

THE COORDINATED ADMISSION SCHEME FOR SECONDARY SCHOOLS IN THE AREA OF BUCKINGHAMSHIRE COUNTY COUNCIL LOCAL AUTHORITY 2009/2010

Introduction

1. This scheme is made by Buckinghamshire County Council in line with the School Standards and Framework Act 1998 as amended by the Education Act 2002 and the Education and Inspections Act 2006 and supported by the Education (Co-Ordination of Admission Arrangements)(Secondary Schools)(England) Regulations 2002, which require LAs to formulate a co-ordinated scheme for secondary admissions.

Interpretation

3. In this scheme:

“the LA” means Buckinghamshire County Council (BCC) acting in its capacity as the local authority;

“the LA area” means the area in respect of which the LA is the local authority;

“home LA” means the LA in which the applicant is resident;

“primary education” “secondary education” “primary school” “secondary school” have the same meaning as in Section 2(1), 2(2), 5(1), and 5(2) respectively in the Education Act 1996;

“school” means a community, foundation or voluntary-aided school (but not a special school) which is maintained by the LA.

“grammar school” means a school selecting pupils solely on the basis of academic ability as determined by the Buckinghamshire selection procedure for community and voluntary-controlled grammar schools or the procedure determined by the Governing Body of foundation or voluntary-aided grammar schools.

“foundation school” means one of the schools which are designated foundation schools.

“voluntary-aided school” means one of the schools which are designated voluntary-aided schools.

“partner school” an independent school within or close to Buckinghamshire or a maintained school outside Buckinghamshire where the 11+ testing process is followed in full.

“admission authority” in relation to a community or voluntary-controlled school means the LA and, in relation to a foundation or voluntary aided school means the governing body of that school.

“the specified year” means the school year beginning at or about the beginning of September 2009.

“admission arrangements” mean the arrangements for a particular school or schools which govern the procedures and decision making for the purposes of admitting pupils to the school.

“casual admission” means any application for a school place in secondary education that is received after 1 September 2009, including those received during the academic year commencing September 2009.

“eligible for a place” means that a child has been placed on the school’s ranked list at a position which falls within the school’s published admission number.

The scheme

2. This scheme is pursuant to the School Standards and Framework Act 1998 (as amended by the Education Act 2002), and is for coordinating the arrangements for the admission of pupils to secondary schools in the LA area (“the scheme”).
3. The scheme referred to in paragraph 3 shall be determined in accordance with the provisions set out in Schedule 1 and processed in accordance with the timetable set out in Schedule 2.
4. Subject to paragraph 6 below, the scheme shall apply to every secondary school in the LA with the exception of special schools and shall take effect from September 2009. This includes applications for boarding places at The Royal Grammar School.

SCHEDULE 1

PART 1 – THE SCHEME

Buckinghamshire County Council will operate a co-ordinated scheme for secondary school admission that takes into account the different admission rules operated by individual admission authorities for some secondary schools. The scheme will be an **Equal Preference Scheme** with applied ranking at the stage of determining which shall be the actual offer when there is the potential of multiple offers.

1. There will be a standard application form known as the Common Application Form (CAF). Parents can use this form or apply online.
2. The CAF will be used for the purpose of admitting pupils into the first year of secondary education in the specified year. For all Buckinghamshire schools this is admission into Year 7.
3. Parents who live in Buckinghamshire should apply to Buckinghamshire either via a CAF, available in the 'Guide for Parents: Admission to Buckinghamshire Secondary Schools' (the "parents' guide") or, there will also be the opportunity to complete an application on-line, and any reference to the CAF should also be interpreted to include on-line applications. The application form will collect basic data such as name, address and date of birth of the child. The CAF must be used by parents resident in Buckinghamshire, wishing to express a preference for their child:
 - To be admitted to a maintained school within the LA area; or
 - To be admitted to a maintained school within the area of another LA.
4. All preferences expressed on the CAF will be valid applications. The parents' guide will also contain forms on which to give any supplementary information required by the foundation or voluntary-aided Buckinghamshire secondary schools. Only parents applying for these Buckinghamshire schools may need to complete the supplementary forms, although schools in other LA areas may require them.
5. The Buckinghamshire CAF will:
 - a. Invite the parent to express **up to** six preferences by completing the form and include any maintained schools outside of the LA area, in rank order of preference.
 - b. Invite parents to give reasons for each preference;
 - c. Explain that parents will receive no more than one offer of a place from the LA, which will be:
 - i. The highest ranking school at which their child is eligible for a place; and

- ii. If a place cannot be offered at any of the preferred schools to a resident child, a place will be offered at the nearest Buckinghamshire maintained school with vacancies, for which the child is qualified; and
 - d. Specify the closing date for applications and where it should be returned.
 - e. Explain that parents must complete only one form.
6. The LA will make appropriate arrangements to ensure:
- a) That the CAF is available on request from the LA and from all primary and secondary schools in the LA area; and
 - b) Every parent whose application falls within the category of a casual admission receives a copy of the CAF (and written explanation) on request.
7. Where a maintained school receives a supplementary form from a Buckinghamshire resident it will not be regarded as a valid application unless the parent has also completed a CAF and the school is given as one of their preferences. The LA requires parents to send the supplementary form direct to the school. Parents resident in another LA must apply via that LA's arrangements. Under the requirements of the scheme, parents will not be under any obligation to fill in an individual school's supplementary form where this is not strictly required for the governing body to apply their admission rules.
8. All completed CAFs should be returned to the Admissions Team at County Hall, by 5.00pm on **24 October 2008** or, if returning the forms to the child's primary school (Buckinghamshire maintained schools and partner schools only), by 09.00am on 22 October 2008.

Selection by aptitude or ability

9. The LA manages selection by ability for community and voluntary controlled grammar schools. Foundation or other grammar schools may also adopt the LA's selection procedure and ask the LA to manage the selection process on their behalf.
10. Children attending Buckinghamshire maintained schools are automatically registered for selection testing unless their parents confirm in writing that they do not want their child to sit the test. Parents of children at independent schools or attending primary schools outside of Buckinghamshire should register their child for grammar school testing by 5 September 2008 (to undertake the procedure in the normal timeline) and at the very latest by 19 September 2008, to ensure testing can be completed during the autumn term.

11. Where children cannot take the 11+ tests in their own school (this will normally only be for children who do not attend schools within the county) the testing will be scheduled during October half term 2008 (27 -31 October inclusive). Children will be offered two dates within this period. They may be on consecutive days but not two tests on any one day. One alternative date will be offered only where parents are able to confirm exceptional circumstances (family holidays are not exceptional). Children who do not attend on the specified dates with no reasonable explanation will be deemed withdrawn from the 11+ testing.
12. Parents will be notified of the outcome of testing for grammar school selection by **21 November 2008**, where the application has been within the normal timetable, or as soon as practicable after then (for later testers).
13. As far as is reasonably practicable applications for places in the normal admission round that are received late for a good reason will be accepted provided they are received before **12 December**. Examples of what will be considered as good reason include: where a single parent has been ill or has been dealing with the death of a close relative; a family has moved into the area or is returning from abroad. Other circumstances will be considered and each case decided on its own merits. Late preferences will be processed after the timely applications in accordance with the timetable in Schedule 2.

Processing the applications

14. Exchange of information with other neighbouring LAs will be completed on a mutually agreed timeline.
15. Where a foundation school or voluntary-aided school is listed on the application form, the Admissions Team will forward appropriate details to the Governing Body, including any relevant supplementary material. Where a school in another LA is listed on the application form details will be forwarded to that LA.
16. By **12 December 2008** the LA will notify the admission authority for each VA or F school of the timely preferences expressed for the school.

Each admission authority will then apply its own admission rules to the list of applicants for the school. Buckinghamshire County Council will be doing this for its community and voluntary-controlled schools, the governing body for each foundation or voluntary-aided schools will manage this for their school, and return a ranked list of children, based on the admission rules for the school to the LA. Grammar schools will only consider suitably qualified applicants.

17. By **16 January 2009** the admission authority for each school will consider all applications for their school, apply the admission rules (if appropriate) and provide the LA with a ranked list.
18. The LA will act as a clearing-house for the allocation of places by the relevant admission authorities. The LA will only make any decision with respect to the offer or refusal of a place in response to
 - Any preference expressed on the CAF where it is acting in its separate capacity as an admission authority, or
 - If an applicant is eligible for a place at more than one school, or
 - Where an applicant is not eligible for a place at any school that the parent has nominated.

Determination of the place to offer

The LA will allocate places in accordance with the provisions set out as follows:

19. Where a child can be allocated a place at the school ranked first, this will become the firm offer. The pupil's name will then be removed from lists for other schools, and a child from each of those schools' waiting lists will be added to their offer list. Other children will move one place higher up the waiting list for the school.
20. Where a child is not allocated a place at the first ranked school but is provisionally allocated a place at a school they ranked second, this will be held provisionally pending further rounds in which it may become possible to give a higher preference. Provisional allocations to other schools lower on the parent's ranked list would then be withdrawn from those lists enabling other children to move up the lists.
21. Where a child is provisionally allocated a place at his or her third ranked school but not at the first or second preferences, this will be held provisionally pending further rounds. Provisional allocations to lower ranked schools will be withdrawn and other children will move up those lists.
22. The above steps 21-23 will be repeated for all nominated preferences until it is not possible to offer any higher ranked school as a result of repeating the process.
23. Once all repetitions (iterations) of the allocation round are complete, all allocations then in existence become the firm offer.

24. Children with the school as a preference who remain unallocated at this point in the process will be treated as being refused a place by the admission authority.
25. Parents will have the right to appeal to an independent appeal panel if they so wish. They will clearly be advised of this right.

Children who have not been allocated a place in the iterative process

26. Buckinghamshire resident children will be offered a place at the nearest school with a vacancy for which they are appropriately qualified. This will be based on the shortest designated route. Non-Buckinghamshire children will be managed by their own LA.

Buckinghamshire parents who are also applying for schools outside Buckinghamshire

27. We will coordinate with other LAs to determine a single offer.
28. Other LAs will also be applying their schemes. If an LA notifies Buckinghamshire that it can offer a place to a Buckinghamshire resident, we will compare this place with the possible offer of a Buckinghamshire school and the parent's highest preference will be the one that becomes the actual offer.

Parents applying for a place in Buckinghamshire schools from out of the county

29. Such applications will have been made on the home LA application form and details forwarded to Buckinghamshire County Council.

The offer

30. We will notify all Buckinghamshire schools of the details of the children who will be offered a place at the school before offer letters are sent, in accordance with the timetable in Schedule 2.
31. We will send out all offer letters to Buckinghamshire parents. This will make clear where the offer is being made on behalf of the Governing Body of a foundation or voluntary-aided school or another LA.
32. If it is potentially possible to offer a Buckinghamshire place to a non-Buckinghamshire resident, we will coordinate with the home LA, to determine a single offer.

33. Offers of school places will be **posted on the first working day after 1 March 2009 (Monday 2 March 2009)**. The offer letter and enclosed information will give details of:
- The name of the school offered;
 - The reasons why the child is not being offered a place at each of the other schools nominated; and
 - The date by which the place must be accepted.

An enclosed leaflet will also give information about the procedure for waiting lists and the statutory right to appeal and the steps to take. The acceptance of offers or the submission of an appeal should be notified to the LA by parents **within 14 days**.

Late applications

34. Late applications received after the **24 October** (normal closing date) will only be considered during the core processing time if they are received by **12 December** (final date) and such applications will only be processed where there was good reason for the late application e.g. a house move or severe illness of single parent.
35. Applications received after the final date will not be processed until after the timely applications have been allocated.
36. Applications received after **1 January** of the relevant year will not be processed until **after 2 March**. They will then be processed in batches on a monthly basis, as indicated in detail within the timeline in the 'Guide for Parents'.

Waiting lists

37. Children who have not been allocated a place at a preferred school for which they are appropriately qualified may have their name placed on the waiting list for the school. The waiting list will be ranked in accordance with the school's admission rules.
38. The County Council will continue to maintain grammar school waiting lists. It will maintain upper school waiting lists until the end of the second week of the autumn term. After this time they will be handed over to be maintained by the school and parents will be advised to contact upper schools direct to remain on the waiting list.

Right to appeal

39. Parents of children who do not qualify for a grammar school education will have the right to appeal to an independent appeal panel. These 'selection appeals' will take place commencing in **January 2009**.
40. Where parents wish to appeal to an independent appeal panel for a place at a different school, these 'transfer appeals' will take place between April and 6 July 2009.

PART II – CASUAL ADMISSIONS AND LATE TRANSFER PROCEDURE AFTER NORMAL DATE OF TRANSFER

1. Where a CAF is requested by parents, it will be sent out by the school that has been approached or the LA within 5 working days of receipt of the request.
Where the child is identified as vulnerable please refer to the fair access protocol, attached as Appendix 3 or view at:
[http://www.buckscc.gov.uk/moderngov/Published/C00000161/M00002440/AI00002123/\\$Agendaltm5FairAccessProtocol.docA.ps.pdf](http://www.buckscc.gov.uk/moderngov/Published/C00000161/M00002440/AI00002123/$Agendaltm5FairAccessProtocol.docA.ps.pdf)

All other children will be dealt with as follows:

Community and Voluntary-Controlled Schools

2. Parents will be required to complete the CAF and return it to the LA.
3. Where the application is for a grammar school, testing, if agreed on the basis of the child's school report, will be undertaken on the first available testing session. Children may only be considered for a grammar school education if they are deemed qualified by either:
 - Achieving a qualifying score in the tests; or
 - An independent appeal panel deems the child to be appropriately qualified.
4. Where the LA and the school agree that there is a vacancy, and there is no child on the waiting list with a higher priority, a place will be offered. If this is not possible other schools nominated on the CAF will be considered in preference order.
5. Where one or more schools nominated on the preference list is a foundation or voluntary-aided school the LA will liaise with the school and forward the application where appropriate.

6. If no place is available at a school on the preference list, and the child is a Buckinghamshire resident, then a place will be offered at the nearest appropriate school with a vacancy.
7. Children who have not been offered a place at a preferred school for which they are appropriately qualified may have their name placed on the waiting list for the school. The waiting list will be ranked according to the school's admission rules.
8. Parents will receive an offer letter detailing the place to be offered and the reasons why a higher nominated school could not be offered (where appropriate). Parents will be told of the right of appeal to the independent appeal panel where appropriate.

Foundation or Voluntary-Aided Schools

9. Where a foundation or voluntary-aided school receives a direct application and there is a vacancy with no other child on the waiting list with a higher priority, the place can be offered. In the case of a grammar school the child would have to have qualified, according to the school's chosen late admission testing process. The parent will be required to complete the CAF and receive an appropriate offer letter from the school. If other maintained schools are listed on the CAF as alternative preferences then a copy should be forwarded to the County Council to manage admission to an alternative school if necessary.
10. Where the school does not have a vacancy, or there are other children with a higher priority on the waiting list, the school should take a copy of the CAF and forward it to the County Council and should arrange for parents to:
 - Receive an appropriate refusal letter explaining why a place was not offered;
 - Be referred back to the LA;
 - Be given information on the right to an independent appeal panel hearing; and
 - Be offered the option of a place on the waiting list.

PART III - ADMISSION ARRANGEMENTS FOR SIXTH FORM ADMISSION - VOLUNTARY CONTROLLED AND COMMUNITY SCHOOLS

1. Responsibility for admission to sixth forms has been delegated to governing bodies. Arrangements reflect traditional patterns of admission into sixth forms.

2. Applications for entry to sixth forms of secondary schools should be made direct to the schools of choice. Where a school can admit a student, who fulfils the entry requirements, it will do so. When a school cannot admit the student, he/she will be given written confirmation of that decision, information regarding how to appeal and (if locally resident), information about other local secondary schools with sixth form provision.
3. The table below gives the proposed sixth form admission numbers for Buckinghamshire community and voluntary-controlled schools. The admission number given is an estimate of the minimum number of external candidates likely to be admitted, and where demand exceeds this it may be possible to exceed this provided the demand for particular courses can be met. Where there are more applicants who meet the entry requirement than places available, then the admission rules will apply. These will be the same as for secondary admission into Y7 to Y11 other than for the final rule (number 7). Rule 7 will either be **distance** from the school or by the highest point score, calculated according to paragraph 5 following and as defined for the school in the following chart.
4. Admission numbers refer only to applicants who have not previously attended the school. All students who have attended the school until the end of Year 11 are automatically admitted, providing they meet the minimum entry requirements shown below. Progression to the sixth form is not dependent on attendance, behaviour record, attitude or motivation. Any pupil not meeting the entry requirements does have the right of appeal to an independent appeal panel.
5. There are currently four ways to calculate the academic level schools will expect on intake. Schools may choose to refer to either:

Method 1: the GCSE Grade achieved (e.g 4 GCSE's at Grade B or above....)

Method 2: the historic method of calculating university points. This awards the following per full GCSE (half GCSE score in brackets): A* = 8 points (4 points), A = 7 points (3.5 points), B = 6 points (3 points) etc

Method 3: the new university points formula. This awards A* = 58 points, A = 52 points, B = 46 points, C = 40 points, D = 34 points, E = 28 points
F = 22 points, G = 16 points

Method 4: schools may choose to use their own scheme combining the one of the above calculation methods with set minimum grades in particular key subjects.

School	6th Form Admission Number	Minimum Entry Requirements	Final admission rule - distance or point score
Amersham School	25	'A' Level - 5 x grade C+ GNVQ - 5 x grade G+	Distance
Aylesbury Grammar School (<i>proposing to become foundation school from January 2008</i>)	25	356 points from the best 8 GCSE (or equivalent) including at least grade C in English and Maths. All A level subjects require at least a grade B in the appropriate GCSE, some require higher.	Points score for best 8 GCSEs. (Calculated according to Method 3). In the event of a tie-breaker being needed then the student with the highest overall points score will be offered the place.
Aylesbury High School	25	46 points at GCSE based on the best 8 subjects. Calculated according to Method 2 and must include GCSE English and Maths at Grade C or above. Equivalent qualifications are acceptable (e.g. IGCSE). For subjects to be studied grade B or above required.	Highest GCSE Points Score - based on best 8 GCSE subjects (Calculated according to Method 2)
The Beaconsfield School	25	5 A*-C GCSE for A level courses no minimum for other courses but students should be committed to study	Distance
Buckingham School	25	5 A*-C GCSE for advanced courses	Distance
Burnham Grammar School	25	340 points based on best 8 GCSE equivalents (calculated according to Method 3) for 3 A/S levels or 380 points for 4 A/S Levels. In addition all Year 12 students must take a one-year course in Critical Thinking. Students must also meet the entry criteria for each course they wish to study.	Highest capped points score at GCSE
Burnham Upper School	25	5 A*-C GCSE for advanced courses	Distance
Chesham Park Community College	25	5 A*-C GCSE for advanced courses. Minimum grade C in subject to be taken at A Level or related subject.	Highest GCSE points score (Calculated according to Method 2), based on best 8 GCSE subjects

			Where there are equal points, distance will be used as a tiebreaker.
Chesham High School	35	An average of at least 42 points on best 8 GCSE grades calculated according to method 3. Minimum of grade C in subject to be taken at A level or related subject.	Highest average point score based on the best 8 GCSE subjects with distance as the final determinator if there is more than 1 student with the same score and 1 place available
Cressex Community School	25	5 A*-C GCSE for advanced courses	Distance
Dr Challoner's Grammar School	20	356 points from the best 8 subjects calculated according to Method 3. Plus at least a B in the four subjects to be studied at AS level	Highest points score at GCSE
Dr Challoner's High School	12	For A-levels 5 A*-C GCSE with grades B or above (for certain subjects grade A or A*) For any new subjects there are specific entry requirements.	Highest GCSE Points Score - based on best 8 GCSE subjects (calculated according to Method 2). If there is more than one student with the same score then distance will be the final determinator
The Grange School	25	5 A*-C GCSE for advanced courses, there are specific minimum requirements for some subjects.	Distance
Highcrest Community College	15	5 A*-C GCSE for advanced courses. Minimum grade C in subject to be taken at A Level or related subject. 5 A* to G grades for Level 2 courses	Distance
Holmer Green Senior School	12	For Level 3 courses, 5 A*-C GCSE including Maths and English. For level 2 courses, 4 GCSE passes. There are also specified minimum requirements for some subjects.	Distance
The John Colet School	25	5 A*-C GCSE for advanced courses	Distance

John Hampden Grammar School	35	Average of 5.6 points at GCSE, based on 8 best GCSE grades. Points calculated according to Method 2.	Highest points score
Mandeville Upper School	25	5 A*-C GCSE for advanced courses	Distance
The Misbourne School	25	5 A*-C GCSE for advanced courses	Distance
Princes Risborough School	25	5 A*-C GCSE for advanced courses. (Minimum GCSE grade requirements for subjects studied at A level vary, see prospectus)	Highest points score
Quarrendon Upper School <i>(may be subject to change if school becomes an academy)</i>	25	5 A*-C GCSE for advanced courses. For level 2 courses, 4 GCSE passes. There may also be minimum requirements for some subjects.	Distance
The Royal Latin School	40	4 GCSEs at Grade B or above for subjects to be studied at A/AS level (or related subjects) plus at least 1 more GCSE at Grade C or above (must include Mathematics and English Language).	Highest GCSE points score, based on best 8 GCSE subjects (calculated according to Method 2) In the event of a tie breaker being required, then the student with the highest overall points score will be offered the place.
Sir William Borlase's Grammar School	25	46 points from top 8 GCSEs. Calculated according to Method 2. A/B in English Language & Mathematics. A/B in any further subjects to be studied at AS/A2 level.	Highest GCSE Points Score - based on best 8 GCSE subjects
Sir Henry Floyd	40	46 points from top 8 GCSEs calculated according to Method 2. A minimum of Grade B is required in subjects to be studied at AS level.	Distance
Sir William Ramsay School	25	For level three courses: 5 A*-C GCSE.	Distance

		For level 2 courses: 3 or 4 D grade or above GCSE passes	
The Wye Valley School	25	For Level 3 courses: 5 GCSE passes at grades A*-C For Level 2 courses: 4 GCSE passes Football and Rugby courses - Physical Aptitude .Grade B at GCSE Science needed for any Science related course Football course - Physical Aptitude	Distance

SCHEDULE 2

Timetable of Secondary Schools Coordinated Admission Scheme 2008

5 September 2008	Deadline for Registration for the 11+ tests to be tested in a timely manner
19 September	Final registration date for 11+ testing (except movers).
2 October	Test 1 (earliest date for children to be tested in LA schools)
8 October	Test 2 (earliest date for children to be tested in LA schools)
10 October	Selection tests for Buckinghamshire grammar schools completed for most children in Buckinghamshire primary schools and in partner schools.
24 October	Closing date for Common Application Form (CAF) to be returned to County Hall Admissions Team.
27-31 October	Test sessions for non-school testing (these are the ONLY dates for timely applications).
17 November	Applications for schools in other LAs sent to those LAs
21 November	Publication of results of selection testing for timely applicants.
5 December	Details of timely applications forwarded to foundation and voluntary-aided schools.
12 December	Final date for return of Buckinghamshire Common Application Form (CAF) for agreed special cases to be considered timely. Any applications or changes of preference received after this date and before 1 January 2009 will be processed for release on 2 March but will be processed after the timely applications.
1 January 2009	Applications received after this date will not be processed until after 2 March 2009.
7 January	Selection appeals start.
16 January	Foundation and voluntary aided schools send LA ranked list of applicants.
4 – 19 February	Multiple exchanges of information with other LAs
19 February	Final cycle of results sent to other LAs
20 February	Details of children to be offered places in their school sent to schools
2 March	Offers posted to parents (first working day after 1 March)
16 March	Parents to confirm acceptance of offer, waiting list requests and transfer appeal requests.
April	Start of transfer appeals

SECTION 2

The Buckinghamshire Admission Policy for Community and Voluntary Controlled Secondary Schools for September 2009

1. All applications must be made in accordance with the Buckinghamshire coordinated secondary admission scheme (the secondary scheme).
2. All governing bodies are required by section 324 of the Education Act 1996 to admit to the school a child with a statement of special educational needs that names the school. These children will therefore be admitted prior to applying the admission rules.
3. Details of the dates for timely applications and how late applications are handled are given in the secondary scheme.
4. If there are more applications received than the places available at a school then the places will be allocated within the secondary scheme in accordance with the published admission rules for the school.

Admission rules for Buckinghamshire community and voluntary-controlled secondary schools.

1. Children in care.
2. Children living in the catchment area of the school.
3. For the main point of admission: Siblings of children in Years 7 to 10 who are on the roll of the school at the time allocations are made,
For casual admission after the normal point of entry: Siblings of children who are in Years 7-11 at the time of admission.
4. Children who have exceptional medical or social needs 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 and the school's nearest entrance gate, offering the closest first. We use the shortest appropriate route.
6. Where a school can take some, but not all, of the children who qualify under one of these rules, we will give priority to children by taking account of the next rule (or rules) in the numbered list to decide who has priority for places.

Explanation of terms used in the admission rules

Definition of Looked After Child

1. A young person being looked after by the local authority. The term covers **accommodated** children and those who are in care under a **Care Order/interim**

order. This can include: living with family or friends, in foster care, a children's home, residential school, special school or in supported lodgings.

Definition of parent

2. This is as defined in law (the Education Act 1996) as either:
 - Any person who has parental responsibility (defined in Children Act 1989) for the child or young person
 - Any person who has care of the child or young person.

Definition of sibling

3. A sibling is a brother or sister. 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.
4. A pupil in a secondary school will only count to provide a priority to a sibling if he or she is attending the school in Y7 to Y10 at the time of allocating (February 2008) a school place to the sibling (for the main point of entry) or Years 7-11 at the time of admission for casual applications).

Multiple births – twins, triplets etc

5. 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:
6. Both twins would be admitted (or all the siblings in the case of multiple births) even if this goes above the admission number of the school.

Definition of home to school distance and secondary school catchment areas

7. The shortest appropriate route will be measured according to Buckinghamshire County Council's Geographical Information System. The distance measured for the shortest appropriate route will be determined by using a combination of two databases:
 - I) The Ordnance Survey Integrated Transport Network (ITN) data, which is updated twice a year. This includes road types from Motorways to pedestrianised streets;
 - II) In addition, a data file of footpaths, where the County Council is satisfied that the routes have a proper made up surface such as tarmac or concrete. This can be viewed at:
http://www.buckscc.gov.uk/bcc/get//assets/docs/schools/Footpaths_Nov2006.pdf

In each case the data will be fixed during the Autumn term prior to the allocations.

7. The County Councils agreed catchment maps - available to view on <http://www.buckscc.gov.uk/bcc/content/index.jsp?contentid=-1113005827>

Arrangements for 11+ selection procedure

The 11+ selection procedure will be as follows:

1. Children attending Buckinghamshire maintained primary schools children would automatically be entered for the selection procedure unless parents withdraw them. Children living elsewhere or attending other schools should be registered for the procedure by 19 September 2008 at the latest, 5 September 2008 for timely processing.
2. Parents will be required to complete the CAF or apply on-line in accordance with arrangements in the **Secondary Scheme**.
3. The tests used will be Verbal Reasoning Tests (VRT) designed, marked and standardised by NFER for the County Council.
4. Before taking the actual tests children will work through familiarisation material and 3 practice tests. Schools may determine the optimum time for using this with their children. Identical packs are provided for parents of children who attend central testing.
5. Children will then take 2 actual Verbal Reasoning Tests. This will normally be during the first half of the autumn term. Once marked and standardised the better of the VRT scores will be the one used to determine whether the child has achieved a qualification for a grammar school.
6. The outcome of the testing will be sent to schools and parents in accordance with the dates published for the secondary scheme. Parents will be told of their right to appeal against non-qualification for their child.

Appendix B Section 3

September 2009 Admission Numbers

DfES	School Name	Type	Proposed 2009	
4095	AMERSHAM SCHOOL	U	150	**
				Proposing to become a foundation school from January 2008
4500	AYLESBURY GRAMMAR SCHOOL (BOYS)	G	180	**
4058	AYLESBURY HIGH SCHOOL (GIRLS)	G	180	
5402	BEACONSFIELD HIGH SCHOOL (GIRLS)	G	150	**
4082	BEACONSFIELD SCHOOL - THE	U	150	
4004	BUCKINGHAM SCHOOL	U	210	
4051	BURNHAM GRAMMAR SCHOOL	G	150	
4074	BURNHAM UPPER SCHOOL	U	140	
5403	CHALFONTS COMMUNITY COLLEGE - THE	U	300	**
4079	CHESHAM HIGH SCHOOL	G	180	
4096	CHESHAM PARK COMMUNITY COLLEGE	U	150	
5407	COTTESLOE SCHOOL - THE	U	208	**
				until the new BSF Pathfinder school is complete
4072	CRESSEX COMMUNITY SCHOOL	U	150	
4504	DR CHALLONER'S GRAMMAR SCHOOL (BOYS)	G	180	
4061	DR CHALLONER'S HIGH SCHOOL (GIRLS)	G	150	
4034	GRANGE SCHOOL - THE	U	225	
5409	GREAT MARLOW SCHOOL	U	180	**
4001	HIGHCREST COMMUNITY SCHOOL	U	145	
4070	HOLMER GREEN SENIOR SCHOOL	U	150	
4044	JOHN COLET SCHOOL	U	175	at request of governors
4009	JOHN HAMPDEN GRAMMAR SCHOOL - (BOYS)	G	150	
4067	MANDEVILLE UPPER SCHOOL	U	180	
4042	MISBOURNE SCHOOL - THE	U	210	
4036	PRINCES RISBOROUGH SCHOOL	U	180	
4048	QUARRENDON UPPER SCHOOL	U	180	By 2009 may have become an academy
5404	ROYAL GRAMMAR SCHOOL - THE (BOYS)	G	182+10	**
4501	ROYAL LATIN SCHOOL - THE	G	174	day + boarders
4065	SIR HENRY FLOYD GRAMMAR SCHOOL	G	150	at request of governors
4505	SIR WILLIAM BORLASE'S GRAMMAR SCHOOL	G	120	
4084	SIR WILLIAM RAMSAY SCHOOL	U	165	
4701	ST BERNARD'S CATHOLIC SCHOOL	U	116	**
5408	WADDESDON CE SCHOOL - THE	U	140	**
4503	WYCOMBE HIGH SCHOOL (GIRLS)	G	180	As notified by Governing body
4094	WYE VALLEY SCHOOL - THE	U	150	**

** = VA or F school – sets own admission number for the year.