



# ADMISSIONS POLICY

2020/2021

This policy was formally determined by the Governing Body in February 2019  
The next update will be due by February 2020

A handwritten signature in black ink, appearing to read 'R Williams'.

Signed: Mr Richard Williams (Chair of Governors)

# AYLESBURY GRAMMAR SCHOOL

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## ADMISSIONS POLICY 2020

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Aylesbury Grammar School (an Academy Trust School since 1 July 2011) is designated as a grammar school for boys. The admissions policy for the school follows The Coordinated Admissions Scheme for Secondary Schools in the Area of Buckinghamshire County Council Local Authority (the County Scheme) unless stated. The County Scheme is available on the Buckinghamshire County Council website [www.buckscc.gov.uk](http://www.buckscc.gov.uk).

This policy covers admissions to the school between 1 September 2020 and 31 August 2021.

### 1. Definition of a 'Parent'

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

### 2. Planned Admission Number (PAN)

- 1.1. The planned admission numbers for Aylesbury Grammar School are:

Year 7	186
Year 12	17

- 1.2. For entry into Year 12, the total number of places available is 203. Current Year 11 students are not admitted under this policy as they are already on the roll, and will simply transfer to Year 12 if they meet the Minimum Academic Entry Criteria and have confirmed that they want to. It may be possible to admit more than 17 external candidates to Year 12 (i.e. over PAN) once the number of current Year 11 students transferring to Year 12 is known.

### 3. 11+ Admission for Year 7 in 2020

- 2.1. Boys are eligible to be considered for admission to Aylesbury Grammar School in Year 7 if they meet the required qualifying score of 121 in the Secondary Transfer Test or have been deemed qualified by a Selection Review (or, in exceptional circumstances, a subsequent Admissions Appeal).
- 2.2. Two test papers, each of approximately 45 minutes duration, are taken in the September of the year prior to proposed admission. The tests comprise of elements of verbal, numerical and non-verbal ability. Each child's scores in the different elements of the tests are added together and age standardised, thus setting all children on an equal footing regardless of when their birthday falls in the year.
- 2.3. Registration for the test is automatic for children who attend Buckinghamshire Primary schools unless the parent expressly withdraws their child from testing. In all other cases, including where children attend independent schools in Buckinghamshire, an application for testing should be made to the Testing Authority. In addition, all applicants must notify their home Local Authority of their preference for the school prior to the closing date of 31 October.

- 2.4. Parents of a boy who does not achieve the qualifying score may apply for a Selection Review if they believe that their son would have met the qualifying score but for particular circumstances regarding their participation in the Secondary Transfer Test selection process. The Selection Review will be carried out by a Panel, which will consist of serving Secondary and Primary Headteachers, supported by a Clerk.
- 2.5. The Panel will consider each written application received and will obtain advice from an Educational Psychologist, where appropriate, prior to making a decision. The Selection Review process will take place before places are allocated, and boys who are deemed qualified by the Panel will be eligible for admission for any of the 13 Buckinghamshire grammar schools.
- 2.6. After places have been allocated, parents have a statutory right of appeal against the refusal of a place before an Independent Appeal Panel, however this panel will not ordinarily carry out a full review of a boy's capacity to have qualified through the selection test, as any challenge on that basis should be made via a Selection Review.
- 2.7. Parents should note that the testing authority is Buckinghamshire County Council. All grammar schools, including Aylesbury Grammar School, work in partnership with Buckinghamshire County Council who administers the test on their behalf.

#### **4. Education, Health and Care Plans**

- 3.1. Children with an Education Health and Care plan (EHC plan) are admitted under separate statutory procedures, and not under this policy.
- 3.2. In the normal admission round (i.e. entry to Year 7 or Year 12 in September), boys who qualify and who have EHC plan that names Aylesbury Grammar School will be admitted prior to the allocation of places to other boys/candidates, and the number of places available to other boys within the PAN for Year 7 and Year 12 will be reduced.
- 3.3. At all other times, boys who qualify and have an EHC plan that names Aylesbury Grammar School will be admitted even if that means going over the PAN for that year group.

#### **5. Oversubscription Criteria for Year 7**

- 4.1. Where qualifying applications for admission exceed the number of places available, places will be allocated in the following order of priority:
  - 5.1.1. Looked after boys<sup>1</sup> and previously looked after boys<sup>2</sup>.
  - 5.1.2. Boys who are eligible for free school meals<sup>3</sup> as at the application deadline.
  - 5.1.3. Siblings<sup>4</sup> of boys who will be on roll of Aylesbury Grammar School at the date of the applicant boy's entry to Year 7 in September.
  - 5.1.4. Siblings (as defined above) of girls who will be on roll of Aylesbury High School at the date of the applicant boy's entry to Year 7 in September.
  - 5.1.5. Siblings (as defined above) of boys who have previously been on the roll of Aylesbury Grammar School.

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<sup>1</sup> A 'looked after boy' is a boy who is in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions.

<sup>2</sup> A 'previously looked after boy' is a boy who was looked after, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order.

<sup>3</sup> For the purposes of this policy, entitlement to Free School Meals on 31 October in the year before entry to Year 7 is sought needs to be demonstrated.

<sup>4</sup> A 'sibling' is a full brother (sharing both parents), half-brother (sharing one parent), adopted brother (sharing one or both parents), foster brother, or step brother (where one's parent is married to the other's parent) and the son of the cohabiting partner of the applicant boy's parent, and in all cases who permanently live at the applicant boy's home address (as defined by this policy) and are being brought up as part of the same core family unit as siblings. For the avoidance of doubt, the sons of extended family members (e.g. cousins) and friends will not be 'siblings' for the purpose of this policy, even where they permanently live at the same home address as the applicant boy.

- 5.1.6. Boys who have exceptional medical or social needs which can only be met at Aylesbury Grammar School, and no other school, where their application for admission is supported by written evidence from a doctor, social worker, educational welfare officer or other appropriately qualified person confirming this.
- 5.1.7. Boys living in the catchment area of the school as at and continuously from 31 October of the year preceding entry to Year 7 in September.
- 5.1.8. All other boys.

## **6. Tie Breaker**

- 5.1. Where the number of eligible applicants within each over-subscription category above exceeds the number of places available, places will be allocated by reference to the distance between the applicant boy's home address (as defined by this policy) and the middle of the school's main entrance gate on Walton Road in a straight line, with those living closest receiving higher priority.
- 5.2. The point from which distance is measured at the child's normal home address is determined by the Ordnance Survey ADDRESS-POINT, 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 (PAF®). The PAF contains postal address data for approximately 26 million delivery points. These delivery points include premises that are shown on Ordnance Survey large-scale mapping data, such as buildings or permanent mobile and park homes, plus other features such as temporary buildings and houseboats.
- 5.3. Where two applicants live exactly the same distance from the school, the order in which places will be allocated will be determined by random selection supervised by a person independent of the school.

## **7. The Applicant's Home Address**

- 6.1. The applicant boy's home address will be the residential address of his parent at which he lives and sleeps for more than 50% of his time from Sunday night to Thursday night during term time (unless it is accommodation at a boarding school). It will be the address that is registered for the purpose of receiving Child Benefit (if eligible) and where the applicant boy is registered with his GP, dentist and optician. Where there is an issue as to the applicant boy's home address, documentary evidence will be requested.
- 6.2. The applicant boy must be living at the home address as at the application deadline, and it is intended that he will still be living there at the date of entry to the school. Any change of address subsequent to the application for admission being submitted must be notified to Buckinghamshire County Council and/or the school immediately.
- 6.3. Where a qualifying boy lives with a parent who is in the UK Armed Forces or a Crown Servant may apply for admission and will be allocated a school place in advance of moving to the intended home address where the application is supported by an official government letter confirming the intended relocation date and home address. A unit postal address or quartering area address will be sufficient if the new home address is not known at that stage.

## **8. Catchment Area**

- 7.1. A map of Aylesbury Grammar School's catchment area is available on the school's website via the following link:  
  
<http://www.ags.bucks.sch.uk/policy/>
- 7.2. Further information (including Buckinghamshire County Council's catchment area checker by

postcode) is available on their website via the following link:

<https://services.buckscc.gov.uk/school-admissions>

## **9. Twins, Triplets, Siblings of Higher Multiple Births and Same Academic Year Siblings**

- 8.1. In the case of twins, triplets, siblings of higher multiple births and siblings who were born within the same academic year and are therefore in the same year group, where at least one of these achieves a place, all will be offered a place (subject to qualification) even if this means exceeding the PAN for that year group.

## **10. Waiting List**

- 9.1. Buckinghamshire County Council through the County Scheme on behalf of the school manages a waiting list until 31 December following admission to Year 7 in September. The waiting list is ranked by reference to the oversubscription criteria outlined above, and not by reference to the date that the applicant's name was added to the waiting list. Each time an applicant's name is added, the waiting list will be re-ranked again in accordance with those oversubscription criteria.
- 9.2. From 1 January, Aylesbury Grammar School will maintain a waiting list until 31 August for admissions into Year 7 during the academic year. If places become available during that period, or for the beginning of the following academic year, admissions will be handled in accordance with the Late Transfer Procedure outlined below.
- 9.3. Qualification under testing will be deemed to remain current until the end of Year 9, after which a new application for admission must be made (including testing) under the Late Transfer procedure for Year 10.
- 9.4. Children allocated a place at the school in accordance with Buckinghamshire County Council's Fair Access Protocol will take precedence over those on a waiting list.

## **11. Late Transfer Procedure**

- 10.1. Admission to all year groups other than Year 7, and to Year 7 from 1 January, will be handled in accordance with the school's Late Transfer Procedure set out below.

## **12. Testing Criteria for Late Transfer**

- 11.1. The academic suitability of boys seeking admission under the school's Late Transfer Procedure into Years 7, 8 and 9 will be assessed through tests which assess verbal, numerical and non-verbal ability. Buckinghamshire County Council coordinates these.
- 11.2. The academic suitability of boys seeking admission into Years 10 or 11 will be assessed through three tests in English (Reading and Writing) and Maths which are set and administered by Aylesbury Grammar School. Boys will be required to achieve a minimum standard in all three tests in order to qualify for admission. The tests are carefully prepared and marked to ensure that the same level of ability is achieved as for Years 7, 8 and 9, taking into account that the applicants are older.

## **13. Late Transfer - September Admission**

- 12.1. Boys seeking entry to Years 8 or 9 at the start of the next academic year will be invited to sit tests in the Annual Testing Round. This is organised centrally by the Buckinghamshire County Council (BCC) Admissions Authority and will take place in the February of the year in which entry is sought in September. Applications for admission to Years 8 and 9 must be made directly to BCC via the online portal on their main website.

- 12.2. Boys seeking admission to Years 10 or 11 at the start of the next academic year will also be invited to sit tests in the Annual Testing Round. This is organised jointly with Aylesbury High School and will take place on the same day as Year 8 and 9 testing. Applications for admission to Years 10 or 11 must be made directly to Aylesbury Grammar School via the Year 10/11 admissions form available on the main school website.
- 12.3. The deadline for registration for any of the tests will be 18 December (or the next working day if that is a weekend). Late applications will be considered once any available places have been allocated and a testing date later in the year will be established for this purpose.

#### 14. Late Transfer – In-Year Admission

- 13.1. Parents may make applications for the admission of boys who have moved to the area since the last Annual Testing Round to Years 7, 8, 9, who will be tested as soon as possible, once evidence of residence has been verified. Applications for admission to Years 7, 8 and 9 must be made directly to BCC via the online portal on their main website.
- 13.2. For Year 10 and 11, Aylesbury Grammar School handles applications for admission and the coordination of tests. Parents must complete an Application for Admission Form which can be accessed via the School's website, or from the School's office.

#### 15. Late Transfer Waiting List

- 14.1. Boys who have qualified and have not been allocated a place may have their name placed on the waiting list, which is maintained as set out above.

#### 16. Admission to Year 12

- 15.1. Applications from external candidates must be made directly to the school using the Sixth Form Application Form available on the school's website.

#### 17. Minimum Academic Entry Criteria for Year 12

- 16.1. The minimum academic entry criteria for Year 12 are the same for internal students and external candidates.
- 16.2. The minimum academic entry criteria are a minimum of **44 points** from the boy's best 8 GCSEs (or equivalent) including English and Mathematics, using the table below:

<b>Grade</b>	9	8	7	6	5	4	3	2	1
<b>Points</b>	9	8	7	6	5	4	3	2	1

- 16.3. Boys must also achieve at least Grade 5 in English and Mathematics, together with at least Grade 6 in the appropriate GCSE for the A level subject sought (some A level subjects require a higher grade than this, which is clearly set School's Sixth Form prospectus).

#### 18. Oversubscription Criteria for Year 12

- 17.1. Current Year 11 students who achieve the minimum academic entry criteria set out above will transfer to Year 12, if they wish to.
- 17.2. Where the number of qualifying applications from external candidates exceeds the number of places available within the PAN, places will be allocated in the following order of priority:
- 18.2.1. Looked after candidates and previously looked after candidates:

- 18.2.2. Candidates who are eligible for free school meals as at the application deadline.
  - 18.2.3. Siblings of boys who will be on roll of Aylesbury Grammar School at the date of the applicant boy's entry to Year 7 in September.
  - 18.2.4. Siblings (as defined above) of girls who will be on roll of Aylesbury High School at the date of the applicant boy's entry to Year 7 in September.
  - 18.2.5. Siblings (as defined above) of boys who have previously been on the roll of Aylesbury Grammar School.
  - 18.2.6. Candidates who have exceptional medical or social needs which can only be met at Aylesbury Grammar School, and no other school, where their application for admission is supported by written evidence from a doctor, social worker, educational welfare officer or other appropriately qualified person confirming this.
  - 18.2.7. All other candidates.
- 17.3. The definitions stated above for looked after children, previously looked after children, siblings and home address apply to equally to candidates applying for admission to Year 12.
- 17.4. The tie breaker stated above applies equally to the oversubscription criteria for Year 12.

## **19. Requests for Admission Outside Normal Age Group**

- 18.1. Parents have a right to request for their son to be admitted to a year group other than their son's normal year group according to their age. The Governing Body will consider these requests and decide whether or not to agree the request in principle. These requests are not applications for admission, which must still be made in the usual way.
- 18.2. The Governing Body will make these decisions on the basis of the circumstances of each case and in the best interests of the boy concerned. This will include having regard to:
- 19.2.1. The parents' views;
  - 19.2.2. The boy's academic, social and emotional development;
  - 19.2.3. Where relevant, the boy's medical history and the views of his medical professional(s);
  - 19.2.4. Whether the boy has been previously educated out of his normal age group;
  - 19.2.5. Whether the boy may naturally have fallen into a lower age group if it were not for being born prematurely;
  - 19.2.6. The Headteacher's views.
- 18.3. Requests must be made in writing to the Clerk to the Governing Body at Aylesbury Grammar School giving all relevant information for the Governing Body to consider, having regard to the factors outlined above, with supporting documentation from medical or other professionals where appropriate.
- 18.4. Parents should make these requests as soon as possible, preferably before the normal admission round, so that that a decision in principle can be made by the Governing Body before deadlines are reached (e.g. testing dates, application deadline, etc.) to enable them to make informed decisions.
- 18.5. Parents do not have a statutory right of appeal against the Governing Body's decision not to agree admission outside normal age group in principle, however a complaint may be made under the school's published Complaints Policy.

## **20. Statutory Right of Appeal Against the Refusal of a Place**

- 19.1. Parents have a statutory right of appeal against the refusal of a place. This will be confirmed in the letter refusing admission, including the deadline for lodging an appeal with grounds. The relevant dates will also be published on the school's website.

19.2. Aylesbury Grammar School will also establish the procedure for challenging non-qualification and where testing is refused through the Buckinghamshire County Council Appeals Team.

## **21. Equality**

20.1. Aylesbury Grammar School is aware of and fully compliant with its legal duties and responsibilities under the Equality Act 2010.

20.2. In particular, the school will make an adjustment to this policy (including selection/academic entry criteria) for disabled students where they are at a substantial disadvantage as a result of their disability compared to a non-disabled student, and it is reasonable to do so.