



IN-YEAR TRANSFER TO GRAMMAR SCHOOL September 2010-2011 Admission – Guidance for parents

Secondary education in Buckinghamshire covers the age range 11-19, and includes the following types of school:-

- Upper school
- Grammar schools for children who qualify through the testing procedure.

The **Late Transfer Procedure** is the process that determines whether a child would be suitably placed in a grammar school, after the normal point of entry, into Year 7 (late 11+), Year 8 or Year 9 (Key Stage 3). If you require entry into Key Stage 4 of a Buckinghamshire Grammar School then you should contact the school direct in the first instance as they undertake their own testing.

All applicants seeking a Buckinghamshire grammar school place need to be tested to establish whether a grammar school would be appropriate. However, there is no guarantee of a Buckinghamshire grammar school place through this process even if a child qualifies.

If you request in-year admission for your child during the 2010-11 academic year we will only agree to this process when:-

1. You are moving to Buckinghamshire from outside the area.

Or

2. You are moving within Buckinghamshire please indicate your anticipated new address and proposed date of move.

Or

3. If your child already attends a Buckinghamshire school and the reason for changing schools is not as a result of an address move, please give us your reasons for moving your child. If this is due to problems at your child's current school we would expect you to have tried to resolve these difficulties with the school, and will contact your child's current headteacher. We will usually expect any transfer to be scheduled for the beginning of a term or half term unless a more immediate move is supported by your child's current headteacher/head of year. We may contact them regarding your move.

In all cases above we will require independent evidence to support the in-year application

In the case of moving house this information will be:-

- Confirmation that your house purchase is legally binding (in other words, you have already exchanged and completed and are living in your new home); or
- A formal lease agreement
- Council Tax Account Number of the new property
- Evidence that you have sold, or are in the process of selling, your previous property, or that a previous lease agreement has expired.

For reasons other than a house move then the evidence will be provided by the current school and/or other independent source (for example doctors letter).

THE REGISTRATION PROCESS

You need to register your child for the Late Transfer Procedure (12+ and 13+) for in-year entry (academic year September 2010). The testing registration form is available to print from http://www.buckscc.gov.uk/bcc/schools/admissions/immediate_admissions.page? This Late Transfer Procedure is for admission to most Buckinghamshire Grammar Schools, however, **The Royal Grammar School** (01494 524955) and **Dr Challoner's Grammar School** (01494 787500) manage their own Late

Transfer testing at all ages. You will therefore need to contact them to register for testing. If your child qualifies when tested by these schools you will need to express your preferences to us, or if you live outside Buckinghamshire to your home LA.

When you register your child you will be asked to provide supporting documentation before we can agree to test them. Although, If your child has not previously been tested for admission to a Buckinghamshire grammar school then this academic evidence will not be required.

Supporting documentation:-

1. a. If your child has previously been tested for entry to a Buckinghamshire grammar school for entry into Year 7, then we would need evidence that the child has achieved Level 5 in both Maths and English Key Stage 2 SATS.
b. If your child has previously taken the Late Transfer Procedure (12+), and qualified, they will remain on the waiting list for their preferred school until the end of Key Stage 3, unless we are advised that they no longer wish to remain on the waiting list.
or
2. If your child attended a school which boycotted the SATS this year (May 2010) then we would need a copy of the teacher assessments.
or
3. If your child attended a school that did not undertake SATS (for example an independent school) we require a copy of the headteacher's report for July 2010

It is the parent's responsibility to provide the academic evidence requested and if you do not we will be unable to take your application further.

CHILDREN WHO HAVE SPECIAL NEEDS OR A DISABILITY

If your child has special educational needs, you will need to discuss whether the Late Transfer Procedure would be appropriate with either the headteacher or Special Educational Needs Co-ordinator at their current school. If, you feel a grammar school would be appropriate, you should:-

1. Discuss the implications of special testing arrangements.
2. Provide independent evidence which is no more than 12 months old to support any modifications requested.

You should ask the headteacher of your child's current school to complete and return a 'Request for reasonable adjustments' form which is available on Schoolsweb or by contacting the Admissions and Transport Team. This, along with all the other evidence you provide will be presented to a review panel for consideration and the decision will be notified to you in writing. The panel will only consider cases where there is a completed form from the current school.

Where we believe a child to be disabled within the terms of the Disability Discrimination Act (1995), or where the child has a disability that will have a clear impact in relation to the format of the tests, we will try to make sure that appropriate and reasonable adjustments are put in place to make the tests as accessible as possible. This may apply if your child holds a statement of special educational needs or has a disability that can be described as having 'a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities'. We will always look for evidence to show how the normal day-to-day delivery of the curriculum is adjusted to meet the child's particular needs. All papers submitted in relation to a request for adjustments to the test papers or conditions will be included with the selection appeal information provided by the council to the Independent Appeal Panel, should a selection appeal be requested.

TESTING

The test is a single Verbal Reasoning Test (VRT) of 45 minutes duration, consisting of 85 questions. Before the test we will provide your child with a short practice paper to complete at home.

We arrange a number of small testing sessions for pupils being considered for in-year entry on a monthly basis at County Hall Aylesbury.

If your child is tested, but does not qualify, you can appeal against this decision. This is called a 'Selection Appeal'. Full details will be provided to you in this circumstance.

If your child is tested and qualifies, the qualification will be valid until the end of Key Stage 3 or when schools commence its Key Stage 4 curriculum part way through Year 9.

EXPRESSING PREFERENCES

Buckinghamshire residents: You will need to complete an application form which is available on our website at http://www.buckscc.gov.uk/bcc/schools/admissions/immediate_admissions.page? The address you put on this application should be the child's "normal home" address and evidence must be provided to confirm this.

Non-Buckinghamshire residents: You will need to complete an application form from your home LA and return this to them by 11 March 2011 along with the required address evidence. They will then pass details of your school preferences to us.

If you are currently living overseas, and returning to your property in Buckinghamshire for in-year entry, you will need to express your preferences to us. Please note that the Buckinghamshire address will not be considered as the home address until we have evidence that you are residing at that address. This will include council tax bill, a utility bill showing usage and further evidence to show you have relocated.

Service Families: Where Service families or families of other Crown servants who are subject to frequent movement, within the UK and from abroad, are posted to the area, the Admissions Code requires LA's to allocate school places in advance of the family move, if accompanied by an official government letter declaring a relocation date and an intended address. A Unit postal address or quartering area address will be sufficient in the absence of a new home postal address. Where service families are returning to live in a property they already own, evidence of ownership will be needed.

Home to School Transport is only available to children attending their catchment school, where their home address is more than three miles from the school. It is important to note that, at Late Transfer, transport is NOT provided where a child is allocated a non-catchment school.

You are asked to consider carefully how you would get your child to school before expressing school preferences.

ALLOCATING PLACES

Once the test result is known, we determine the number of children (if any) that can be admitted into each grammar school, and sort the qualified children according to the general admission rules. Where schools are full a waiting list is kept. The waiting lists are held in admission rules order and your child's place on the list can go up or down, depending on whether other children join or leave the list.

If your child is on a waiting list and a place can be offered, we will automatically withdraw any previous allocations. If a grammar school place is offered and accepted, the Admissions and Transport team will advise the child's current school of the new allocation.

All children on the waiting list are **qualified** for a grammar school.

It is important to realise that most grammar schools are already full and there are always more qualified children than we are able to offer places to through the Late Transfer Procedure.

If it is not possible to offer your child a place at your preferred school, you can appeal. This process is called a 'Transfer appeal'. You can only appeal for a place at a school that you have indicated to us as one of your preferences.

KEY STAGE 4 ADMISSION

For Key Stage 4 (KS4) admission (Years 10 and 11), testing is managed directly by all Buckinghamshire grammar schools. Schools will use their own methods of ascertaining your child's suitability to grammar school. Each school's decision to deem your child qualified for admission applies only to that school. Some schools commence their GCSE courses in the summer term of Year 9 and will manage their KS4 admission process in preparation for this point. You should check with your preferred schools about the timing of their individual testing process for entry into KS4. Few schools are able to accommodate admissions once the KS4 options are set. We would advise you to think carefully before choosing to disrupt your child's GCSE's by requiring a school move part-way through.

PHASED ADMISSION SEPTEMBER 2011

Some parents ask for PHASED grammar school admission for their child, for guidance please go to http://www.buckscc.gov.uk/bcc/schools/admissions/late_transfer.page?

GRAMMAR TO GRAMMAR TRANSFER

In rare cases, parents request that their child move from one grammar school to another, within Buckinghamshire. This could be due to a house move or because a child is unhappy at their current school. If you need to move your child, you will need to complete an In-Year application form and provide reasons why we should accept your application. We would normally expect this request to be supported by independent evidence and your child's current headteacher.

The Admission and Transport Team, Access and Inclusion, Achievement and Learning, County Hall
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