



Aylesbury High School

Determined Admissions Policy

1 September 2017 - 31 August 2018

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Aylesbury High School is a girls' selective academy, with 1300 students on roll, providing the best possible education to students living in Aylesbury Vale and beyond.

The admissions policy 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 2017 and 31 August 2018.

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
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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 requirements.

2. 11+ Admission for Year 7 in 2017

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 test or have been deemed qualified by a Selection Review (or, in exceptional circumstances, an 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 Aylesbury High School prior to the closing date of 31 October 2016.

Parents of any girl 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 selection testing process. The Selection Review will be carried out by a panel consisting 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 currently Buckinghamshire County Council. Grammar Schools, including Aylesbury High School, are working in partnership with Buckinghamshire County Council and the intention is that BCC will administer the test for 2017 entry on our behalf.

2.1 Over-subscription for entry to Year 7

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.

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 girls and previously looked after girls¹.
2. For the main point of admission, siblings² 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 Meals³ 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 (1 March) and 31 December 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 1 January, a waiting list will be maintained until 31 August by Buckinghamshire CC 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.

¹ 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)

² 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.

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

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 courses, 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.

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 in December 2016 (see the Bucks website for details in September 2016). 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 criteria in section 2.1 above will be applied in the order given.

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. Sixth Form Admissions

4.1 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 44 points from the best 8 GCSEs (or equivalent) including English Language and Maths, using the table below (where students have not taken 8 GCSEs, cases will be considered on an individual basis by the Admission Committee⁴)

Reformed GCSEs (English Language, English Literature and Maths)

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

Unreformed GCSEs (all other subjects)

Grade	A*	A	B	C	D	E	F	G
Points	8.5	7	5.5	4	3	2	1.5	1

- at least a grade 5 in English and Maths
- at least a grade B or 6 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.

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

A student who has qualified for entry to Year 12 (or exceptionally Year 13) will, in most cases, be able to study the subjects for which she is qualified, but this will depend on:

⁴ Chaired by the Headteacher and comprising two other members of the Senior Leadership Team

- the course(s) having a viable number of students
- the class(es) running having sufficient places - 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 courses.

4.3 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 qualified 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 Meals⁵.
5. Girls with the highest point scores achieved from their best 8 GCSEs including English and Maths as outlined in section 4.1 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.

5. 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)

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.

⁵ 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.

6. Notes

a. Parent

The application form should be completed by a person who is the girl's parent. The definition of a parent is as defined in the Education Act 1996.

b. Transport

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/>.

c. Home Address

'Normal home address' is where the girl and the girl's parent/s live on 1 October 2016 (this is the latest date for moving into catchment). This must be a residential property that is the girl's only or main residence, not an address at which the girl may sometimes stay or sleep due to the parent's domestic arrangements, and must be all of the following:

- owned, leased or rented by the girl's parent(s) or person with parental responsibility
- where the girl spends the majority of her school week nights (Sunday - Thursday inclusive)
- the registered address to which Child Benefit for the girl is currently being paid, if claimed.

The process for verifying the normal home address of applicants will match the County Scheme except that:

(i) the School may require a higher standard of evidence for 'residence qualification' than that outlined in the County Scheme if there are reasons casting doubt on the honesty of an application

(ii) Returning forces personnel and crown servants will be managed in line with the County Scheme.

d. Withdrawing an Offer of a Place

Any offer of a place found to be made on the basis of inaccurate information can be withdrawn. Such examples would include fraudulent applications, intentionally misleading applications, a false claim to residence in the catchment area and the failure of a parent to respond to an offer of a place within 14 days.

e. Fair Access Protocol

The school complies with the [Buckinghamshire In-Year Fair Access Protocol](#).