



Admissions Policy (Day Places)

For entry in September 2027

ADMISSIONS POLICY (DAY PLACES) 2022

The admissions policy for The Royal Grammar School (selective single-sex Academy for boys with a co-educational Sixth Form) 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. Please note that RGS also offers boarding places for qualified applicants. Please see our Admissions Policy (Boarding) for information.

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.

The School welcomes applications for admission regardless of special educational needs, disabilities or other protected characteristics.

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.

This policy covers admissions to the School between 1 September 2027 and 31 August 2028.

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 each year group is as follows:

- Years 7 is **182** day places and **10** boarding places.¹
- Year 12 is 50 places for external students (boys and girls) who have fulfilled the entry requirements.

For Year 12, there will be 50 additional places for students (boys and girls) who have fulfilled the entry requirement. Current Year 11 students, studying at RGS, are not admitted under this policy as they are already on roll and will transfer to Year 12 if they meet the minimum entry requirement. The number of Year 12 boarding places for qualified students varies from year to year depending on demand.

3.0 SECONDARY TRANSFER TEST (YEAR 7 ENTRY 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 children 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). Children need an STTS of 121 or more in order to automatically qualify for a grammar school place.

Registration for testing is automatic for children who attend Buckinghamshire Primary schools unless the parent expressly withdraws their child from testing. In all other cases, including where children 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. 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](#)

In order to qualify for admission under rules referring to the school's catchment area:

- a) the applicant child's home address will be the residential address of their parent at which they live and sleep for more than 50% of their time from Sunday night to Thursday night during term time (unless it is accommodation at a boarding school). It will usually be the address where the applicant child is registered with their GP, dentist and/or optician, and/or at which child related benefits (if eligible) are claimed. Where there is an issue as to the applicant child's home address, documentary evidence will be requested; Full details and requirements are set out by Buckinghamshire Council on their website at [Buckinghamshire guide to secondary school/moving home](#)
- b) the applicant must be living at the home address by 1 September 2026, and it is intended that they will still be living there at the date of entry to the school. Any change of address after the application for admission being submitted must be notified to Buckinghamshire Council and/or the school immediately. Where the applicant has temporarily moved out of the family home for domestic reasons (for example, to a refuge following a domestic violence incident), and there is evidence that the applicant will return to live in the family home in the near future and will be living there at the date of entry to the school, the application will be processed as if they are living at the family home at the application deadline;
- c) the school may require additional evidence of 'residence qualification' if there are reasons for casting doubt on the accuracy or completeness of an application; and
- d) Applications are welcomed for the admission of the children of UK Armed Forces personnel and Crown Servants. Where an application is received for the admission of a qualifying applicant who lives with a parent who is in the UK Armed Forces or a Crown Servant, the application will be processed and the applicant allocated a place in advance of the family moving to the intended home address, where the application is supported by an official letter declaring the intended relocation date. The address at which the applicant will live will be used to apply the oversubscription criteria, provided parents provide some evidence to support that this will be the child's home address. Alternatively, where this is requested by parents, a Unit or quartering address will be used for the purpose of applying the criteria in this policy.

Please click here to find out more information about the school's catchment area, including Priority Areas A and B
[Buckinghamshire Catchment areas](#)

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 applicants 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 have a statutory right to appeal against a refusal of a place before 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.

4.3 At all other times, students who qualify and have an EHCP that names the Royal Grammar School will be admitted.

5.0 OVERSUBSCRIPTION CRITERIA FOR YEAR 7

Where qualifying applications (ie, those for a child with a standardised score of 121 or above or deemed qualified following a selection review) for admission exceed the number of places available, places will be allocated in the following order of priority criteria:

1. Looked after and previously looked after children.²
2. Up to six places for applicants, in catchment (both priority areas), who continuously, from 1 September of the year preceding entry to Year 7 in September, are eligible for Pupil Premium or are looked after or previously looked after children as at the application deadline. This applies only if they are expected to remain eligible at the date of their entry and their standardised score in the Secondary Transfer Test is 115 to 120 inclusive (i.e. up to six marks below the threshold required of other applicants at 121) or who have not been deemed qualified following a Selection Review. In this category, looked after or previously looked after children will be prioritised over other children, with the tie-breaker being used where necessary. If you wish to apply through this rule, please contact admissions@rgshw.com to arrange evidence gathering (usually from the child's current headteacher).
3. Qualified children who are eligible for Pupil Premium, as of the deadline, who live in the catchment area (both priority areas).
4. Siblings of day students who are on the roll of the school at the time an application is made, and who are expected to be on the roll of the school at the time of the proposed admission.⁴
5. Applicants living in the catchment area of the school from 1 September of the year preceding entry to Year 7 in September until they join the school the following September. If the School is oversubscribed within this rule, then priority will be given to applicants in Priority Area A, then Priority Area B in each case using distance order to prioritise.
6. Child of a member of staff⁵ where a) the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
7. Once the rules have been applied, any further places will be offered in distance order using straight line distance between the family's normal home address and the nearest pupil entrance to the school offering the closest first
8. Where the distance criterion produces an absolute tie, each applicant will be admitted.

6. TIE BREAKER

6.1 Where the number of eligible applicants within each over-subscription category above exceeds the number of places available, places will be allocated by reference to the distance between the applicant boy's home address (as defined by this policy) and the middle of the school's main entrance gate on Walton Road in a straight line, with those living closest receiving higher priority.

6.2 . The point from which distance is measured at the child's normal home address is determined by the Ordnance Survey ADDRESS-POINT, which is an Ordnance Survey data product that provides a National Grid coordinate and a unique reference for each postal address in Great Britain that is on the Royal Mail's Post Office Address File (PAF®). The PAF contains postal address data for approximately 26 million delivery points. These delivery points include premises that are shown on Ordnance Survey large-scale mapping data, such as buildings or permanent mobile and park homes, plus other features such as temporary buildings and houseboats.

6.3. Where two applicants live exactly the same distance from the school, the order in which places will be allocated will be determined by random selection supervised by a person independent of the school.

6.4 In the case of twins, triplets or siblings of a higher multiple birth, where one or more of this sibling group achieve a place in the usual way, but the remaining sibling(s) do not, all qualified siblings will be offered a place even where this means exceeding the PAN or normal maximum pupil number for that year group.

7.1 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, on behalf of the school, 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.

8.0 LATE TRANSFER PROCEDURE

Admission to Years 8 and 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.

8.1 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, 8 and 9. 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.

8.2 September Admission

Applicants seeking admission to Years 8, 9, 10 at the start of the next academic year will need to apply to sit tests in the Annual Testing Round. This is organised by the school and will take place in January / February of the calendar 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.

8.3 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. Admission however would require a place being available. Evidence of Normal Home Address will be required. Parents have a right to appeal.

8.4 Late Transfer Oversubscription Criteria

Where qualified 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 an Education, Health and Care Plan (EHCP) that names the school will be admitted prior to the application of the oversubscription criteria.

1. Looked after and previously looked after children.²
2. Applicants living in the catchment area ³ of the school who qualify for Pupil Premium. Applicants must be in receipt of FSM at the time of the application deadline . Evidence will be required.
3. Siblings of day students who are on the roll of the school at the time an application is made, and who are expected to be on the roll of the school at the time of the proposed admission.⁴
4. Applicants living in the catchment area of the school from 1 September of the year preceding entry to Year 7 in September until they join the school the following September. If the School is oversubscribed within this rule, then priority will be given to applicants in Priority Area A, then Priority Area B in each case using distance order to prioritise.³
5. Child of a member of staff where a) the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
6. Once the rules have been applied, any further places will be offered in distance order using straight line distance between the family's normal home address and the nearest pupil entrance to the school offering the closest first (adopted County Scheme).

Where the distance criterion produces an absolute tie, each applicant will be admitted.

Students who have qualified and have not been allocated a place will 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 time of the next Annual Testing Round. The applicant must then be tested again in the next Annual Testing Round.

9.0 SIXTH FORM (YEARS 12 and 13)

9.1 Sixth Form Entry Criteria

Applications from external students (both boys and girls) should be made directly to the school using the application form for Sixth Form Admission, available on the school's website. [RGS 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.

If applicants for Sixth Form are holding qualifications other than GCSEs (for example, if they have been educated outside of the English education system) their qualifications will be assessed against GCSE points scores in accordance with guidance from UK ERIC (the designated United Kingdom national agency for the recognition and comparison of international qualifications and skills) and their application ranked against the oversubscription criteria accordingly. In these circumstances, each individual subject qualification will be accepted as one of the best eight GCSEs (up to a maximum of 9 points per qualification).

9.2 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 or previously looked after children.²
2. In catchment students who qualified for, and are in receipt of Pupil Premium at the time of application.
3. Academically qualified children of staff³ where a) the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. Rank order of those with the highest aggregate score in their best 8 GCSEs, provided their course preferences can be met.

Places will be offered using the over-subscription criteria until planned capacity in a given subject or course is reached and the school reserves the right to refuse access to subjects when planned classes are full.

If the GCSE points criterion 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. [Random Allocation Procedure | Buckinghamshire Council](#)

10.0 REQUESTS FOR ADMISSION OUTSIDE NORMAL AGE GROUP

1. Parents have a right to request for their son to be admitted to a year group other than their son's normal year group according to their age. The Governing Body will consider these requests and decide whether to agree to the request in principle. These requests are not applications for admission, which must still be made in the usual way.
2. The Governing Body will make these decisions based on the circumstances of each case and in the best interests of the applicant concerned. This will include having regard to:
 - the parents' views;
 - the applicant's academic, social and emotional development;
 - where relevant, the applicant's medical history and the views of his medical professional(s);
 - whether the applicant has been previously educated out of his normal age group;

- whether the applicant may naturally have fallen into a lower age group if it were not for being born prematurely; and
- the Headteacher's views.

3. Requests must be made in writing to the Clerk to the Governing Body at the Royal Grammar School giving all relevant information for the Governing Body to consider, having regard to the factors outlined above, with supporting documentation from medical or other professionals where appropriate.
4. Parents should make these requests as soon as possible, preferably before the normal admission round, so that a decision in principle can be made by the Governing Body before deadlines are reached (e.g., testing dates, application deadline, etc.) to enable them to make informed decisions.
5. Parents do not have a statutory right of appeal against the Governing Body's decision not to agree admission outside the normal age group in principle, however a complaint may be made under the school's published Complaints Policy.

11. STATUTORY RIGHT OF APPEAL AGAINST THE REFUSAL OF A PLACE

1. Parents have a statutory right of appeal against the refusal of a place. This will be confirmed in the letter refusing admission which states the reason for the refusal, including the deadline for lodging an appeal with grounds. The relevant dates will also be published on the school's website.
2. The Royal Grammar School will also establish the procedure for challenging non-qualification and where testing is refused, through Buckinghamshire Council's Appeals Team.

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).

³ The catchment area of the school is defined in the County Scheme as illustrated on the [Council's website](#) - it can also be found [here](#).

⁴ "Sibling" means one of two (or more) children who have one or more parents in common, or any other child (including an adopted child) who lives permanently at the same address, and for whom the parent also has parental responsibility.

⁵ Child of member of staff is defined as: their natural or adopted child, whether they live with the staff member or elsewhere; and / or their stepchild or child of their cohabiting partner, where they live and sleep at the staff member's home address for more than 50% of their time, from Sunday to Thursday night, during term time.