



Admissions Policy (Boarding Places)

For entry in September 2027

ADMISSIONS POLICY (BOARDING PLACES) 2027

The Royal Grammar School, High Wycombe, is a selective grammar school for boys with a co-educational Sixth Form. Boarding has provision for boys only.

The admissions policy for The Royal Grammar School follows the Co-ordinated Admission Scheme for Secondary Schools in the Area of Buckinghamshire Council Local Authority unless stated. This will be referred to as 'The County Scheme'. The County Scheme is available on the Buckinghamshire Council website www.buckinghamshire.gov.uk or click [here](#) for a link. Parents wishing to apply to the school should also read this policy in conjunction with the Parents' Guide "Moving up to Secondary School", which is published by the Council in May of each year.

The School admits children into Year 7 who will usually remain until Year 11. The School has a sixth form (Years 12 and 13) which caters for internal Year 11 pupils transferring to Year 12, as well as external applicants.

The application of this policy and the performance of all admission related functions are carried out by the Governing Body in compliance with the School Admissions Code 2021 (Admissions Code) and the School Admission Appeals Code 2022 (Appeals Code), as well as other relevant laws such as the Equality Act 2010, Human Rights Act 1998, and the law and statutory guidance relating to special educational needs.

1.0 DEFINITION OF A 'PARENT'

1.1. In education law and this policy, 'parent' means a birth parent or adoptive parent of a child/external applicant (irrespective of whether they have care of, contact with and/or parental responsibility for the child/external applicant), as well as other persons who are not the birth parent or adoptive parent of the child/external applicant but who have care of and/or parental responsibility for them (as defined in the Education Act 1996).

1.2. In determining whether a 'parent' has care of a child or young person at the time of application or appeal, any absence of the child or young person at a hospital or boarding school and any other temporary absence will not be taken into account.

2.0 ADMISSION NUMBERS

The Published Admission Number for Years 7–11 is **182** day places and **10** boarding places.¹

The Published Admission Number for Year 12 is **50**

For Year 12, please refer to the day places policy as all students (internal and external) need to fulfil the entry requirements. The number of Year 12 boarding places offered for qualified male students varies from year-to-year depending on demand and boarding capacity

3.0 BOARDING PLACES: GENERAL NOTES

There are three categories of boarding places available at the school:

- Weekly boarder: Boarding in term time for 5 days a week, Sunday evening to Friday.
- Full boarder: Boarding in term time for 7 days a week. Available to boys in Years 9-13 only.
- Sixth Form boarder: Year 12/13, boarding weekly with the option to stay in Boarding any weekend.

Details of fees for each category of boarding will be supplied by the Director of Boarding on request.

3.1 Application Procedure

Applicants for a Year 7 boarding place must complete the school's Boarding Registration Form, available on the school's website or by request to the school. Deadlines for applications for each year group are given below.

An email should also be sent to the school's Admissions Officer (admissions@rgshw.com) informing the school that an application for a boarding place is being considered.

Applicants for places in Year 7 must also complete the Common Application Form (CAF) for their Local Authority, indicating "Royal Grammar School Boarding" as a preference.

Following the offer of a place at the school, to secure the boarding place, parents will be asked to send written confirmation of their acceptance of the offer and a non-refundable deposit (offset against the last term's fees). The allocation of the boarding place will be made through the coordinated admission arrangements.

A student withdrawn from boarding, in Years 7 to 11 inclusive, will be treated as having been withdrawn from the school.

3.2 Boarding Interviews

Applicants and their parents applying for a boarding place will be expected to meet with members of the Boarding team who will assess whether they would be able to cope with, and benefit from, a boarding environment. The Boarding staff will also need to consider health and safety issues associated with admitting individuals to boarding as part of the due diligence process.

The type of questions asked are those used by all state boarding schools in assessing boarding suitability. Information from a candidate's previous school or the Local Authority that addresses their suitability may also be taken into account. No account is taken of the boarding interview in the assessment of a candidate's academic suitability.

4.0 SECONDARY TRANSFER TEST (YEAR 7 IN SEPTEMBER 2027)

Applicants are eligible to be considered for admission to the Royal Grammar School, High Wycombe, in Year 7 if they meet the required qualifying score of 121 in the Buckinghamshire Secondary Transfer Test (STT) or have been deemed qualified by a Selection Review Panel (or, in exceptional circumstances, an Admissions Appeal).

Children sit two test papers in the Autumn of the year prior to proposed admission. Children sit both papers on the same day. Each test paper is approximately 60 minutes in length including an introduction and practice examples. The STT assesses verbal, non-verbal and mathematical skills. The child's scores in each of the three skills areas are age-standardised to ensure boys are placed on an equal footing regardless of when their birthday falls in the year. The three age-standardised scores are then added together to give the child's Secondary Transfer Test Score (STTS). Boys need an STTS of 121 or more in order to automatically qualify for a grammar school place.

Registration for testing is automatic for boys who attend Buckinghamshire Primary schools unless the parent expressly withdraws their child from testing. In all other cases, including where boys attend independent schools in Buckinghamshire and non-Buckinghamshire Primary schools, an application for testing should be made to Buckinghamshire Council, the Test Administrator for all the Buckinghamshire Grammar Schools, by the June deadline given on the Buckinghamshire Council website (21 June 2020⁶). In addition, all applicants must notify their home Local Authority of their preference for the school prior to the closing date of 31 October 2026. The Buckinghamshire Council webpage can be accessed by clicking on this link [Buckinghamshire Secondary Transfer Test](#)

Parents of any child who does not achieve the qualifying score of 121 may apply for a Selection Review if they believe that their child would have met the qualifying score but for particular circumstances regarding their participation in the selection testing process. The Selection Review will be carried out by a panel comprising serving Secondary and Primary Headteachers, supported by a clerk. The Panel will consider each written application received and, where appropriate, will obtain advice from an Educational Psychologist prior to making a decision. The Selection Review process will take place before places are allocated and boys who are deemed qualified by the panel will be eligible for admission to any of the Buckinghamshire grammar schools.

The link to the Buckinghamshire Council web page which explains the Selection Review Process in further detail is as follows: [Selection Review/Buckinghamshire Council](#).

After places have been allocated, parents will be entitled to make representations to an Independent Appeal Panel if their child has been refused admission because the school is full. The Royal Grammar School High Wycombe has contracted Buckinghamshire Council to manage appeals on the school's behalf.

(An Independent Appeal Panel hearing will not ordinarily carry out a full review of a pupil's capacity to qualify in the Secondary Transfer Test as that process should have taken place at the Selection Review.)

4.0 EDUCATION, HEALTH AND CARE PLANS

4.1 Children and young adults with an EHCP are not admitted under this policy as they are admitted under separate statutory processes set out in the Special Educational Needs and Disability Code of Practice: 0 to 25 years and Part 3 of the Children and Families Act 2014. Their EHCPs are maintained by their home Local Authority, who are responsible for making decisions as to which educational setting will be named in the EHCP as the one they will attend.

4.2. In the normal admissions round (i.e. entry to Year 7 or Year 12 in September), applicants with an EHCP who qualify for a place either through the Secondary Transfer Test or the Minimum Academic Entry Criteria for Sixth Form will be admitted prior to the allocation of places to other girls, and the number of places available to other applicants within the PAN for Year 7 and Year 12 will be reduced.

5.0 OVERSUBSCRIPTION CRITERIA FOR YEAR 7

Where eligible, applications for (ie, those for a child with a standardised score of 121 or above or deemed qualified following a selection review) 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.

Boys who qualify and who have a statement of Special Educational Needs that names the school will be admitted prior to the application of the over-subscription criterion.

1. Looked after or previously looked after children.²
2. Sons of members of the UK Armed Forces who qualify for Ministry of Defence financial assistance with the cost of boarding school fees.
3. Applicants with a boarding need, defined for the purposes of this Policy as:
 - a. Students at risk or with an unstable home environment
 - b. Students whose parents are members of the UK Armed Forces, Crown Servants, or key workers (e.g. charity workers, people working for voluntary service organisations, teachers, law enforcement officers and medical staff working abroad) whose work dictates that they spend much of the year overseas or working unsocial hours.
4. Secondary Transfer Test Score

4.1 Waiting List

If any vacancies arise between National Offer Day and 31 October of the same year, first priority will be given to those on the waiting list managed by Buckinghamshire Council through the County Scheme. Each child added to the waiting list will require the list to be ranked again in line with the published oversubscription criteria.

From 1 November until the annual round of Late Transfer Testing (January/February), a waiting list will be maintained by the Royal Grammar School for admissions into Year 7. From 1 January 2027, if places become available during the remainder of Year 7, or for the beginning of the following academic year (Year 8), admissions will be handled in accordance with the Late Transfer Procedure outlined below.

If parents decline an offer of a place, they may subsequently re-join the waiting list.

5.0 LATE TRANSFER PROCEDURE

Admission to Years 8, 9 and 10 (and to Year 7 from 1 November each academic year) will be handled in accordance with the school's Late Transfer Procedure.

5.1 Testing Criteria

The academic eligibility of candidates seeking admission under the school's Late Transfer Procedure will be assessed through curriculum-based tests in English and Mathematics for Years 7-10. Candidates will be required to achieve a minimum standard in each of the tests in order to be considered for admission, determined by a pass mark. An

applicant for whom English is an additional language who qualifies in Maths by 5% or more above the pass mark, but does not qualify in English, may be offered a place provided that the score in English is no more than 5% below the pass mark (EAL status must be evidenced by current school).

5.2 September Admission

Applicants seeking admission to Years 8, 9 and 10 at the start of the next academic year will be invited to sit tests in the Annual Testing Round. This is organised by the school and will take place in January/February of the year in which admission is sought in September. The deadline for registration for the tests will be the second Monday in January of the same year. Evidence of normal home address will be required.

5.3 Immediate Admission

Applicants who have moved into the local area and are seeking admission into the school before the next Annual Testing Round may apply for immediate admission to Years 7, 8 or 9 and will be tested as soon as reasonably possible. This will however require a place in both day and boarding being available. Evidence of normal home address will be required. Parents have a right to appeal.

5.4 Late Transfer 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.

Applicants who meet the minimum qualifying standard and who have a statement of Special Educational Needs or Education, Health and Care Plan (EHCP) that names the school will be admitted prior to the application of the over-subscription criterion.

1. Looked after or previously looked after children.
2. Applicants with the highest aggregate in tests taken. Where the test aggregate score is an absolute tie, test results will be ranked in the following order: English then Mathematics.
3. Sons of members of the UK Armed Forces who qualify for Ministry of Defence financial assistance with the cost of boarding school fees.
4. Applicants with a boarding need, defined for the purposes of this Policy as:
 - a. students at risk or with an unstable home environment
 - b. students whose parents are members of the UK Armed Forces, Crown Servants, or key workers (eg charity workers, people working for voluntary service organisations, teachers, law enforcement officers and medical staff working aboard) whose work dictates that they spend much of the year overseas or working unsocial hours.

Students who have qualified and have not been allocated a place may have their name placed on the waiting list. The waiting list will be ranked in accordance with the school's Late Transfer Oversubscription Criteria as detailed in 6.4 above. If an applicant qualifies but cannot be allocated a place because the school is full, qualification ends at the end of the next testing round. The applicant must then be tested again in the next Annual Testing Round.

6.0 SIXTH FORM (YEARS 12 AND 13)

6.1 Sixth Form Entry Criteria

Applications from external students should be made direct to the school using the application form for Sixth Form Admission, available on the school's website. Evidence of Normal Home Address will be required.

Minimum entry requirements (which are the same for both internal and external applicants) are GCSE grades as follows:

- 8 taught full GCSEs at grades 5-9 **including English and Mathematics** at grade 5 or above and a total point score from the 8 GCSEs of a minimum of 49 points.
- In addition, candidates must meet the entry requirement for each course for which they have applied. Full details are provided in the 'Sixth Form Entry' information, which is revised annually, and available on the school's website or on request to the school.

6.2 Sixth Form Oversubscription Criteria

Where the number of eligible external applications exceeds the number of places available, the following criteria will be applied in the order set out below to decide which students to admit.

1. Students who are looked after children or previously looked after children.²
2. Children of members of the UK Armed Forces who qualify for Ministry of Defence financial assistance with the cost of boarding school fees.
3. Applicants with a boarding need, defined for the purposes of this Policy as: a. Students at risk or with an unstable home environment b. Students whose parents are members of the UK Armed Forces, Crown Servants, or key workers (e.g. charity workers, people working for voluntary service organisations, teachers, law enforcement officers and medical staff working abroad) whose work dictates that they spend much of the year overseas or working unsocial hours
4. Rank order of those with the highest aggregate score in their best 8 GCSEs.

If the GCSE points criteria does not produce a clear outcome (i.e. two students achieve precisely the same score), the place will be determined by random allocation supervised by a person independent of the school.

Any offer based on inaccurate information can be withdrawn. This could include fraudulent or misleading applications, false claims to residence and failure to reply to an offer within the number of days specified in the offer letter.

¹ In the event of under-subscription for boarding places, vacant places may be converted to day places.

² A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).