



## ADMISSIONS POLICY 2019

This policy is updated and approved by the Governing Body annually

This version was approved December 2017  
The next update will be due by December 2018

Signed: \_\_\_\_\_

J Collins - Chairman of Governors



## ADMISSIONS POLICY 2019

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. A full explanation of the terms used in this policy in reference from the County Scheme are listed in the Appendix (page 8). This policy covers admissions to the school between 1 September 2019 and 31 August 2020.

### **1. Admission Numbers**

- 1.1 The planned admissions number of students for each year group is as follows:
- |            |     |
|------------|-----|
| Year 7-9   | 186 |
| Year 10-11 | 186 |
| Year 12-13 | 203 |
- 1.2 For entry into Year 12, in addition to students from the school's own Year 11 who have fulfilled the entry requirement, there will be places for a minimum of 17 external students who have fulfilled the entry requirement.

### **2. 11+ Admission for Year 7 in 2019**

- 2.1 Boys are eligible to be considered for admission to Aylesbury Grammar School in Year 7 if they meet the qualifying score of 121 in the admission tests or have been deemed qualified by a Selection Review (or, in exceptional circumstances, a subsequent Admissions Appeal). Two papers, each of approximately 45 minutes duration, are taken in the September of the year prior to proposed admission. The tests comprise 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.
- 2.2 Registration for the test is automatic for children who attend Buckinghamshire Primary schools unless the parent expressly withdraws their child from testing. In all other cases, including where children attend independent schools in Buckinghamshire, an application for testing should be made to the Testing Administrator. In addition, all applicants must notify their home Local Authority of their preference for the school prior to the closing date of 31 October 2018.
- 2.3 Parents of any child who does not achieve the qualifying score may apply for a Selection Review if they believe that their child would have met the qualifying score but for particular circumstances regarding their participation in the Secondary Transfer Test 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. The Panel will consider each written application received and will obtain advice from an Educational Psychologist, where appropriate, prior to making a decision. The Selection Review process will take place before places are allocated and children who are deemed qualified by the panel will be eligible for admission for any of the 13 Buckinghamshire grammar schools.
- 2.4 After places have been allocated, parents will be entitled to make representations to an Independent Appeal Panel if their child has been refused admission because the school is full. An Independent Appeal Panel hearing will not ordinarily carry out a full review of a student's capacity to pass the selection test as that process should take place at the Selection Review.
- 2.5 Note: The Testing Authority is Buckinghamshire County Council. Grammar Schools, including Aylesbury Grammar School, work in partnership with Buckinghamshire County Council who administer the test on our behalf.

### 3. Over-subscription for entry to Year 7

- 3.1 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<sup>1</sup> and previously looked after boys<sup>2</sup>.
  2. Boys who qualify for free school meals<sup>3</sup>.
  3. For the main point of admission, siblings<sup>4</sup> of boys on roll of Aylesbury Grammar School at the time of the proposed admission.
  4. For the main point of admission, siblings of girls on roll of 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 31 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.
- 3.2 Where the number of eligible applicants under each numbered over-subscription criterion exceeds the number of places available, places will be allocated in distance order using straight line distance between the family's normal home address and the middle of the school's main entrance gate on Walton Road. Where the distance criterion does not produce a clear outcome (i.e. two children live precisely the same distance from the school), the place will be determined by random allocation supervised by a person independent of the school.

### 4. Waiting List for Year 7

- 4.1 If any vacancies arise between National Offer Day (March 1st) and December 31st of the same year, first priority will be given to those on the waiting list managed by Buckinghamshire County Council through the County Scheme. Each child added to the waiting list will require the list to be ranked again in line with the published oversubscription criteria. Priority will not be given to children based on the date their application was received or when their name was added to the list. Looked after children, previously looked after children, and those allocated a place at the school in accordance with a Fair Access Protocol, will take precedence over those on a waiting list.
- 4.2 From 1 January, a waiting list will be maintained until 31 August by Aylesbury Grammar School 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.

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SEE APPENDIX 1 FOR A FULL EXPLANATION OF ALL TERMS USED IN THE ADMISSIONS RULES FOR THIS POLICY

1. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).
2. Previously looked after boys means boys who have, at any stage of their lives, been in public care This includes children who were adopted under the Adoption Act 1976 and children who were adopted under the Adoption and Children's Act 2002
3. For the purposes of this policy, 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
4. For the purposes of this policy, a sibling is a brother – 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 child, fostered child or step sibling) who permanently lives at the same address and for whom the parent also has parental responsibility
5. For admission purposes 'Normal home address' 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 parents or person with parental responsibility. A child's Normal home address is where he or she spends most of the week, unless it is accommodation at a boarding school. To avoid doubt where a child lives with parents/guardians (with or without parental responsibility) whether for part of a week, or month, the address where the child lives will be determined by confirmation of the registered address to which Child Benefit (if in receipt of it) is currently being paid or, if child benefit is not received then the address from which the child in question is registered with the doctor.

## **5. Late Transfer Procedure**

- 5.1 Admission to Years 8, 9 and 10 (and to Year 7 from 1 January each academic year) will be handled in accordance with the school's Late Transfer Procedure. Only in exceptional cases will any place be offered in Year 10 starting after September, or at any time in Year 11, because of the nature of the GCSE courses, even when the year group is below 186 in number.

## **6. Testing Criteria**

- 6.1 The academic suitability of candidates 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. The academic suitability of candidates seeking admission into Year 10 will be assessed through three tests in English (Reading and Writing) and Maths. Candidates will be required to achieve a minimum standard in all three tests in order to qualify for admission.

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

- 7.1 Boys seeking admission to Years 8 and 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 admission 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.
- 7.2 Boys seeking admission to Year 10 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 the Year 8 and 9 testing. Applications for admission to Year 10 must be made directly to Aylesbury Grammar School via the Year 10 admissions form available on the main school website.
- 7.3 The deadline for registration for any of the tests will be the 18 December (or the next working day if that is a weekend). Evidence of residence will be required. Late applicants will be considered once any available places have been allocated and a testing date later in the year will be established for this purpose.

## **8. Late Transfer – In-Year Admission**

- 8.1 Boys who have moved into the local area since the last Annual Testing Round may apply for immediate admission to Years 7, 8, 9 (and where exceptional circumstances apply, Year 10 after September or Year 11) and will be tested as soon as possible once evidence of residence has been verified.

## **9. Late Transfer Over-subscription Criteria**

- 9.1 Where qualified applications for admission exceed the number of places available, the following criteria will be applied in the order set out below to decide which students 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 established when the parent makes the initial application for testing, with evidence of this entitlement shown to the school.
  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. Distance. 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.
  8. Boys with the highest aggregate score in the tests.
  9. Boys living in the catchment area of the school.

10. Where the school can take some, but not all, of the boys who qualify under one of these rules, priority will be given by taking account of the next rule (or rules) in the numbered list.
- 9.2 In the event of multiple qualifiers from the same address (e.g. twins), where, for example, one or more sibling would take the school above its admission number, all such qualifiers will be admitted to the school.

## 10. Late Transfer Waiting List

- 10.1 Boys who have qualified and have not been allocated a place may have their name placed on the waiting list. The waiting list will be ranked in accordance with the school's Late Transfer Over-subscription Criteria as detailed in point 9 above. Priority will not be given to children based on the date their application was received or when their name was added to the list. Looked after children, previously looked after children, and those allocated a place at the school in accordance with a Fair Access Protocol, will take precedence over those on a waiting list.
- 10.2 If an applicant qualifies but cannot be allocated a place because the school is full, qualification will be deemed current until the applicant reaches the end of Year 9. If the applicant also wishes to be considered for admission to Year 10 they must register for and successfully complete the Year 10 application process in the preceding academic year as detailed above.

## 11. Statements of Special Educational Needs and Education, Health and Care Plans

- 11.1 Boys 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.

## 12. Year 12 entry

- 12.1 Applications from external students should be made in writing directly to the school using the form provided. Entry requirements are the same for internal and external students and are that a student will have achieved
- a minimum of **44 points** from the best 8 GCSEs (or equivalent) including English and Maths, using the table below

### GCSE

Grade	9	8	7	6	5	4	3	2	1
Points	9	8	7	6	5	4	3	2	1

- at least a grade 5 in English and Maths (all A level subjects require at least a grade 6) in the appropriate GCSE, some require higher and this is specified in the School's Sixth Form prospectus)
- 12.2 All students completing Year 11 at Aylesbury Grammar School who meet these entry requirements will be admitted.

## 13. Notes for admission to Years 12-13

- 13.1 Exceptional cases (e.g. students with a statement of special educational needs, an Education Health and Care plan, or a medical condition that is supported by medical evidence) where applicants do not meet the entry criteria listed above will be considered by a panel drawn from the senior leadership team of the school and chaired by the Headmaster.
- 13.2 A student who has qualified for entry to Year 12 or Year 13 will in most cases be able to study the subjects for which he is qualified, but this will be dependent on there being sufficient places in the classes provided for each subject. The school reserves the right to refuse access to subjects when planned classes are full. Only in exceptional cases will any place be offered in Year 12 starting after September, or at any time in Year 13, because of the nature of the A level course, even when the year group is below 203 in number.

## 14. Oversubscription for external entry to Year 12

- 14.1 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. Looked after boys and previously looked after boys.
  2. Boys eligible for free school meals. The entitlement to Free School Meals would need to be established when the parent makes the initial application, with evidence of this entitlement shown to the school.
  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. Distance. 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.
  8. Boys with the highest score from their best eight GCSEs or equivalent.
  9. Boys living in the catchment area of the school.

## 15. Under-age and over-age admissions

- 15.1 If a boy is of outstanding academic ability, is exceptionally mature and has been working well with students in Year 6 for a number of years, it may be possible for him to take the Transfer Test before the school year in which he is 11. Similarly, it is occasionally appropriate to test a boy who is over the age of 11. This would be because in the past there were educational reasons (which have continued) for your son to be in a lower year group or because he has missed at least a year of school through being ill or living abroad. It is important for parents to note that they will have responsibility for providing evidence to support their request.
- 15.2 The school will make decisions on the basis of the circumstances of each case and in the best interests of the boy concerned. This will include taking account of:
- The parents' views;
  - any available information about the boy's academic, social and emotional development;
  - where relevant, their medical history and the views of a medical professional;
  - whether they have been previously educated out of their normal age group;
  - any evidence that the boy may naturally have fallen into a lower age group if it were not for being born prematurely;
  - the views of the student's current headteacher.
- 15.3 If you would like to apply to register an under-age or over-age child, please contact the Admissions Team at Buckinghamshire County Council on [admissions@buckscc.gov.uk](mailto:admissions@buckscc.gov.uk)

## 16. Appeals

- 16.1 Aylesbury Grammar School will establish arrangements for appeals against non-admission, non-qualification and where testing is refused through the Buckinghamshire County Council Appeals Team

## 17. Catchment

- 17.1 A map of the school's catchment area for Year 7 and In Year and Sixth Form admissions is available on the school's website: <http://www.ags.bucks.sch.uk/policy/> Further information including the Buckinghamshire County Council catchment postcode checker facility can be reached via the following link: <https://services.buckscc.gov.uk/school-admissions>

## 18. Policy review

- 18.1 This Admissions Policy is subject to annual review by the school's leadership team and governing body.

# APPENDIX 1

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## Full Explanation of terms used in the admission rules:

### Definition of looked after children

For admissions purposes a 'looked after child' is a child who is a) in the care of a local authority, or b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22 (1) of the Children Act 1989). This covers accommodated children and those who are in care under a Care Order/interim order. This can include: living with family or friends, in foster care, a children's home, residential school, special school or in supported lodgings.

This includes children who were previously looked after and immediately after being looked after became the subject of an adoption, child arrangements order or special guardianship order as set out below.

Other definitions:

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

Special guardianship order: 'an order appointing one or more individuals to be a child's special guardian (or special guardians) under Section 14A of the Children Act 1989

### Exceptional Social and Medical process

A panel comprising of independent education professionals will consider the applications under this rule on receipt of information from the parent to indicate strong reasons for the child attending a particular school. When making an application parents should send evidence from an independent professional person (this might be a doctor, health visitor, or Education Welfare Officer, for example) who knows about the child and supports the application to the school. It must clearly show why the school is the most suitable and any difficulties if alternate schools were offered.

The panel will consider which children can be considered under this rule prior to each admission round.

### School Catchment Area

The Aylesbury Grammar School catchment map can be viewed via the school's website:  
<http://www.ags.bucks.sch.uk/policy/>

The agreed catchment map for each school can be viewed in the school directory:  
<https://services.buckscc.gov.uk/school-admissions/schools>

### Definition of sibling

A sibling in the case of this policy is a brother. For admission purposes we mean one of two or more individuals who have one or more parent 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.

A pupil in a secondary school will only count to provide a priority to a sibling if he or she is attending the school in Y7 to Y12 at the time allocations are made (March 2019 for the main point of entry) and is still expected to be on the school's roll at the time of the proposed admission (September 2019) or Years 7-13 at the time of admission for in-year admissions.

## Definition of parent

This is as defined in law (the Education Act 1996) as either:

- Any person who has parental responsibility (defined in Children Act 1989) for the child or young person; or
- Any person who has care of the child or young person.

## Definition of normal home address

This is the child's home address. This must be where the parent or legal carer of the child live together unless it is proved that the child is resident elsewhere with someone who has legal care and control of the child. The address should be a residential property that is owned, leased or rented by the child's parent(s) or person with legal care and control of the child.

To avoid doubt where a child lives with parents with shared responsibility, each for part of a week or month, the address where the child lives will be determined by

1) Confirmation of the registered address to which Child Benefit is currently being paid, or, if child benefit is not received then the address from which the child in question is registered with the doctor.

2) If 1) above is not applicable then the parent with whom the child spends the greater proportion of the school week from Sunday evening to Thursday evening.

## Definition of home to school distance

The **straight line distance definition**: is 'the distance from the address point of the child's normal home address, as set out by Ordnance Survey, to the nearest open school gate available for pupils to use'.

As part of the computer system we use for school admissions there is a program that measures the 'straight-line' distance from the nearest open school gate to the child's home address.

The point we measure to 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.

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 families are returning to live in a property they already own, evidence of ownership will be needed.

Please provide evidence by 30 January (Secondary allocation) to be included in the first allocation round

## Multiple births – twins, triplets etc.

In cases where there is one remaining place and the next child on the waiting list is one of a twin, triplet or other multiple birth group then both twins would be admitted (or all the siblings in the case of multiple births) even if this goes above the admission number of the school.

## Waiting Lists

Waiting lists for admission to Year 7 will be maintained until 31 December 2019. From 1 January 2020, a waiting list will be maintained until 31 August 2020 by Aylesbury Grammar School 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 (See Policy section 5).