

<b>Policy</b>	<b>Admissions</b>
<b>Reviewer</b>	<b>Dr Gareth J A Hughes</b> Headteacher
<b>Last Reviewed Changes</b>	Summer Term 2026

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

**Associated Victoria College documentation:** Payment of Fees Policy

### **Why Victoria College?**

Victoria College is a Government of Jersey provided fee-paying school. This means that the College is subject to the oversight of the Minister for Children and Education and it receives funding per child from the Government of Jersey, but unlike fully provided schools the majority of our fee income is received from parents or guardians. We do have a comprehensive bursary scheme to enable students that merit entry on the basis of our admissions criteria, who might not ordinarily have the opportunity to attend a fee-paying school, the chance to thrive in an inclusive and successful academic environment.

Victoria College is an academically selective school that welcomes young people with diverse backgrounds not only from its preparatory school, Victoria College Prep ('VCP') but also from other fee-paying and non fee-paying primary schools on Island.

Victoria College produces young people who have received a holistic education, achieving their potential, with a commitment to community and personal goals.

### **Admission at 11+ for boys who are not at VCP**

Our admission criteria ensures we obtain the best possible information on the young people that apply to the College from non-VCP schools, to help 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/>
- We will not disclose the assessment results or completed papers to parents or feeder schools but will use these results as a means to judge academic capability in numeracy and literacy.

#### **2. School Reference (including Year 6 CAT score)**

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- o The College aims to educate students who demonstrate commitment to learning and achieving their potential and will benefit from the successful educational environment at Victoria College. For the benefit of all students at the College, candidates who have a poor attendance, behaviour, or motivation record will not be considered for a place at Victoria College.
- o We ask for an honest and detailed school reference, the format of which is determined by Victoria College, taking into consideration the points made above. Educational attainment data will be requested on the Reference form.
- o In order to support students to achieve their potential, we will also require detail on any specific educational needs, together with information on associated access arrangements or provisions to support learning.
- o The student should obtain a mean CAT score of at least 100.

### 3. School Report

- o The most recent school report is required.

### 4. Informal Interview

- o Interviews 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. In isolation, interviews do not determine whether a student is offered a place at Victoria College; candidates must fulfil the criteria as set out above.

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

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

The unique relationship between Victoria College Preparatory School and Victoria College leads to a specific admissions process for 11+ entry, with automatic transfer between the two schools at 11+ in the majority of cases.

A place is only guaranteed in Year 7 for a VCP student when all of the following are met:

- o consistently attains at least Working at the Expected Standard (EXS) in Age-Related Expectations in Reading, Writing and Mathematics; and
- o attained at least Secure Age-Related Expectation in Teacher Assessments in Reading, Writing and Mathematics at the end of Year 5; and
- o demonstrates a good behaviour, motivation and attendance record, proactive engagement in the broader life of the school, and a positive attitude towards learning, as evidenced in their VCP school reports; and
- o obtains a mean CAT score of at least 100.

Where it is identified through annual student progress meetings (attended by school leaders from VCP and Victoria College) and the provision of evidence, that any of these requirements are not being, or may not be met, automatic transfer is not guaranteed. Victoria College reserves the right to approve progression into Year 7, based on either or both of the following (at the Headteacher's discretion):

- Attaining suitable results through the Admission Process for non-VCP students (see above), and considered within the external candidate application cohort, held during assessment morning in November of Year 6.
- An interview with the Headteacher of Victoria College to discuss the appropriateness of the move.

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Parents will be formally offered a place at the end of the Autumn Term of Year 6, ahead of formal admission onto roll at Victoria College in September of Year 7.

### **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**

All offers for Sixth Form study at Victoria College are conditional on academic attainment and positive behaviour.

### **Academic criteria**

To enter the Sixth Form at Victoria College, candidates must 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. This GPA must come from the average results of 8 standard course GCSEs sat. In the event of a Grade 4 being achieved in English or Maths we will expect that grade to be improved to a Grade 5 over the course of Year 12 through the process of resitting. This expectation is not linked to admission to the Sixth Form – it is simply because the Grade 5 level in the two core subjects of Maths and English facilitates demonstrates a 'good pass' and may better support onward pathways after secondary education. This is to ensure that the academic demands of Key Stage 5 are appropriate to the candidate, 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. An average GPA of 5.5, again coming from 8 standard course GCSEs sat, 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 sixth form collaborative relationship (Jersey College for Girls, De La Salle College and Beaulieu Convent School), such as BTEC or other vocational options in addition to appropriate A level subjects. 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.

Where a candidate applies to join Victoria College's sixth form from another school, whilst at least an 8 standard course GCSE profile is expected, discretion will be applied by the Headteacher in terms of the number of GCSEs contributing to the GPA depending on the specific previous school context.

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.

### **Behaviour**

All students who are already at Victoria College will need to show a good record of positive behaviour and attendance. Where these records show that a candidate has not met the requisite standard for onward progress to the sixth form, candidates and their families will be made aware from the end of Y10 and before Christmas in Y11. At this point the conditions for sixth form entry will be made explicit and a formal programme of additional intervention will be agreed. There will be clear expectations outlined of what good behaviour

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looks like and this will be communicated through a 'tariff' system. This tariff system will be specifically communicated to parents and candidates and updated in periodic meetings with the candidate. If these conditions are not met during the intervention period, the sixth form place offer will not be made.

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

### **Leaving Roll**

The Headteacher will confirm in writing the acceptance of withdrawal and the student will be considered off roll from the date indicated by the Headteacher. Any student that elects to leave roll formally will be required to reapply to Victoria College as per the stated processes.

### **Leavers joining Hautlieu (14+)**

Any student that elects to leave Victoria College prior to the end of Year 9 to attend Hautlieu will have been deemed to have formally left roll. We do not provide access to school opportunities once a student has left roll at this point. This includes, but is not limited to, access to our Combined Cadet Force, access to support for the Duke of Edinburgh's Award programme or participation within the summer expedition, access to our Activity Week provision, attendance at end of year assemblies and celebration events, and formal academic support from teaching staff.

### **Disclosure of information**

Failure of a candidate's previous school or their family, to disclose full information on a prospective or offered candidate's application during the admissions process may result in the withdrawal of that place. This withdrawal can take place before or after the candidate commences study at Victoria College.

References written by the College for students leaving roll will not be disclosed to parents / guardians or the student.

### **Appeals**

Parents/guardians have the right to appeal an admission decision. Such appeals must be in writing within 5 working days of the notification of the decision, addressed to the Chair of the Board of Governors and sent to the Headteacher's Secretary.

Appeals to the Board of Governors may only be made based on the grounds of adherence to the Victoria College Admissions Policy. If a candidate has been unsuccessful meeting the entry criteria this does not in of itself constitute grounds for appeal.

Appellants do not have the right to multiple appeals within the same admissions window (i.e. in the same academic year), they may, however, apply for a place for a later academic year and have a further right of appeal if that application is unsuccessful.

### **Bursary Retention**

Bursaries are provided from a range of different sources, to provide financial support on a means-tested basis for families

Victoria College relies on Victoria College Foundation funds for bursary provision, some of which is generated through charitable donations to the Victoria College Foundation (registered Charity no. 412). There is only a set amount of funding that can be allocated from the Foundation, combined with a limited number of external funds, so the awarding of Bursaries needs to be carefully considered.

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Decisions on bursaries are made either directly by the Bursary Committee, or on recommendation by senior staff to external fund providers (e.g. Howard Leopold Davis).

Bursaries are awarded based on financial means testing, for families that fall below the income threshold as set by the College and available on request. The following Bursary eligibility guidelines are then enacted for students that hold awards. Guidance is applied on an annual academic year basis, to ensure that students are making full use of their opportunities at Victoria College and the funds are being effectively utilised.

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Measure	Early Flag	Red Flag
Academic progress and engagement	Attainment recorded as 'Not there yet' in three or more subjects. Subject assessments (interim and end of year) incomplete in two or more subjects.	Attainment remains 'Not there yet', and incomplete assessments not addressed. If an Individual Action Plan is in place, continued failure to meet targets.
Attendance (caveat for long term illness or exceptional circumstances – at Headteacher's discretion)	<90% cumulative	<80% cumulative with no improvement seen
Kindness and Aspiration (Progress Review scores)	Average of <2.0 for either metric	Average of <2.0 continued (no improvement seen)
Behaviour (repeated minor misdemeanours)	30 accumulated behaviour points over year	50 accumulated behaviour points over year
Behaviour (major misdemeanours)	Any external suspension or two internal suspensions	Any subsequent external suspension within that academic year

**Early Flag**

Notification to parents of any student that has met any of the stated criteria for concern. Meeting with Headteacher and letter indicating improvements are required within a stated period (minimum of one half term), with plan implemented with respective Head of Year for support over that period to maximise chance of success.

**Red Flag**

If no improvement is made then a decision on recommendations to external funds and Foundation for continuation of Bursaries is now made. Parents informed that student may now not qualify for bursary funding or recommendation to external fund will not be made.

There must always be an Early Flag warning and support plan in place before a Red Flag decision.

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## School Fees Fact Sheet

School fees should be paid in full on or before the first day of each term. The fees should be paid by monthly direct debit over twelve months commencing 1 June annually.

For students starting mid-way through an academic year, an invoice for the first term will be issued and payment should be made in full before the student starts school. Monthly payments for the following term will be collected by direct debit as detailed below.

Monthly direct debits are deducted automatically from your nominated account on the first day of the month, or the following working day if it falls on a weekend or Public Holiday:

<b>TERM</b>	<b>PAYMENT 1</b>	<b>PAYMENT 2</b>	<b>PAYMENT 3</b>	<b>PAYMENT 4</b>
<b>Autumn</b>	1 June	1 July	1 August	1 September
<b>Spring</b>	1 October	1 November	1 December	1 January
<b>Summer</b>	1 February	1 March	1 April	1 May

The fees for Victoria College (are subject to annual review in the spring term. Fees are increased as required in September each year. The fees are set by the Board of Governors and approved by the Minister for Education and Lifelong Learning and the Treasury Minister. The Board of Governors will provide one terms notice of any fee increase ahead of the following academic year.

### **FINANCIAL ASSISTANCE**

Financial assistance is available, on a means tested basis, to students from Victoria College. Awards are usually made during the Spring and Summer Terms for the following September. They are subject to annual review and may be adjusted according to changes in income and circumstances. Emergency awards can also be made mid-year in exceptional circumstances. Application forms for bursary support are available from the Admissions Registrar.

### **NOTICE PERIOD**

Parents are required to give a full term's notice of their intention to withdraw a student. Failure to provide sufficient notice will incur a charge of the full fees for the following term. For the avoidance of doubt, formal notice must be received by 6 p.m. on the first official day of the final school term for the student, irrespective of whether this is classed as an INSET day for the school.

### **POLICY**

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The school policy for the payment of fees can be found on our website [Fees Policy](#)

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