



**Admissions Policy  
(Day Places)**

**For entry in September 2022**

## ADMISSIONS POLICY (DAY PLACES) 2022

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.buckscc.gov.uk](http://www.buckscc.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 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.

### 2.0 11+ ADMISSION (YEAR 7 IN SEPTEMBER 2022)

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 24 June 2021. In addition, all applicants must notify their home Local Authority of their preference for the school prior to the closing date of 31 October 2021.

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 April of the year preceding proposed admission (for admission in September 2022 this is 1 April 2021). 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 2018 (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.
- d) Where Service families or other Crown Servants who often move within the UK and from abroad, are posted to the area, we will allocate a place in advance of the family move if an official government letter is provided declaring a relocation date and an intended address. Evidence must be provided by 30 January 2022 in order to be included in the first allocation round.

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 at the end of these arrangements, in order to enable the school to determine the eligibility of their address."

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

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.)

### **2.1 11+ Admission 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 qualify and who have a statement of Special Education Needs 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 (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.
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.

### **2.2 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.

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<sup>2</sup> Looked after children are children in the care of local authorities as defined by Section 22 of the Children Act 1989, and in public care at the time of application to a school. Previously looked after children were looked after, but ceased to be so because they were adopted (or became subject to a residence order of special guardianship order).

<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.

### 3.0 LATE TRANSFER PROCEDURE

**Information:** *The School exceeded its planned admission number in September 2020 (Year 7). As there are already 210 in this year group, we will not be scheduling a testing round for Year 9 commencing September 2022.*

*Admission to Years 8 and 10 (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.*

#### 3.1 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 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.

#### 3.2 September Admission

Boys seeking admission to Years 8 and 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.

#### 3.3 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. Evidence of normal home address will be required.

#### 3.4 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 2022). 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.
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.

#### 3.5 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.

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<sup>2</sup>Looked after children are children in the care of local authorities as defined by Section 22 of the Children Act 1989, and in public care at the time of application to a school. Previously looked after children were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

<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.

## 4.0 SIXTH FORM (YEARS 12 and 13)

### 4.1 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 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' booklet, which is revised annually, and available on the school's website or on request to the school.

### 4.2 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.

*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.*



## SUPPLEMENTARY INFORMATION FORM

**This form will be used to help us confirm your residency qualification for admission to the school**

**Our Admission Policy states:**

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 April of the year preceding proposed admission (for admission in September 2022 this is 1 April 2021). 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 01 September 2018 (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.
- d) Where Service families or other Crown Servants who often move within the UK and from abroad, are posted to the area, we will allocate a place in advance of the family move if an official government letter is provided declaring a relocation date and an intended address. Evidence must be provided by 30 January 2022 in order to be included in the first allocation round.

<b>Full Name of Child</b>	<b>Surname:</b>	<b>First Name:</b>	<b>Date of Birth:</b>
<b>Name of Parent(s)</b>			
<b>Contact Details</b>	<b>Home Tel No:</b>	<b>Mobile:</b>	<b>Email:</b>
<b>Home address (including postcode)</b>			
<b>Date family moved to this address</b>			
<p><b>If rented please give dates of tenancy agreement: Start Date: __/__/__ End date: __/__/__</b></p> <p>Please provide a copy of your formal lease agreement, provided through an approved letting agency, confirming your lease has started and showing that you will be living at the address for at least six months after 1 September 2022.</p>			

Proof of residency:	I have provided copies of at least two documents as proof of residency (ie a copy of the most recent Council Tax Bill and utility bill/s dated within the last three months showing actual usage): <input type="checkbox"/> Please tick box
Do you still own a property which has previously been the main family home?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please tick applicable box</i>
<p>If 'Yes' please enter the address details below and complete the questions in this section:</p> <p>Full Address:</p>   <p>Date this property ceased to be the main family home?    __/__/__</p> <p>I have attached evidence (eg tenancy agreement) showing this date to be the date the property ceased to be the family home. <input type="checkbox"/> Please tick box</p>	
<p><b>Declaration:</b></p> <ul style="list-style-type: none"> <li>• I/We confirm the information provided on this form is complete and accurate.</li> <li>• I/We have read the above information and confirm that the address used for this application complies with the residence rules as set out in the school's Admission Policy.</li> </ul>	
Parent Signature	
Print full name	

**Please return this completed Supplementary Information Form to:**

**The Admissions Office, Royal Grammar School, Amersham Road, High Wycombe HP13 6QT**

**For inclusion in the first round of allocations this form must be received by 16.00 on 30 November 2021.**