



Aylesbury High School

Determined Admissions Policy

1 September 2019 - 31 August 2020

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Aylesbury High School (an Academy 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 Scheme is available on the Buckinghamshire County Council website.

This policy covers admissions to the school between 1 September 2019 and 31 August 2020.

Words or phrases in *italics* in this policy are defined in the Appendix at the end.

1 Admission Numbers

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

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

1.2 For entry into Year 12, in addition to students from the school's Year 11 who have fulfilled the entry requirements, there will be places for a minimum of 20 external students who have fulfilled the entry requirements.

2 Admission for Year 7 in September 2019

2.1 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, an Admissions Appeal). Two papers, each of approximately 45 minutes duration, are taken in September of the year prior to proposed admission. The tests comprise verbal, numerical and non-verbal elements. Each child's scores in the three different elements are added together and age standardised, 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 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.

- 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 The Testing Authority is Buckinghamshire County Council. Grammar Schools, including Aylesbury High 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 Girls who qualify and have a statement of Special Educational Needs or an Education Health and Care Plan naming the school will be admitted prior to the application of these admission rules.
- 3.2 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.
 2. For the main point of admission, *sisters* of girls on the roll of Aylesbury High School at the time of the proposed admission.
 3. For the main point of admission, *sisters* of boys on the roll of Aylesbury Grammar School at the time of the proposed admission.
 4. Girls who qualify for *Free School Meals* 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, measuring from the *geocoded* point of the family's normal *home address* to the *geocoded* point of the nearest of the school's three main entrances, using the Local Authority's measurements, offering the closest first.
- 3.3 Random allocation will be used as a tie-break in criterion 6 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.

- 3.4 With multiple qualifiers from the same address (eg twins) where, for example, one or more girl would take the school above its admission number, all such qualifiers will be admitted to the school.

4 Waiting List for Year 7

- 4.1 If any vacancies arise in Year 7 between National Offer Day (1 March) and 31 December 2019, first priority will be given to those on the waiting list managed by Buckinghamshire County Council through the County Scheme.
- 4.2 From 1 January 2020, a waiting list will be maintained until 31 August 2020 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.
- 4.3 Each girl added to the waiting list will require it to be ranked again in line with the oversubscription criteria. Priority will not be given to girls based on the date their application was received or 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.

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.
- 5.2 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.
- 5.3 The academic suitability of candidates seeking admission into Years 10 and 11 will be assessed through tests taken at Aylesbury High School (or Aylesbury Grammar School) in English, Maths, Science and a Modern Foreign Language.
- 5.4 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 the school.

6 Late Transfer - September Admission

- 6.1 Girls seeking admission to Years 8, 9 and 10 at the start of the next academic year will be invited to sit tests in the Annual Testing Round. This is organised jointly with Buckinghamshire County Council and takes place in the Spring Term of the year in which admission is sought in September. The deadline for registration for the tests will be 18 December (or the next working day if that is on a weekend). Evidence of residence will be required.
- 6.2 Late applicants will be considered once any available places have been allocated, and testing later in the year will be established for this purpose.

7 Late Transfer - Immediate Admission

- 7.1 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. Evidence of residence will be required. For Years 7 to 9, this process will be handled, on the school's behalf, by Buckinghamshire County Council; Key Stage 4 applicants will be handled by the school.

8 Late Transfer Over-Subscription Criteria

- 8.1 Where qualified applications for admission exceed the number of places available, the criteria in Section 3 above will be applied to decide which student(s) to admit.

9 Late Transfer Waiting List

- 9.1 Girls who have qualified and 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 Criteria as detailed in Section 3 above. If an applicant qualifies but cannot be allocated a place because the school is full, qualification ends at the end of Year 9. The applicant must then be tested again in the next Annual Testing Round if they want entry into Year 10 or 11, unless they have subsequently taken up a place at another Buckinghamshire Grammar School, and so would be deemed to have remained qualified under para 5.4.

9.2 Each child added to the waiting list will require it to be ranked again in line with the oversubscription criteria. Priority will not be given to children based on the date their application was received or 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 Education Health and Care Plans (EHCP)

10.1 Students who qualify for entry to the school for any year group 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.

11 Year 12 Entry

11.1 Applications from internal students will normally close in December.

11.2 Applications from external students should be made directly to the school using the form provided. Applications normally close in early January.

11.3 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; where students have not taken 8 GCSEs, cases will be considered on an individual basis by the *Admission Committee*.
- at least a grade 5 in English Language and Maths
- at least a grade 6 in the appropriate GCSE for each subject to be taken at A Level (and there may be other grade requirements to take certain subjects, eg Further Maths – details will be in the Sixth Form Prospectus published each Autumn).

For GCSEs taken early or that still use A*-G grades, the values of those grades will be:

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

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

A higher best 8 GCSE points total will be required to take four A Levels; the number of points is published in the Sixth Form Prospectus in the autumn of the year prior to entry (for information, currently 60 points are

required to take four A Levels).

12 Notes for admission to Years 12-13

- 12.1 Exceptional cases where applicants do not meet the entry criteria listed above, eg entry into Year 13, students with an Education Health and Care Plan (previously a Statement of SEN), or a medical condition that is supported by medical evidence, or students from overseas without comparable qualifications, will be considered by the *Admission Committee*.
- 12.2 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 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.
- 12.3 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.

13 Over-subscription for external entry to Year 12

- 13.1 Where eligible applications for admission (see 11.3) 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, sisters of girls on the roll of Aylesbury High School at the time of the proposed admission.
 3. For the main point of admission, sisters of boys on the roll of Aylesbury Grammar School at the time of the proposed admission.
 4. Girls who qualify for Free School Meals.
 5. Girls with the highest point scores achieved from their best 8 GCSEs including English Language and Maths as outlined in section 11.3 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, measuring from the geocoded point of the family's normal *home address* to the geocoded point of the nearest of the school's three main entrances, offering the closest first.

- 13.2 Random allocation will be used as a tie-break in criteria 6 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.

14 General

- 14.1 This Admissions Policy is subject to consultation whenever changes are proposed and an annual review.
- 14.2 Aylesbury High School will establish arrangements for appeals against non-admission, non-qualification and where testing is refused.
- 14.3 A map of the school's catchment area for Year 7 and later admissions is available on the Admissions pages of [Aylesbury High School's website](#), where a link to a postcode checker offered by the local authority can also be found.
- 14.4 Parents wishing to know their entitlement to free transport should contact the County Council's Home Transport Service – details at www.bucksc.gov.uk

15 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)

- 15.1 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.
- 15.2 To apply for admission out of the normal age group, please follow the admission procedure for the year for which entry is being sought, but if applying through the local authority it would be helpful to notify the school (office@ahs.bucks.sch.uk) as well.

16 Appendix: Definitions

Admissions Committee	Comprising the Headteacher, who chairs the Committee, and two members of the school's Senior Leadership Team
Free School Meals entitlement	<p>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 offer year (the academic year in which offers for places are made).</p> <p>For other points of entry, FSM entitlement would need to have been in place for the most recently available school census.</p>
Geocoded	'Geocoded' here means the conversion of a postal address to a single point on a map
Home Address	<p>For normal Year 7 entry, in order to qualify for admission under rules referring to the school's catchment area, the applicant must have been resident at their home address continuously since 31 October in the offer year (the academic year in which offers for places are made).</p> <p>For entry at other times, there must be evidence that arrangements have been made to secure a local address in order to qualify for admission under rules referring to the school's catchment area.</p> <p>Returning forces personnel and crown servants will be dealt with in line with Paragraph 2.18 of the School Admissions Code.</p>
Looked After Girl	<p>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 <u>Section 22 of the Children Act 1989</u>).</p> <p>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.</p> <p>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</p> <p>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</p>

Parent	<p>This is as defined in law (the Education Act 1996) as either:</p> <ul style="list-style-type: none"> • 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.
Sister	<p>For the purposes of this policy, a girl is a sister if she is 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.</p>
Testing Administrator	<p>The Year 7 Testing Administrator is Buckinghamshire County Council. The Bucks Grammar Schools, including Aylesbury High School, work in partnership with Buckinghamshire County Council who administer the test on our behalf.</p> <p>The Testing Administrator for Late Transfer into Years 8 & 9 is Buckinghamshire County Council. Aylesbury High School works in partnership with some, but not all, of the Bucks Grammar Schools to provide a common test for these schools.</p> <p>The Testing Administrator for entry into Years 10 and 11 is Aylesbury High School.</p>