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# Aylesbury High School

## Determined Admissions Policy

### 1 September 2016 - 31 August 2017

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#### Contents

1.	Admission Numbers .....	1
2.	11+ Admission for Year 7 in 2016 .....	2
2.1	Over-subscription for entry to Year 7 .....	2
2.2	Waiting List for Year 7 .....	3
3.	Late Transfer Procedure .....	3
3.1	Testing .....	3
3.2	Late Transfer - September Admission .....	4
3.3	Late Transfer - Immediate Admission .....	4
3.4	Late Transfer Over-Subscription Criteria .....	4
3.5	Late Transfer Waiting List .....	5
4.	Education Health and Care Plans (EHCP) .....	5
5.	Sixth Form Admissions.....	5
5.2	Year 13 Entry .....	5
5.3	Notes for admission to Years 12-13 .....	5
5.4	Over-subscription for external entry to Year 12 .....	6
6.	General.....	6
7.	Admission outside the normal age group .....	7

Aylesbury High School (an Academy Trust School since 1 July 2011) is designated as a grammar school for girls. 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. This policy covers admissions to the school between 1 September 2016 and 31 August 2017.

#### 1. Admission Numbers

The planned admission number of students for each year group is as follows:

Year 7-9	180
Year 10-11	186
Year 12-13	206

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 20 external students who have fulfilled the entry requirement.

## **2. 11+ Admission for Year 7 in 2016**

Girls are eligible to be considered for admission to Aylesbury High School in Year 7 if they meet the required 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.

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 2015.

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 11+ selection testing 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, where appropriate, will obtain advice from an Educational Psychologist prior to making a decision. The Selection Review process will take place before places are allocated and children who are deemed qualified by the panel will be eligible for admission for any of the 13 Buckinghamshire grammar schools.

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.

\*Note: The Testing Administrator is Buckinghamshire County Council. Grammar Schools, including Aylesbury High School, are working in partnership with Buckinghamshire County Council who administer the test on our behalf.

### **2.1 Over-subscription for entry to Year 7**

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 students to admit:

1. Looked after girls and previously looked after girls<sup>1</sup>.
2. For the main point of admission, siblings<sup>2</sup> of girls on the roll of Aylesbury High School

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<sup>1</sup> Previously looked after girls means girls who have, at any stage of their lives, been in public care (as defined more fully in the School Admissions Code para. 1.7)

<sup>2</sup> For the purposes of this policy, 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 child) who permanently lives at the same address and for whom the parent also has parental responsibility.

at the time of the proposed admission.

3. For the main point of admission, 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<sup>3</sup> and live in the catchment area of the school.
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 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, offering the closest first.

Random allocation will be used as a tie-break in category 6 above to decide who has highest priority for admission if the distance between two students' homes and the school is the same. This process will be independently verified. In the event of multiple qualifiers from the same address (eg 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.

## **2.2 Waiting List for Year 7**

If any vacancies arise in Year 7 between National Offer Day (March 1) and December 31 of the same year, first priority will be given to those on the waiting list managed by Buckinghamshire County Council through the County Scheme. From January 1, a waiting list will be maintained until 31 August by Aylesbury High 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.

## **3. Late Transfer Procedure**

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 course, even when the year group is below 186 in number.

### **3.1 Testing**

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 will either be taken at Aylesbury High School or at another Buckinghamshire Grammar School which uses the same test. The academic suitability of candidates seeking admission into Year 10 and 11 will be assessed through tests at Aylesbury High School in English, Maths, Science and a Modern Foreign Language.

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<sup>3</sup> 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

### **3.2 Late Transfer - September Admission**

Girls seeking admission to Years 8, 9 and 10 at the start of the next academic year and who meet the Testing Criteria will be invited to sit tests in the Annual Testing Round. This is organised jointly with Bucks CC and will take place in the Spring Term of the year in which admission is sought in September. The deadline for registration for the tests will be 15 January (or next working date) of the same year. Evidence of residence will be required. Late applicants will be considered once any available places have been allocated, and testing later in the year will be established for this purpose. Students currently in another Buckinghamshire Grammar School will be deemed qualified and added to the list of students for the allocation of places if they have applied to be considered for admission to the school.

### **3.3 Late Transfer - Immediate Admission**

Girls who have moved into the local area since the last Annual Testing Round may apply for immediate admission to Years 7, 8, 9 or 10 (and where exceptional circumstances apply, Year 10 after September or Year 11) and will be tested as soon as possible provided that they meet the Testing Criteria outlined above. Evidence of residence will be required. For Years 7 to 9, this process may be handled, on the school's behalf, by Buckinghamshire County Council; Key Stage 4 applicants will be handled by the school.

### **3.4 Late Transfer Over-Subscription Criteria**

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

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 who will be on the roll of Aylesbury Grammar School at the time of the proposed admission.
4. Girls who qualify for Free School Meals<sup>4</sup> and live in the catchment area of the school.
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 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, offering the closest first.

Random allocation will be used as a tie-break in category 6 above to decide who has highest priority for admission if the distance between two students' homes and the school is the same. This process will be independently verified. With multiple qualifiers from the same address (eg 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.

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<sup>4</sup> 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

### **3.5 Late Transfer Waiting List**

Girls 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 3.4 above. If an applicant qualifies but cannot be allocated a place because the school is full, qualification ends 12 months after the test. The applicant must then be tested again in the next Annual Testing Round, unless they have subsequently taken up a place at another Buckinghamshire Grammar School, and so would be deemed to have remained qualified.

## **4. Education Health and Care Plans (EHCP)**

Students who qualify for entry to the school and who have an EHCP (previously a Statement of Special Educational Needs) that names the school will be admitted prior to the application of the admission rules.

## **5. Sixth Form Admissions**

### **5.1 Year 12 Entry**

Applications from external students should be made in writing direct to the school using the form provided. Applications normally close in early January. Entry requirements are the same for internal and external students and are that a student will have achieved

- a minimum of 368 points from the best 8 GCSEs (or equivalent) including English and Maths, where A\* = 58 points, A = 52 points, B = 46 points, C = 40 points, D = 34 points, E = 28 points, F = 22 points, G = 16 points (where students have not taken 8 GCSEs, cases will be considered on an individual basis by the Admission Committee<sup>5</sup>)
- at least a grade C in English and Maths
- at least a grade B in the appropriate GCSE for each subject to be taken at A Level.

All girls completing Year 11 at Aylesbury High School who meet these entry requirements will be admitted.

### **5.2 Year 13 Entry**

A minimum of grade D in each of three A level subjects at AS level, or the equivalent module score where these have not been "cashed in". Where AS exams have not been taken, we will use summer term tests to determine an end-of-year grade. This does not include extension study options (eg General Studies or Critical Thinking, although Further Maths is included).

### **5.3 Notes for admission to Years 12-13**

Exceptional cases, eg students with an Education Health and Care Plans (previously a Statement of SEN), or a medical condition that is supported by medical evidence, or students from overseas without comparable qualifications, where applicants do not meet

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<sup>5</sup> Chaired by the Headteacher and comprising two other members of the Senior Leadership Team

the entry criteria listed above will be considered by the Admission Committee.

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 she 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.

Year 12 students who do not qualify for Year 13 will not be considered for re-admittance, either into Year 12 to re-take the year or Year 13 in future years (for example if they have retaken exams at another centre) except in exceptional circumstances. In such cases, the circumstances would be considered by the Admission Committee.

#### **5.4 Over-subscription for external entry to Year 12**

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 girls and previously looked after girls.
2. For the main point of admission, siblings of girls on the roll of Aylesbury High School at the time of the proposed admission.
3. For the main point of admission, 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<sup>6</sup>.
5. Girls with the highest point scores achieved from their best 8 GCSEs including English and Maths as outlined in section 5.1 above.
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 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, offering the closest first.

Random allocation will be used as a tie-break in category 6 above to decide who has highest priority for admission if the distance between two students' homes and the school is the same. This process will be independently verified.

#### **6. General**

- a) This Admissions Policy is subject to consultation whenever changes are proposed and annual review.
- b) Aylesbury High School will establish arrangements for appeals against non-admission, non-qualification and where testing is refused.

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<sup>6</sup> For the purposes of this policy, the entitlement to Free School Meals would need to be established when the application is made, with evidence of this entitlement shown to the school.

- c) A map of the school's catchment area for Year 7 and In-Year admissions is available on Buckinghamshire County Council's website ([www.buckscc.gov.uk](http://www.buckscc.gov.uk)).
- d) Parents wishing to know their entitlement to free transport should contact the County Council's Home Transport Service – details at <http://www.buckscc.gov.uk/education/schools/school-transport/>.

## **7. Admission outside the normal age group**

*(this is an amendment under the terms of paragraph 3.6 of the Admissions Code of Practice laid before Parliament on 19 December 2014 and is not the subject of the usual consultation process)*

When a request is received for admission out of the normal age group, Aylesbury High School will make decisions in the best interests of the child, taking into account the views of the Headteacher. Any decision letter will make the reason for the decision clear. If a child applies for an out of year place then their admission will be managed on the basis of the determined admissions arrangements only and we will not give the applicant a lower priority because they are out of their normal year group.