



Admissions Policy (Boarding places)

For entry in September 2018

ADMISSIONS POLICY (BOARDING PLACES) 2018

The admissions policy for The Royal Grammar School follows the Co-ordinated Admission Scheme for Secondary Schools in the Area of Buckinghamshire County Council Local Authority unless stated. This will be referred to as The County Scheme. The County Scheme is available on the Buckinghamshire County Council website www.buckscc.gov.uk 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 County Council in May of each year.

1.0 ADMISSION NUMBERS

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

For Year 12, there will be **25** additional places for boys 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 BOARDING PLACES: GENERAL NOTES

- There are two 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 10-13 only.

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

2.1 Application Procedure

Applicants for a 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.

A letter should also be sent to the school's Admissions Officer 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 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). Parents of applicants for Year 7 must also withdraw their son from their other school choices as listed on the Local Authority CAF. Evidence of this withdrawal is required by the school and should be sent with the acceptance of the boarding offer. Where this requirement is not met by the given date, the offer will be withdrawn and the place offered to another eligible applicant.

A boy withdrawn from boarding, in Years 7 to 11 inclusive, will be treated as having been withdrawn from the school and his name will be removed from the school roll.

2.2 Boarding Interviews

Boys and their parents applying for a boarding place will be expected to meet with the Head of Boarding who will assess whether they would be able to cope with, and benefit from, a boarding environment. The Head of Boarding 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.

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

3.0 11+ ADMISSION (YEAR 7 IN SEPTEMBER 2018)

Boys are eligible to be considered for admission to The Royal Grammar School in Year 7 if they meet the required qualifying score of 121 in the admission tests or have been deemed qualified by a Selection Review Panel or by an Independent Appeal Panel hearing appeals for the school. One test, sat in two sessions, each of approximately 50 minutes duration, is taken in the September of the year prior to proposed admission. The tests are comprised of elements of verbal, numerical and non-verbal ability. Each child's raw scores in the two tests are added together and the resulting score is converted into an age standardised score thus setting all children on an equal footing regardless of when their birthday falls in the year.

Registration for the test 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, an application for testing should be made to the Testing Administrator, Buckinghamshire County Council, by 30th June 2017.

In addition, all applicants must notify their home Local Authority of their preference for the school prior to the closing date of 31st October 2017. Evidence of the child's normal home address must be submitted to the Admissions team at Buckinghamshire County Council by 31st October 2017.

Applications for under-age or over-age testing, i.e. for a child who will not be in Year 6 at the time of the 11+ tests in September 2017, should be directed to the Admissions Department at Buckinghamshire County Council. Evidence will be required as to why under- or over-age testing is being requested, and a child's current Head teacher will normally be contacted.

Parents of any child who does not achieve the qualifying score 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 Secondary Transfer Test process. The Selection Review will be carried out by a panel consisting of serving or recently retired secondary and primary Heads. The panel will consider each written application received and will obtain advice from an Educational Psychologist where appropriate prior to making a decision. The Selection Review process will take place before places are allocated and children who are deemed qualified by the panel will be eligible for admission for any of the 13 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. An Independent Appeal Panel hearing will not ordinarily carry out a full review of a pupil's capacity to pass the selection test pass the selection test if that process took place at the Selection Review.

3.1 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 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 boys.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. Boys with a boarding need, defined for the purposes of this Policy as:
 - a. boys at risk or with an unstable home environment
 - b. boys whose parents are members of the UK Armed Forces, Crown Servants, or key workers (e.g. charity workers, people working for voluntary service organisations,

² 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).

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. 11+ score.

3.2 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 County 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 (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.

4.0 LATE TRANSFER PROCEDURE

Admission to Years 8, 9 and 10 (and to Year 7 from 1st January 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 / IGCSE courses, even when the year group is below the Planned Admission Number.

4.1 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.

4.2 September Admission

Boys 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 February/March 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.

4.3 Immediate Admission

Boys who have moved, or plan to move, 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.

4.4 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 criterion.

1. Looked after or previously looked after boys.
2. Boys with the highest aggregate score in tests taken. Where the test aggregate score is an absolute tie, test results will be ranked in the following order: English and 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. Boys with a boarding need, defined for the purposes of this Policy as:
 - a. boys at risk or with an unstable home environment

- b. boys 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.

4.5 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 Oversubscription Criteria as detailed in 4.4 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. Until 31 December

5.0 SIXTH FORM (YEARS 12 AND 13)

5.1 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 last Friday in April of the year 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 GCSEs at Grade 5-9 (taken in one sitting) which must include 7 at Grade 6 or above **including English and Mathematics** at Grade 6 and 1 at Grade 5 or above
- In addition, candidates must meet the entry requirement for each course for which they have applied. Full details are provided in the 'Into the Sixth' booklet, which is revised annually, and available on the school's website or on request to the school.

5.2 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. Those with the highest GCSE grade profile from their best 8 full 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 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.