



# Admissions Policy (Day Places)

For entry in September 2024

## ADMISSIONS POLICY (DAY PLACES) 2024

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](http://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 boys. Please see our Admissions Policy (Boarding) for information.

### 1.0 DEFINITION OF A 'PARENT'

In this policy, a 'parent' is defined as being a natural or adoptive parent of a child (regardless of whether the parent has care of, contact with or parental responsibility for the child), as well as a non-parent who has care of or parental responsibility for a child (as defined in the Education Act 1996).

### 2.0 ADMISSION NUMBERS

The Planned Admission Number for Years 7–11 is **182**-day places and **10** boarding places.<sup>1</sup>

For Year 12, there will be 30 additional places for students who have fulfilled the entry requirement, in addition to students from the school's own Year 11 who have fulfilled the entry requirement.

### 3.0 11+ ADMISSION (YEAR 7 IN SEPTEMBER 2024)

Boys 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).

Boys sit two test papers in the Autumn of the year prior to proposed admission. Boys 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 23 June 2023 (tbc). In addition, all applicants must notify their home Local Authority of their preference for the school prior to the closing date of 31 October 2023.

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

- a) the applicant must have been resident at their home address continuously since 1 September of the year preceding proposed admission. If the property is rented a formal lease agreement, provided through an approved letting agent, confirming that your lease has started and showing that you will be living at the address for at least six months after proposed admission is required.
- b) If a parent of the applicant student still owns a property within 20 miles of the school which has been the main family home more recently than 1 September 2020 (ie four years before the proposed date of admission), a property closer to the school will not be accepted as the basis for a legitimate residence qualification even if the former property is leased to a third party, or has been sold to a company of which parent(s) are a director. For the purposes of this policy a parent of an applicant is defined as a parent with whom the applicant student resides for at least three nights of the school week (Sunday to Thursday inclusive).
- 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.

---

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

- d) Where an application is received for the admission of a qualifying boy who lives with a parent who is in the UK Armed Forces or a Crown Servant, the application will be processed and the boy 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 boy 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.

Applicants who wish to be considered under rules 2 or 4 which involve residence in the school's catchment area will be asked to complete a Supplementary Information Form (SIF), which can be found on our website in order to enable the school to determine the eligibility of their address.

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.

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

1. Children with an Education Health and Care plan (EHC plan) are admitted under separate statutory procedures, and not under this policy.
2. In the normal admission round (ie, entry to Year 7 or Year 12 in September), boys who qualify and who have EHC plan that names Royal Grammar School will be admitted prior to the allocation of places to other boys/candidates, and the number of places available to other boys within the PAN for Year 7 and Year 12 will be reduced.
3. At all other times, boys who qualify and have an EHC plan that names the Royal Grammar School will be admitted.

#### 5.0 11+ ADMISSION OVER-SUBSCRIPTION CRITERIA

Where eligible 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, the following criteria will be applied in the order set out below to decide which student to admit.

1. Looked after and previously looked after boys.<sup>2</sup>
2. Boys living in the catchment area<sup>3</sup> of the school who qualify for Free School Meals. Boys must be in receipt of FSM at the time of the application deadline (31 October). Evidence will be required.
3. Brothers of boys 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.<sup>4</sup>
4. Boys living in the catchment area of the school.<sup>3</sup>
5. Sons 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.

---

<sup>2</sup> 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).

<sup>3</sup> The catchment area of the school is defined in the County Scheme as illustrated on the Council's website [www.buckinghamshire.gov.uk](http://www.buckinghamshire.gov.uk) – it can also be found [here](#).

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

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 boy will be admitted.

### **5.1 Waiting List**

If any vacancies arise between National Offer Day (1 March) 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 over-subscription criteria. From 1 November until the annual round of testing (January/February), a waiting list will be maintained by the Royal Grammar School for admissions into Year 7. If places become available during that period, or for the beginning of the following academic year, 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. The boy's name will be added onto the end of the waiting list as extant at the time of the application to re-join. This will apply until the next round of testing, when such a candidate will need to be re-tested and the waiting list is then renewed.

## **6.0 LATE TRANSFER PROCEDURE**

### **Information:**

Admission to Years 8 and 9 (and to Year 7 from 1 November each academic year) will be handled in accordance with the school's Late Transfer Procedure. Only in exceptional cases will any place be offered in Year 10 starting after September, or at any time in Year 11, because of the nature of GCSE courses, even when the year group is below the Planned Admission Number.

### **6.1 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.

### **6.2 September Admission**

Boys seeking admission to Years 8 and 9 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.

### **6.3 Immediate Admission**

Boys 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 being available. Evidence of normal home address will be required.

### **6.4 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.

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

1. Looked after and previously looked after boys.<sup>2</sup>
2. Boys living in the catchment area<sup>3</sup> of the school who qualify for Free School Meals. Boys must be in receipt of FSM at the time of the application deadline (10 January 2024). Evidence will be required.
3. Brothers of boys 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.<sup>4</sup>
4. Boys living in the catchment area of the school.<sup>3</sup>
5. Sons 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.

-----

<sup>2</sup> 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).

<sup>3</sup> 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](#).

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

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 boy will be admitted.

## 6.5 Late Transfer Waiting List

Boys 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 Over-subscription Criteria as detailed in 3.4 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.

## 7.0 SIXTH FORM (YEARS 12 and 13)

### 7.1 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 or on request to the school. Applications must be submitted by the first Friday in December of the year prior to that of the proposed admission. 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 (taken in one sitting), including **English and Mathematics** at grade 5 or above and a total point score from the 8 GCSEs of a minimum of 50 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' booklet, which is revised annually, and available on the school's website or on request to the school.

### 7.2 Sixth Form Over-subscription 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. Rank order of those with the highest aggregate score in their best 8 GCSEs.
3. Those who are currently in receipt of Free School Meals as at the application closing date. Evidence of entitlement to FSM will be required.

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.

## 8.0 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 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 boy concerned. This will include having regard to:
  - the parents' views;
  - the boy's academic, social and emotional development;
  - where relevant, the boy's medical history and the views of his medical professional(s);
  - whether the boy has been previously educated out of his normal age group;
  - whether the boy 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 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 normal age group in principle, however a complaint may be made under the school's published Complaints Policy.

#### **9.0 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.

#### **10.0 EQUALITY**

1. The Royal Grammar School is aware of and fully compliant with its legal duties and responsibilities under the Equality Act 2010.
2. In particular, the school will make an adjustment to this policy for disabled students where they are at a substantial disadvantage because of their disability compared to a non-disabled student, and it is reasonable to do so.

#### **11.0 POLICY UPDATES AND CONSULTATION**

1. The school's admission arrangements (which this policy is part of) have to be formally determined by the Governing Body each year, with any material changes being consulted on prior to determination (or every 7 years, if no changes are proposed).

*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.*