



Aylesbury High School

Determined Admissions Policy

1 September 2020 - 31 August 2021

Contents

1	Admission Numbers.....	2
2	Education Health and Care Plans (EHCPs).....	2
3	Admission for Year 7 in September 2020.....	2
4	Late Transfer Procedure for Years 7 to 11.....	4
5	Year 12 Entry.....	5
6	Notes for admission to Years 12-13.....	6
7	Admission outside the normal age group.....	6
8	General.....	7
9	Appendix: Definitions.....	7

This policy covers admissions to the school between 1 September 2020 and 31 August 2021 and was approved by Governors on 28 February 2019

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 unless stated.

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* (PAN) of students for each year group is:

Year 7	180
Year 10	An additional 6 students, up to a maximum of 186
Year 12	An additional 20 students – see below

1.2 For 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. It is normally possible to admit more than 20 students subject to the number of our Year 11s transferring into Year 12.

2 Education Health and Care Plans (EHCPs)

2.1 Girls seeking admission in a normal admission round who qualify and who have an EHCP naming the school will be admitted prior to the application of these admission rules, and the number of places available to other girls within the PAN will be reduced accordingly.

2.2 Girls seeking admission at other times who qualify and who have an EHCP naming the school will be admitted even if it means going over the PAN for that year group.

3 Admission for Year 7 in September 2020

3.1 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 Secondary Transfer Tests or have been deemed qualified by a Selection Review (or, in exceptional circumstances, an Admissions Appeal).

3.2 Two test 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.

3.3 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 2019.

3.4 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 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 girls who are deemed qualified by the panel will be eligible for admission for any of the 13 Buckinghamshire grammar schools.

3.5 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.

3.6 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 have taken place at the Selection Review.

3.7 The *Testing Administrator* is Buckinghamshire County Council. Grammar Schools, including Aylesbury High School, work in partnership with Buckinghamshire County Council who administer the test on our behalf.

3.8 **Over-subscription for Years 7 to 11**

3.8.1 Where eligible applications for admission exceed the number of places available in Years 7 to 11, 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. Girls who qualify for *Free School Meals* and live in the *catchment area* of the school.
3. For the main point of admission, *sisters* of girls currently or previously on the roll of Aylesbury High School.
4. For the main point of admission, *sisters* of boys currently or previously on the roll of Aylesbury Grammar 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.

3.8.2 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.

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

3.9 **Waiting List for Year 7**

3.9.1 If any vacancies arise in Year 7 between National Offer Day (1 March) and 31 December 2020, first priority will be given to those on the waiting list managed by Buckinghamshire County Council through the County Scheme.

3.9.2 From 1 January 2021, a waiting list will be maintained until 31 August 2021 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.

3.9.3 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.

4 Late Transfer Procedure for Years 7 to 11

- 4.1 Admission to Years 8-11 (and to Year 7 from 1 January each academic year) will be handled in accordance with the school's Late Transfer Procedure.
- 4.2 Girls 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 for admission to Years 7 to 11.
- 4.3 Girls who qualified through testing for entry into Years 7, 8 & 9, but who do not currently attend a Buckinghamshire Grammar School, are deemed qualified until the end of Year 9; for entry into Years 10 and 11 a new application for admission must be made - see below.
- 4.4 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.
- 4.5 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.
- 4.6 **Late Transfer - September Admission**
 - 4.6.1 Girls 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 jointly with Buckinghamshire County Council and some other Bucks Grammar Schools, 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). Registration is made online via the admissions section of the [Bucks CC website](#). Evidence of home address will be required.
 - 4.6.2 Girls 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. Applications for testing must be made via the online form which will be available from the school website from 5 November to 18 December (or the next working day if that is on a weekend).
 - 4.6.3 Applicants after the Annual Testing Round closing date will be tested as soon as is feasible. Qualifiers will be considered once any available places have been allocated through the Annual Testing Round.
- 4.7 **Late Transfer - Immediate Admission**
 - 4.7.1 Girls who have moved into the local area since the last Annual Testing Round may apply for immediate admission into Years 7-11 and will be tested as soon as possible. Evidence of *home address* will be required. For Years 7 to 9, this process will be handled, on the school's behalf, by Buckinghamshire County Council; Year 10 & 11 applicants will be handled by the school.
- 4.8 **Late Transfer - Over-Subscription Criteria**
 - 4.8.1 Where qualified applications for admission exceed the number of places available, the criteria in Section 3.8 above will be applied to decide which student(s) to admit.

4.9 Late Transfer - Waiting List

4.9.1 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 3.8 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 be qualified.

4.9.2 Each student 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.

5 Year 12 Entry

5.1 Applications from internal students will normally close in December.

5.2 Applications from external students should be made directly to the school using the form provided online. Applications normally open in late November and close in early January.

5.3 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 Maths and Further Maths – details will be in the Sixth Form Prospectus published each Autumn).

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

5.5 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 64 points are required to take four A Levels).

5.6 Over-subscription for external entry to Year 12

5.6.1 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 student(s) to admit:

1. Looked after girls and previously looked after girls.
2. Girls who qualify for Free School Meals.
3. For the main point of admission, *sisters* of girls currently or previously on the roll of Aylesbury High School.

4. For the main point of admission, *sisters* of boys currently or previously on the roll of Aylesbury Grammar School.
5. Girls with the highest point scores achieved from their best 8 GCSEs including English Language and Maths as outlined in para 5.3 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.

5.6.2 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. With multiple qualifiers from the same address (eg twins or *sisters* in the same academic year), where, for example, one or more sibling would take the school above its admission number, all such qualifiers will be admitted to the school.

6 Notes for admission to Years 12-13

- 6.1 Where applicants do not meet the entry criteria listed above, eg for late entry into Years 12 and 13, for students with an Education Health and Care Plan or a medical condition that is supported by medical evidence, and for students from overseas without comparable qualifications, their applications will be considered by the *Admissions Committee*.
- 6.2 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.

7 Admission outside the normal age group

- 7.1 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 student, taking into account:
 - The girl's academic history
 - The girl's medical history, if relevant, and any supporting views of medical professionals
 - The parents'/carers'/student's views
 - The Headteacher's views
- 7.2 Any decision letter will make the reason for the decision clear. If a student 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.
- 7.3 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.
- 7.4 Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group; however, a complaint may be made through the school's Complaints Policy.

8 General

- 8.1 This Admissions Policy is subject to consultation whenever changes are proposed and an annual review.
- 8.2 Aylesbury High School will establish arrangements for appeals against non-admission, non-qualification and any refusal to test. Details will be provided in decision letters, including deadlines for appeals to be submitted.
- 8.3 Parents wishing to know their entitlement to free transport can check online – details at <https://services.buckscc.gov.uk/school-admissions/transport>.

9 Appendix: Definitions

Admissions Committee	A committee created by the Governors to consider admission decisions.
Catchment area	<p>The geographical area from which children may be afforded priority for admission to Aylesbury High School.</p> <p>The catchment area map is on the Aylesbury High School website, where a link to a postcode checker offered by the local authority can also be found.</p>
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 <i>catchment area</i>, 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 <i>catchment area</i>.</p> <p>The home address 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.</p> <p>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</p> <p>a) 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.</p> <p>b) If a) 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.</p>

Returning forces personnel and crown servants will be dealt with in line with [Paragraph 2.18 of the School Admissions Code](#). For Year 7 entry, for example, this allows school places to be allocated based on the intended address as long as evidence (such as an official government letter or evidence of property ownership) is supplied by 31 January 2020, in order to be included in the first allocation round.

Looked After Girl

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 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'

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.

Planned Admission Number (PAN)

This is the number of pupils in each year group into which the school normally admits students (ie Years 7, 10 and 12 for Aylesbury High School). The school, as its own admission authority, maintains that to admit students above the PAN in these and the other year groups would prejudice the provision of efficient education or the efficient use of resources.

Sister

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.

Testing Administrator

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.

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.

The Testing Administrator for entry into Years 10 and 11 is Aylesbury High School.