

Policy	Admissions
Reviewer	Dr Gareth J A Hughes Headteacher
Last Reviewed Changes	Spring Term 2025

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

Associated Victoria College documentation: Payment of Fees Policy

Context

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 Education and Lifelong Learning 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 Preparatory School ('VCP') but also from other fee-paying and non fee-paying primary schools on Island.

Victoria College's mission is::

- A transformative curriculum in and out of the classroom that inspires excellence, curiosity and independent thinking.
- A dynamic learning environment underpinned by kindness, altruism and compassion.
- A diverse community where everyone is valued and supported to achieve their potential.

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 Criteria and Testing

- The student should obtain a mean CAT score of at least 100, attained in the summer of Year 5.
- 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

- 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.
- 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. We will also require detail on any special educational needs that might require additional support to allow the student to achieve their full potential.

3. School Report

- The most recent school report is required.

4. Informal Interview

- 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.

Admission at 11+ for boys attending VCP

The unique relationship between VCP and Victoria College leads to a specific admissions process for 11+ entry, with automatic transfer between the two schools at 11+ in the majority, but not necessarily all, cases.

Any student who wishes to transfer to Victoria College from VCP needs to formally register for a place information, and deadlines for this will be sent out to parents.

A place is only guaranteed through automatic entry into Year 7 for a VCP student when all of the following are met:

- obtains a mean CAT score of at least 100 in the summer term of Year 5 (due to all Island Primary Schools not sitting Year 6 CATS from Summer 2025)
- attains at least Secure Age-Related Expectations in end of year judgements in Reading, Writing and Mathematics, based on teacher judgements of performance across Year 5
- 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.

Where it is identified through annual student progress meetings (attended by school leaders from VCP and VCJ) and the provision of evidence through standardised assessments from the start of Year 4 onwards, that any of these requirements may not be met, VCP school leaders will proactively alert parents

of students from the start of Y4 to help manage expectations, inform on likely admissions processes (see below) and to discuss options for onward destinations.

Victoria College reserves the right to require VCP students that do not meet the automatic entry criteria, for whom further information is required to make an informed decision on a place, to attain 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. A letter will be sent by Victoria College by the end of the Summer Term of Y5 to these parents after Year 5 CAT scores are attained and received, informing that attendance at the November admissions morning is required to continue with the application.

The choice to not attend the Admissions Morning for those VCP students required to do so will constitute a formal withdrawal of application to Victoria College for Year 7.

It is the responsibility of all applicants' families that they familiarise themselves fully with these automatic entry criteria and are aware that further information may be required of their son through required attendance at the November admissions morning.

Parents of boys 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.

Implication for Debtors

Entry to Victoria College from VCP is based on all VCP fees being paid at the time of leaving VCP. Any outstanding debt on record at the end of August immediately preceding the September of Year 7 entry will result in the VCJ place being withdrawn.

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 tests with the Headteacher of Victoria College.

Admission to the Sixth Form

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 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.

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. However, the GPA entrance requirement of 5.5 / 4.8 still applies for their profile.

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 record of good behaviour, attendance and a positive attitude towards their studies. Where these are identified as not being of the requisite standard, students and their families will be made aware at the end of Y10, with a clear support programme put in place to enable the student to improve in these areas. If sufficient progress is not made, a student's place in the Sixth Form will be made conditional. If these conditions are not met, the offer of a place will not be made.

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

Entry to the Sixth Form is based on all current VCJ fees being paid at the end of academic year of Year 11. Any outstanding debt will result in the Sixth Form place being withdrawn.

Leaving Roll

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 at the end of Year 9 to attend Hautlieu will not be able to access certain provision for the remainder of the academic year once they have formally left roll. 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. This is to ensure that school resources in such areas are allocated to those students that remain formally on roll and therefore making fee contributions.

Disclosure of information

Failure of a student'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 student commences study at Victoria College.

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 child has been unsuccessful meeting the 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. 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.

Fees

Please see the associated Payment of Fees Policy for guidance, including when leaving roll.

Bursary Retention

Bursaries are provided from a range of different sources, to provide financial support on a means-tested basis for families to allow their sons to attend Victoria College.

Victoria College relies on Victoria College Foundation funds for bursary provision, some of which is generated through charitable donations and some from Foundation Partner investment. There is therefore 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.

Decisions on bursaries are made either directly by the Bursary Committee (comprising Headteachers from VCP and VCJ, Bursar and representatives from the Foundation and Finance & Premises Governing Body Sub-Committees), or on recommendation by senior staff to external fund providers (e.g. Howard Leopold Davis). External funds may make their own decisions on continuation of Bursaries outside the terms of this Policy, and are not necessarily bound by this Policy.

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. The expectations associate with those within our Admissions Policy.

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Measure	Early Flag	Red Flag
Academic progress and engagement	Attainment recorded as 'Not there yet' in three or more	Attainment remains 'Not there yet', and incomplete

	subjects. Subject assessments (interim and end of year) incomplete in two or more subjects.	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 will usually be an Early Flag warning and support plan in place before a Red Flag decision. However, the Headteacher reserves the right to withdraw a College Bursary or not recommend continuation of an external Bursary in the event of a major behavioural incident that would constitute an external exclusion.