

# **ADMISSION POLICIES ADJUSTED AS REQUIRED BY THE OFFICE OF THE SCHOOLS ADJUDUCATOR – SEPTEMBER 2011 ADMISSION**

## **AYLESBURY GRAMMAR SCHOOL**

### **Numbers and Policy**

The planned admissions number of pupils for each year group is as follows:

Year 7-11 180

### **Year 7**

Students are eligible to be considered for admission to Aylesbury Grammar School in Year 7 if they meet the required standard in tests currently used and administered by Buckinghamshire County Council for 11+ selection, designed to select students with the aptitude and ability for a grammar school education. Applications should be made to Buckinghamshire County Council.

### **Statements of Special Educational Needs**

Children who qualify and who have statements of Special Educational Needs that names the school will be admitted prior to the application of the admission rules.

### **Over-subscription**

Where eligible applications for admission exceed the number of places available, the following criteria will be applied in the order set out below to decide which student to admit:

1. Boys in care.
2. Boys living in the catchment area of the school.
3. For the main point of admission: brothers of boys in Years 7 to 12 who are on the roll and will be on the roll of the school at the time of the proposed admission. For casual admission after the normal point of entry: brothers of boys who are in Years 7-13 at the time of admission.
4. Boys who have exceptional medical or social needs which, can only be met at this school supported by written evidence from a doctor, social worker, educational welfare officer or other appropriate person.
5. Once the above rules have been applied, then any further places will be offered in distance order, using the distance between the family's normal home address, from their front door, and the school's nearest entrance gate (either Turnfurlong Road or Walton Road), offering the closest first. We use the shortest walking route.
6. Where a school can take some, but not all, of the boys who qualify under one of these rules, we will give priority to boys by taking account of the next rule (or rules) in the numbered list to decide who has priority for places.

### **General**

This Admissions Policy is subject to annual review.

Buckinghamshire County Council will establish arrangements for appeals against non-admission.

A map of the catchment area is available from Buckinghamshire County Council.

Parents wishing to know their entitlement to free transport should contact the County Council.

## **DR CHALLONER'S GRAMMAR SCHOOL**

The admissions policy for Dr Challoner's Grammar School follows The Coordinated Admission Scheme for Secondary Schools in the Area of Buckinghamshire County Council Local Authority, unless stated. This will be referred to as The County Scheme. The County Scheme is available on the Buckinghamshire County Council website.

### **1. Admission Numbers**

The planned admissions number of students for each year group is as follows:

**Year 7-11:** 180

For entry into Year 12, there will be places for 20 external students who have fulfilled the entry requirement in addition to students from the school's own Year 11 who have fulfilled the entry requirement.

## **2. 11+ Admission (Year 7 in September 2011)**

Students are eligible to be considered for admission to Dr Challoner's Grammar School in Year 7 if they meet the required standard in tests currently used and administered by Buckinghamshire County Council for 11+ selection, designed to select students with the aptitude and ability for a grammar school education. Applications should be made to Buckinghamshire County Council.

### **2.1 Over-subscription Criteria**

Where eligible applications for admission exceed the number of places available, the following criteria will be applied in the order set out below to decide which student to admit:

1. Boys in care.
2. Boys living in the catchment area of the school.\*
3. Brothers of boys in Years 7 to 12 who are on the roll of the school at the time allocations are made and who will be on the roll of the school at the time of the proposed admission.
4. Boys who have exceptional medical or social needs which can only be met at this school supported by evidence as set out in the County Scheme.
5. Once the rules have been applied, then any further places will be offered in distance order using the methodology set out in the County Scheme.
6. Where the school can take some, but not all, of the boys who qualify under one of these rules, we will give priority by taking account of the next rule (or rules) in the numbered list.

Boys who qualify and who have statements of Special Educational Needs that name the school will be admitted prior to the application of the admission rules.

\* The catchment area of the school is defined in the County Scheme as set out in the Local Authority's Guide to Parents September 2011-12.

### **2.2 Waiting List**

If any vacancies arise between National Offer Day (1 March) and 31 December of the same year, first priority will be given to those on the waiting list managed by Buckinghamshire County Council through the County Scheme. From 1 January a waiting list will be maintained until 31 August by Dr Challoner's Grammar School

for admissions into Year 7 during the academic year.

If places become available during that period, or for the beginning of the following academic year, admissions will be handled in accordance with the school's Late Transfer Procedure. Further information regarding admission after the normal point of entry is available from the school.

## **3. Evidence of Normal Home Address**

The process of verifying the normal home address of applicants will match that outlined in the County Scheme except that:

- a) In order to qualify for admission under Rule 2, the applicant must have been resident within the catchment area continuously since April 1<sup>st</sup> of the year proceeding proposed admission.
- b) If a family still owns a property within 20 miles of the school, a leased property closer to the school will not be accepted as the basis for a legitimate residence qualification even if the former property is leased to a third party.
- c) The school may require a higher standard of evidence for 'residence qualification' than that outlined in the County Scheme if there are reasons for casting doubt on the honesty of an application.

## **4. Explanation of Terms Used in the Admission Rules**

Terms used follow the County Scheme. In addition, for admission purposes 'brother' means one of two or more boys who have one or more parent in common, or any other boy (including an adopted child) who permanently lives at the same address and for whom the parent also has parental responsibility. For Year 7 admission, the school follows the application process and time lines set out in the County Scheme.

## **ROYAL GRAMMAR SCHOOL, HIGH WYCOMBE**

The Royal Grammar School (a Foundation School) is designated as a Grammar School and only boys who attain the required standard by reference to performance in Verbal Reasoning Tests, (administered by Buckinghamshire County Council for Day Places and by the Royal Grammar School for Boarding Places), are eligible for admission to the school.

### **Admission Number**

The number of admissions at the age of 11+ is **182 day boys** and **10 boarders**.

### **DAY PLACES**

If the Royal Grammar School has more places available than applications received, then all eligible boys will be allocated a place.

Boys who have a Statement of Special Needs which names the School will be allocated a place.

### ***Over-subscription Criteria for Day Places***

If there are more eligible applications received than places available at the Royal Grammar School, then places will be allocated in accordance with the following criteria:

1. Boys in Care.
2. Boys living in the catchment area of the school.
3. Brothers of boys on the roll of the school at the time of allocation and will be on the roll of the school at the time of the proposed admission.
4. Boys who have exceptional medical or social needs which can only be met at this particular school and are supported by written evidence from a doctor, social worker, educational welfare officer or other appropriate person.
5. Once the rules above have been applied, then any further places will be offered in distance order, using the distance between the family's normal home address and the school's nearest entrance gate, offering the closest first. We use the shortest appropriate route as measured according to the Buckinghamshire County Council's Geographical Information System.
6. Where the school can take some, but not all, of the boys who qualify under one of these rules, priority will be given to boys by taking account of the next rule in the numbered list to decide who has priority for places.
7. In cases where there is one remaining place and the next child on the waiting list is one of a twin, triplet or other multiple birth group, the following will apply:  
Both twins (if boys) will be admitted (or all male siblings in the case of multiple births) even if this goes above the admission number of the school.

### ***Sibling***

A sibling is a brother. For admission purposes we mean one of two or more individuals who have one or more parent in common, or any other child (including an adopted child) who permanently lives at the same address and for whom the parent also has parental responsibility.

### **BOARDING PLACES**

There are 10 boarding places administered by the Royal Grammar School.

- Applicants for a boarding place must complete a Royal Grammar School Boarding Registration Form.
- Applicants must also complete the Common Application Form (CAF) for their Local Authority, indicating Royal Grammar School Boarding as a preference
- A letter should be written to the Admissions Office at the Royal Grammar School informing them that an application for a Year 7 boarding place is being considered.
- Catchment area does not apply in the case of boarding applications.
- Qualification for a boarding place is by Buckinghamshire County Council Verbal Reasoning Tests and the standard required is the same as for a day place.
- The Buckinghamshire 11+ tests can be taken at the Royal Grammar School or in certain instances at the applicant's school.

- Test papers are marked by Buckinghamshire County Council and the Royal Grammar School is notified of the results.

Once the result of testing is known, the Royal Grammar School will write offering places to eligible applicants.

**To secure the place:**

Parents will be asked to send written confirmation of their acceptance of the offer and a non-refundable deposit (offset against the first term's fees) to the RGS.

Parents must withdraw their son from their other school choices as listed on the Local Authority CAF. Evidence of this withdrawal is required by RGS and should be sent with the acceptance of the boarding offer.

Where these requirements are not met by the given date, the offer will be withdrawn and the place offered to another eligible applicant.

***Oversubscription Criteria***

Where eligible boarding applications exceed the number of places available, places will be allocated in accordance with the following criteria and in the following order of priority:

1. Boys in Public Care where there is an agreement between a designated officer acting on behalf of the County Council as corporate parent and the Royal Grammar School that a boarding place will more appropriately meet the boy's needs
2. Boys of MoD financed armed forces.
3. Boys with a boarding need. Boys with a boarding need include, as defined by the Admissions Code 2009, as either:
  - those at risk or with an unstable home environment
  - those whose parents are members of the British forces, Crown Servants or other key workers (e.g. charity workers, voluntary service organisations, diplomatic service or the EU, teachers, law enforcements officers and medical staff) whose work dictates that they spend much of the year overseas.
4. VRT score.

A boy withdrawn from boarding, in Years 7 to 11 inclusive, will be treated as having been withdrawn from the school and his name will be removed from the school roll.

If you have any queries about boarding applications and the process involved, please contact the Admissions Office at the school.

Information regarding admissions after the normal point of entry are available from the school.

**WYCOMBE HIGH SCHOOL**

**Numbers and Policy**

The published number of admissions is 180 girls in Year 7 – 11. 200 places for girls will be offered for the Sixth Form from which there will be a minimum of 20 qualified external students.

**Year 7**

Girls are eligible to be considered for admission to Wycombe High School in Year 7 if they meet the required standard in tests currently used by Buckinghamshire County Council for 11+ selection, designed to select students with the aptitude and ability for a grammar school education. Applications should be made to Buckinghamshire County Council (BCC).

**Individual Needs**

Girls who qualify and who have statements of Special Educational Needs naming the school will be admitted prior to the application of the admission rules.

### **Over-subscription in Years 7 - 11**

Where eligible applications for admission exceed the number of places available, the following criteria will be applied in the order set out below to decide which student to admit:

- a) Girls in Public Care.
- b) Girls living in the catchment area.
- c) Younger sisters of current students in Years 7 to 12 at the point of allocation and who will be on the roll of the school at the time of the proposed admission.
- d) Girls not resident in the catchment area who live closest to the school, in distance order,

If it is necessary to decide between girls on any rule, then the subsequent rules are used to decide who has priority:

- the place will be awarded by using the distance between the family's normal home address and the school's nearest entrance gate as defined in the notes.

### **Definition of 'sibling'**

A sister, which for admission purposes, means sisters of whole or half blood, or any other girl (including an adopted child) who permanently resides at the same address and for whom the parent also has parental responsibility.

A student in school will only count to provide a priority to a sister if she will be attending the school in Years 7 - 13 at the time of admission (September 2011) of the sister.

### **Definition of 'parent'**

The application form should be completed by a person who is the girl's parent. The definition of a parent is as defined in the Education Act 1996.

### **Definition of 'normal home address'**

'Normal home address' is a girl's permanent home address at the time the application form is being completed. This should be where the parent and child live and where the girl spends the majority of the school week (Monday to Friday including nights).

If there are reasons why a girl does not live at her parent's address, for example, she is resident with grandparents, this should be made clear on the application form.

### **Definition of 'home to school distance'**

The shortest route will be measured by the Buckinghamshire County Council's Geographical Information System as described in the Buckinghamshire admissions booklet.