



Determined Admissions Policy 2020

The admissions policy for Sir William Borlase's Grammar School follows the Coordinated Admission Scheme for Secondary Schools in the area of Buckinghamshire County Council Local Authority, unless stated. This will be referred to as The County Scheme. The County Scheme is available on the Buckinghamshire County Council website.

1. Admission Numbers

The planned admissions number (PAN) of students for each year group is as follows:

Year 7 150

Years 9 25 (External pupils)

Year 12: For entry into Year 12, there will be places for a minimum of 45 external students who have fulfilled the entry requirement in addition to students from the school's own Year 11 cohort who have fulfilled the same entry requirement.

2. 11+ Admission (Year 7 in September 2020)

Students are eligible to be considered for admission to Sir William Borlase's Grammar 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 Panel. Two tests, each of approximately 45 minutes' duration, will be taken in the September of the year prior to proposed admission. The tests are comprised of 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 will be automatic for pupils who attend Buckinghamshire Primary schools unless the parent expressly withdraws their child from testing. In all other cases, including where pupils attend independent schools in Buckinghamshire, an application for testing should be made to the Testing Authority by the date published on the Bucks County Council Website www.buckscc.gov.uk (currently 27 June 2019 for 2020 entry). 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.

Note:

The Testing Authority is currently Buckinghamshire County Council (BCC). Grammar Schools, including Sir William Borlase's Grammar School, are continuing to work in partnership with Buckinghamshire County Council and the intention is that BCC administers the tests on our behalf.

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 a 'desk exercise' carried out by a panel which will consist of serving or recently retired secondary and primary Head teachers supported by a Local Authority Officer. The Panel will consider each written application received and will obtain advice from an Educational Psychologist, where appropriate, prior to making a decision. The Selection Review process will take place before school 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 pupil's capacity to pass the selection test as that process should take place at the Selection Review.

Up to 10 of the 150 places in Year 7 (2020) will be prioritised for students who are eligible for Pupil Premium and who are living in the school's catchment area at the time of application (by 31 October 2019) and whose score would not otherwise qualify them for admission. Such candidates must have achieved a standardised transfer test score (in the 11+ Admissions Tests) of at least 110. Should there be more eligible applicants than places available then the distance tie-breaker will apply i.e. places will be offered to the ten children living closest to the school. Should the 10 places not be applied for by 31 October 2019 they will be allocated according to the next rule in the oversubscription criteria.

Applications under this category must be accompanied by proof of eligibility for Pupil Premium as determined by the Department for Education. The eligibility criteria for Pupil Premium are defined on this webpage <https://www.gov.uk/guidance/pupil-premium-information-for-schools-and-alternative-provision-settings> but can be summarised as follows:

1. A pupil registered as eligible for free school meals (FSM) at any point in the last 6 years;
2. A pupil identified in the January 2018 school census or the alternative provision census as having left local authority care as a result of:
 - Adoption
 - a special guardianship order
 - a child arrangements order (previously known as a residence order)
 - who has been in local authority care for 1 day or more
 - recorded as both eligible for FSM in the last 6 years and as being looked after (or as having left local authority care)

Children falling under category '2' above are looked after and previously looked after children and so, under the Code and admissions regulations, must be prioritised before other children eligible for Pupil Premium who are not looked after or previously looked after children. FSM eligibility is set out here <https://www.gov.uk/apply-free-school-meals>. For the avoidance of doubt, the eligibility criteria used will be that which is in force as at the application deadline.

Applications for these 10 places must be made via the usual coordinated admissions process via your home Local Authority; and a letter must also be sent direct to the school for the attention of the Headteacher, together with evidence of eligibility by 31 October 2019. Evidence of eligibility would normally constitute documentation proving receipt of support payments (e.g. Universal Credit), or written confirmation from the applicant's current primary school, that the parent has been or is in receipt of the appropriate support payment entitling the child to Pupil Premium.

Children with an Educational Health and Care Plan

Children who qualify and who have an Educational Health and Care Plan that names the school will be admitted prior to the application of the admission rules.

2.1 Oversubscription Criteria

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 to admit:

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became the subject of an adoption, residence, child arrangements or special guardianship order.
2. Up to 10 places for children eligible for pupil premium, living in catchment, who have not qualified but who have achieved a score of at least 110 in the Admissions Test. In the event of more than 10 pupils qualifying under this rule the distance tie -breaker will apply i.e. places will be offered to the ten children living closest to the school.
3. Children eligible for free school meals living within the catchment, with a score of 121 or more in the Standardised Transfer Test, or who have qualified through Selection Review or the appeals process. (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).
4. Children who live in the School's Priority Admissions Area.
Up to a maximum of 15 places for children who live in the school's Priority Admissions area at the deadline for applications, 31 October 2019.
In relation to this category only, all 15 places will be allocated by random lottery in front of an independent witness, in order to ensure that all children living within the Priority Admission Area have an equal chance of achieving a place.
5. Eligible children of staff in either or both of the following circumstances:
 - Where the member of staff has been employed at the School for two or more years at the time at which the application for admission to the School is made, and/or
 - The member of staff has been employed to fill a vacant post for which there is a demonstrable skill shortage.
 - These children must qualify in the standardised transfer tests (11+) or via the usual routes of Selection Review and Appeal Process as with other applicants.
 - Applications under this category must be made by the parent employed at the School via the Buckinghamshire County Scheme, and a letter must be sent from that parent to the Headteacher by 31 October, confirming the application.
6. Children living in the catchment area of the school on 31 October 2019.

7. Siblings of children in Years 7 to 12 who are on the roll of the school at the time allocations are made and who are expected to be on the roll of the school at the time of the proposed admission.
8. Children who have exceptional medical or social needs* which can only be met at this school supported by evidence as set out by Buckinghamshire County Council here. www.buckscc.gov.uk/services/education/school-admissions/moving-up-to-secondary-school/understanding-the-terms-we-use
9. Once the rules have been applied, then any further places will be offered in distance order using the methodology set out by Buckinghamshire County Council here www.buckscc.gov.uk/services/education/school-admissions/moving-up-to-secondary-school/understanding-the-terms-we-use
10. Where the school can take some, but not all, of the children who qualify under one of these rules, we will give priority by taking account of the next rule (or rules) in the numbered list.

*Applications for children who have exceptional medical or social needs which can only be met at Sir William Borlase's Grammar School must be supported by an independent professional person. Evidence should be submitted to the Admissions Team at Buckinghamshire County Council at the same time as the application for a school place is made.

2.2 Waiting List up to 31 December, Year 7

If any vacancies arise in Year 7 between National Offer Day (1 March) and 31 December of the same year, they will be allocated in line with the admissions policy from the waiting list managed by Buckinghamshire County Council through the County Scheme. The waiting list is ranked by reference to the oversubscription criteria outlined above, and not by reference to the date that the child's name was added to the waiting list. Each time a child's name is added, the waiting list will be re-ranked again in accordance with the oversubscription criteria.

From 1 January until 31 August of Year 7 a waiting list will be maintained by Sir William Borlase's Grammar 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. If parents decline an offer of a place, they may subsequently re-join the waiting list. The child's name will be added onto the end of the waiting list as extant at the time the request to re-join is made. Qualification ends 12 months from the date the main cohort sat the test and then that pupil must be tested again.

Looked after children, previously looked after children and children allocated to the school under the Fair Access Protocol will take precedence over all others on the waiting list.

3. Late Transfer Procedure

Admission to Years 8, 9, 10 and 11 (and to Year 7 from 1 January each academic year) will be handled in accordance with the school's Late Transfer Procedure.

3.1 Testing Criteria

The academic suitability of candidates seeking admission under the school's Late Transfer Procedure will be assessed through curriculum based tests in English, Science, Mathematics and a Modern Foreign Language. Candidates will be required to achieve a minimum standard in each of the tests in order to qualify for admission. Candidates **will only** be tested if they can demonstrate that they have exceeded age related expectations with a score of 110 or above in each area of the Key Stage 2 SATs. Students who attended schools which did not participate in the national tests will be required to submit alternative evidence to demonstrate that they have achieved an equivalent standard. This evidence will be reviewed by a panel of Curriculum Area Team Leaders chaired by the Headteacher.

3.2 September Admission

Children seeking admission to Years 8 and 9 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 by the school and will take place in the January of the year in which admission is sought in September. Likewise, although rare, there is a test available for entry into Year 10/11 if there are places available. The deadline for registration for the tests will be the second Monday in January of the same year. Evidence of residence will be required.

3.3 Admission out of the normal age group

Please note that we do not usually accept applications for students whose age falls outside the normal age range of the cohort. We will make a decision based on the circumstances of each case and in the best interests of the child concerned. This will include taking account of parents' views; information about the child's academic, social and emotional development, where relevant their medical history and the views of a medical professional; whether they have previously been educated outside of their normal age group, and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. We will also take into account the views of the Headteacher. We will set out the reasons for our decision clearly when responding to your request.

3.4 Immediate Admission

Children who have moved into the local area since the last Annual Testing Round may apply for immediate admission to Years 7 (from 1 January), 8, 9, 10, 11 and will be tested as soon as possible provided that they meet the Testing Criteria outlined above. Evidence of residence will be required.

3.5 Late Transfer Oversubscription 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.

Children making a late transfer admission application and who qualify and who have an Educational Health and Care Plan that names the school will be admitted prior to the application of the admission rules

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became the subject of an adoption, residence, child arrangements or special guardianship order.
2. Children eligible for free school meals living within the catchment. (For the purposes of this policy, the entitlement to Free School Meals would need to be shown at the date of application and by 31 October.)
3. Eligible children of staff in either or both of the following circumstances:
 - Where the member of staff has been employed at the School for two or more years at the time at which the application for admission to the School is made, and/or
 - The member of staff has been employed to fill a vacant post for which there is a demonstrable skill shortage.
4. Children living in the catchment area of the school on 31 December 2018.
5. Siblings of children in Years 7 to 12 who are on the roll of the school at the time allocations are made and who are expected to be on the roll of the school at the time of the proposed admission.
6. Children who have exceptional medical or social needs* which can only be met at this school supported by evidence from a doctor, social worker, educational welfare officer or other appropriate person.
7. Once the rules have been applied, then any further places will be offered in distance order using the methodology set out by Buckinghamshire County Council here: www.buckscc.gov.uk/services/education/school-admissions/moving-up-to-secondary-school/understanding-the-terms-we-use
8. Where the school can take some, but not all, of the children who qualify under one of these rules, priority will be given by taking account of the next rule (or rules) in the numbered list.

*Applications for children who have exceptional medical or social needs which can only be met at Sir William Borlase's Grammar School must be supported by an independent professional person. Evidence should be submitted to the Admissions Team at Buckinghamshire County Council at the same time as the application for a school place is made.

3.6 Late Transfer Waiting List

Children who have qualified through the late transfer procedure and have not been allocated a place, may have their name placed on the waiting list whilst they remain qualified. From 1 January in Year 7, the waiting list will be ranked in accordance with the school's Late Transfer oversubscription Criteria as detailed 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.

For Late Entry Transfer into Year 7 2020 before 1 January only, the Section 2.1 Oversubscription criteria for September 2020 Year 7 will apply. After this date Late Entry Oversubscription criteria will apply.

Where a vacancy is created through a planned move by the parents to coincide with the start of a school term or half term, the school will make an offer to the first child on the waiting list as soon as written notice of intention to remove the child from the school has been received from the parents. This offer will be made for the child to be placed on roll at the start of the following term or half term. In all other circumstances where a place becomes vacant, such as permanent exclusion, a place will be offered to the child in first position on the waiting list as soon as the child currently holding the place has been removed from the school's roll. Such formal removal will only take place after all the appropriate procedures have been completed. Looked after children, previously looked after children and children allocated to the school under the Fair Access Protocol will take precedence over all others on the waiting list.

4. Sixth Form (Year 12 entry)

4.1 Sixth Form Entry Criteria

Applications from external students should be made in writing direct to the school, using the school application form, available on the website, or by request from the School Office. Minimum entry requirements (which are the same for both internal and external applicants) are as follows:

Two-year course leading to A Level qualifications.

Candidates are assessed on the basis of Average Points Score (APS), which will be an average of ALL GCSE examinations. The school does not normally consider other qualifications. No more than three Science GCSEs, and single GCSEs in all other subjects will be counted. English Language and English Literature will be counted as two separate subjects, where these have been taken.

Candidates are required to achieve a minimum APS of 6.40 across ALL subjects taken at GCSE based on the 1-9 grading system introduced for all GCSE subjects from 2018. Candidates must achieve a minimum of Grade 5 in English & Maths. In addition, candidates must meet the entry requirements for each of the A Level courses for which they have applied. These may be found in the Sixth form information booklet but are normally Grade 7 or above in the relevant GCSE subject, with the exception of those wishing to study Further Maths, for which the entry standard is a Grade 8 in GCSE Maths.

In the event of a candidate entering international examinations such as the International Baccalaureate or examinations from another country's own examination system, the school would consider them in accordance with their recognised equivalence to GCSE.

4.2 Sixth Form Over-subscription Criteria

Where eligible external applications for admission to the sixth form exceed the 45 places available, the following criteria will be applied in the order set out below to decide which student to admit:

1. Children in care.
2. Children eligible for free school meals. (For the purposes of this policy, the entitlement to Free School Meals would need to be shown at the date of application).
3. Eligible children of staff in either or both of the following circumstances:

- Where the member of staff has been employed at the School for two or more years at the time at which the application for admission to the School is made, and/or
 - The member of staff has been employed to fill a vacant post for which there is a demonstrable skill shortage.
4. Students living in the catchment area of the school.
 5. Siblings of students in Years 7 to 12 who are on the roll of the school at the time allocations are made and who are expected to be on the roll of the school at the time of the proposed admission.
 6. Where the school can take some, but not all, of the students who qualify under one of these rules, priority will be given by taking account of the next rule (or rules) in the numbered list.

4.3 Subjects to be studied

A student who has qualified for admission will in most cases be able to study the subjects for which she or he 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.

4.4 Sixth Form Catchment Area

The catchment area for sixth form admissions is the same as used for the 11+ admissions process.

5. Evidence of Normal Home Address

The process for verifying the normal home address of applicants will match that outlined in 7.7 below.

- a) In order to qualify for admission under 2.1 Over-subscription Criteria, Rule 3, the applicant must have been resident within the catchment area continuously since 31 October of the year preceding admission.
- b) If a family still owns a property within 20 miles of the school which has been the main family home, a property closer to the school will not be accepted as the basis for a legitimate residence qualification even if the former property is leased to a third party.
- c) The school may require a higher standard of evidence for "residence qualification" than that outlined in the County Scheme if there are reasons for casting doubt on the honesty of an application.

Returning forces personnel and Crown servants will be dealt with in line with the County Scheme.

6. General

- a) This Admissions Policy is subject to consultation whenever changes are proposed.
- b) Buckinghamshire County Council will establish arrangements for appeals against non-admission, non-qualification and where testing is refused.

7. Explanation of terms used in the admission rules

7.1 Looked after children

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 (1) 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

7.2 Adopted Child

An adopted child is a child who was adopted under the Adoption Act 1976 or the Adoption and Children Act 2002

7.2a Exceptional Social and Medical process

A panel comprising of independent education professionals will consider the applications under this rule on receipt of information from the parent to indicate strong reasons for the child attending a particular school. When making an application parents should send evidence from an independent professional person (this might be a doctor, health visitor, or Education Welfare Officer, for example) who knows about the child and supports the application to the school. It must clearly show why the school is the most suitable and any difficulties if alternate schools were offered.

The panel will consider which children can be considered under this rule prior to each admission round.

7.3 Catchment Area

The school catchment area has been extended to include the rural villages north of Marlow. An area of the catchment has been prioritised to support pupils identified by Buckinghamshire County Council as being at risk of not being able to access a grammar school place.

For entry into Year 7 2020 up to a maximum of 15 places will be reserved for children in this catchment area. In relation to this category only, all 15 places will be allocated by random lottery in front of an independent witness, in order to ensure that all children living within the Priority Admission Area have an equal chance of achieving a place. (See Maps on Website)

7.4 Sibling

A sibling is a brother or sister. For admission purposes we mean one of two or more individuals who have one or more parent in common or any other child (including an adopted or fostered child) who lives at the same address and for whom the parent also has parental responsibility or, (in the case of a fostered child) delegated authority.

A pupil in a secondary school will only count to provide a priority to a sibling if he or she is attending the school in Y7 to Y12 at the allocations are made (March 2020) for the main point of entry) and is still expected to be on the school's roll at the time of the proposed admission (September 2020) or Years 7-11 at the time of admission for in-year admissions.

7.5 Parent

The application form should be completed by a person who is the child's 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.

7.6 Normal Home Address

This is the child's home address. This 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. 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

- 1) 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.
- 2) If 1) 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.

7.7 Evidence of Normal Home Address

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

- a) 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 Returning forces personnel and Crown servants will be managed in line with the County Scheme.

7.8 Home to School Distance

The straight line distance definition: is 'the distance from the address point of the child's normal home address, as set out by Ordnance Survey, to the nearest open school gate available for pupils to use'. As part of the computer system we use for school admissions there is a programme that measures the 'straight-line' distance from the nearest open school gate to the child's home address. The point we measure to 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. Where Service families or families or other Crown Servants, who often move within the UK and from abroad are posted to the area, we will allocate school places in advance of the family move if you provide an official government letter declaring a relocation date and an intended address. A unit postal address or quartering area address will be sufficient if there is not a new home address. Where Service families are returning to live in a property they already own, evidence of ownership will be needed. Please provide evidence by 30 January (Secondary allocation) to be included in the first allocation round.

Where two applicants live exactly the same distance from the school, the order in which place will be allocated will be determined by random selection supervised by a person independent of the school.

8. Multiple births – twins, triplets, etc.

In cases where there is one remaining place and the next child on the waiting list is one of a twin, triplet or other multiple birth group then both twins (if qualified) would be admitted (or all the siblings in the case of multiple births) even if this goes above the admission number of the school.

9. Transport

Parents wishing to know their entitlement to free home to school transport should contact the BCC Admissions Team.

10. 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.

11. Appeals

If your child is not offered a place at Sir William Borlase's Grammar School, you have the right to appeal to an independent panel. The appeal process for Year 7 up to 31 December is managed by the Local Authority. From 1 January an independent appeal panel will be set up either by the Local Authority or the School. At the time that an application for admission is refused, parents will be provided with information about how to appeal.

12. Fair Access Protocol

The school complies with the Buckinghamshire In-Year Fair Access Protocol.

Schools are required to participate in the Fair Access Protocol introduced by the Government in September 2007. This can, on rare occasions, require the school to be directed to admit a pupil where no alternative school can be found. This could mean such a young person being admitted ahead of the waiting list or, in very exceptional circumstances, even if the year group is full.