Children Act 1989. Or any child in the household where an adult in the household is defined as a parent for the purposes of Section 576 of the Education Act 1996.
- Brothers and sisters in the same year group
 - In these cases, all the children who have met the qualifying standard in the 11+ will be considered together as one application. If one or more can be admitted within the published admission number the school will be allowed to go above its admission number as necessary to admit all the children, unless this would make the class too large.

3. Children of staff at the school where the member of staff is an employee at the school or where the member of staff has been recruited to fill a vacant post.

4. Local Children

- 'Local children' are defined as those whose home address is 9 miles or less from the school. For a child's home address to qualify as "local" both of the following must be met:
 - The child's home address must meet definition 5 (next page).
 - The school must be 9 miles or less from the child's home address by driving distance.
 - The driving distance is calculated by measuring the shortest route along public highways from the post office address point of the child's home to the post office address point of the school. Measurements are made to a maximum of three figures after the decimal point.
- Children who do not meet this definition are not classed as 'local children' and will be considered under point F of the oversubscription criteria.



5. Home Address

- By home we mean the address where the child lives for the majority of term time with a parent/guardian as defined in section 576 of the Education Act 1996 who has parental responsibility for the child as defined in the Children Act 1989.
 - Where a child lives normally during the school week with more than one parent/guardian at different addresses, the home address for the purposes of school admissions will be the one where the child spends the majority of term time. If a parent/guardian can show that their child spends an equal amount of time at both addresses during school term time, they can choose which address to use on the application.
 - If a parent/guardian has more than one home, we will take as the home address the address where the parent/guardian and child normally live for the majority of the school term time.
6. **Driving distance** is calculated electronically by measuring the shortest route along public highways from the post office address point of the child's home to the post office address point of the school. Measurements are made in miles to a maximum of three figures after the decimal point.
7. **Straight-line distance is calculated by measuring from the post office address point of the child's home to the post office address point of the school.** Straight-line distance is also referred to 'as the crow flies'. Measurements are made in miles to a maximum of three figures after the decimal point.
8. **This means that the child is either currently in receipt of Free School Meals or has been in receipt of Free School Meals within the past 6 years.** Priority will be given to children who are registered as Ever6FSM at the time of application. You will be asked at registration for the 11+ whether your child meets the FSM/Ever6 criteria and whether you consent to this being verified with your child's primary school. We will confirm this with your child's primary school if you have indicated on the form that you think your child is eligible and you live outside of the 9 miles of the school. If your child becomes eligible after registration but before 11 December 2026 of the year in which the application is made, please contact the school by no later than 11 December 2026 so this information can be verified in time for national offer day. If the child becomes eligible after this date, please contact the school so this can be verified, however, the change will not be made until after national offer day.

Fraudulent or Misleading Applications

The Admission Authority and Queen Elizabeth's High School have the right to investigate any concerns they may have about your application. If it is considered there is evidence that an applicant has made a fraudulent claim or provided misleading information, the Admission Authority has the right to withdraw an offer of a school place. For example, if a false home address has been given for a child which denied a place to a child with a stronger claim.

The Admission Authority and Queen Elizabeth's High School reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly.

Fair Access Protocol

Local Authorities are required to have Fair Access Protocols in order to make sure that unplaced children who live in the home local authority, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. This includes admitting children above the published admissions number to schools that are already full. Queen Elizabeth's High School co-operates with this process.



Children of UK service personnel (UK Armed Forces)

In order to meet the government's military covenant aimed at helping UK service personnel, and Crown Servants returning from abroad, we have adopted the following arrangements.

For families of UK service personnel with a confirmed posting to the area, or crown servants returning to live in the area from overseas, the Governors will:

- Process an application in advance of the family arriving in the area provided it is accompanied by an official letter that declares a relocation date and a Unit postal address, intended address or quartering area address to use when considering the application against the school's oversubscription criteria
- Accept a Unit postal address or quartering area address for admissions purposes for a service child where the parent requests this
- The Governors will not refuse a service child a place solely because the family does not have an intended address or does not yet live in the area

Evidence of an intended address will be required such as a tenancy agreement, or mortgage statement. Please contact the school for more details.

For late coordinated applications and midyear applications supported by the appropriate military documentation, we will aim to remove any disadvantage to UK service personnel (UK Armed Forces). The Governors will consider whether:

- An application from that address would normally succeed in an oversubscribed year
- There is any child on the reserve list with higher priority under the oversubscription criteria
- The prejudice from admitting an extra child would be excessive

The Governors have discretion to admit above the admission number in these circumstances if they wish, but are not obliged to do so. If a place is refused, you will be informed of your right of appeal.

Admission of Children outside their Normal Age Group

Parents/Guardians may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. Parents/Guardians wishing to make these requests must contact their home local authority for guidance on the procedure to follow. It is important for parents/guardians to note that they will have the opportunity and responsibility to provide whatever evidence they wish to support their request.

Decisions will be made on the basis of the circumstances of each case and in the best interests of the child concerned, this will include taking account of:

- The parent/guardian's views
- Any available information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Any evidence that the child may naturally have fallen into a lower age group if it were not for being born prematurely
- The views of the current Headteacher

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| Approved by: | Governing Board (Admissions Committee) |
| Date: | November 2025 |
| Responsible Person: | RME/LXR/ESW/EJW |
| Review frequency: | Annually |