



# Moving up to Secondary School

A guide to applying for a Year 7 school place for  
September 2018

Updated November 2017



# Introduction

You have been given a copy of this guide because your child is starting secondary school in September 2018 and you need to apply for a place.

The information in this guide is a copy of the information we have put on our website. We understand that you may not have the internet at home or may not be able to use it for whatever reason. If this is the case, please ask a family member or friend to help you with your application by accessing the website with you—

**[www.buckscc.gov.uk/schooladmissions](http://www.buckscc.gov.uk/schooladmissions)**

Your child's current school should also be able to help, and might even be able to let you use a computer at school to apply.

You can apply either online at **[www.buckscc.gov.uk](http://www.buckscc.gov.uk)** or use a paper form which you can get from your child's current school, or download from our website.

## Important note

This guide has been updated in October 2017 in the light of the Office of the Schools Adjudicator ruling which resulted in a change to the moving deadline for those families applying for grammar schools from 1 October 2017 to 31 October 2017. Further information is available on each grammar school's website. The only exception to this is for Dr Challoner's Grammar School where the moving deadline remains 1 April 2017.

We hope that you find the Guide helpful. If you have any questions please use our website (or ask a friend or relative to do this if you are not able to) to let us know how we can help —  
**[www.buckscc.gov.uk/contactadmissions](http://www.buckscc.gov.uk/contactadmissions)**

For the most up to date information on school admissions, please see our website —  
**[www.buckscc.gov.uk/schooladmissions](http://www.buckscc.gov.uk/schooladmissions)**

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# Timeline for entry in 2018

Children born between 1 September 2006 and 31 August 2007 will be moving up to secondary school in September 2018. Use this timeline to give you all the important dates for your diary.

## 2017

### September-October 2017: Open Events – visit schools

It's important you find out about the schools you are interested in before you decide to put them on your application. You can name up to six schools when you apply. Our online 'Find my Child a School Place' service may be helpful: [www.buckscc.gov.uk/findaschoolplace](http://www.buckscc.gov.uk/findaschoolplace)

To find out when a school's next open event is, use our online School Directory - available at [www.buckscc.gov.uk/schooldirectory](http://www.buckscc.gov.uk/schooldirectory) - or get in touch with the school direct. This is the easiest way to see a school first hand. You may need to make an appointment.

### 12 September – Applications open

The online portal opens for secondary school applications.

### 12 September – Preparation Test

Children take the Preparation Test.

### 14 September – Secondary Transfer Test

Children take the Secondary Transfer Test.

### 13 October – Secondary Transfer Test results

Parents receive their child's Secondary Transfer Test results.

### 19 October

We recommend you apply online, or with a paper form, by this date to give us time to acknowledge that we have received your application.

### 20 October – last date to hand in application

This is the latest date for parents of children who go to a Buckinghamshire LA primary school to hand their paper form into their child's school (Buckinghamshire residents).

### 31 October, 3pm – DEADLINE Applications close

This is the latest date for you to make and submit an online application – you have until 3pm. If you are posting a paper application, it must reach us no later than 3pm on this date. All applicants must submit address evidence ([www.buckscc.gov.uk/adressevidence](http://www.buckscc.gov.uk/adressevidence)) to accompany their application.

### 31 October – DEADLINE Latest date for moving into Buckinghamshire

The latest date for moving into Buckinghamshire (and providing evidence) for us to use this address when we consider your school preferences for the first round of allocations. Please note that some Academies, as well as Foundation, Free and Voluntary-Aided schools, may have different deadlines – check their rules.

## **2018**

### **1 March – National Offer Day**

After 2pm, parents who applied online will be able to log in and view their offer. They will also be sent an email. If you applied by post we will send your offer by first class post.

### **29 June – Last date for late testing**

This is the latest date we can receive evidence to agree to register a child for the Secondary Transfer Test if they have very recently moved into the area. Testing will take place in July.

### **3 & 4 July – School transition days**

Children go to Transition Day at their new secondary school.

### **September 2018 – Start of new school year**

The new school year starts and children attend their new school.

You can find out more information about term dates here: [www.bucksc.gov.uk/termdates](http://www.bucksc.gov.uk/termdates)

# How to decide which schools to apply for

It is essential that you make your application correctly, and on time, as this can significantly affect your chances of being offered a place at the school you are interested in. Check our timeline on pages 3 and 4 to get all the important dates for your diary.

## Find the schools near you

Use our 'Find my Child a School Place' service on our website ([www.buckscc.gov.uk/findaschoolplace](http://www.buckscc.gov.uk/findaschoolplace)) to find information about the schools you are interested in including catchment areas, OFSTED report, admission numbers and the admission rules used for entry in the previous year.

## Visit the schools you are interested in

Schools have open events to give you the chance to look around and learn more about them. It is best to visit a number of schools, including your nearest/catchment schools. Even if you are not sure if a school might be right for your child, it is helpful to learn more about the school and to visit it in person.

Use the School Directory on our website ([www.buckscc.gov.uk/schooldirectory](http://www.buckscc.gov.uk/schooldirectory)) to find out when their next open event is.

## Think about how to get to school

Think about how your child will get to school each day. Make sure you read and understand the School Transport rules on page 20 and on our website [www.buckscc.gov.uk/schooltransport](http://www.buckscc.gov.uk/schooltransport). You can also check whether you are eligible for Free School Transport on our website. If being able to walk to school is important to you, ask whether the school has a School Travel Plan.

## Decide on your preferences

You cannot choose a school for your child, but you can make preferences. You can put up to six schools on your application. Make sure you understand how we allocate school places.

## Apply for a place

Make and submit your secondary school application by 3pm on 31 October 2017 at the very latest. At the same time, send us evidence of where you live.

Some schools have a Supplementary Form they would like you to fill in to give them more information to help them decide who can be offered a place.

# Types of secondary schools

Secondary schools in Buckinghamshire are for children aged 11 to 18, and include the following types of school:

- Upper/all-ability schools – for children of all abilities
- Grammar schools - for children who qualify through the Secondary Transfer Testing process (more information about this can be found from page 27)
- Special schools - for children with an Education, Health & Care Plan (formerly a Statement of Special Educational Needs).

Each secondary school is classed as an Academy or a Community, Foundation or Voluntary-Aided school. There are also two Free schools in Buckinghamshire.

**Academies** are independent state schools and are established by sponsors from business, faith or voluntary groups, or as a result of schools converting in line with Government legislation. Places are offered on behalf of the governing body or trust, which sets and applies the admission rules.

**Community schools** are managed by the Local Authority (LA).

For **Foundation schools** the governing body sets and applies the admission rules. We will offer places on behalf of the governing body.

**Free schools** are set up by local groups and have greater control of the curriculum, selection of staff and school conditions. They are funded directly from Central Government. Free schools are not selective and are free for children to attend. Places are offered on behalf of the trust which sets and applies the admission rules.

**Voluntary-Aided schools** are managed by the Church of England or Roman Catholic diocese. The governing body of the school sets and applies the admission rules and we will offer school places on behalf of the governing body.

All schools have Admission Rules (criteria) which are used to decide which children should be offered places if there are more applications than places available.

You can use the School Directory from page 38 to see which type each school is classed as, and which rules apply to each school. Schools do have different rules, and possibly deadlines, so you **must** check these before making your application.

When we talk about an Admission Authority, this is who is responsible for admissions for a particular school.

For Community schools, the Admission Authority is Buckinghamshire LA. For Academies, Foundation, Free and Voluntary-Aided schools, this is the school itself.

## Getting the order of your preferences right

If you live in Buckinghamshire, you can put up to six schools on your application. Make sure you complete your application carefully because this will give us the information we need to work out where your child will be on the list for each of the schools you have put down.

We use an 'Equal Preference Scheme' to decide which school can be offered to your child. This means that when we are making decisions, we don't take into account the order (1 to 6) that you have put the schools in on your application; we will just list all children according to the admission rules for each school. It is as though you've made up to six separate applications to your preferred schools. More detailed information can be found in the Coordinated Admissions Scheme at –

**[www.bucksc.gov.uk/media/4508465/coordinated-admissions-scheme-2018-19.pdf](http://www.bucksc.gov.uk/media/4508465/coordinated-admissions-scheme-2018-19.pdf)**

We can only offer a child one school place at any one time. When we are allocating places, if we can offer your child more than one school, we will always offer your child a place at the school you have put higher on your application. This is why the order you put the schools in is so important and why you should always

put them in the order you really want them. Make sure you also understand the School Transport rules on our website ([www.bucksc.gov.uk/schooltransport](http://www.bucksc.gov.uk/schooltransport)) and on page 20.

Make sure you enter your school preferences carefully – some schools have similar names. We will not question preferences as parents may have a strong preference for a school that is a significant distance from their home as they work close by or are moving to that area.

You do not have to include a catchment school but it is a good idea if you want a local school. You have a greater chance of being offered a place at your catchment school if you have included it as a preference but we cannot guarantee that your child will be offered a place at your catchment school, or any of your preferred schools. You should list your preferences in the order you would like them to be considered. If your child is taking the Secondary Transfer Test, you will be informed of the results before the application deadline - see the timeline on pages 3 and 4.

You should list grammar schools on your application if your child qualifies for a grammar school and your preference is for a grammar school.

If your child qualifies for a grammar school but you nevertheless put an upper/all-ability school above a grammar school on your application, we will, if we can, offer a place at the upper / all-ability school, instead of the grammar school.

If your child does not qualify for a grammar school in the Secondary Transfer Test and your preferred school is a Buckinghamshire upper / all-ability school or a school in another area, then you need not include a Buckinghamshire grammar school on your application.

If your child does not qualify for a grammar school but your preferred school is still a grammar school then in order to continue pursuing this option, you must include a grammar school preference on your application. You may then request a Selection Review or, from 1 March 2018 (National Offer Day) onwards, an admission appeal. When completing your application, it is best to put any grammar school preference above any upper/all-ability school preference.

At the time secondary school places are allocated on 1 March 2018, if your child has not qualified for a grammar school and you have included grammar school preferences on your application, we will automatically refuse them. However, you will be entitled to appeal this refusal. If you have not included a grammar school preference on your application then you will not be able to appeal, as it is the refusal of a (grammar) school allocation on 1 March that will trigger the right to an appeal.

More information on appeals can be found at [www.bucksc.gov.uk/admissionsappeals](http://www.bucksc.gov.uk/admissionsappeals)

Even if you think your child will qualify for a grammar school through the review or appeal process, it is always sensible to list an upper/all-ability school somewhere on your application.

We won't tell any school where you ranked it on your application before we offer places.

# How we allocate school places

Once you have submitted your application we start the process of finding your child a school place according to our Scheme (see link on page 6) and each school's admission rules.

- **Step 1** - We look at the preferences made by our parents including grammar schools if your child is qualified.
- **Step 2** - We tell other LAs about applications for their schools made by our parents and other LAs tell us about applications for Buckinghamshire schools made by their parents.
- **Step 3** - We put your child on the list for the schools on your application, in admission rules order.
- **Step 4** - We allocate places up to the Admission Number for each of our schools.
- **Step 5** - We tell other LAs which of their children can be offered places at our schools and other LAs tell us which of our children can be offered places at their schools.
- **Step 6** - It will be possible to allocate more than one place to many children, so we keep the allocation for the school you listed higher on your application. Any other places are freed up for other children.
- **Step 7** - Steps 4, 5 and 6 are repeated over and over again until we have allocated everyone the highest preference that we can.
- **Step 8** - On **1 March 2018** we let our parents know which school has been offered for their child. Other LAs will write to their parents. Where we cannot offer a place that preference will be refused.

For Buckinghamshire residents, if we can't offer any of your preferences, we normally offer a place at the nearest Buckinghamshire school that has a place available. This may not be your catchment school. If your child is qualified for grammar school, we normally offer a place at the nearest Buckinghamshire grammar school with places. If your child is not qualified, we will not automatically allocate a Buckinghamshire upper/all-ability school unless you have listed one on your application. We do not assume that you want an upper/all-ability school, as you may be sending your child to an independent school if they do not qualify.

## Admission Rules

Admission rules are used when we have more applications for a school than there are places available.

We use the information from your application (and Supplementary Form if the school you are applying for wanted you to fill one in) to work out which admission rule to list your child under. Once we have listed all children in admission rules order we can then see who can be offered a place.

See page 15 of this guide to see if any of the Buckinghamshire schools you are interested in have a Supplementary Form for you to fill in. Supplementary Forms, if completed, should be sent back to the schools by **31 October 2017**.

For each of the schools you would like to put on your application, you must read their admission rules carefully. It is important to do this because some schools use different rules to decide who will be allocated a place.

**Make sure you include all the information the school will need to look at when your application is considered.**

Some schools give priority to children entitled to Free School Meals. You can check their rules in the School Directory to see if this is the case, what evidence you need and where to send it.

Some schools have an Exceptional Medical or Social Needs rule that applications can be considered under, which you can check in the School Directory. If you would like to apply under this rule, you will need to submit some evidence and you can read more about this on pages 13 and 14.

Make sure you also check the admission rules for schools in other areas. They may also like you to fill in a Supplementary Form.

Information about how places have been allocated at Buckinghamshire secondary schools in previous years, including details of the rules those places were offered under can be found on our website ([www.buckscc.gov.uk/admissionpolicies](http://www.buckscc.gov.uk/admissionpolicies)) as well as by using our 'Find my Child a School Place' service ([www.buckscc.gov.uk/findaschoolplace](http://www.buckscc.gov.uk/findaschoolplace)).

## What to do if you are moving house

If you move after you have applied, you must give us evidence of this.

For the first round of allocations you need to provide evidence to show that you have moved and are already living in your new home by 31 October 2017 so we can use your new address when we consider your school preferences.

Academies, together with Foundation, Free and Voluntary-Aided schools, and schools in other areas may have different deadlines so check their rules carefully. At the moment, the only school in Buckinghamshire with different moving deadlines is Dr Challoner's Grammar School.

If you are living abroad and are returning to a property in the UK, we will need to use the address that you are currently living at, unless you can provide evidence to show that you will be resident in our area by **31 October 2017**.

If you move after the date given above, we will use your new address for later rounds of allocations, once we have accepted it. Please see evidence deadlines on page 24 if you move after these dates.

We use the address where you are living on **31 October 2017** for the first round of allocations on 1 March 2018. If you have only recently moved to this address you will need to provide the evidence before we will accept your new address.

If you move from the address on your application after **31 October 2017**, you must tell us and provide evidence to confirm your move. However, we will use your old address for the first round.

Please see the information on page 11 if you are a **Service Family** or a family of other **Crown Servants**.

Type of house move	Evidence we need
Property sale	<ul style="list-style-type: none"> <li>• A solicitor's letter confirming the date that you have completed the purchase of your new home.</li> <li>• Evidence to show that you have disposed of your previous property or that it is no longer available for you and your family to live in (e.g. a solicitor's letter confirming you have completed on the sale or a signed formal lease agreement to show you have leased it).</li> <li>• Copies of two of the following documents showing your new address; current Council Tax bill, driving licence, utility bill (showing usage), bank statement, or doctor's registration letter for your child.</li> </ul>
Property rental	<ul style="list-style-type: none"> <li>• A formal lease agreement, provided through an approved letting agency, confirming that your lease has started and showing that you will be living at the address for at least six months after 1 September 2018.</li> <li>• Evidence to show that you have disposed of your previous property or that it is no longer available for you and your family to live in (e.g. if you were previously leasing a different property, a letter from the letting agent to confirm the date you vacated that property or a solicitor's letter confirming you completed on the sale of the property you owned).</li> <li>• Copies of two of the following documents showing your new address; current Council Tax bill, driving licence, utility bill (showing usage), bank statement, or doctor's registration letter for your child.</li> </ul>
Moving back from abroad to a property you already own	<ul style="list-style-type: none"> <li>• Proof that you own the property (e.g. Land Registry document). If the property is currently being leased, we need a copy of the written notice you have given tenants that you will be returning.</li> <li>• Copies of both flight details for your return and passports.</li> <li>• A copy of the current Council Tax bill and a utility bill showing usage.</li> </ul>
Child permanently moving from one parent/carer to live with another	<ul style="list-style-type: none"> <li>• Written confirmation from both parents of the new arrangements.</li> <li>• A copy of the current Council Tax bill from the parent with whom the child is moving to live with.</li> <li>• Proof that Child Benefit is being paid to the parent with whom the child is going to be living with, or if Child Benefit is not received, a letter from the child's GP confirming the address at which the child is registered.</li> <li>• We may also contact your child's current school for confirmation and/or ask you to provide further evidence.</li> </ul>
Refuge (domestic abuse)	<ul style="list-style-type: none"> <li>• Written confirmation from the refuge that you are currently residing there</li> </ul>
Any other type of house move	<ul style="list-style-type: none"> <li>• Please contact us for specific advice.</li> </ul>

## Service/Crown Servant Families

It is your responsibility to make sure we know you are a Service or Crown Servant family.

Where Service families, or families of other Crown Servants, who often move within the UK and from abroad, are posted to the area, we will allocate school places in advance of the family move, if you provide an official government letter declaring a relocation date and an intended address. A Unit postal address, or quartering area address, will be sufficient if there is not a new home address. Where Service or Crown Servant families are returning to live in a property they already own, evidence of ownership will be needed. You will need to provide evidence by **31 January 2018**, to be included in the first allocation round.

## Moving out of Buckinghamshire

If you are planning to move away from Buckinghamshire before September 2018, you should still apply to us by our deadline. If you are sure of your move you can include schools for your new address and we will pass on your preferences to your new home LA. If you think your move might be delayed or fall through you might like to still apply for a Buckinghamshire school. Once your move is confirmed, please tell us your new address and whether your child will be going to the school that has been offered, or a different school. You should then contact the Admissions Team for the area you have moved to.

## Moving into Buckinghamshire

If you plan to move into Buckinghamshire and will not have completed your move by the deadline of 31 October 2017, you must make your application to your current home LA. You can choose to put Buckinghamshire schools on your application ready for your new address and your home LA will tell us about your preferences.

If you currently live abroad and you will be moving to Buckinghamshire, then you should apply online providing evidence of your move and your Normal Home Address.

The Secondary Transfer Testing registration deadline is now passed. We will only accept late applications for testing if you can provide evidence to show that your child has very recently moved into the area or there are supported exceptional reasons for the lateness of your application.

## Understanding the terms we use

These are some of the terms we use for the admission rules and policies for Community schools. Many Academies, Foundation, Free and Voluntary-Aided schools, use the same terms as us.

The Community schools in Buckinghamshire are:

- The Buckingham School
- The Mandeville School
- The Misbourne

## Parent

The person who is the child's 'parent' should make the application.

- A parent is defined in law (the Education Act 1996) as 'Any person who has 'parental responsibility' (defined in the Children Act 1989) for the child or young person.'

Or

- Any person who has care of the child or young person.

If two parents with parental responsibility live at different addresses, the parent to whom the Child Benefit is paid should make the application with the full knowledge and consent of the non-resident parent.

If Child Benefit is not received, then the parent living at the address at which the child is registered with a GP should make the application, or failing that, then the parent with whom the child spends the greater proportion of the school week from Sunday evening to Thursday evening.

We may ask for evidence if circumstances have changed in the past 18 months. Please see the information about shared or joint residence that we cover below.

## Normal Home Address

This is your child's home address; it is where you and your child live together, unless you can show that they live elsewhere with someone with legal care and control of your child. For admission purposes, this must be a residential property that is your child's only or main residence. It cannot be an address at which your child may sometimes stay or sleep due to your domestic arrangements.

The property must be owned, leased or rented by the child's parent(s) or person with legal responsibility for the child. A child's Normal Home Address is where he or she spends most of the week, unless it is accommodation at a boarding school.

Please make sure you tell us if you move house after you have made your application.

In deciding which is your Normal Home Address we would not usually accept an address if:

- You or your family has a second home elsewhere as a main residence. We expect that you have sold, or leased, through an agency, your previous property or that a lease agreement on a property you previously rented has expired and that you have no other residence.
- Only part of a family has moved out of the Normal Home Address unless this was part of a divorce or permanent separation arrangement. If this is the case we will ask for evidence.
- Two or more families claim to be living together in a property which is not suitable for the number of adults and children present and for which there is no formal record of this arrangement.
- A child moves to a home other than with their parent, unless this is part of a formal fostering or care arrangement. We may check this information.
- The address is that of a holiday home. A family living at a known holiday home address will be asked to provide leasing evidence and if there is a limitation on the tenancy then it will not be accepted.

We can refuse to accept where you say your child lives if we have any doubts, in which case we will continue to ask for evidence to show that you and your family actually live where you say you live. We may ask our legal team to investigate or ask that you provide legal confirmation of your address. We may check the evidence you have provided with other agencies, including your child's current school.

**If we offer a place at a school and then discover that the offer was made on the basis of fraudulent or misleading information (for example, a false claim to living in a catchment area), and this denied a place to another child, the offer of that place will be withdrawn by the admission authority for the school. This has happened in previous years.**

## Shared or joint residence

To avoid doubt, where a child lives with parents/carers (with or without parental responsibility) whether for part of a week, or month, the address where the child lives for admission purposes will be determined by confirmation of the registered address to which Child Benefit is currently being paid.

If Child Benefit is not received, we will require evidence to show the address at which a child is registered with a GP.

Where a child is not registered with a GP then we will use the address at which the child spends the greater proportion of the school week from Sunday evening to Thursday evening, evidence will be required.

You must therefore send us a copy of your latest benefit entitlement notice or your child's medical card. We may ask for further evidence.

## **Looked After Child**

For admission purposes, a 'Looked After Child' is a child:

- in the care of a local authority or who is being provided with accommodation by a local authority in the exercise of their social services functions. This covers accommodated children and those who are in care under a Care Order or Interim Care Order. This can include living with family or friends, in foster care, in a children's home, residential school, special school or in supported lodgings.

Or

- who was previously Looked After and immediately after being Looked After became the subject of an adoption, child arrangements order or special guardianship order.

A Child Arrangements Order is an order setting the arrangements to be made as to the person with whom the child is to live under the Children and Families Act 2014. A Special Guardianship Order appoints a child's special guardian(s) under Section 14A of the Children's Act 1989.

For applications under this rule, please provide a letter from your child's Social Worker or other documentary evidence confirming this situation.

## **Sibling**

A sibling is a brother or sister – for admission purposes, we mean one of two (or more) individuals who have one or more parents in common or any other child (including an adopted or fostered child) who lives at the same address and for whom the parent also has parental responsibility, or, (in the case of a fostered child) delegated authority.

We will only consider a pupil in a secondary school as a sibling if they are at the school in Years 7 to 10 at the time the allocations are made (March 2018). The child must also be expected to still be at the school at the time the younger child would start (September 2018).

When we are allocating places, if we have one place left and the next child on the list is a twin, triplet or of another multiple birth group, we will offer to both twins (or all siblings in the case of other multiple births) even if this goes above the admission number for the school.

Some schools also consider siblings at a linked school, or siblings of pupils who attended the school in the past, so make sure you check the rules for the schools you are applying for.

## **Exceptional Medical or Social Needs**

If you would like your application for your highest preference school to be considered under this rule, you must have a very strong reason for your child attending this particular school.

We would not normally expect a parent to apply under this rule for more than one school. Exceptional reasons for attending a particular school should not normally apply to a number of schools.

Not all schools have this rule so make sure you check their admission rules before applying. Should you be applying for a school in another area that has a similar rule please send your independent evidence to us and we will forward it to the Local Authority in whose area the school is situated.

You must tell us that you would like us to look at your application under this rule and send us some supporting evidence. This supporting evidence should be from an independent professional person (this might be a doctor, health visitor or Education Welfare Officer, for example) who knows about your situation and supports your case. It must clearly show why the school is the most suitable for your child and what difficulties there would be if your child went to a different school.

More detailed information about applying under the Exceptional Medical or Social Needs rule is available in our guidance document, and you should read this before making an application of this type – please download this from our website or contact us at [www.buckscc.gov.uk/contactadmissions](http://www.buckscc.gov.uk/contactadmissions) if you would like us to post you a copy.

We will not collect information for you. You must indicate that you are applying under this rule against your preference on your application and then submit your evidence using our Contact Us form ([www.buckscc.gov.uk/contactadmissions](http://www.buckscc.gov.uk/contactadmissions)). Both the application and evidence must be submitted by the deadline of **31 October 2017**.

Applications made under this rule for later allocation rounds should be submitted by the deadlines in the table on page 24. We would only expect later applications under this rule where you had not made a secondary school application previously or circumstances have changed/new evidence has come to light since your original application. We will not reconsider an application under this rule where relevant information was known at the time of the original application that you chose not to share with us.

A panel comprising of education professionals other than admissions officers will decide which children can be considered under this rule before we make each round of allocations.

## Catchment areas

Most Buckinghamshire secondary schools have a catchment area, which is a geographical area that can give priority for admission to children who live there. Whilst living in a catchment area can help your child's chances of being offered a place, there is no guarantee that this will be possible. You can work out which catchment areas you live in and which schools are near to you by using the Find My Child a School Place service ([www.buckscc.gov.uk/findaschoolplace](http://www.buckscc.gov.uk/findaschoolplace)).

There are four Buckinghamshire schools that do not have a catchment area:

- The Highcrest Academy
- Khalsa Secondary Academy
- St Michael's Catholic School
- Sir Thomas Fremantle School

## Home to school distance

We use straight line distance for admission purposes. This is the distance from your child's Normal Home Address, as set out by Ordnance Survey, to the nearest open school gate available for pupils to use. We use a computerised system to measure straight line distance.

The point we measure to at your child's address is determined by the Ordnance Survey AddressBase 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.

This is different to the shortest walking route which is used for transport purposes – more information is in the School Transport Policy and Guidance ([www.buckscc.gov.uk/schooltransport](http://www.buckscc.gov.uk/schooltransport)).

Where Service families or families of other Crown Servants are posted to the area, we will allocate school places in advance of the move if an official government letter declaring the relocation date and intended address is provided.

Make sure you look at each school's admission rules to see in which situations distance from home to school is used.

## Supplementary forms

Some schools ask you to fill in a Supplementary Form to help them gather extra information about your child. This will help them decide where they would come in the admission rules. The four Buckinghamshire schools that use a Supplementary Form are:

- Dr Challoner's Grammar School
- Khalsa Secondary Academy
- St Michael's Catholic School
- Waddesdon Church of England School

For Year 7 admission in September 2018, the deadline for you to return the form to the school is **31 October 2017**. Supplementary forms for these Buckinghamshire schools are available from the schools directly, and also available through the online application portal.

## Children with Special Educational Needs

Many children with Special Educational Needs go to a local school and are provided with extra support. There are also Special Schools which support children with particular needs. If your child has (or you expect them to have) an Education, Health & Care Plan (formerly a Statement of Special Educational Needs), you should contact the Special Educational Needs Team by emailing [sen@buckscc.gov.uk](mailto:sen@buckscc.gov.uk) or calling **01296 382269**. Most parents of children with an EHCP or Statement will know about their child's secondary school place before March 2018.

## School Admissions Code and Scheme

The School Admissions Code is provided by the Department for Education (DfE) to guide Admission Authorities when dealing with school admission. Please visit the Department for Education website for more information: [www.gov.uk/government/organisations/department-for-education](http://www.gov.uk/government/organisations/department-for-education)

The Education Act 2002 also requires all LAs to have a 'Scheme' to show the arrangements for admission to secondary schools in their area.

The Scheme is in place to make sure that every parent of a child living in the LA area who has applied for a school place in the 'normal admission round' receives the offer of one school place. You can read our Scheme on our website ([www.buckscc.gov.uk/admissionpolicies](http://www.buckscc.gov.uk/admissionpolicies)).

It covers how we allocate school places; we will put your child on the lists for the schools you have on your application. If your child is qualified for grammar school, this will include any Buckinghamshire grammar schools. If your preferred school, or schools, has more applications than there are places available, then

whether we can offer a place will depend on where on the school's rules your child is listed and how many other children had higher priority for the places available. We use the admission rules to put children into order and then offer the number of places we have available.

Full details of all the Buckinghamshire secondary schools are available in our School Directory from page 38. You can use our 'Find my Child a School Place' service ([www.buckscc.gov.uk/findaschoolplace](http://www.buckscc.gov.uk/findaschoolplace)) to show schools near you and to check whether your child would be entitled to Free School Transport.

## Admission rules for schools in other areas

If you are interested in a school located in another LA area, you should contact the LA or school direct for more information about their admission rules.

If you want to apply for a Year 7 place at one of the following out of county schools, you will not be able to do this online or on the paper form:

- Fulbrook Middle School
- Leighton Middle School
- Linslade Academy Trust
- The Windsor Boys' School
- Windsor Girls' School

This is because September 2018 is not the normal time to start at these schools. We have explained the arrangements for making an In-Year application for a Year 7 place at one of these schools on the Find my Child a School Place service.

## What if I miss the application deadline?

Date we receive your application	Do you think you have exceptional reasons for your late application	Will your application be treated as on time?	When will you know which school your child has been offered?
By 31 October 2017	n/a	Yes	1 March 2018
By 21 November 2017	Yes – evidence included and agreed*	Yes	1 March 2018
By 21 November 2017	Yes – evidence included and not agreed	No	1 March 2018
By 21 November 2017	No	No	1 March 2018
By 31 December 2017	n/a	No	1 March 2018
From January 2018	See Later Allocation Rounds from page 23		

\* For example, you may have been ill for a long time, or there may have been a family bereavement, which prevented you from applying by the deadline. Moving into the area is not an exceptional reason for applying late.

If an application is late we will not look at it until after all those that we received on time. The only exception would be if we received your application by 21 November 2017 and you have included independent professional evidence which we agree shows why you could not apply on time.

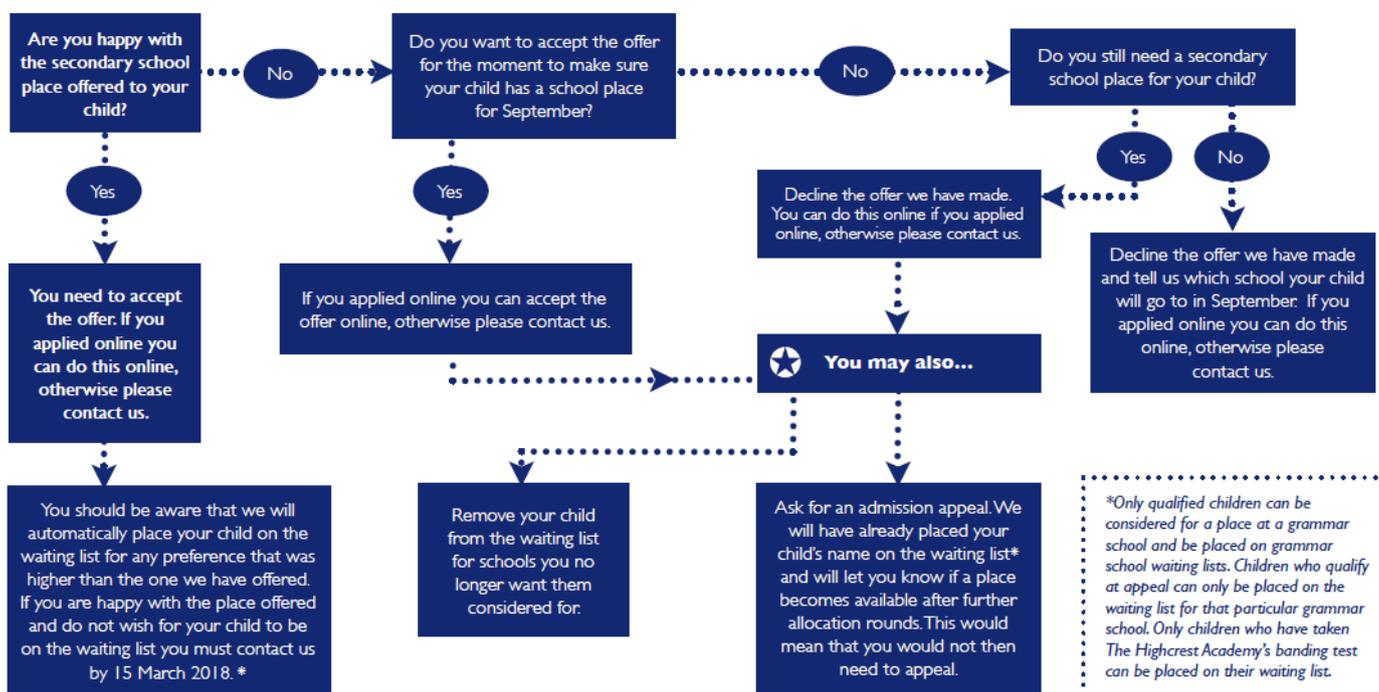
Please also see page 11 if you are a Service or Crown Servant family. If we receive your application and supporting evidence by 31 January 2018, we will treat your application as timely.

# National Offer Day

The following pages give you the information you will need when you receive your child's secondary school offer on **1 March 2018**.

Make sure you read them carefully as they will explain why we have made the offer we have and what you will need to do next. These sections also tell you about the timeline for accepting the place we have offered and waiting lists. We also cover how we manage allocation rounds after 1 March.

Even if you have an older child who is already at secondary school, there are things that are likely to be different so it is important that you understand what happens after you have received your child's offer. **It is particularly important that you understand how waiting lists work as there are changes for the 2018 admission round.**



National Offer Day for all Local Authorities (LAs) for children moving up to secondary school in September 2018 is **1 March 2018**. Each LA will let its residents know which school has been offered for their child.

Each LA will have different deadlines and things for you to do. If you don't live in Buckinghamshire, make sure you understand what your home LA needs you to do. You should also contact them if your child does not have a school place for September.

You will be able to see the allocation profile ([www.buckscc.gov.uk/allocationofplaces](http://www.buckscc.gov.uk/allocationofplaces)) which will show you which schools had more applications than there were places available and the final admission rule under which we were able to offer places on 1 March. This information will also be available in the online School Directory ([www.buckscc.gov.uk/schooldirectory](http://www.buckscc.gov.uk/schooldirectory)), under each secondary school's entry.

For information about other LAs and allocations to their schools you must contact them directly. If you missed the application deadline and still need to apply for a secondary school place for Year 7 in September 2018, print out and complete the application form and return it to us either by attaching it to our Contact Us form ([www.buckscc.gov.uk/contactadmissions](http://www.buckscc.gov.uk/contactadmissions)) or by posting it to us. Information about deadlines is available on pages 23 and 24.

# First round of allocations

## When will I receive my child's secondary school offer?

If you applied before 31 December 2017, we will post you a letter on **1 March 2018** if you applied using a paper form.

All other parents will receive their child's offer by email on **1 March** as well as being able to view the outcome of the application online from this date.

If we received your application after this date and by 15 March 2018, we will write to you on 10 April 2018 to let you know which school we are able to offer your child.

At the same time as we tell you which school your child has been offered, we also provide our secondary schools with the details of those children due to join them in September. The school will write to you directly with a welcome pack for your child. Please make sure you return any forms in this pack direct to the school by their deadline. Remember to tell us that you are accepting the place offered as well.

## What do I need to do once I know which school my child has been offered?

By 15 March, you need to let us know what you want to do with the offer. You should tell us if you want to:

- Accept the place offered
- Decline the place offered
- Remove your child from a waiting list for a school we could not offer

## How can I respond to the offer?

If you applied online, you should log in to the Application Portal and submit your response. You will then receive an automated email to confirm we have received it.

If you applied using a paper form, you should either reply via our Contact Us form ([www.buckscc.gov.uk/contactadmissions](http://www.buckscc.gov.uk/contactadmissions) - you will receive an automatic reply as confirmation it has successfully reached us), or you can post us the reply slip in your offer letter.

***We cannot take your response over the phone.***

If you made your application to another Local Authority, you should respond directly to them, even if your response concerns a Buckinghamshire school: your home Local Authority will share the information with us. You need to respond by no later than **15 March**.

## What happens if I do not respond to the offer?

If you do not tell us what you would like to do by 15 March, we will contact you again to remind you that we need you to respond. At this time, if you do not reply, we will withdraw the school offer we have made, and offer the place to another child.

## You have not offered my child a place at my preferred school. What can I do?

We understand that it will be disappointing for you and your child if we are not able to offer a place at one of your preferred schools.

However, it is sensible to accept any place offered. Accepting the place will not affect your child's position on a waiting list or your chances of success at appeal. As well as accepting the place we have offered, there

are other things that you can do at the same time if you wish. These are explained on the following pages. Make sure we receive your reply by **15 March 2018**.

You should read the information about how waiting lists are managed and may also like to consider an admission appeal.

### **Applications made under the Exceptional Medical or Social Needs rule**

If you applied for a place for your child at your preferred school under the Exceptional Medical or Social Needs rule, education professionals (who are independent of the Admissions and Transport Team and of our secondary schools) looked at your case and the supporting evidence you provided. They decided if it was appropriate to consider your application under this rule. If it was, this was taken into account when we were allocating places.

Please note that children with agreed Exceptional Medical or Social Needs are not necessarily the highest priority children for a place at every school: you should use the School Directory from page 38 to check the admission rules for the particular school if you are unsure.

Please note that not all schools have an Exceptional Medical or Social Needs rule and that applications without supporting evidence will not have been considered.

Academies, as well as Foundation, Free and Voluntary-Aided schools, and schools in other areas, will also have considered applications made under their admission rules.

### **If you do not need or want the place offered to your child**

Your child may no longer need a place in a Buckinghamshire secondary school. This might be because you are moving away or have a place for your child at an independent school. You must let us know by **15 March 2018** and confirm which school your child will be going to in September.

You can do this online by using our Contact Us form ([www.buckscc.gov.uk/contactadmissions](http://www.buckscc.gov.uk/contactadmissions)). This is also the case if you are responding to an offer that has been made in a later allocation round.

You may decide that you do not want to accept the place we have offered your child. If so, let us know if you have made other arrangements for September. Please bear in mind our advice that it is sensible to accept our offer to make sure that your child has a school place for September 2018.

It is important that you decline our offer of a school place that your child does not need or want so that we can offer it to another child.

During August, if our records show that you have still not secured a secondary school place for your child and you have not told us that you have made other arrangements, we will ask the Education Entitlement Team to contact you.

The Education Entitlement Team will have details of the secondary schools in Buckinghamshire that still have places available, and they will discuss your options with you.

We would like to remind the parents of all statutory school age children that it is your legal responsibility to ensure that your child receives a suitable education and that where we believe this may not be the case we will ask the council's Education Entitlement Team to check this with you.

# Entitlement to Free School Transport

Free School Transport is available if your child:

- is between 5-16 years old (of statutory school age)
- is attending their nearest suitable school
- lives further away from the school than the statutory walking distances (3 miles for those aged 8 and above)

Your child may also qualify for free transport to the nearest school if they are unable to walk for any of the following reasons:

- they have Special Educational Needs
- they have a disability or mobility problems
- there is no safe walking route

You can check if your child would be entitled to Free School Transport by using our Free School Transport service – [www.buckscc.gov.uk/freeschooltransport](http://www.buckscc.gov.uk/freeschooltransport)

For a child who is qualified for grammar school, upper/all-ability schools are included when determining which is the nearest appropriate school, for transport purposes.

Please do not assume that an older sibling who is already using free transport will ensure entitlement to a sibling newly requiring transport to the same school.

If your allocation for a Secondary school place is made on 1 March 2018 and your child is entitled to Free School Transport from September 2018, we will write to you by the end of April 2018. If your child is allocated a place after the first allocation round and is entitled to Free School Transport, the date on which we will write to you will be given in your offer letter.

Please refer to the School Transport Policy for more details on eligibility for Free School Transport – [www.buckscc.gov.uk/media/4509437/school-transport-policy-and-guidance.pdf](http://www.buckscc.gov.uk/media/4509437/school-transport-policy-and-guidance.pdf)

## Families on a low income

There are special transport arrangements in place for children from families on a low income.

Children aged 11 to 16 from low income families are eligible if they attend one of their three nearest qualifying schools and live more than two miles, but not more than six miles away, or the nearest school selected for religious reasons more than two miles but not more than 15 miles away.

To qualify, your child will need to be entitled to Free School Meals because you receive one of these benefits:

- Income Support
- Income Based Job Seekers Allowance
- Employment Support Allowance (income related)
- Child Tax Credit with an annual gross income which is less than £16,190 (and not in receipt of Working Tax Credit)
- Support under Part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit

- Working tax credit run-on (paid for 4 weeks after you stop being qualified for Working Tax Credit)
- Universal Credit

If your child is not entitled to Free School Meals, another benefit that is accepted is entitlement to the maximum level of Working Tax Credits, this means that there is no reduction due to income in the Working Tax Credits elements section of your HM Revenue & Customs award notice for the current tax year.

You can download the form to apply under low income from our website.

## Waiting lists

After each allocation round we will automatically add the names of the children who have not been offered a place at a preferred Buckinghamshire school to the waiting list for the schools for which they are qualified to attend where we were not able to offer a place. We will do this for all children, not just those for whom we are the Home LA.

We will also automatically add the names of Buckinghamshire children with preferences for schools in other areas to the waiting lists.

### How do I remove my child from a waiting list?

If you don't remove your child from the waiting list, and we are able to offer a place at a school you listed higher on your application than the one offered, we will automatically give the place we allocated originally to another child.

Look at the table for deadline dates for later allocation rounds on page 24 and make sure we receive your request to remove your child from a waiting list in plenty of time.

If you are happy with the school you have been offered and don't want to pursue a place at a higher preference school, you must let us know:

- by 15 March 2018 if the school was allocated on National Offer Day. You can do this via the Application Portal, by returning the form enclosed with your offer letter (where provided) or by contacting us ([www.buckscc.gov.uk/contactadmissions](http://www.buckscc.gov.uk/contactadmissions)).
- by the deadline in your offer letter/email for later rounds of allocation. You can respond by contacting us ([www.buckscc.gov.uk/contactadmissions](http://www.buckscc.gov.uk/contactadmissions)). Please also see the information about later allocation rounds on page 24.

**IMPORTANT NOTE** - If you want to remove your child from a waiting list at any time, **please let us know as soon as you decide this.**

Each waiting list is held in admission rules order: this means that children with a high priority in the school's admission rules will always be near the top of the waiting list, and children with a low priority will be nearer the bottom. Each time a child is added to the list, the child is slotted in the appropriate place according to their priority: **waiting lists are never 'first-come, first-served'**.

Waiting lists will be used to offer any places that become available in later allocation rounds. All preferences will be treated equally even if they were late for the first allocation round.

You can also ask for an admission appeal ([www.buckscc.gov.uk/admissionsappeals](http://www.buckscc.gov.uk/admissionsappeals)).

## Can my child go on the waiting list for a grammar school?

Only qualified children will be placed on the waiting list for a grammar school. 'Qualified' children are those who scored 121 or more in the Secondary Transfer Test, or those who were successful at Selection Review.

Your child will also be added to the waiting list for a particular grammar school if they were qualified by the Independent Appeal Panel but a place was not available at that particular school and the appeal for a place was not successful.

Children who qualify at appeal are only added to the waiting list for the particular grammar school once all the appeals for that school have been heard and the decisions advised to the appellants, admission authority and the LA: see page 25 and the appeals guide on our website for more information ([www.buckscc.gov.uk/admissionsappeals](http://www.buckscc.gov.uk/admissionsappeals)).

## What happens if a place becomes available for my child from the waiting list?

If a place becomes available at a school, and your child is at the top of the waiting list, we will automatically offer this place to your child: we will contact you and let you know.

If you have already accepted a place at a lower preference school, we will automatically take that place away and offer it to another child - we will not ask you before we do this, as we will assume you would prefer your child to go to the higher ranked school that they are on the waiting list for.

This is why it is very important for you to let us know immediately if you no longer want your child's name to be included on a waiting list.

## How do I find out my child's waiting list position?

If your child is on a Buckinghamshire school waiting list (or lists), we will let you know their waiting list position on 10 April and 29 June.

We will not confirm waiting list positions at any other time.

**Please bear in mind that your child's position on a waiting list can go up or down as other children join or leave the list, depending on whether they have a higher priority in the admission rules than your child.**

## Changing your preferences

Think carefully about whether you need to change your school preferences. We would normally only expect parents to change their preferences in exceptional circumstances, a house move for example. If you do need to change your preferences, be realistic in your expectations.

**We will only accept changes of preference and/or changes of preference ranking for the third and later allocation rounds. You must wait until the second allocation round has taken place before deciding whether or not to change your preferences. The deadlines for preference changes for inclusion in the third and later rounds are on page 24.**

You can use the 'Find my Child a School Place' service ([www.buckscc.gov.uk/findaschoolplace](http://www.buckscc.gov.uk/findaschoolplace)) to check any school details and view allocation information. Other LAs will have information about the allocations for schools in their area on their websites.

If you decide to make changes, you need to send us your new list of preferences using our Contact Us form ([www.buckscc.gov.uk/contactadmissions](http://www.buckscc.gov.uk/contactadmissions)). New preferences and changes of preference ranking will only

be considered from the third allocation round. This list becomes your new preference order and we automatically put your child on the waiting list for each of the schools, as long as your child is eligible.

You can include original preferences amongst any new ones as long as the order is clear. If you list schools in other LA areas, we will let them know.

We can only consider Buckinghamshire grammar school preferences if;

- your child was qualified in the Secondary Transfer Test or
- your child was qualified through Selection Review or
- if they were qualified for admission to a particular grammar school by the Independent Appeal Panel but a place was not available and the appeal for a place at that particular school was not successful.

Only children who have taken The Highcrest Academy's banding test can go on that school's waiting list.

## **Ask for an Admission Appeal**

If your child was not offered a place at the school you would like, you can ask for an Admission Appeal. Your child's name will already be on the school's waiting list. However, only qualified children will be on grammar school waiting lists. Please read the appeals section for more information.

## **Later allocation rounds**

If we are not able to offer your child a place at your preferred school on 1 March 2018 and you still want us to, we will try to do this in a later allocation round if places become available. Places may become available as parents decline them, or as their children are offered higher preference schools. Successful admission appeals for one school may also free up places at another school.

For your child to be included in a later allocation round, their name must be on the waiting list for your preferred school or schools, and they must be qualified to attend that particular school.

We will only write to you in a later allocation round if:

- You have asked for a new preference (from the third allocation round - we need to tell you if this can be offered or not)

or

- We have been able to make an offer of a place at a school on your original or later application, that you listed higher than the school we have already offered, and your child is on that school's waiting list.

We will make it clear in your offer letter or email the date by which you should respond.

We will not write to you again to tell you that we still cannot offer a place at a school that you listed on an earlier application. If you live outside of Buckinghamshire, we will let your home LA know if we can make an offer for your child at one of our schools. They will also let us know about any further offers at their schools for our children.

If your child cannot be offered a preferred school in a later round of allocations, we will let you know where they are on any Buckinghamshire school waiting lists on the dates given in the table on the next page. If your child is on a waiting list for a school outside of Buckinghamshire, you will need to contact that LA direct and ask them how you can find out what your child's position is. Also let the LA know if you want to remove your child's name from a waiting list.

Waiting lists for admission to Year 7 in Buckinghamshire secondary schools will be maintained until 31 December 2018 at which time if you confirm you still want your child to be on the waiting list, your application will convert to an in-year application.

## Deadlines

The deadlines by which we need to receive information from you for your child to be included in a later allocation round, and the dates we will write to you are given below.

## Second allocation round

For the second round of allocations we will include:

- applications considered on National Offer Day where a place could not be offered and the child is on a waiting list
- new applications received between 1 January and 15 March 2018 which may include applications from families who have provided evidence to confirm they have moved into the area by the deadline of 1 March.

We will also change the address for school place application purposes for families that moved after the October deadlines, but by 1 March 2018, and provided sufficient evidence to confirm this.

### By 15 March 2018:

- If you no longer want your child to be considered for a place at a preferred school, make sure you have asked us to remove their name from the waiting list. It is very important that you tell us this as we will have automatically added your child to waiting lists where we could not offer a place on National Offer day.
- If your circumstances have changed, let us know if you would now like your application for a preferred school considered under the Exceptional Medical or Social Needs rule (see pages 13 and 14 for more information).

### On 10 April 2018, we will:

- post a letter to let you know the outcome of your application.
- let you know your child's waiting list position for schools where we have not been able to offer a place.

## Third and later allocation rounds

	<b>By this date we must receive –</b>	<b>On this date –</b>	<b>On this date—</b>
	<ul style="list-style-type: none"> <li>• <b>A request to remove your child's name from a waiting list(s);</b></li> <li>• <b>Evidence to support an Exceptional Medical or Social Needs application;</b></li> <li>• <b>Evidence showing a move to Buckinghamshire that has taken place;</b></li> <li>• <b>Changes of preference.</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Offer letters will be posted/emails sent;</b></li> <li>• <b>We will let you know where we cannot offer a place at a new preference school.</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>We will send waiting list position emails.</b></li> </ul>
Third round	18 April 2018	10 May 2018	-
Fourth round	21 May 2018	24 May 2018	-
Fifth round	11 June 2018	15 June 2018	-
Sixth round	25 June 2018	29 June 2018	29 June 2018

After 29 June 2018, we will offer any further places as they become available. There are usually very few at this time in the year.

The nearer we get to the start of September the fewer places we have to offer and the less likely it is that a place will become available at your preferred school. If there have been successful admission appeals for a school we will not be able to offer any places unless the number of children due to join the school in September 2018 falls to below the school's Admission Number.

If you have not yet applied for your child's Year 7 place for September 2018 then please do so as soon as possible. You can do this by completing our application form and returning it to either by attaching it to our Contact Us form ([www.buckscc.gov.uk/contactadmissions](http://www.buckscc.gov.uk/contactadmissions)) or posting it to us.

## Admission Appeals

If you have applied for a school place for your child and the admission authority has refused the school place, you have a right of appeal for the school place to an Independent Appeal Panel (IAP).

Most appeals for Buckinghamshire Schools are administered by the Education Appeals Team at Buckinghamshire County Council. If you have any queries about admission appeals, you can contact the appeals team by email at [appeals@buckscc.gov.uk](mailto:appeals@buckscc.gov.uk), or by post at:

**Education Appeals Team, Buckinghamshire County Council, County Hall, Aylesbury, HP20 1UA**

You may also request a copy of the Parents' Guide to Admission Appeals which contains important information and advice.

The Education Appeals Team is independent from the Admissions and Transport Team at the Council.

### Types of Appeal

There are different types of appeal depending on the school place you are applying for. The type will affect the evidence which you should provide and the decisions the IAP can make.

- **Appeals where the school is full**  
Your application for a school place may have been refused because there were more applicants than there were places, the admission authority has allocated places according to the admission arrangements (rules) and the school is full. At the appeal, the IAP will need to weigh your reasons for wanting the school place against the admission authority's argument that to admit an additional child would harm the education of the existing pupils. The IAP will need to decide whether you or the school has the stronger case.
- **Unqualified appeals for Grammar School**  
You may have been refused a place at grammar school because your child did not qualify in the Transfer Tests. **If you went to Selection Review, the IAP will only be able to consider academic evidence and the reasons you want the school if it decides that the Selection Review was not carried out in a fair, consistent and objective way.**  
Even if an IAP qualifies a child for a grammar school at appeal, the grammar school is likely to be full, and so the IAP will need to weigh the parent's reasons for wanting the place against the admission authority's argument that to admit an additional child would harm the education of the existing pupils. The IAP will need to decide whether the school or the child has the stronger case.

## **The Appeal Hearing**

The Education Appeals Team will give you 10 days' notice of the appeal date, time and venue. (You may receive 2 hearing appointments when there are a number of parents appealing for a school. At the first appointment, the admission authority will explain to all parents why places were refused. At the second appointment, only you will be invited to attend to explain why you want the school place).

A choice of appeal dates cannot be given due to the volume of appeals received. Appeals take place on school days only.

A week before the appeal, you will also be sent copies of the admission authority's case saying why it refused the school place, and copies of all documents you have submitted to the Education Appeals Team in support of your appeal.

If you cannot attend the appeal, please inform the Education Appeals Team so the IAP is not kept waiting and the Clerk to the IAP does not contact you. If you wish to withdraw your appeal, please confirm this in writing to the Education Appeals Team.

If you do not attend the appeal hearing, the IAP will make a decision in your absence taking into consideration all the information received from you.

At an appeal hearing, you will be invited to say why you want the school place and the admission authority will explain why the place was refused. After you and the admission authority have left the room and the IAP has considered all the evidence presented, the IAP will make its decision, and you will either be successful or unsuccessful in obtaining the school place for your child.

The IAP's decision is legally binding on you, the school and the admission authority. You will be informed of the decision by letter (and not over the telephone) no later than 5 school days of the appeal (or the last appeal where there are multiple appeals for a school).

## **Request an Admission Appeal**

You can make an appeal if you have applied for a Buckinghamshire school place and it has been refused.

Before you begin, read the Parents' Guide (by requesting a copy from the Education Appeals Team or downloading it from our website – [www.buckscc.gov.uk/admissionsappeals](http://www.buckscc.gov.uk/admissionsappeals)), prepare any evidence you wish to present in support of your application, and prepare your reasons for appeal.

You then need to request an appeal form so that you can formally lodge your request for an appeal.

You can request an appeal form from the website, or you can ask the appeals team to send you a form by post.

# Secondary Transfer Testing Introduction

There are two types of mainstream secondary schools in Buckinghamshire: grammar schools and upper/all-ability schools.

- Grammar schools admit children based on their performance in the Secondary Transfer Test
- Upper/all-ability schools admit any child, regardless of ability

All the grammar schools in Buckinghamshire are their own Admission Authority. Buckinghamshire LA acts as the Secondary Transfer Testing process administrator for The Buckinghamshire Grammar Schools (TBGS). This information is provided on their behalf.

The Secondary Transfer Test is taken at the beginning of the autumn term of Year 6. It is independently produced by the Centre for Evaluation & Monitoring (CEM) at the University of Durham. The test has been specially designed to work out a child's potential and the skills measured in the test should make sure that all children go to a school that can best meet their educational needs.

The Secondary Transfer Test is a test of children's ability to think through and solve problems posed in three different contexts: verbal, numerical and non-verbal. This gives children the opportunity to demonstrate their skills in a range of ways – using words, numbers and pictures or diagrams.

There has been a great deal of research internationally and for many decades about the nature of children's abilities and how best to measure them.

The Secondary Transfer Test reflects modern research into the nature of ability and the quite widely-held view that people have multiple abilities. It is therefore considered appropriate to test children's ability to think in a range of different contexts.

To make sure that children have had the chance to see the style of the tests and to try out some of the question types, there is a Familiarisation booklet to work through at home. Then, before taking the Secondary Transfer Test, children will also take the Preparation Test.

## Testing Timeline

Would you like your child to take the Secondary Transfer Test?

If yes:

1. If your child goes to a Buckinghamshire LA primary school they will automatically be registered to take the Secondary Transfer Test. If your child goes to any other school you should have registered them for Secondary Transfer Testing by the deadline of **30 June 2017**. Late test registration is only available after this date for children moving into the area.
2. Children prepare for the test by completing the Familiarisation booklet at home and then by taking the Preparation Test.
3. Preparation and Secondary Transfer Tests are taken in September.
4. Results are released in October before the secondary school application deadline. If your child does not qualify you will be able to ask for a Selection Review and/or (after 1 March 2018) an Admission Appeal.

If no:

1. If your child goes to a Buckinghamshire LA primary school then you will need to let their headteacher know in writing that you do not want your child to take the Secondary Transfer Test.

Important note - All parents will need to apply for their child's secondary school place during the first half of the autumn term. Apply to the County or Borough in whose area your child lives. The National Secondary School Application Deadline is **31 October 2017**.

## Test Dates

Children who go to Buckinghamshire LA primary and Partner schools take the Preparation and Secondary Transfer Tests at school on the following dates:

- Tuesday 12 September 2017 - Preparation Test
- Thursday 14 September 2017 - Secondary Transfer Test

Children from out of county schools will be tested on the same days, usually at one of the Buckinghamshire grammar schools.

**The parents of children due to be tested at a grammar school were emailed on 20 July 2017 to confirm the date, time and school where their child will be tested. A child can only be tested at the grammar school they have been invited to.**

The parents of children taking the Secondary Transfer Test at a grammar school will receive an 'Identification and Fit for Secondary Transfer Testing' form with their testing invitation. The completed form must be brought to the Secondary Transfer Testing session at the grammar school on 14 September as, without it, it will not be possible for the child to take the test. The purpose of this form is not only to enable the parent to confirm that their child is well on the test date but also to provide a photograph to confirm the identity of the child undertaking testing.

Children attending Buckinghamshire LA and Partner schools are not required to complete this form as their identity does not need confirming.

### Children living abroad

Children currently living abroad will not be tested until they return to the UK.

## Illness on Secondary Transfer Test day and Late Tests

It is very important that children do not take the Secondary Transfer Test if they are unwell.

If there are supported exceptional circumstances why a child cannot attend testing at the grammar school on 14 September 2017 then one alternative date will be offered. A clash of test date with that of another school is not an exceptional reason. Children who do not attend testing at the grammar school on the day of the Secondary Transfer Test without a reasonable explanation will automatically be withdrawn from the testing process.

If your child does not attend testing at the grammar school due to illness, you will need to submit a letter from your GP to confirm that your child was not well enough to take the test.

Children attending Buckinghamshire LA and Partner schools, who are ill on the dates of the tests, will always be offered alternative dates on which to take the Preparation and Secondary Transfer tests.

If a child becomes unwell during testing, and is unable to complete the test, it is not possible for that test paper to be re-sat at a later date.

## Registration

If your child goes to a Buckinghamshire LA primary school they will automatically be registered for the Secondary Transfer Test. As this test is not compulsory, it is useful to think - before they sit the test - about whether a grammar school place would be suitable for your child. If you think not, just let your child's headteacher know, in writing, that you would like to withdraw your child from the Secondary Transfer Test.

Parents of children going to all other schools (Partner schools and all schools outside of the county, including those in Milton Keynes) needed to register their child for testing by 30 June 2017. Late test registration is only available after this date for children moving into the area.

There is no charge to parents for their child sitting the entrance test for Buckinghamshire grammar schools however the cost of testing is paid for by the grammar schools. To avoid unnecessary cost please think very carefully about whether a Buckinghamshire grammar school place is really suitable and what you want for your child. If, having registered them, you no longer want them to be tested, please let us know straight away and we will withdraw them.

Children can be tested later if, for example, they are ill on the date of the test, or if the family has very recently moved into Buckinghamshire. However, if testing is not completed on 14 September 2017, we cannot guarantee that the results will be available on 13 October 2017. We will also consider later testing for children who move into the area after 30 June 2017 and by 29 June 2018.

## Adjustments to the testing conditions

If your child has Special Educational Needs or a disability, you may like to talk to their headteacher about testing and grammar schools.

Where a child who has an Education, Health and Care Plan, or a disability that could be described as having 'a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities', is to take the test, you may wish to discuss your child's access to the test with their headteacher. If the disability might affect access, you should discuss whether any special testing arrangements should be made. The same principal applies to everyday access to the curriculum so you should make sure that your child's school is aware of their needs so that, if necessary, reasonable adjustments can be made.

If it is felt that adjustments should be put in place for the test, then your child's headteacher should contact us or, if this is not possible, then please contact us: [www.buckscc.gov.uk/contactadmissions](http://www.buckscc.gov.uk/contactadmissions).

Further information, including the deadlines by which requests for adjustments must be received, can be found in our EQA guidance document: contact us at [www.buckscc.gov.uk/contactadmissions](http://www.buckscc.gov.uk/contactadmissions) if you would like us to send you a copy of this.

We need to know about this before your child sits the test so that an application can be considered beforehand. In considering a request for adjustments we will always look for evidence of how the normal day-to-day delivery of the curriculum is adjusted to meet your child's particular needs at their current school and for other professional evidence to support your request. For this reason, if your child is at a school outside of Buckinghamshire, we will still need to contact their headteacher for further information.

Please note that it is not possible to offer extra marks to compensate for any special needs a child may have. This is because in each child's case it would be impossible to say, in the light of each child's circumstances, exactly how many marks would be appropriate. However, where we believe a child to be disabled within the terms of the Equality Act (2010), or where the child has a disability that will have a clear impact in relation to the format of the test, we will try to make sure that appropriate and reasonable special arrangements are put in place to make the test as accessible as possible.

If your child's Secondary Transfer Test score is considered not to reflect their abilities, and they do not qualify for grammar school, you can request that the Selection Review Panel and/or the Independent Appeal Panel consider the Special Educational Needs and disability issues.

All papers submitted in relation to a request for adjustments to the test papers or conditions will be included with the Selection Review information provided to the Selection Review Panel and/or to the Independent Appeal Panel.

There is more information about the Selection Review Process on page 34 and Admission Appeals on page 25.

## Under-age and over-age testing

Occasionally, we agree that a child can take the Secondary Transfer Test before the school year in which they have their 11th birthday. This can only happen if they are of outstanding academic ability, are exceptionally mature and have been working well (for a number of years) with other pupils in the year group chronologically above them. We will not agree to test an under-age child just because they have been in some classes with older children, or if they have been working in a class comprised of mixed year groups.

Very occasionally, we will agree to test a child who is over the age of 11. This would be because in the past there were educational reasons (which have continued) for your child to be in a lower year group. This might also be because your child has missed at least a year of school because they were ill or living abroad. Going to a school in another country, or your child being born late in the school year, are not sufficient reasons for us to agree to test your child later than with their chronological year group.

If you would like to apply to register an under-age or over-age child, please contact us ([www.bucksc.gov.uk/contactadmissions](http://www.bucksc.gov.uk/contactadmissions)) urgently. We will ask you for more information and we will contact your child's headteacher for an assessment before we decide if we will offer testing. If your child goes to a Buckinghamshire LA primary school or Partner school, you should speak to their headteacher as soon as possible.

## Secondary Transfer Testing Process

### Familiarisation and Preparation

Children attending Buckinghamshire LA and Partner schools are given a Familiarisation booklet to take home during the summer term of Year 5. For children attending all other schools, a copy of the Familiarisation booklet is available online for you to download and print: please contact us at [www.bucksc.gov.uk/contactadmissions](http://www.bucksc.gov.uk/contactadmissions) if you would like us to send you a copy.

The booklet contains information about the content of the test, some advice about tackling the test and a few sample questions. Before taking the Secondary Transfer Test in September, children will take the Preparation Test.

The Preparation Test looks the same as the Secondary Transfer Test and has the same instructions. Children sit the two multiple-choice Preparation Test papers in test conditions. These are both timed like the Secondary Transfer Test, with instructions given to children via an audio soundtrack.

The Preparation Test enables children to become very familiar with the different types of questions and the style of the test, to use a separate answer sheet and to experience this under test conditions. The Preparation Test papers are shorter than the Secondary Transfer Test and take about 35 minutes each. They will not be marked or sent home. The purpose of the Preparation Test is not to see how well the children have done but to give them a good opportunity to prepare themselves for the Secondary Transfer Test.

If your child goes to a Buckinghamshire LA primary or Partner school, they will take the Preparation Test at their own school. They will not sit the Secondary Transfer Test until they have taken the Preparation Test. Children attending all other schools will be invited to take the Preparation Test, usually at one of the grammar schools, on 12 September 2017. It is strongly recommended that the Preparation Test is taken before sitting the Secondary Transfer Test but it is not essential.

## **How parents can best help their children to prepare for the test**

There are a number of things that parents can do to help their children. They can ensure that they have experience of working quietly on their own, uninterrupted by noise or distractions. They can ensure that their child does any homework that is set. They can help their child to read with understanding, for example by asking them what certain words mean and what is happening in the passage or book that they are reading. They can encourage them to solve problems by themselves or to look up things for themselves.

CEM also advise that good preparation for the test is to develop a child's ability to read with understanding and to solve problems using their numerical skills: this is what primary schools are doing with all their pupils.

Although there are products on the market claiming to provide practice for CEM tests, there are no commercially available practice papers, materials or services written by CEM (the test provider). CEM does not recommend that parents purchase or subscribe to any commercially available materials. The Secondary Transfer Test is designed to enable all children to demonstrate their academic potential without the need for excessive preparation. Tutoring is therefore not required or recommended.

## **The Secondary Transfer Test**

The Secondary Transfer Test will be taken on 14 September 2017. There are two Secondary Transfer Test papers. They are multiple-choice and are both of about the same level of difficulty. Each paper is about 50 minutes long and is in a number of separately timed sections. Children are given instructions via an audio soundtrack.

# Marking and the results of the Secondary Transfer Test

The test results will be available on 13 October 2017 for all children tested on 14 September 2017. Results for any child tested later will be released as soon as possible afterwards. This means that for most children the test results will be available before the secondary school application deadline.

The Secondary Transfer Test papers are marked by the Centre for Evaluation & Monitoring (CEM). The marks are then 'standardised'. Standardisation balances the overall performance of children from one year to the next and makes sure that all children are placed on an equal footing and that no child is unfairly advantaged or disadvantaged because of his or her age. It takes into account the child's age in years and months on the date they take the test. A child's 'standardised score' will be between 0 and 180+. The standardised score needed to qualify automatically for a grammar school has been set by CEM, in agreement with the grammar schools, at 121 or more.

Your child's scores from the two Secondary Transfer Test papers will be added together and expressed as a Standardised Secondary Transfer Test Score (STTS). The STTS will be the sum of the following:

- 50% of the standardised score for the verbal sections
- 30% of the standardised score for the numerical sections
- 20% of the standardised score for the non-verbal sections

If a child's STTS is 121 or more they are automatically qualified for grammar school. We anticipate that about 33% of children will get an STTS of 121 or more. Under the Data Protection Act, Schedule 7, Section 9, candidates do not have the right to see their test papers once they have been handed in. The Freedom of Information Act does not override the Data Protection Act in this matter. On request and upon payment of the appropriate fee, you can request that your child's test papers are manually remarked and the age standardised score (STTS) checked. However, before doing so you should discuss this with your child's headteacher who will explain that it is extremely unlikely that your child's papers will have been marked incorrectly.

Parents of children who do not score 121 or more in the Secondary Transfer Test can ask for a Selection Review and/or an Independent Admission Appeal. The Selection Review Panel will consider your child's review case. Selection Reviews take place from late November 2017 to January 2018. An admission appeal cannot take place until after 1 March 2018 following the written notification of the decision of the admission authority to refuse admission.

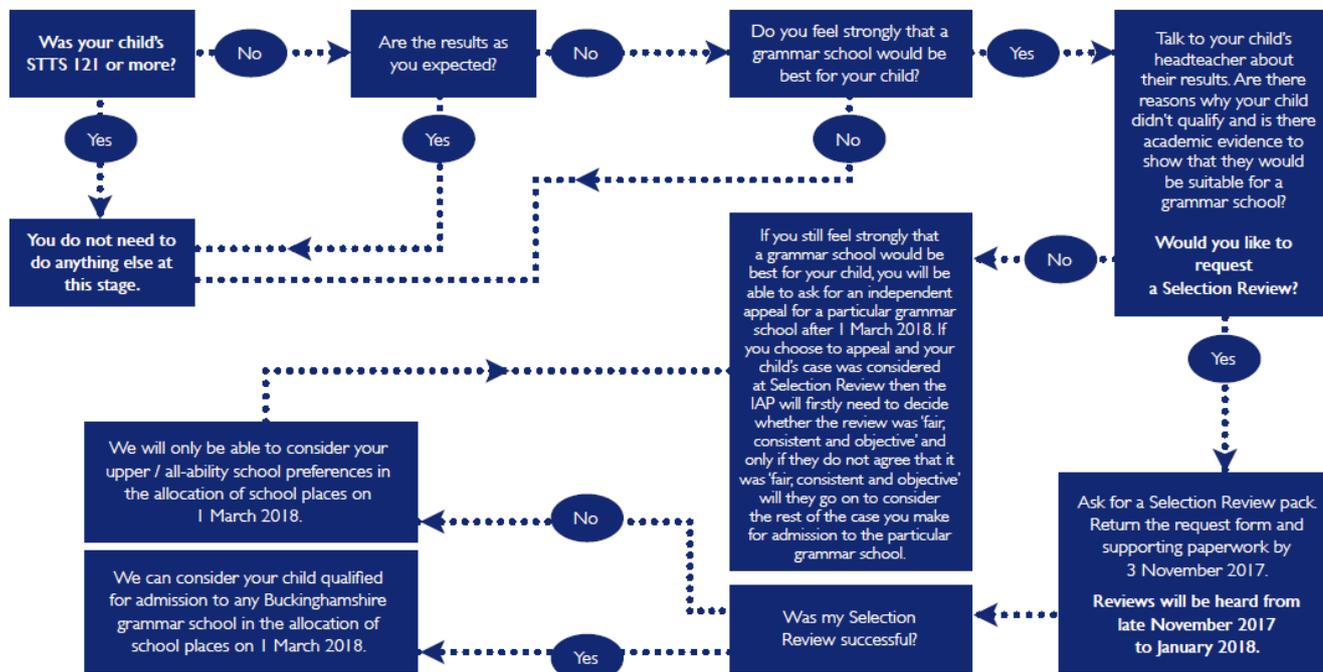
Your child will be considered as suitable for any grammar school if they qualify through a standardised score of 121 or more in the Secondary Transfer Test, or if they are successful at Selection Review.

A child may also be considered suitable for a particular grammar school should they be qualified by the Independent Appeal Panel.

A child's STTS is not used to work out whether they are more or less likely to be offered a grammar school place. All children who score 121 or more are treated as 'qualified', and a higher score will not mean a child has a higher priority for a grammar school place. Once they have qualified, children are prioritised for a grammar school place according to the admission rules for the particular grammar school they have applied for. Make sure you look at the rules for the schools you are interested in. You will note that none of the Buckinghamshire grammar schools use score as an admission rule.

If your child qualifies, but does not join a Buckinghamshire grammar school at the start of Year 7, their Secondary Transfer Test qualification will expire during the academic year starting in September 2018. Further details can be found in the admissions policy for a particular grammar school. Parents who are interested in their child joining a grammar school other than at the start of Year 7 may find the information about the Late Transfer Procedure of help.

## Secondary Transfer Test Results



## When will I receive my child's Secondary Transfer Test results?

Primary School Type	Did your child take the Transfer Test on 14 September 2017?	When will I get my child's results letter?	How will I receive the results letter?
Buckinghamshire LA primary or Partner school	Yes	13 October 2017	Your child will bring the letter home from school
	No	As soon as possible after 13 October	By first class post
All other schools	Yes	13 October 2017	By first class post – we will post the letter on 12 October 2017
	No	As soon as possible after 13 October	By first class post

## What the results mean

The letter you receive on 13 October will be tailored according to your child's Secondary Transfer Test Score (STTS).

If your child's STTS is 50 or more, the letter will contain a detailed analysis of the score together with information about whether the STTS qualifies the child for grammar school admission.

Where a child's STTS is lower than 50, a less detailed letter will be provided. It will not detail the exact STTS; it will state that the STTS was less than 50. The child will not be qualified for grammar school; however, should you want a detailed breakdown of your child's score you will be advised of how this can be requested.

If your child's STTS was 121 or more, they have qualified for grammar school. This means that we will do our best to offer your child a place at one of your preferred grammar schools on 1 March 2018.

If your child's STTS was less than 121, they have not qualified for grammar school.

## Once you know the results

All parents need to ensure that they have applied for their child's secondary school place by the deadline of **3pm on 31 October 2017**. It may be that you have delayed making an application until you have received your child's Secondary Transfer Test results. If so, ensure you apply by the deadline.

Otherwise, you only need to do something if your child did not qualify and you feel strongly that they would be suitable for a grammar school. If this is the case, you have two options:

Either

- You can ask for a Selection Review. Reviews will be heard from late November 2017 to January 2018 and, if successful, all Buckinghamshire grammar schools will accept that your child has qualified for a grammar school place. This would mean that we would be able to consider all of your grammar school preferences for the allocation of school places on 1 March 2018.
- Should your child not qualify at review, if you wish, you will be able to ask for an independent admission appeal for a place at a particular grammar school after the allocation of school places in March. Admission appeals will be heard from May 2018. If you choose to appeal and your child's case was considered at Selection Review then the Independent Appeal Panel (IAP) will first need to decide whether the Selection Review Process was 'fair, consistent and objective' and only if they do not agree that it was 'fair, consistent and objective' will they go on to consider the rest of the case you make for admission to the particular grammar school.

Or

- You may decide to wait and ask for an independent appeal for a place at a particular grammar school once the outcome of your application is known on 1 March 2018. Your grammar school preferences will have been refused as your child did not achieve 121 or more in the Secondary Transfer Test. Admission appeals will take place from May 2018.

You may wish to talk to your child's primary school headteacher before you ask for a review (or appeal) so that you can discuss in detail whether their STTS was as they expected and whether a grammar school would best suit your child's needs.

## Selection Review

A Selection Review is an opportunity for you to explain (in writing) to a panel of headteachers, why you feel your child would be best placed in a grammar school. The panel will be able to decide whether your child would be suitable for a grammar school even though their STTS was less than 121.

Selection Reviews will be held from late November 2017 to January 2018. Each Selection Review Panel will consist of three headteachers – two grammar school headteachers and one primary school headteacher. The headteachers will be chosen from a group of headteachers who have prepared for, and understand,

the nature of the decisions they are taking. They will not consider cases of children known to them or from schools in which they have an interest.

Cases will be allocated to panels randomly and broadly in date order of receipt of completed requests. The Selection Review Panel will not be provided with the secondary school preferences of cases coming before them. Cases including Educational Psychologists' reports or other specialist reports (for example: medical consultant or ophthalmologist reports) will be referred to a particular panel at which an Educational Psychologist (EP) will be available to provide expert information. However, the EP will not have a vote when it comes to the decision-making process.

## **Some things for you to think about**

Academic evidence will be vital to the success of any Selection Review so before you decide whether to request a review, you should bear in mind that the Selection Review Panel (SRP) will be looking for clear academic evidence to show that your child would be appropriately placed in a grammar school. The Panel will also want to see evidence of any exceptional reasons to explain why your child may not have done as well as you, or their headteacher, had expected in the Secondary Transfer Test.

We will give the SRP information about how your child performed in the Secondary Transfer Test. The Panel will be given your child's scores in the verbal, numerical and non-verbal sections of the test as well as their STTS. Additionally, if your child goes to a Buckinghamshire LA primary or Partner school, the SRP will also have information from their current headteacher, decided upon in advance of the test results being known, about whether they believe your child would be suitably placed in a grammar school as well as their attitude to work (learning).

## **Grammar School Suitability**

Your child's headteacher can recommend your child as:

- Exceptionally able so very highly recommended, or
- Very able so recommended without any reservation, or
- Recommended with reservation, or
- Not recommended for grammar school.

Your child's attitude to learning can be described as:

- Enjoys challenge and is a highly motivated independent learner, or
- Consistently hardworking and reliable, or
- Output varies, or
- Lacks self-organisation, requires support.

Buckinghamshire LA primary and Partner school headteachers provide us with this information shortly before the results of the Secondary Transfer Test are known, and it will be shared with the Selection Review Panel. If your child attends an out of county school, their headteacher will be able to provide a current level of recommendation if they complete a Headteacher's Selection Review Summary Sheet on your child's behalf.

The Selection Review Panel values this information as it gives them an idea of the context in which a child is working at his or her school and also enables them to consider how unexpected a child's STTS was when compared to their headteacher's recommendation.

## **Exceptional reasons for not qualifying**

You may believe that an illness or upset in the family has resulted in your child not qualifying for a place at a grammar school when the academic evidence indicates they would have done so.

If this is the case, ensure you include third-party evidence to confirm the situation. This might be, for example, a GP or medical specialist's letter for the child or the family member; a letter from an employer to explain a lengthy parental absence (particularly for forces families where a family member has been serving in a combat zone); evidence to show significant issues such as the death of a close family member near to the time of the test or a very recent house/school move. Please always provide copies not originals.

You should also ensure you show that the Secondary Transfer Test results are exceptional and that your child would be academically able to meet the demands of a grammar school. You can supplement the Headteacher's Selection Review Summary Sheet with previous school reports, but not school work, as this will not be considered by the Panel.

## **How do I request a Selection Review?**

If your child goes to a Buckinghamshire LA primary or Partner school, you should ask their headteacher for a Selection Review pack. This contains the forms you need and information about the Selection Review Process.

**You have until 3 November 2017 to return the Selection Review Request Form and your supporting information.**

If your child goes to any other school, please ask us for a Selection Review pack by completing the form here: [www.buckscc.gov.uk/apply-for-a-school-place/apply-for-a-selection-review](http://www.buckscc.gov.uk/apply-for-a-school-place/apply-for-a-selection-review)

The review pack will also contain a Headteacher's Selection Review Summary Sheet which headteachers can complete so that the Selection Review Panel has up-to-date information about your child's performance at school. It will be for you to decide if you wish to include the headteacher's form with your review paperwork.

We will only accept completed review requests received after 3 November 2017 if your child completed the test after 14 September 2017 or there are supported, exceptional reasons for not meeting the deadline. The final date we will accept a completed review request is **15 June 2018**.

## **When will I know the outcome of my review?**

You will be told the outcome of your review in a letter posted on 2 February 2018. At the same time, the headteachers of Buckinghamshire LA primary and Partner schools will know the outcomes for children at their schools.

If your review was successful, and was heard during the main review sessions (November to January), then the allocation on 1 March 2018 will take the review decision into account. We will have been able to consider your child as qualified for admission to all of your grammar school preferences. If you have (for whatever reason) a successful review heard later in the year, then we will work through your preferences during the next allocation round and let you know the outcome.

No outcomes will be released until after all of the Selection Review Panels have been held and the moderation session is completed. At the moderation session there will be a final cross-check to ensure consistency has been maintained across the different panels. It is only once this part of the process is complete that the outcomes will be released.

# **Secondary School Directory**

# Amersham School

## School details

**Headteacher:** Sharon Jarrett

**Address:** Stanley Hill, Amersham HP7 9HH

**Tel:** 01494 726562

**Fax:** 01494 434181

**Email:** [office@amershamschool.org](mailto:office@amershamschool.org)

**Website:** [www.amershamschool.org.uk](http://www.amershamschool.org.uk)

**Type:** Academy Upper

**Age range:** 10 to 18

**Gender:** Mixed

**Year 7 Admission Number 2018:** 150

**6th form Admission Number 2018:** 25

**School DfE number:** 825 4095

**Children attending in January 2017:** 860

## Summary of Admission Rules

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/s to admit:

1. Looked after children and previously looked after children.
2. Students living in the catchment area of the school.
3. Siblings of students in Years 7 to 10 who are on the roll of the school at the time allocations are made and who will be on the roll of the school at the time of the proposed admission.
4. Students who have exceptional medical or social needs which can only be met at this school supported by evidence as set out in the County Scheme.
5. Once the rules have been applied, then any further places will be offered in distance order using the methodology set out in the County Scheme.
6. Where the school can take some, but not all, of the students who qualify under one of these rules, we will give priority by taking account of the next rule (or rules) in the list.

Students who qualify and who have statements of Special Educational Needs that name the school will be admitted prior to the application of the admission rules.

## Additional information

A full copy of the admission rules can be found on the school's website: [www.amershamschool.org.uk](http://www.amershamschool.org.uk)

# Aylesbury Grammar School

## School details

**Headteacher:** Mark Sturgeon

**Address:** Walton Road, Aylesbury, HP21 7RP

**Tel:** 01296 484545

**Fax:** 01296 426502

**Email:** office@ags.bucks.sch.uk

**Website:** www.ags.bucks.sch.uk

**Type:** Academy Grammar

**Age range:** 11 to 18

**Gender:** Boys

**Year 7 Admission Number 2018:** 186

**6th form Admission Number 2018:** 12

**School DfE number:** 825 4500

## Summary of Admission Rules

Where eligible applications for admission exceed the number of places available at the main point of admission, the following criteria will be applied in the order set out below to decide which student to admit:

1. Looked after boys and previously looked after boys.
2. Boys who qualify for free school meals. The entitlement to Free School Meals would need to be shown to be current on 31 October in the year before entry to Year 7 is sought.
3. Siblings of boys on roll at Aylesbury Grammar School at the time of the proposed admission.
4. Siblings of girls on roll at Aylesbury High School at the time of the proposed admission.
5. Siblings of boys who have attended Aylesbury Grammar School previously.
6. Boys who have exceptional medical or social needs which, can only be met at this school, supported by written evidence from a doctor, social worker, educational welfare officer or other appropriate person.
7. Boys living in the catchment area of the school. For applicants for Year 7 to be considered as in catchment, applicants must be able to provide evidence of their residency within catchment continuously from 1 October of the year preceding admission.
8. Once the above rules have been applied, then any further places will be offered in distance order, using the straight line distance between the family's Normal Home Address and the middle part of Aylesbury Grammar School's front entrance gate, using the Local Authority's measurements, offering the closest first.

## Additional information

A full copy of the admission rules can be found on the school's website: [www.ags.bucks.sch.uk](http://www.ags.bucks.sch.uk)

# Aylesbury High School

## School details

**Headteacher:** Alan Rosen

**Address:** Walton Road, Aylesbury, HP21 7SX

**Tel:** 01296 388222

**Fax:** 01296 388200

**Email:** office@ahs.bucks.sch.uk

**Website:** www.ahs.bucks.sch.uk

**Type:** Academy Grammar

**Age range:** 11 -18

**Gender:** Girls

**Year 7 Admission Number 2018:** 180

**6th form Admission Number 2018:** 20

**School DfE number:** 825 4058

**Children attending in January 2017:** 1294

## Summary of Admission Rules

Where eligible applications for admission exceed the number of places available at the main point of admission, the following criteria will be applied in the order set out below to decide which student to admit:

1. Looked after girls and previously looked after girls.
2. Siblings of girls on the roll of Aylesbury High School at the time of the proposed admission.
3. Siblings of boys on the roll of Aylesbury Grammar school at the time of the proposed admission.
4. Girls who qualify for Free School meals and live in the catchment area of the school. The entitlement to Free School Meals would need to be shown to be current on 31 October in the year before entry to year 7 is sought.
5. Girls living in the catchment area of the school.
6. Once the above rules have been applied, and if there were to be a tie within any of the above rules, then any further places would be offered in distance order, measuring from the geocoded point of the family's Normal Home Address to the geocoded point of the nearest of the school's three main entrances, using the Local Authority's measurements, offering the closest first.

## Additional information

A full copy of the admission rules, including details of the Late Transfer Procedure, can be found on the school's website: [www.ahs.bucks.sch.uk](http://www.ahs.bucks.sch.uk)

# The Aylesbury Vale Academy

## School details

**Executive Principal:** Roger Burman

**Address:** Paradise Orchard, Aylesbury, HP18 0WS

**Tel:** 01296 428551

**Email:** enquiries@theacademy.me

**Website:** www.theacademy.me

**Type:** All Through Academy

**Age range:** 2 -18

**Gender:** Mixed

**Year 7 Admission Number 2018:** 240

**6th form Admission Number 2018:** 60

**School DfE number:** 825 6905

**Children attending in January 2017:** 892

## Summary of Admission Rules

Students with a Statement of Special Educational Needs or with an Education, Health and Care Plan naming The Aylesbury Vale Academy will always be offered places. If there is greater demand for admission than there are places available, the following criteria will be applied in the order set out below:

1. Looked after children and children who were previously looked-after, but ceased to be so because, immediately after being looked-after they became subject to an adoption order, special arrangements order or special guardianship order.
2. Families who have exceptional medical or social needs that make it essential that their child attends The Aylesbury Vale Academy rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family.
3. Children with a Normal Home Address in the catchment area and with a sibling on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.
4. Children with a Normal Home Address in the catchment area.
5. Children with a Normal Home Address outside the catchment area and with a sibling on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.
6. Other children.

## Additional information

A full copy of the admission rules can be found on the school's website: [www.theacademy.me](http://www.theacademy.me)

The Aylesbury Vale Academy (which includes Berryfields Church of England Primary School) is an all-through school. This means that if your child was admitted during the primary phase of the school (Reception to Year 6 inclusive) then they can move up to Year 7 without you needing to re-apply for a place. Year 7 places will therefore automatically be given to children in Year 6 at the school.

# The Beaconsfield School

## School details

**Headteacher:** Jonathan Fletcher

**Address:** Wattleton Road, Beaconsfield, HP9 1SJ

**Tel:** 01494 673450

**Fax:** 01494 676404

**Email:** office@beaconsfield.school

**Website:** www.beaconsfield.bucks.sch.uk

**Type:** Academy Upper

**Age range:** 11 to 18

**Gender:** Mixed

**Year 7 Admission Number 2018:** 150

**6th form Admission Number 2018:** 25

**School DfE number:** 825 4082

**Children attending in January 2017:** 830

## Summary of Admission Rules

1. Looked-after children
2. Children who have exceptional medical or social needs supported by written evidence from a doctor, social worker, educational welfare officer or other appropriate person.
3. Children living within the catchment area of the school.
4. Siblings of children in Years 7 to 10 who are on the roll of the school at the time allocations are made, and are expected to be on the school roll at the time of proposed admission.
5. Once the above rules have been applied then any further places will be offered in distance order; using the distance between the family's Normal Home Address and the school's nearest open entrance gate offering the closest first. We use a straight line distance.
6. Where the school can take some, but not all, of the children who qualify under one of these rules, we will give priority to children by taking into account the next rule (or rules) in the numbered list to decide who has priority for places.
7. If it is still not possible to decide between two applicants who are equidistant then a random allocation will be made to allocate the final place. An explanation of the method of making random allocations is on the council website.

## Additional information

A full copy of the admission rules can be found on the school's website: [www.beaconsfield.bucks.sch.uk](http://www.beaconsfield.bucks.sch.uk)

# Beaconsfield High School

## School details

**Headteacher:** Rachel Smith

**Address:** Wattleton Road, Beaconsfield, HP9 1RR

**Tel:** 01494 673043

**Fax:** 01494 670715

**Email:** [enquiries@beaconsfieldhigh.bucks.sch.uk](mailto:enquiries@beaconsfieldhigh.bucks.sch.uk)

**Website:** [www.beaconsfieldhigh.bucks.sch.uk](http://www.beaconsfieldhigh.bucks.sch.uk)

**Type:** Academy Grammar

**Age range:** 11 to 18

**Gender:** Girls

**Year 7 Admission Number 2018:** 180

**6th form Admission Number 2018:** 20

**School DfE number:** 825 5402

**Children attending in January 2017:** 1076

## Summary of Admission Rules

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: -

1. Girls who are looked After Children or previously looked after child.
2. Girls living in in catchment area and have an entitlement to Free School Meals as at 31 October 2017.
3. Siblings (see definition) of students who live within the school's catchment area who will be in attendance at the school in the Autumn term of entry (See sibling definition overleaf)
4. Girls living in the catchment area of the school in order of straight line distance from the school
5. Siblings of students who live outside the school's catchment area who will be in attendance at the school in the Autumn term of entry in order of straight line distance from the school
6. Girls not living in the catchment area of the school in order of straight line distance from the school

Where some, but not all, of the young people who qualify under one of these rules can be allocated a place, priority will be given by taking account of the next in the numbered list. Once the rules have been applied, then any further places will be offered in distance order using straight line distance between the family's normal home address (see definition) and the main entrance to the school on Wattleton Road.

Definition of 'sibling'

2 places will be offered above the Admission Number to students who are in receipt of free school meals and who are living in the school's catchment area at the time of application (by 31 October 2017) and whose score would not otherwise qualify them for admission. Such candidates must have achieved a standardised test score of at least 110 across all three areas. Should there be more eligible applicants than places available then the distance tie-breaker will apply ie places will be offered to those living closest to the school. NB: Applications for these 2 additional places must be made direct to the school for the attention of the Admissions Officer together with evidence of eligibility by 31 October 2017.

## Additional information

A full copy of the admission rules, including details of the Late Transfer Procedure, can be found on the school's website: [www.beaconsfieldhigh.bucks.sch.uk](http://www.beaconsfieldhigh.bucks.sch.uk)

# Bourne End Academy

## School details

**Headteacher:** Andrea Jacobson

**Address:** New Road, Bourne End SL8 5BW

**Tel:** 01628 819022

**Email:** office@bea.bucks.sch.uk

**Website:** www.bea.bucks.sch.uk

**Type:** Academy Upper

**Age range:** 11 to 18

**Gender:** Mixed

**Year 7 Admission Number 2018:** 150

**6th form Admission Number 2018:** 25

**School DfE number:** 825 4007

**Children attending in January 2017:** 581

## Summary of Admission Rules

For Year 7 admission, the school follows the application process and time lines set out in the County Scheme. Where eligible applications for admission exceed the number of places available, the criteria listed below will be applied in the order set out below to decide which student who meets the required standard to admit. Students who qualify and have a statement of Special Educational Needs, or an Educational Health and Care Plan, naming the school, will be admitted prior to the application of these admission rules.

1. A 'looked after child' or a child who was previously 'looked after' but immediately after being 'looked after', became the subject of an adoption, residence order or special guardianship order' Children living in the catchment area of the school on 31 October 2017.
2. Siblings of students in Years 7 to 12 who are on the roll of the school at the time allocations are made and who will be on the roll of the school at the time of the proposed admission.
3. Siblings of children in Years 7 to 12 who are on the roll at any other secondary school within the Trust, at the time allocations are made, and who will be on the roll of any other secondary school within the Trust at the time of the proposed admission, or who are the children of staff in WHSAT.
4. Once the rules have been applied, then any further places will be offered in distance order using the methodology set out in the County Scheme. Where two or more applicants have a home address at the same distance from school and it is necessary to decide which child will be admitted, random allocation will be used. The random allocation process will be independently supervised.
5. Where the school can take some, but not all, of the students who qualify under one of these rules, we will give priority by taking account of the next rule (or rules) in the list.

## Additional information

A full copy of the admission rules can be found on the school's website: [www.bea.bucks.sch.uk](http://www.bea.bucks.sch.uk)

# The Buckingham School

## School details

**Headteacher:** Angela Wells

**Address:** London Road, Buckingham, MK18 1AT

**Tel:** 01280 812206

**Fax:** 01280 822525

**Email:** office@buckingham.bucks.sch.uk

**Website:** www.buckinghamschool.com

**Type:** Community Upper

**Age range:** 11 -18

**Gender:** Mixed

**Year 7 Admission Number 2018:** 180

**6th form Admission Number 2018:** 100

**School DfE number:** 825 4004

**Children attending in January 2017:** 967

## Summary of Admission Rules

1. Looked after children and all previously looked after children.
2. Children who have exceptional medical or social needs supported by written evidence from a doctor, social worker, educational welfare officer or other appropriate person.
3. Children living within the catchment area of the school.
4. Siblings of children in Years 7 to 10 who are on the roll of the school at the time allocations are made, and are expected to be on the school roll at the time of the proposed admission.
5. Once the above rules have been applied then any further places will be offered in distance order; using the distance between the child's Normal Home Address and the school's nearest open entrance gate offering the closest first. We use a straight line distance.
6. Where a school can take some, but not all, of the children who qualify under one of these rules, we will give priority to children by taking account of the next rule (or rules) in the numbered list to decide who has priority for places.
7. If it still not possible to decide between two applicants who are equidistant then a random allocation will be made to allocate the final place. An explanation of the method of making random allocations is on the council website.

## Additional information

A full copy of the admission rules can be found on the Buckinghamshire County Council website: [www.buckscc.gov.uk/admissionpolicies](http://www.buckscc.gov.uk/admissionpolicies)

# Burnham Grammar School

## School details

**Headteacher:** Dr Andy Gillespie

**Address:** Hogfair Lane, Burnham, Slough, SL1 7HG

**Tel:** 01628 604812

**Fax:** 01628 663559

**Email:** [info@burnhamgrammar.org.uk](mailto:info@burnhamgrammar.org.uk)

**Website:** [www.burnhamgrammar.org.uk](http://www.burnhamgrammar.org.uk)

**Type:** Academy Grammar

**Age range:** 11 to 18

**Gender:** Mixed

**Year 7 Admission Number:** 150

**6th form Admission Number:** 25

**School DfE number:** 825 4051

**Children attending in January 2017:** 1075

## Summary of Admission Rules

If there are more preferences for the school than can be met, places are allocated as follows (in order of priority):

1. A 'looked after child' or a child who was previously looked after.
2. Children living within the catchment area of the school who qualify for Free School Meals. The entitlement to Free School Meals would need to be shown to be current on 31 October in the year before entry to Year 7 is sought.
3. Children living within the catchment area of the school
4. Siblings of children in Years 7 to 12 who are on the roll of the school at the time allocations are made, and are expected to be on the school roll at the time of the proposed admission.
5. Children who have exceptional medical or social needs supported by written evidence from a doctor, social worker, educational welfare officer or other appropriate person.
6. Children who qualify for Free School Meals. The entitlement to Free School Meals would need to be shown to be current on 31 October in the year before entry to Year 7 is sought.
7. Once the rules have been applied, then any further places will be offered in distance order using the methodology set out in the County Scheme.
8. Where a school can take some, but not all, of the children who qualify under one of these rules, we will give priority to children by taking account of the next rule (or rules) in the numbered list to decide who has priority for places.
9. If it still not possible to decide between two applicants who are equidistant then in all cases, including flats and apartments, where addresses are equidistant a random allocation will made.

Students who qualify and who have statements of Special Educational Needs that name the school will be admitted prior to the application of the admission rules.

## Additional information

A full copy of the admission rules, including details of the Late Transfer Procedure, can be found on the school's website: [www.burnhamgrammar.org.uk](http://www.burnhamgrammar.org.uk)

# The E-ACT Burnham Park Academy

## School details

**Headteacher:** James Hughes

**Address:** Opendale Road, Burnham, Slough, SL1 7LZ

**Tel:** 01628 662107

**Fax:** 01628 668057

**Email:** [info@e-actburnhampark.org.uk](mailto:info@e-actburnhampark.org.uk)

**Website:** [www.e-actburnhampark.org.uk](http://www.e-actburnhampark.org.uk)

**Type:** Academy

**Age range:** 11 - 18

**Gender:** Mixed

**Year 7 Admission Number:** 140

**School DfE number:** 825 4002

**Children attending in January 2017:** 434

## Summary of Admission Rules

1. A 'looked after child' or a child who was previously looked after.
2. Children living within the catchment area of the school.
3. Where the child has a sibling currently attending the school in Years 7-10 and will continue to be at the time of admission.
4. Children who have exceptional medical or social needs supported by written evidence from a doctor, social worker, educational welfare officer or other appropriate person.
5. Distance criteria.

## Additional information

A full copy of the admission rules can be found on the school's website: [www.e-actburnhampark.org.uk](http://www.e-actburnhampark.org.uk)

# The Chalfonts Community College

## School details

**Headteacher:** Russell Denial

**Address:** Narcot Lane, Chalfont St. Peter, Gerrards Cross, SL9 8TP

**Tel:** 01753 882032

**Fax:** 01753 890716

**Email:** [info@chalfonts.org](mailto:info@chalfonts.org)

**Website:** [www.chalfonts.org](http://www.chalfonts.org)

**Type:** Academy Upper

**Age range:** 11 to 18

**Gender:** Mixed

**Year 7 Admission Number 2018:** 320

**6th form Admission Number 2018:** 50

**School DfE number:** 825 5403

**Children attending in January 2017:** 1619

## Summary of Admission Rules

Once children with statements of Special Educational Needs have been admitted to The College then places are allocated in accordance with the following oversubscription rules:

1. A 'looked after child' or a child who was previously looked.
2. Those living in The Chalfont Community College's catchment area.
3. Siblings of children who will still be at the College, in Years 7 to 11, on the child's date of admission.
4. Those living outside The Chalfonts Community College's catchment area, other than student covered by Criterion 3 above.

In the event of over-subscription, once the admissions criteria have been applied, then any further places will be awarded according to the distance between the family's Normal Home Address and The College's nearest entrance gate: closest first. The shortest route will be measured using the Buckinghamshire County Council's method.

## Additional information

A full copy of the admission rules can be found on the school's website: [www.chalfonts.org](http://www.chalfonts.org)

# Chesham Grammar School

## School details

**Headteacher:** Annmarie McNaney

**Address:** White Hill, Chesham, HP5 1BA

**Tel:** 01494 782854

**Fax:** 01494 775414

**Email:** [office@cheshamgrammar.org](mailto:office@cheshamgrammar.org)

**Website:** [www.cheshamgrammar.org](http://www.cheshamgrammar.org)

**Type:** Academy Grammar

**Age range:** 11 to 18

**Gender:** Mixed

**Year 7 Admission Number 2018:** 180

**6th form Admission Number 2018:** a minimum of 20

**School DfE number:** 825 4079

**Children attending in January 2017:** 1256

## Summary of Admission Rules

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:

1. Looked after children or previously looked after children.
2. Children living in the catchment area of the school who qualify for Free School Meals. The entitlement for Free School Meals would need to be established when the parent makes the initial application for testing, with evidence of this entitlement show to the school.
3. Siblings of children in Years 7 to 12 who are on the roll of the school at the time allocations are made and who will be on the roll of the school at the time of the proposed admission.
4. Children living in the catchment area of the school.
5. Children who have exceptional medical or social needs which can only be met at this school supported by evidence as set out in the County Scheme.
6. Once the above rules have been applied, then any further places will be offered in distance order using the methodology set out in the County Scheme.
7. Where the school can take some, but not all, of the children who qualify under one of these rules, we will give priority by taking account of the next rule (or rules) in the numbered list.

Children who qualify and who have statements of Special Educational Needs that name the school will be admitted prior to the application of the admission rules.

## Additional information

A full copy of the admission rules, including details of the Late Transfer Procedure, can be found on the school's website: [www.cheshamgrammar.org](http://www.cheshamgrammar.org)

# Chiltern Hills Academy

## School details

**Headteacher:** Kevin Patrick

**Address:** Chartridge Lane, Chesham HP5 2RG

**Tel:** 01494 782066

**Fax:** 01494 783185

**Email:** office@chacademy.co.uk

**Website:** www.chilternhillsacademy.co.uk

**Type:** Academy Upper

**Age range:** 11 to 18

**Gender:** Mixed

**Year 7 Admission Number 2018:** 165

**6th form Admission Number 2018:** 30

**School DfE number:** 825 4000

**Children attending in January 2017:** 794

## Summary of Admission Rules

Children with a Statement of Special Educational Need or with an Education, Health and Care (EHC) Plan naming Chiltern Hills Academy will always be offered places. If there are fewer applications than places available, all children will be offered places. If there is greater demand for admission than there are places available, the following criteria will be applied in the order set out below:

1. Looked-after children and children who were previously looked after, but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements order or special guardianship order.
2. Families who have exceptional medical or social needs that make it essential that their child attends Chiltern Hills Academy rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family.
3. Children with a normal home address in the catchment area and with a sibling on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.
4. Children with a normal home address in the catchment area
5. Children of a member of staff
6. Children with a normal home address) outside the catchment area and with a sibling on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.
7. Other children.

## Additional information

A full copy of the admission rules can be found on the school's website: [www.chilternhillsacademy.co.uk](http://www.chilternhillsacademy.co.uk)

# The Cottesloe School

## School details

**Headteacher:** Andrew McBurnie

**Address:** Aylesbury Road, Wing, Leighton Buzzard, LU7 0NY

**Tel:** 01296 688264

**Fax:** 01296 681729

**Email:** [office@cottesloe.bucks.sch.uk](mailto:office@cottesloe.bucks.sch.uk)

**Website:** [www.cottesloe.bucks.sch.uk](http://www.cottesloe.bucks.sch.uk)

**Type:** Foundation Upper

**Age range:** 11 -18

**Gender:** Mixed

**Year 7 Admission Number 2018:** 190

**6th form Admission Number 2018:** 25

**School DfE number:** 825 5407

**Children attending in January 2017:** 1077

## Summary of Admission Rules

1. Looked after children and previously looked after children.
2. Children living in the school's catchment area.
3. Siblings of children who will still be at the school, in Years 7 to 11, on the child's date of admission.
4. Children of members of The Cottesloe school's staff where the member of staff has been employed at the School for two or more years at the time at which the application is made and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
5. Children who are attending one of The Cottesloe School's feeder schools at the time of application.
6. Those living outside The Cottesloe School's catchment area.

In the event of over-subscription, once the admission criteria have been applied, then any further places will be awarded according to the distance between the family's Normal Home Address, as set out by Ordnance Survey, and the School's entrance measured in a straight line: closest first.

## Additional information

A full copy of the admission rules can be found on the school's website: [www.cottesloe.bucks.sch.uk](http://www.cottesloe.bucks.sch.uk)

# Cressex Community School

## School Details

**Headteacher:** David Hood

**Address:** Holmers Lane, High Wycombe, HP12 4QA

**Telephone:** 01494 437729

**Fax:** 01494 461502

**Email:** office@cressex.org

**Website:** www.cressex.org

**Type:** Foundation Non-Selective

**Age range:** 11 to 18

**Gender:** Mixed

**Year 7 Admission Number 2017:** 150

**6th Form Admission Number 2017:** 30

**School (DfE) number:** 825 4072

## Summary of Admission Rules

1. Looked after children and previously looked after children.
2. Children living in the catchment area of the school.
3. Siblings of pupils in Years 7 to 12 who are on the roll of the school at the time allocations are made and who will be on the roll of the school at the time of the proposed admission.
4. Children who have exceptional medical or social needs which can only be met at this school supported by evidence as set out in the County Scheme.

Once the rules have been applied, then any further places will be offered in distance order.

Where the school can take some, but not all, of the children who qualify under one of these rules, we will give priority by taking account of the next rule (or rules) in the numbered list.

## Additional Information

A full copy of the admission rules can be found on the school's website: [www.cressex.org](http://www.cressex.org)

# Dr Challoner's Grammar School

## School details

**Headteacher:** David Atkinson

**Address:** Chesham Road, Amersham HP6 5HA

**Tel:** 01494 787500

**Email:** admin@challoners.com

**Website:** www.challoners.com

**Type:** Academy Grammar

**Age range:** 11 to 18

**Gender:** Boys 11 to 16

Co-Educational 16 to 18

**Year 7 Admission Number 2018:** 180

**6th form Admission Number 2018:** 45

**School DfE number:** 825 4504

**Children attending in January 2017:** 1329

## Summary of Admission Rules

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:

1. Boys who are looked after children or previously looked after children.
2. Boys living in the catchment area of the school and who qualify for Free School Meals
3. Siblings of boys in Years 7 to 12 living in the catchment area of the school.
4. Boys living in the catchment area of the School in order of straight line distance from the school.
5. Siblings of boys in Years 7 to 12 living outside the catchment area of the school.
6. Once the rules have been applied, then any further places will be offered in distance order using straight line distance between the family's Normal Home Address and the main entrance to the school on Chesham Road.

Boys who have exceptional medical or social needs which can only be met at Dr Challoner's Grammar School supported by an independent professional person will be given priority within each of the above numbered admission rules.

Boys who qualify and who have statements of Special Educational Needs that name the school will be admitted prior to the application of the admission rules.

Two places above the Admission Number will be available to boys who qualify for Free School Meals and whose score in the Buckinghamshire Transfer Test would not otherwise qualify them for admission. Such candidates must have achieved a standardised test score of at least 100.

Should there be more eligible applicants than places available then the distance tiebreaker will apply i.e. places will be offered to those living closest to the school.

## Additional information

This school has a supplementary form as different rules apply about residency qualification if you intend to make an application under the catchment criteria. The supplementary form together with a full copy of the admission rules, including details of the Late Transfer Procedure, can be found on the school's website: [www.challoners.com](http://www.challoners.com)

# Dr Challoner's High School

## School details

**Headteacher:** Alan Roe

**Address:** Cokes Lane, Little Chalfont, HP7 9QB

**Tel:** 01494 763296

**Email:** office@challonershigh.com

**Website:** www.challonershigh.com

**Type:** Academy Grammar

**Age range:** 11-18

**Gender:** Girls

**Year 7 Admission Number:** 180

**6th form Admission Number:** 40

**School DfE number:** 825 4061

**Children attending in January 2017:** 1135

## Summary of Admission Rules

1. Looked after or previously looked after girls, as defined in the School Admissions Code.
2. Girls entitled to Free School Meals and living in the catchment area of the school.
3. Girls living in the catchment area of the school on 1 October in the year preceding admission.
4. Sisters of girls who are on the roll of the school at the time allocations are made and who will be on the roll of the school at the time of the proposed admission.
5. Girls who have exceptional medical or social needs which can only be met at this school supported by evidence as set out in the County Scheme.
6. Once the above rules have been applied, then any further places will be offered in distance order using the methodology set out in the County Scheme.

Where the school can take some, but not all, of the girls who qualify under one of these rules, priority will be given by taking account of the next rule (or rules) in the numbered list.

## Additional information

A full copy of the admission rules, including details of the Late Transfer Procedure, can be found on the school's website: [www.challonershigh.com](http://www.challonershigh.com)

# The Grange School

## School details

**Headteacher:** Vince Murray

**Address:** Wendover Way, Aylesbury, HP21 7NH

**Tel:** 01296 390900

**Fax:** 01296 390991

**Email:** [office@grange.bucks.sch.uk](mailto:office@grange.bucks.sch.uk)

**Website:** [www.grange.bucks.sch.uk](http://www.grange.bucks.sch.uk)

**Type:** Foundation Trust

**Age range:** 11 to 18

**Gender:** Mixed

**Year 7 Admission Number 2018:** 240

**6th form Admission Number 2018:** 25

**School DfE number:** 825 4034

**Children attending in January 2017:** 1310

## Summary of Admission Rules

1. Looked after children and previously looked after children.
2. Children who have exceptional medical or social needs supported by written evidence from a
3. doctor, social worker, educational welfare officer or other appropriate person.
4. Children living within the catchment area of the school.
5. Siblings of children in years 7 to 10 who are on the roll of the school at the time allocations are made, and are expected to be on the school roll at the time of the proposed admission.
6. Children of members of staff of schools within The Aylesbury Learning Partnership where the member of staff has been employed at the school for two or more years and/or the member of staff is recruited to fill a post for which there is a demonstrable skill shortage.
7. Once the above rules have been applied then any further places will be offered in distance order; using the distance between the family's Normal Home Address and the school's nearest open entrance gate offering the closest first. We use a straight line distance.

Where a school can take some, but not all, of the children who qualify under one of these rules, we will give priority to children by taking account of the next rule (or rules) in the numbered list to decide who has priority for places.

## Additional information

A full copy of the admission rules can be found on the school's website: [www.grange.bucks.sch.uk](http://www.grange.bucks.sch.uk)

# Great Marlow School

## School details

**Headteacher:** Kevin Ford

**Address:** Bobmore Lane, Marlow SL7 1JE

**Tel:** 01628 483752

**Fax:** 01628 475852

**Email:** [info@gms.bucks.sch.uk](mailto:info@gms.bucks.sch.uk)

**Website:** [www.gms.bucks.sch.uk](http://www.gms.bucks.sch.uk)

**Type:** Academy Upper

**Age range:** 11 to 18

**Gender:** Mixed

**Year 7 Admission Number 2018:** 230

**6th form Admission Number 2018:** 10

**School DfE number:** 825 5409

**Children attending in January 2017:** 1278

## Summary of Admission Rules

Once places have been allocated to children who have a Statement of Special Educational Needs which names the school the following admission criteria will be applied in the order set out below, to decide which children to admit.

1. Looked after children and previously looked after children.
2. Children of staff at school, where the member of staff had been employed at the School for two or more years at the time at which the application is made and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
3. Children whose Normal House Address is within the catchment area of the school
4. Siblings of children in Year 7 to 10 who are on the roll of the school at the time the allocations are made and are expected to be on the school roll at the time of proposed admission.
5. Children who have attended a catchment area primary school prior to admission
6. Children who have exceptional medical or social needs supported by written evidence from a doctor, social worker, educational welfare officer or other appropriate person.
7. Those living outside the catchment area of the school.
8. In the event of over-subscription, once the admission criteria have been applied, then any further places will be awarded according to the straight line distance between the family's Normal Home Address and the school's mail entrance gate in Bobmore Lane using the Local Authority's measurements, offering the closest first.

## Additional information

A full copy of the admission rules can be found on the school's website: [www.gms.bucks.sch.uk](http://www.gms.bucks.sch.uk)

# The Highcrest Academy

## School Details

**Principal:** G D Burke

**Address:** Hatters Lane, High Wycombe, HP13 7NQ

**Tel:** 01494 529866

**Fax:** 01494 472850

**Email:** office@highcrest.bucks.sch.uk

**Website:** www.highcrest.bucks.sch.uk

**Type:** All-ability Academy

**Age range:** 11 to 18

**Gender:** Mixed

**Year 7 Admission Number 2017:** 180

**6th Form Admission Number 2017:** 5

**School (DfE) number:** 825 4001

**Children attending in January 2017:** 880

## Summary of Admission Rules

All applicants, including siblings, must complete a banding test to be placed in one of four equal bands. In each band the following admission rules are used to decide the order in which offers will be made: Any children with a statement of Special Educational Needs which names The Highcrest Academy will automatically be allocated a place. Thereafter:

1. Looked after children and previously looked after children.
2. Children with a sibling attending the school in years 7 to 13 and expected to be on roll at the time of admission.
3. Other children by distance from the school, with priority for admission given to children who live nearest to the school as measured by using distance measurement method operated by the LA.

### Tie Break

If a band becomes oversubscribed within criteria one or two, the tie break is the distance from the child's normal home address (as set out in criterion 3).

If, within criterion 3, measured distances are equal (for example where it is necessary to differentiate between children living in flats using the same entrance) priority will be given to the children by a process of random allocation supervised by an independent person.

## Additional Information

The Highcrest Academy operates a 'Banding' system for allocation purposes. This means that children must take a test so that they can be considered for a place. More information about this, together with a full copy of the admission rules, can be found on the school's website: **www.highcrest.bucks.sch.uk**

# Holmer Green Senior School

## School details

**Headteacher:** Michael Jones

**Address:** Parish Piece, Holmer Green, High Wycombe, HP15 6SP

**Tel:** 01494 712219

**Email:** office@hgss.co.uk

**Website:** www.hgss.co.uk

**Type:** Academy Upper

**Age range:** 11 to 18

**Gender:** Mixed

**Year 7 Admission Number:** 150

**6th form Admission Number:** 25

**School DfE number:** 825 4070

**Children attending in January 2017:** 835

## Summary of Admission Rules

1. Looked after children or previously looked after children.
2. Students living in the catchment area of the school.
3. Siblings of students in Years 7 to 10 who are on the roll of the school at the time allocations are made and who will be on the roll of the school at the time of the proposed admission.
4. Students who have exceptional medical or social needs which can only be met at this school supported by evidence as set out in the County Scheme.
5. Once the rules have been applied, then any further places will be offered in distance order using the methodology set out in the County Scheme.

Where the school can take some, but not all, of the students who qualify under one of these rules, we will give priority by taking account of the next rule (or rules) in the list.

Students who qualify and who have statements of Special Educational Needs that name the school will be admitted prior to the application of the admission rules.

## Additional information

A full copy of the admission rules can be found on the school's website: [www.hgss.co.uk](http://www.hgss.co.uk)

# John Colet School

## School details

**Acting Headteacher:** Sarah Palmer

**Address:** Wharf Road, Wendover, Aylesbury, HP22 6HF

**Tel:** 01296 623348

**Fax:** 01296 622086

**Email:** [office@johncolet.co.uk](mailto:office@johncolet.co.uk)

**Website:** [www.johncolet.co.uk](http://www.johncolet.co.uk)

**Type:** Academy Upper

**Age range:** 11 to 18

**Gender:** Mixed

**Year 7 Admission Number 2018:** 180

**6th form Admission Number 2018:** 25

**School DfE number:** 825 4044

**Children attending in January 2017:** 1012

## Summary of Admission Rules

Children who qualify and who have statements of Special Educational Needs that name the school will be admitted prior to the application of the admission rules.

The following criteria will be applied in the order set out below to decide which student to admit:  
Looked after children and previously looked after children.

1. Children living in the catchment area of the school.
2. Children of staff (teaching and support) where the member of staff has been employed on a permanent contract for two or more years on the date of application.
3. Siblings of children in Years 7 to 10 who are on the roll of the school at the time that the allocations are made and are expected to be on the school roll at the time of the proposed admission.
4. Children who have exceptional medical or social needs which can only be met at this school supported by written evidence from a doctor, social worker, educational welfare officer or other appropriate person.

Once the above rules have been applied, then any further places will be offered in distance order, using the distance between the child's Normal Home Address, from their front door, and the school's nearest open gate, offering the closest first. We use the straight line distance.

Where the school can take some, but not all, of the children who qualify under one of these rules, we will give priority to children by taking account of the next rule (or rules) in the numbered list to decide who has priority for places.

## Additional information

A full copy of the admission rules can be found on the school's website: [www.johncolet.co.uk](http://www.johncolet.co.uk)

# John Hampden Grammar School

## School details

**Headteacher:** Tracey Hartley  
**Address:** Marlow Hill, High Wycombe, HP11 1SZ  
**Tel:** 01494 529589  
**Fax:** 01494 447714  
**Email:** office@jhgs.bucks.sch.uk  
**Website:** www.jhgs.bucks.sch.uk  
**Type:** Academy Grammar  
**Age range:** 11 to 18  
**Gender:** Boys  
**Year 7 Admission Number 2018:** 150  
**6th form Admission Number 2018:** 10  
**School DfE number:** 825 4009  
**Children attending in January 2017:** 1076

## Summary of Admission Rules

Children who qualify and who have statements of Special Educational Needs (or Education Health and Care Plans) that name the School will be admitted prior to the application of the admission rules.

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:

1. Looked after or previously looked after children, as defined in the School Admissions Code.
2. Boys eligible for Pupil Premium or Free School Meals. The entitlement to Pupil Premium and/or Free School Meals would need to be established October 1st when the parent makes the initial application for testing, with evidence of this entitlement shown to the BCC.
3. Children living in the catchment area of the School.
4. Brothers of children in Years 7-10 who are on the roll of the School at the time allocations are made and who will be on the roll of the School at the time of the proposed admission.
5. Children who have exceptional medical or social needs which can only be met at this school supported by evidence as set out in the County Scheme.

Once the above rules have been applied, then any further places will be offered in distance order using the methodology set out in the County Scheme.

If there remain two or more pupils who are unable to be separated by the above criteria, places will be allocated using the process of random allocation, by the drawing of lots, supervised by a person independent of the School.

Where the School can take some, but not all, of the children who qualify under one of these rules, we will give priority by taking account of the next rule (or rules) in the numbered list.

## Additional information

A full copy of the admission rules, including details of the Late Transfer Procedure, can be found on the school's website: [www.jhgs.bucks.sch.uk](http://www.jhgs.bucks.sch.uk)

# Khalsa Secondary Academy

## School details

**Acting Principal:** Mrs Sulina Piesse

**Executive Principal:** Mrs Denise Shepherd

**Address:** Hollybush Hill, Stoke Poges, SL2 4QB

**Tel:** 01753 662009

**Email:** info@khalsasecondaryacademy.com

**Website:** www.khalsasecondaryacademy.com

**Type:** non-selective, state funded and all-ability free school.

**Age range:** 11 to 19

**Gender:** Mixed

**Year 7 Admission Number:** 120

**6th form Admission Number:** 60 (6<sup>th</sup> form opens September 2018)

**School DfE number:** 825 4006

**Children attending in January 2017:** 327

## Summary of Admission Rules

If a place is available, the school will admit all applicants.

The school will admit all SEN pupils with an Education, Health and Care plan (EHC) where the school is named in the plan before applying the oversubscription criteria.

If oversubscribed, the school will admit children under two categories below.

- 1) Priority Group A – 50% of places allocated on the basis of Sikh faith in the following order:
  - a) Sikh Looked After Children and previously Looked After Children
  - b) Sikh children who have one or more siblings at the school (within Years 7 to 10) on the date they apply.
  - c) Sikh children whose parents demonstrate their commitment to the Sikh faith; this commitment will be assessed and places will be allocated based on the score achieved in the Religious Questionnaire. Priority will be given to the highest scores over those with lower scores.
  - d) If two or more children have an equal number of points, the place will be allocated to the Sikh children who live nearest to the school.
  - e) When children live exactly the same distance from the school an independently supervised random allocation will be used to determine who is admitted.
  
- 2) Priority Group B – 50% of allocation of places will be allocated to children without reference to faith and will be admitted in the following order:
  - a) Looked After Children and Previously Looked After Children
  - b) Children who have a sibling attending the school at the time the child is due to start the school. Priority will be given to children from multiple births when applying at the same time.
  - c) Proximity: children who live nearest to the school.
  - d) When children live exactly the same distance from the school an independently supervised random allocation will be used to determine who is admitted.

## Additional information

This school has a supplementary form, which can be found, together with a copy of the full admission rules, on the school's website, [www.khalsasecondaryacademy.com](http://www.khalsasecondaryacademy.com)

# The Mandeville School

## School details

**Headteacher:** Andria Hanham

**Address:** Ellen Road, Aylesbury, HP21 8ES

**Tel:** 01296 424472

**Fax:** 01296 745431

**Email:** office@mandeville.bucks.sch.uk

**Website:** www.mandeville.bucks.sch.uk

**Type:** Community Upper

**Age range:** 11 to 18

**Gender:** Mixed

**Year 7 Admission Number 2018:** 200

**6th form Admission Number 2018:** 25

**School DfE number:** 825 4067

**Children attending in January 2017:** 939

## Summary of Admission Rules

- 1) Looked after children and all previously looked after children.
- 2) Children who have exceptional medical or social needs supported by written evidence from a doctor, social worker, education welfare officer or other appropriate person.
- 3) Children living within the catchment area of the school.
- 4) Siblings of children in Years 7 to 10 who are on the roll of the school at the time allocations are made, and are expected to be on the school roll at the time of the proposed admission.
- 5) Once the above rules have been applied then any further places will be offered in distance order; using the distance between the family's Normal Home Address and the school's nearest open entrance gate offering the closest first. We use a straight line distance.

Where a school can take some, but not all, of the children who qualify under one of these rules, we will give priority to children by taking account of the next rule (or rules) in the numbered list to decide who has priority for places.

If it is still not possible to decide between two applicants who are equidistant then a random allocation will be made to allocate the final place. An explanation of the method of making random allocations is on the council website.

## Additional information

A full copy of the admission rules can be found on the Buckinghamshire County Council website: [www.buckscc.gov.uk/admissionpolicies](http://www.buckscc.gov.uk/admissionpolicies)

# The Misbourne

## School details

**Headteacher:** Robert Preston

**Address:** Misbourne Drive, Great Missenden HP16 0BN

**Tel:** 01494 862869

**Email:** admin@misbourne.sch.uk

**Website:** www.misbourne.bucks.sch.uk

**Type:** Community Upper

**Age range:** 11 to 18

**Gender:** Mixed

**Year 7 Admission Number 2018:** 180

**6th form Admission Number 2018:** 25

**School DfE number:** 825 4042

**Children attending in January 2017:** 943

## Summary of Admission Rules

- 1) Looked after children and all previously looked after children.
- 2) Children who have exceptional medical or social needs supported by written evidence from a doctor, social worker, education welfare officer or other appropriate person.
- 3) Children living within the catchment area of the school.
- 4) Siblings of children in Years 7 to 10 who are on the roll of the school at the time allocations are made, and are expected to be on the school roll at the time of the proposed admission.
- 5) Once the above rules have been applied then any further places will be offered in distance order; using the distance between the family's Normal Home Address and the school's nearest open entrance gate offering the closest first. We use a straight line distance.

Where a school can take some, but not all, of the children who qualify under one of these rules, we will give priority to children by taking account of the next rule (or rules) in the numbered list to decide who has priority for places.

If it is still not possible to decide between two applicants who are equidistant then a random allocation will be made to allocate the final place. An explanation of the method of making random allocations is on the council website.

## Additional information

A full copy of the admission rules can be found on the Buckinghamshire County Council website: [www.buckscc.gov.uk/admissionpolicies](http://www.buckscc.gov.uk/admissionpolicies)

# Princes Risborough School

## School Details

**Headteacher:** Pete Rowe

**Address:** Merton Road, Princes Risborough, HP27 0DT

**Tel:** 01844 345496

**Fax:** 01844 346147

**Email:** [office@princesrisborough.bucks.sch.uk](mailto:office@princesrisborough.bucks.sch.uk)

**Website:** [www.princesrisborough.bucks.sch.uk](http://www.princesrisborough.bucks.sch.uk)

**Type:** Academy Upper

**Age range:** 11 to 18

**Gender:** Mixed

**Year 7 Admission Number 2017:** 180

**6th Form Admission Number 2017:** 25

**School (DfE) number:** 825 4036

**Children attending in January 2017:** 949

## Summary of Admission Rules

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 students to admit:

- 1) Students in Public Care.
- 2) Students living in the catchment area of the school.
- 3) Siblings of students in Years 7 to 10 who are on the roll of the school at the time allocations are made and who are expected to be on the roll of the school at the time of the proposed admission.
- 4) Students who have exceptional medical or social needs, supported by written evidence from a doctor, social worker, educational welfare officer or other appropriate person
- 5) Once the rules have been applied, then any further places will be offered in distance order using the methodology set out in the County Scheme.

Where the school can take some, but not all, of the students who qualify under one of these rules, we will give priority by taking account of the next rule (or rules) in the list.

## Additional information

A full copy of the admission rules can be found on the school's website:  
[www.princesrisborough.bucks.sch.uk](http://www.princesrisborough.bucks.sch.uk)

# The Royal Grammar School

## School details

**Headteacher:** Philip Wayne

**Address:** Amersham Road, High Wycombe HP13 6QT

**Tel:** 01494 524955

**Fax:** 01494 551410

**Email:** [jeh@rgshw.com](mailto:jeh@rgshw.com)

**Website:** [www.rgshw.com](http://www.rgshw.com)

**Type:** Academy Grammar

**Age range:** 11 to 18

**Gender:** Boys

**Year 7 Admission Number 2018:** 182 (+ 10 boarding places)

**6th form Admission Number 2018:** 24

**School DfE number:** 825 5404

**Children attending in January 2017:** 1381

## Summary of Admission Rules

Day places

- 1) Looked after and previously looked after boys.
- 2) Boys living in the catchment area of the school
- 3) Brothers of boy 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) Boys who currently in receipt of Free School Meals on the date the registration for testing closes. Evidence of FSM will be required.
- 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.

## Additional information

A full copy of the admission rules, including boarding admission rules and details of the Late Transfer Procedure, can be found on the school's website: [www.rgshw.com](http://www.rgshw.com)

The school has a supplementary form for boarding admission; please ask the school for a copy.

# The Royal Latin School

## School details

**Headteacher:** David Hudson

**Address:** Chandos Road, Buckingham, MK18 1AX

**Tel:** 01280 813065

**Fax:** 01280 813064

**Email:** [office@royallatin.org](mailto:office@royallatin.org)

**Website:** [www.royallatin.org](http://www.royallatin.org)

**Type:** Academy Grammar

**Age range:** 11 -18

**Gender:** Mixed

**Year 7 Admission Number 2018:** 174

**6th form Admission Number 2018:** 40

**School DfE number:** 825 4501

**Children attending in January 2017:** 1284

## Summary of Admission Rules

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:

- 1) Looked after children and previously looked after children.
- 2) Children living in the catchment area of the school on 1 October 2017.
- 3) Siblings of children in Year 7 – 12 who are on the roll of the school at the time allocations are made and who will be on the roll of the school at the time of the proposed admission.
- 4) Children who have exceptional medical or social needs which can be met at their school, supported by written evidence from a doctor, social worker, educational welfare officer or other appropriate person.
- 5) Children who qualify for Free School Meals by 31 October 2017.
- 6) Once the above rules have been applied, then any further places will be offered in distance order, using the straight-line distance between the family's Normal Home Address, and the school's nearest entrance gate, offering the closest first. For 'distance', we use the definition adopted in the County Scheme.

Where the school can take some, but not all, of the children who qualify under one of these rules, we will give priority to children by taking account of the next rule (or rules) in the numbered list to decide who has priority for places.

## Additional information

A full copy of the admission rules, including details of the Late Transfer Procedure, can be found on the school's website: [www.royallatin.org](http://www.royallatin.org)

# Sir Henry Floyd Grammar School

## School details

**Headteacher:** Stephen Box

**Address:** Oxford Road, Aylesbury, HP21 8PE

**Tel:** 01296 424781

**Email:** office@sirhenryfloyd.co.uk

**Website:** www.sirhenryfloyd.bucks.sch.uk

**Type:** Academy Grammar

**Age range:** 11 to 18

**Gender:** Mixed

**Year 7 Admission Number 2018:** 150

**6th form Admission Number 2018:** 50

**School DfE number:** 825 4065

**Children attending in January 2017:** 1203

## Summary of Admission Rules

Where eligible applications for admission exceed the number of places available at the main point of admission, the following criteria will be applied in the order set out below to decide which student to admit:

- 1) A 'Looked After Child' or a child who was previously Looked After.
- 2) Students who qualify for Free School Meals (ratified by census returns in the previous September)
- 3) Students who qualify for Pupil Premium (ratified by census returns in the previous September)
- 4) Siblings of students in Years 7 to 12 at the school who are on roll and will be on the roll at the time of the proposed admission.
- 5) Siblings of former students at the school.
- 6) Students living in the catchment area.
- 7) Once the above rules have been applied, then any further places will be offered in distance order, using the distance between the family's Normal Home Address, from their front door, and the school using the straight line distance between the family's Normal Home Address and the nearest of the school's three main entrances, using the Local Authority's measurements. In the event of two students living at exactly the same distance, for instance with addresses in the same block of flats, a random draw will be made.

## Additional information

A full copy of the admission rules, including details of the Late Transfer Procedure, can be found on the school's website [www.sirhenryfloyd.bucks.sch.uk](http://www.sirhenryfloyd.bucks.sch.uk)

# Sir Thomas Fremantle School

## School details

**Headmaster:** Darren J Lyon

**Address:** Buckingham Road, Winslow, Bucks. MK18 3GH

**Tel:** 01296 711007

**Email:** [receptionist@sirthomasfremantle.org](mailto:receptionist@sirthomasfremantle.org)

**Website:** [www.sirthomasfremantle.org](http://www.sirthomasfremantle.org)

**Type:** Academy Comprehensive

**Age range:** 11 -19

**Gender:** Mixed

**Year 7 Admission Number 2018:** 80

**6th form Admission Number 2018:** 20

**School DfE number:** 825 4005

**Children attending in January 2017:** 368

## Summary of Admission Rules

Once places have been allocated to children with a Statement of Special Educational Needs / EHCP that names the school, the remaining places will be allocated in the following order:

- 1) A 'Looked After Child' or a child who was previously Looked After.
- 2) Children whose siblings currently attend the school and who will continue to do so on the date of admission.
- 3) Children of members of staff employed by Sir Thomas Fremantle.
- 4) Children living closest to the school based on straight line distance from home to school.

Where it is not possible to decide between two applicants who are equidistant from the school, then a random allocation will be made. An explanation of this method of making random allocation is available within our full admission policy.

A child's home is their permanent residence. Where custody is shared, the address used for allocation purposes will be that of the parent/carer with whom the child spends most of the school week. Where custody is shared equally, the address held by the GP at which the child is registered will be used as their 'home' address.

## Additional information

A full copy of the admission rules can be found on the school's website: [www.sirthomasfremantle.org](http://www.sirthomasfremantle.org)

# Sir William Borlase's Grammar School

## School details

**Headteacher:** Dr Peter Holding

**Address:** West Street, Marlow, SL7 2BR

**Tel:** 01628 816500

**Fax:** 01628 816501

**Email:** enquiries@swbgs.com

**Website:** www.swbgs.com

**Type:** Academy Grammar

**Age range:** 11 to 18

**Gender:** Mixed

**Year 7 Admission Number 2018:** 120

**6th form Admission Number 2018:** 45

**School DfE number:** 825 4505

**Children attending in January 2017:** 1073

## Summary of Admission Rules

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:

- 1) A 'looked after child' or a child who was previously looked after but immediately after being looked after became the subject of an adoption, residence, child arrangements or special guardianship order.
- 2) Children eligible for free school meals. The entitlement to Free School Meals would need to be shown to be current on 31 October in the year before entry to Year 7 is sought.
- 3) Children living in the catchment area of the school on 1 October 2017.
- 4) Siblings of children in Years 7 to 12 who are on the roll of the school at the time allocations are made and who will be on the roll of the school at the time of the proposed admission.
- 5) Children who have exceptional medical or social needs which can only be met at this school supported by evidence as set out in the County Scheme.
- 6) Once the rules have been applied, then any further places will be offered in distance order using the methodology set out in the County Scheme.

Where the school can take some, but not all, of the children who qualify under one of these rules, we will give priority by taking account of the next rule (or rules) in the numbered list.

Children who qualify and who have statements of Special Educational Needs that name the school will be admitted prior to the application of the admission rules.

## Additional information

A full copy of the admission rules, including details of the Late Transfer Procedure, can be found on the school's website: [www.swbgs.com](http://www.swbgs.com)

The school also has a point of entry for Year 9 where up to an additional 25 places can be offered.

# Sir William Ramsay School

## School Details

**Headteacher:** Christine McLintock

**Address:** Rose Avenue, Hazlemere, High Wycombe, HP15 7UB

**Tel:** 01494 815211

**Email:** office@swr.school

**Website:** www.swr.bucks.sch.uk

**Type:** Academy Upper

**Age range:** 11 to 18

**Gender:** Mixed

**Year 7 Admission Number 2018:** 195

**6th Form Admission Number 2018:** 5

**School (DfE) number:** 825 4084

**Children attending in January 2017:** 1012

## Summary of Admission Rules

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 potential student to admit:

- 1) A 'Looked After Child' or a child who was previously Looked After.
- 2) Siblings of students in Years 7 to 12 who are on the roll of the academy at the time allocations are made.
- 3) Children living in the catchment area.
- 4) Proximity of the child's home to Sir William Ramsay School using a straight-line distance from the main entrance of the academy on Rose Avenue to the main door of the residence, with those living nearest to the academy being given priority. Apartments in the same block will be treated equally with measurement taken to the main entrance to the block.

Where the academy can take some, but not all, of the children who qualify under one of these rules, we will give priority to children by taking account of the next rule (or rules) in the numbered list.

## Additional information

A full copy of the admission rules can be found on the school's website: [www.swr.bucks.sch.uk](http://www.swr.bucks.sch.uk)

# St Michael's Catholic School – High Wycombe

## School details

**Principal:** Garrett Fay

**Address:** Daws Hills Lane, High Wycombe  
HP11 1PW

**Tel:** 01494 535196

**Fax:** 01494 446523

**Email:** office@stmichaels.bucks.sch.uk

**Website:** www.stmichaels.bucks.sch.uk

**Type:** Voluntary-Aided All-Through

**Age range:** 4 to 18

**Gender:** Mixed

**Year 7 Admission Number 2018:** 116

**6th form Admission Number 2018:** Please contact the school for confirmation

**School DfE number:** 825 4701

## Satellite School in Aylesbury

From September 2018, St Michael's will be opening a satellite Catholic secondary school in Aylesbury, which will contain Year 7 only for the first academic year, progressing yearly to grow to full capacity.

**Parents stating a preference for St Michael's Catholic School must indicate on their application which site they are applying for a place at.** There are instructions on how to do this online in the 'How to Apply Online' guide or on the paper application form itself.

Please see the Satellite school entry that follows for further information.

## Summary of Admission Rules

The Governing Body has set as its planned admissions number at up to 60 pupils from the primary phase plus an additional 56 pupils or more up to a maximum of 116 in Year 7 for the school year commencing September 2018.

Should there be more applications than places available, applicants will be admitted in the following category order once any children with a Statement of Special Educational Need (or Education Health and Care Plan) have been admitted:

- 1) Roman Catholic looked after children with a baptismal certificate or Roman Catholic children with a baptismal certificate who were previously looked after as described by the Local Authority in their common application process.
- 2) Roman Catholic children who have the signed support of a priest and a Baptismal Certificate.
- 3) Roman Catholic children who have a Baptismal Certificate.
- 4) Other looked after children or those who were previously looked after as described by the Local Authority in their common application process.
- 5) Children of other Christian denominations with the written support of their minister.
- 6) Children of other faiths whose application is supported by their Minister of Religion provided their parents are in sympathy with the Roman Catholic ethos of the school.
- 7) Any other children whose parents are in sympathy with the Roman Catholic ethos of the school.
- 8) Any other children (no Supplementary Information Required)

In the event that there is an excess of applications over places available in any of the above categories places will be allocated using the criteria below:

- a) Children who currently have a sibling (as defined by Buckinghamshire LA) at St Michael's School.
- b) Children of staff who have been employed at the school for two or more years at the time when the application for admission is made.
- c) Children whose homes are the shortest distance from the school, as measured according to the Buckinghamshire County Council's Geographical Information System as set out in the LA scheme.
- d) In the event that more than one child lives at the same distance from the school, the decision will be made by a lottery which will be overseen by an independent observer.
- e) In cases where there is one remaining place available and the next child is one of a twin, triplet or other multiple birth group both or all siblings will be admitted even if this goes above the admission number of the school.

## Additional information

A full copy of the admission rules can be found on the school's website: [www.stmichaels.bucks.sch.uk](http://www.stmichaels.bucks.sch.uk)

St Michael's Catholic School is an all-through school for children aged 4 and 18. This means that if your child was admitted during the primary phase of the school (Reception to Year 6 inclusive) then they can move up to Year 7 without you needing to re-apply for a place. Year 7 places will therefore automatically be given to children in Year 6 at St Michael's Catholic School (High Wycombe).

# St Michael's Catholic School – Satellite school site, Aylesbury

## School details

**Principal:** Garrett Fay

**Address:** Bierton Hill, Aylesbury, for academic year 2018-19

**Tel:** 01494 535196

**Fax:** 01494 446523

**Email:** office@stmichaels.bucks.sch.uk

**Website:** www.stmichaels.bucks.sch.uk

**Type:** Voluntary-Aided All-Through

**Age range:** 11-18

**Gender:** Mixed

**Year 7 Admission Number 2018:** 120

**School DfE number:** 825 4701

## Summary of Admission Rules

Should there be more applications than places available, applicants will be admitted in the following category order once any children with a Statement of Special Educational Needs or an Educational Health Care Plan have been admitted:

1. Roman Catholic looked after children with a baptismal certificate or Roman Catholic children with a baptismal certificate who were previously looked after as described by the Local Authority in their common application process.
2. Roman Catholic children who have the signed support of a priest and a Baptismal Certificate.
3. Roman Catholic children who have a Baptismal Certificate.
4. Other looked after children or those who were previously looked after as described by the Local Authority in their common application process.
5. Children of other Christian denominations with the written support of their minister.
6. Children of other faiths whose application is supported by their Minister of Religion provided their parents are in sympathy with the Roman Catholic ethos of the school.
7. Any other children whose parents are in sympathy with the Roman Catholic ethos of the school.
8. Any other children (no Supplementary Information Required)

In the event that there is an excess of applications over places available in any of the above categories places will be allocated using the criteria below:

- a) Children who attend St Edward's Catholic Junior School (Aylesbury) or St Louis Catholic Primary School (Aylesbury) at the time allocations are made.
- b) Children who currently have a sibling (as defined by Buckinghamshire LA) at St Michael's School.
- c) Children of staff who have been employed at the school for two or more years at the time when the application for admission is made.
- d) Children whose homes are the shortest distance from the school, as measured according to the Buckinghamshire County Council's Geographical Information System as set out in the LA scheme.
- e) In the event that more than one child lives at the same distance from the school, the decision will be made by a lottery which will be overseen by an independent observer.
- f) In cases where there is one remaining place available and the next child is one of a twin, triplet or other multiple birth group both or all siblings will be admitted even if this goes above the admission number of the school.

## Additional information

A full copy of the admission rules can be found on the school's website: [www.stmichaels.bucks.sch.uk](http://www.stmichaels.bucks.sch.uk)

# Waddesdon CE School

## School details

**Headteacher:** Matthew Abbott

**Address:** School Lane, Waddesdon, Aylesbury, HP18 0LQ

**Tel:** 01296 651382

**Fax:** 01296 658453

**Email:** office@waddesdonschool.com

**Website:** www.waddesdonschool.com

**Type:** Academy Upper

**Age range:** 11 to 18

**Gender:** Mixed

**Year 7 Admission Number 2018:** 140

**6th form Admission Number 2018:** 40

**School DfE number:** 825 5408

**Children attending in January 2017:** 972

## Summary of Admission Rules

The following admissions criteria are applied in the order of priority set out below:

- a) Looked after children, or previously looked after children.
- b) Children living in the catchment area.
- c) Children where a parent has a strong commitment to the Church of England (measured on the basis of attendance twice a months for the three years preceding the date of application) – please see the full admission policy for details of how this is measured.
- d) Siblings of students in Years 7 to 12 who are on the roll of the school at the time applications are made and who will be on the roll of the school at the time of the proposed admission.
- e) Children where a parent has a strong church commitment to other churches which are affiliated to or represented at Churches Together in Britain and Ireland or the Evangelical Alliance (measured on the basis of attendance twice a month for the three years preceding the date of application) – please see the full admission policy for details of how this is measured.
- f) Students who have exceptional educational, medical or social needs which can only be met at this school, supported by evidence from at least one professional (e.g. consultant/social worker).
- g) All other applications.

## Additional information

This school has a church affiliation form, which can be found, together with a copy of the full admission rules, on the school's website: [www.waddesdonschool.com](http://www.waddesdonschool.com)

# Wycombe High School

## School Details

**Headteacher:** Sharon Cromie

**Address:** Marlow Road, High Wycombe, HP11 1TB

**Tel:** 01494 523961

**Fax:** 01494 510354

**Email:** office@whs.bucks.sch.uk

**Website:** www.whs.bucks.sch.uk

**Type:** Academy Grammar

**Age range:** 11 to 18

**Gender:** Girls

**Year 7 Admission Number 2018:** 192

**6th Form Admission Number 2018:** 20

**School (DfE) number:** 825 4503

**Children attending in January 2017:** 1349

## Summary of Admission Rules

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 who meets the required standard to admit. Girls who qualify and have statements of Special Educational Needs naming the school will be admitted prior to the application of these admission rules.

1. Looked after girls or previously looked after girls.
2. Girls living in the catchment area of the school.
3. Younger sisters of students in Years 7 to 12 at the point of allocation and who will be on the roll of the school at the time of the proposed admission.
4. Younger sisters of students in Years 7 to 12 at other secondary schools in the Wycombe High School Academies Trust who will be on the roll of their school at the time of the proposed admission.
5. Daughter/s of a member of Wycombe High School 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 teaching post for which there is a demonstrable skill shortage
6. Once the above rules have been applied, any further places will be offered in distance order, using the distance between the family's normal home address and the school's nearest open entrance gate, offering the closest first, using the method adopted by BCC.

Where the school can take some, though not all, of the girls who qualify under one of these criteria, we will give priority to girls by taking account of the next criteria in the numbered list.

## Additional Information

A full copy of the admission rules, including details of the Late Transfer Procedure, can be found on the school's website: [www.whs.bucks.sch.uk](http://www.whs.bucks.sch.uk)



# How to contact us

If you have a question that is not answered in this guide or on our website, please fill in the Contact Us form on the website –

## Contact Us form

[www.buckscc.gov.uk/contactadmissions](http://www.buckscc.gov.uk/contactadmissions)

## Website

[www.buckscc.gov.uk/schooladmissions](http://www.buckscc.gov.uk/schooladmissions)

## Write

Admissions and Transport Team  
Children's Services  
County Hall  
Aylesbury  
HP20 1UZ

## Office hours

9am – 5:30pm Monday to Thursday  
9am – 5pm Friday

## Further Help

A copy of this guide may be viewed online on our website where those with a visual impairment can make use of a screen reader to help them read the text.