




AYLESBURY
GRAMMAR SCHOOL
Founded 1598

ADMISSIONS POLICY 2024

This policy is reviewed and updated by the Governing Body annually.

This version was updated in September 2022.

The next update will be due by September 2023.

Signed: 
Mr R Williams – Chair of Governors



ADMISSIONS POLICY 2024

Aylesbury Grammar School (an Academy Trust School since 1 July 2011) is designated as a grammar school with a sixth form for boys only. The school participates in the Coordinated Admissions Scheme for Secondary Schools in the Area of Buckinghamshire Council Local Authority (the County Scheme) unless stated. The County Scheme is available on Buckinghamshire Council's website (www.buckinghamshire.gov.uk.)

This policy covers admissions to the school between 1 September 2024 and 31 August 2025.

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)

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

Year 7	186
Year 12	17

- 2.2. 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 2024

- 3.1. 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 Buckinghamshire Secondary Transfer Test (STT) or have been deemed qualified by a Selection Review (or, in exceptional circumstances, an Admissions Appeal).
- 3.2. Children sit two test papers in the Autumn of the year prior to proposed admission. Children sit both papers on the same day. Each test paper is approximately 60 minutes in length including an introduction and practice examples. The STT assesses verbal, non-verbal and mathematical skills. The child's scores in each of the three skills areas are age-standardised to ensure children are placed on an equal footing regardless of when their birthday falls in the year. The three age-standardised scores are then added together to give the child's Secondary Transfer Test Score (STTS). Children need an STTS of 121 or more to automatically qualify for a grammar school place.
- 3.3. Registration for testing is automatic for children who attend Buckinghamshire Primary schools unless the parent expressly withdraws their child from testing. In all other cases, including where children attend independent schools in Buckinghamshire and non-Buckinghamshire Primary schools, an application for testing should be made to Buckinghamshire Council, the Test Administrator for all of the Buckinghamshire grammar schools, by 16 June 2023. In addition, all applicants must notify their home Local Authority of their preference for the school prior to the closing date of 31 October 2023.

- 3.4. Parents of a boy who does not achieve the qualifying score of 121 may apply for a Selection Review if they believe that their son would have met the qualifying score but for circumstances regarding their participation in the selection testing process. The Selection Review will be carried out by a Panel comprising serving Secondary and Primary Headteachers, supported by a Clerk.
- 3.5. The Panel will consider each written application received and, where appropriate, will obtain advice from an Educational Psychologist prior to deciding. The Selection Review process will take place before places are allocated and boys who are deemed qualified by the Panel will be eligible for admission to any of the Buckinghamshire grammar schools.
- 3.6. 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.
- 3.7. After places have been allocated, parents will be entitled to make representations to an Independent Appeal Panel if their son has been refused admission because the school is full. Aylesbury Grammar School has contracted Buckinghamshire Council to manage appeals on the school's behalf. (An Independent Review Panel hearing will not ordinarily carry out a full review of a student's capacity to qualify in the Secondary Transfer Test as that process should have taken place at the Selection Review.)
- 3.8. Information about both Selection Reviews and the appeal process can be found on the Buckinghamshire Council website: [Selection Reviews – Buckinghamshire Council](#) [School Appeals – Buckinghamshire Council](#)

4 Education, Health and Care Plans

- 4.1 Children with an Education Health and Care plan (EHC plan) are admitted under separate statutory procedures, and not under this policy.
- 4.2 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.
- 4.3 At all other times, boys who qualify and have an EHC plan that names Aylesbury Grammar School will be admitted.

5 Oversubscription Criteria for Year 7

- 5.1 Where qualifying applications for admission (i.e., those for a child with a standardised score of 121 or above or deemed qualified following a selection review) exceed the number of places available, places will be allocated in the following order of priority:

- 5.1.1. Looked after boys and previously looked after boys¹.

¹ A 'looked after boy' is one 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. A 'previously looked after boy' is one who was looked after in England, but ceased to be so because they were adopted, or became subject to a child arrangements or special guardianship order, as well as one who appears to the Trust to have been in state care outside of England (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted. Applications in this category may need to be supported by documentary evidence confirming the child's status, such as a signed letter from the child's social worker or former social worker confirming their current or previous status, an adoption, child arrangements or special guardianship order. In the case of children adopted from state care outside England (as defined above), evidence of having been in state care outside England and of being adopted will be required. Ideally, this should be received by the application deadline in the normal admission round. When assessing the evidence provided, the DiE's guidance (accessible [here](#)) will be followed. Where the Virtual School Head has already verified the child's status, parents should let the Local Authority/school know, as there should be no need for further evidence to be provided in this case.

- 5.1.2. Up to 6 places to looked after or previously looked after boys living anywhere, or other boys living in the catchment area of the school as at and continuously from 1 September of the year preceding entry to Year 7 in September, who are eligible for Free School Meals² as at the application deadline and are expected to remain eligible at their date of entry, whose standardised score in the Secondary Transfer Test is 115 to 120 inclusive (i.e. up to 6 marks below the threshold required for other applicants of 121) and who have not been deemed to have qualified following a selection review. In this category, looked after or previously looked after children will be prioritised over other children, with the tie breaker being used where necessary.
- 5.1.3. Boys who are eligible for free school meals³ as at the application deadline.
- 5.1.4. Siblings⁴ 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.
- 5.1.5. Siblings⁵ 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.
- 5.1.6. Siblings⁶ of boys who have previously been on the roll of Aylesbury Grammar School.
- 5.1.7. Qualified children⁷ of Aylesbury Grammar School staff employed on a permanent contract by the school for at least two years at the time of application, or where the member of staff has been recruited to fill a post for which there is a demonstrable skills shortage.^{8 9}
- 5.1.8. 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.
- 5.1.9. Boys living in the catchment area of the school as at and continuously from 1 September of the year preceding entry to Year 7 in September.
- 5.1.10. All other boys.

² 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 evidenced

³ See footnote above.

⁴ A 'sibling' is a full brother or sister (sharing both parents), half-brother or sister (sharing one parent), adopted brother or sister (sharing one or both parents), foster brother or sister, or step-brother or sister (where one's parent is married to the other's parent) and the son or daughter 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 and daughters 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 See footnote above.

⁶ See footnote above.

⁷ For the purpose of this category, a 'child' of a staff member is defined as: their natural or adopted child, whether they live with the staff member or elsewhere; and/or their step-child or child of their cohabiting partner, where they live and sleep at the staff member's home address for more than 50% of their time from Sunday to Thursday night during term time.

⁸ For inclusion in this category, the staff member must be employed by Aylesbury Grammar School on a full- or part-time basis on a permanent contract, not on a fixed term contract or a contract for services. Teaching and support staff are potentially eligible, but they must have been: employed for at least two years at the time of application; and/or recruited to fill a vacant post for which there is a demonstrable skill shortage.

⁹ Applications in this category must be accompanied by a formal signed and dated letter on headed notepaper from the employed parent's HR Manager confirming that they meet the criteria for eligibility, which should be received by the application deadline. Only the employed parent's details must be given in the application form, to avoid the details of more than one parent being inadvertently provided which is prohibited under the Code.

6 Tie Breaker

- 6.1 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.
- 6.2 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.
- 6.3 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

- 7.1 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 usually be the address where the applicant boy is registered with his GP, dentist and/or optician, and/or at which child related benefits (if eligible) are claimed. Where there is an issue as to the applicant boy's home address, documentary evidence will be requested.
- 7.2 The applicant boy must be living at the home address by 1 September 2023, and it is intended that he will still be living there at the date of entry to the school. Any change of address after the application for admission being submitted must be notified to Buckinghamshire Council and/or the school immediately. Where the applicant boy has temporarily moved out of the family home for domestic reasons (for example, to a refuge following a domestic violence incident), and there is evidence that the applicant boy will return to live in the family home in the near future and will be living there at the date of entry to the school, the application will be processed as if they are living at the family home at the application deadline.
- 7.3 Where an application is received for the admission of a qualifying boy who lives with a parent who is in the UK Armed Forces or a Crown Servant, the application will be processed and the boy allocated a place in advance of the family moving to the intended home address, where the application is supported by an official letter declaring the intended relocation date. The address at which the boy will live will be used to apply the oversubscription criteria, provided parents provide some evidence to support that this will be the child's home address. Alternatively, where this is requested by parents, a Unit or quartering address will be used for the purpose of applying the criteria in this policy.

8. Catchment Area

- 8.1 A map of Aylesbury Grammar School's catchment area is available on the school's website via the following link:

<http://www.ag.sch.uk/policy/>
- 8.2 Further information (including Buckinghamshire 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

- 9.1 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).

10. Waiting List

- 10.1 On behalf of the School, Buckinghamshire Council (through the County Scheme) manages the waiting lists for entry into Years 7, 8 and 9 for qualifying applicants. The waiting list is ranked by reference to the oversubscription criteria outlined above, and not by reference to the date that the qualifying applicant's name was added to the waiting list. Each time a qualifying applicant's name is added, the waiting list will be re-ranked again in accordance with those oversubscription criteria.
- 10.2 If a place(s) for Year 7, 8 or 9 become available during the school year, the school will contact Buckinghamshire Council's Admissions Team to ascertain who is currently at the top of the waiting list and offer the place(s) in accordance with the Late Transfer Procedure outlined below.
- 10.3 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.
- 10.4 Children allocated a place at the school under Buckinghamshire Council's Fair Access Protocol will take precedence over those on a waiting list.

11. Late Transfer Procedure

- 11.1 Admission to all year groups other than into Year 7 via the Buckinghamshire Secondary Transfer Test (STT), will be handled in accordance with the school's Late Transfer Procedure set out below.

12. Testing Criteria for Late Transfer

- 12.1 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 Council coordinates these tests on behalf of the School.
- 12.2 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 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, considering that the applicants are older.

13. Late Transfer - September Admission

- 13.1 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 Buckinghamshire Council Admissions Team on behalf of the School 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 Buckinghamshire Council by completing and submitting the form via the Online Portal on Buckinghamshire Council's website: <https://www.bucksc.gov.uk/services/education/school-admissions/grammar-schools-and-secondary-transfer-testing-2024-entry/>
- 13.2 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 in February of the year in which entry is sought in September. Applications for admission to Years 10 or 11 must be made directly to Aylesbury Grammar School by completing and submitting the Year 10/11 admissions form available on the main school website or requested from the School's office.

- 13.3 The deadline for registration to sit a test in the Annual Testing Round for late transfer September Admission to Years 8 to 11 will be the last Friday in October (29 October 2022). Applications to sit the test received after this date will be processed once any available places have been allocated and a testing date later in the year will be established for this purpose.
- 13.4 Parents should carefully consider the oversubscription criteria stated above to determine whether other documentation should be submitted in support of the application, should the oversubscription criteria need to be applied. This documentation should be submitted at the same time as the application. If it isn't, there will be a significant risk that the boy will be placed in a lower oversubscription category because they were not identified as qualifying for a higher one.
- 13.5 Parents should note that the PAN set for Year 7 only applies for the duration of the school year of entry (i.e., to applications both in and outside of the normal admission round to Year 7 only). Where applications are made for admission to Years 8 to 11, qualified applicants will be admitted to the School unless admitting an additional boy would prejudice the efficient provision of education or efficient use of resources.
- 13.6 Where there are multiple qualified applicants and the School has determined that only a lower number of additional qualified applicants can be admitted without prejudicing the efficient provision of education or the efficient use of resources, the School will apply the oversubscription criteria set out above to determine which qualified applicants will be offered a place. The admission arrangements that apply will be those determined for Year 7 for that school year. Parents will be informed in writing of the decision.
- 13.7 Where the application is refused, parents will be provided with the reasons why the admission of their child would prejudice the efficient education of others or the efficient use of resources, so that they can properly consider whether to exercise their statutory right of appeal (see below for further details).

14. Late Transfer – In-Year Admission

- 14.1 An in-year admission application is one for admission to Year 7 that is submitted after the first day in September, or for admission to other year group's part way through the School year.
- 14.2 Parents should note that the PAN set for Year 7 only applies for the duration of the school year of entry (i.e., to applications both in and outside of the normal admission round to Year 7 only). Where applications are made for admission to year groups other than Year 7, qualified applicants will be admitted to the School unless admitting an additional boy would prejudice the efficient provision of education or efficient use of resources.
- 14.3 Where there are multiple qualified in-year applicants for a year group other than Year 7, and the School has determined that only a lower number of additional qualified applicants can be admitted without prejudicing the efficient provision of education or the efficient use of resources, the School will apply the oversubscription criteria set out above to determine which qualified applicants will be offered a place. The admission arrangements that apply will be those determined for Year 7 for that school year.
- 14.4 Parents making an application for the admission of boys who have moved to the area since the last Annual Testing Round to Years 7, 8, 9 must do so directly to Buckinghamshire Council by completing and submitting the application via the Online Portal on Buckinghamshire Council's website which can be accessed at the following webpage: <https://www.buckscc.gov.uk/services/education/school-admissions/changing-school-in-year/>. Testing is organised centrally by Buckinghamshire Council Admissions Team on behalf of the School.
- 14.5 Applications for admission to Years 10 or 11 must be made directly to Aylesbury Grammar School by completing and submitting the Year 10/11 admissions form available on the main school website or requested from the School's office. Testing will be organised by the School.

14.6 Parents should carefully consider the oversubscription criteria stated above to determine whether other documentation should be submitted in support of the application, should the oversubscription criteria need to be applied. This documentation should be submitted at the same time as the application. If it isn't, there will be a significant risk that the boy will be placed in a lower oversubscription category because they were not identified as qualifying for a higher one.

14.7 For all in-year applications, parents will be notified within 15 school days of either the date of the next testing round or the reason for the refusal of a place with information about the right to appeal. Where the application is refused, parents will be provided with the reasons why the admission of their child would prejudice the efficient education of others or the efficient use of resources, so that they can properly consider whether to exercise their statutory right of appeal (see below for further details).

14.7 Where a place is offered, arrangements will be made for the boy to be admitted and start at the School as soon as possible, particularly where they are not currently attending school.

15. Late Transfer Waiting List

15.1 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

16.1 Applications from external candidates must be made directly to Aylesbury Grammar School using the Sixth Form Application Form, which is available to download on the school's website or in hard copy format from the school's main office.

16.2 The application deadline for applications to Year 12 is third Friday in January (21 January 2022).

17. Minimum Academic Entry Criteria for Year 12

17.1 The minimum academic entry criteria for Year 12 are the same for internal students and external candidates.

17.2 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:

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

17.3 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

18.1 Current Year 11 students who achieve the minimum academic entry criteria set out above will transfer to Year 12, if they wish to.

18.2 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 candidate's entry to Year 12 in September.
- 18.2.4. Siblings of girls who will be on roll of Aylesbury High School at the date of the candidate's entry to Year 12 in September.
- 18.2.5. Siblings of boys who have previously been on the roll of Aylesbury Grammar School.
- 18.2.6. Children¹⁰ of Aylesbury Grammar School staff employed on a permanent contract by the school for at least two years at the time of application, or where the member of staff has been recruited to fill a post for which there is a demonstrable skills shortage.^{11 12}
- 18.2.7. 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.
- 18.2.8. All other candidates.

18.3 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.

18.4 The tie breaker stated above applies equally to the oversubscription criteria for Year 12.

19. Requests for Admission Outside Normal Age Group

19.1 Parents have a right to request for their son to be admitted to a year group other than their son's normal year group according to their age. The Governing Body will consider these requests and decide whether to agree the request in principle. These requests are not applications for admission, which must still be made in the usual way.

19.2 The Governing Body will make these decisions based on the circumstances of each case and in the best interests of the boy concerned. This will include having regard to:

- The parents' views;
- The boy's academic, social and emotional development;
- Where relevant, the boy's medical history and the views of his medical professional(s);
- Whether the boy has been previously educated out of his normal age group;
- Whether the boy may naturally have fallen into a lower age group if it were not for being born prematurely;
- The Headteacher's views.

¹⁰ For the purpose of this category, a 'child' of a staff member is defined as: their natural or adopted child, whether they live with the staff member or elsewhere; and/or their step-child or child of their cohabiting partner, where they live and sleep at the staff member's home address for more than 50% of their time from Sunday to Thursday night during term time.

¹¹ For inclusion in this category, the staff member must be employed by Aylesbury Grammar School on a full- or part-time basis on a permanent contract, not on a fixed term contract or a contract for services. Teaching and support staff are potentially eligible, but they must have been: employed for at least two years at the time of application; and/or recruited to fill a vacant post for which there is a demonstrable skill shortage.

¹² Applications in this category must be accompanied by a formal signed and dated letter on headed notepaper from the employed parent's HR Manager confirming that they meet the criteria for eligibility, which should be received by the application deadline. Only the employed parent's details must be given in the application form, to avoid the details of more than one parent being inadvertently provided which is prohibited under the Code.

- 19.3 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.
- 19.4 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.
- 19.5 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

- 20.1 Parents have a statutory right of appeal against the refusal of a place. This will be confirmed in the letter refusing admission which states the reason for the refusal, including the deadline for lodging an appeal with grounds. The relevant dates will also be published on the school's website.
- 20.2 Aylesbury Grammar School will also establish the procedure for challenging non-qualification and where testing is refused, through Buckinghamshire Council's Appeals Team.

21. Equality

- 21.1 Aylesbury Grammar School is aware of and fully compliant with its legal duties and responsibilities under the Equality Act 2010.
- 21.2 In particular, the school will make an adjustment to this policy (including minimum academic entry criteria for transfer/entry to Year 12) for disabled students where they are at a substantial disadvantage because of their disability compared to a non-disabled student, and it is reasonable to do so.

22. Policy updates and Consultation

- 22.1 The school's admission arrangements (which this policy is part of) have to be formally determined by the Governing Body each year, with any material changes being consulted on prior to determination (or every 7 years, if no changes are proposed).