



Admissions Policy (Day Places)

For entry in September 2025

ADMISSIONS POLICY (DAY PLACES) 2025

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. Please note that RGS also offers boarding places for qualified boys. Please see our Admissions Policy (Boarding) for information. This policy covers admissions to the School between 1 September 2025 and 31 August 2026.

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 is **182** day places and **10** boarding places.¹

For Year 12, there will be 30 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 role and will transfer to Year 12 if they meet the minimum entry requirement.

3.0 SECONDARY TRANSFER TEST (YEAR 7 IN SEPTEMBER 2025)

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).

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 21 June 2024. In addition, all applicants must notify their home Local Authority of their preference for the school prior to the closing date of 31 October 2024.

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

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

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;

- b) the applicant must be living at the home address by 1 September 2024, 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) 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.

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 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

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), students who qualify and who have EHC plan that names Royal Grammar School will be admitted prior to the allocation of places to other students/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, students who qualify and have an EHC plan 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 boys.²

² A 'looked after boy' or a boy 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

2. Up to six places for children, in catchment, who continuously, from 1 September of the year preceding entry to Year 7 in September, are eligible for Pupil Premium, including service,³ 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 (ie up to six marks below the threshold required of other applicants at 121) and 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.
3. Qualified boys who are eligible for Pupil Premium, including service, as of the deadline. who live in the catchment area.
4. 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.⁴
5. Boys 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.³
6. Son of a member of staff⁶ 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 [Random Allocation Procedure | Buckinghamshire Council](#)
8. 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 oversubscription 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 10 (and to Year 7 from 1 November each academic year) will be handled in accordance with the school's Late Transfer Procedure.

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.

England and ceased to be in state care as a result of being adopted. A looked after boy 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 Pupil Premium as at 1 September, including service - evidence will be required.

⁴ "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 Son 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.

6.2 September Admission

Boys 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.

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 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.

Boys 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 boys.²
2. Boys living in the catchment area³ of the school who qualify for Pupil Premium. Boys must be in receipt of FSM at the time of the application deadline. Evidence will be required.
3. Brothers of 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.⁵
4. Boys living in the catchment area of the school.³
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.

Boys 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 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 (both boys and girls) 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.

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](#).

⁵ "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.

7.2 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. In catchment students who qualified for, and are in receipt of Pupil Premium, including service, at the time of application.
3. Rank order of those with the highest aggregate score in their best 8 GCSEs, provided their course preferences can be met.
4. Academically qualified children of staff where the member of staff has been employed by the school for two or more years at the time at which the application to the school is made.

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](#)

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 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 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 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.

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.

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.