Changes are highlighted in pink

Draft Admissions Policy 2028

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

For the avoidance of doubt the Admissions Authority for this school is the Marlow Education Trust

Where the school can take some, but not all, of the children who qualify under one of these rules, priority will be determined by taking into account the next rule (or rules, as necessary) in the numbered list, until all the available places are filled.

Children and young adults with an Educational Healthcare Plan (EHCP) in years 7 to 12, are admitted in accordance with a separate statutory process set out in the Special Educational Needs and Disability Code of Practice: 0 to 25 years and Part 3 of the Children and Families Act 2014. Their EHCPs are maintained by their home Local Authority, who are responsible for making decisions as to which educational setting will be named in the EHCP and the communication will be between the Local Authority and the school SENDCo.

In the normal admissions round (i.e. entry to Year 7 or Year 12 in September), applicants with an EHCP who qualify for a place either through the Secondary Transfer Test or the Minimum Academic Entry Criteria for sixth form will be admitted prior to the allocation of places to other students, and the number of places available to other applicants within the PAN for Year 7 and Year 12 will be reduced.

At all other times, students who qualify and have an EHCP that names the school will be admitted in accordance with the same statutory process.

Students with an EHCP do not need to live in the catchment area.

1. Admission Numbers

The planned admissions number (PAN) of students for each year group is as follows:
Year 7: 150
Year 9: ~~6~~ 12
Year 12: For entry into Year 12, in addition to students from the school's own Year 11 cohort who have fulfilled the entry requirement, there will be places for external students who have also fulfilled the same entry requirement, subject to capacity. The Year 11 cohort assumes 150 applications and the school will offer a minimum of 80 places in addition

2. Admission into Year 7 - September ~~2027~~ 2028

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 60 minutes duration, will be taken in the September of the year prior to proposed admission. The tests are composed 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 Council Website via this **link** In addition, all applicants must notify their home Local Authority of their preference for the school prior to the closing date of 31 October 2027.

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

Regulation 19 (2)(c) of The School Admission (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012 provides that an admission authority may vary its determined admission arrangements where this is necessary only to comply with an adjudicator's determination.

2.1 Selection Review

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 Secondary Transfer Test . The Selection Review is a 'desk exercise' carried out by a panel which will consist of serving or recently retired secondary and primary Headteachers, supported by a Local Authority Officer. This is the **link** to the Buckinghamshire Council web page which sets out the process of Selection Review.

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.

2.2 Independent Appeal Panel

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.

2.3 Pupil Premium Prioritisation Process

After any places have been allocated for Looked After Children (LAC), Previously Looked After Children and Internationally Adopted and Previously Looked After Children, 20 of the 150 places in Year 7 (~~2027~~)(2028) 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 1 September ~~2026~~ 2027 and whose

score would not otherwise qualify them for admission. Such candidates must have achieved a Secondary Transfer Test result 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 twenty children living closest to the school in line with the catchment map including priority area. Should the 20 places not be applied for by 31 October ~~2026~~ 2027, 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~~ This 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 2026 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 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 one of the 20 places must be made via the usual coordinated admissions process via your home Local Authority; a letter must also be sent directly to the school for the attention of the Headteacher (Admissions) to enquiries@swbgs.com, together with evidence of eligibility by 31 October ~~2026~~ 2027. Evidence of eligibility would normally constitute written confirmation from the applicant's current primary school.

~~**2.4 Children with an Educational Health and Care Plan (EHCP) in Year 7 to 12**~~

~~Children who qualify and who have an Educational Health and Care Plan (EHCP) that names the school will be admitted prior to the application of the admission rules. Students with an EHCP are subject to separate statutory procedures. Admission of a child with an EHCP that names the school will reduce the PAN in that year group.~~

2.4 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. Where the school can take some, but not all, of the children who qualify under one of these rules, priority will be determined by taking into account the next rule (or rules where necessary) in the numbered list until all places are filled:

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, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted, who has achieved a score of at least 110 in the Admissions Test.

2. Up to a maximum of 20 places for children eligible for pupil premium, living in catchment, who have achieved a score of between 110 and 120 in the Admissions Test. In the event of more than 20 pupils qualifying under this rule the distance tie-breaker will apply i.e. places will be offered to the twenty children living closest to the school (see 7.8). For the purposes of this policy, the entitlement to Pupil Premium would need to be shown to be current on 31 October in the year before entry to Year 7 is sought. All families applying for a place under this rule should also, by 31 October, send confirmation from the current school that the child is eligible for pupil premium to enquiries@swbgs.com FAO Headteacher (Admissions)

3. Children eligible for pupil premium 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 Pupil Premium would need to be shown to be current on 31 October in the year before entry to Year 7 is sought. All families applying for a place under this rule should also, by 31 October send confirmation from the current school that the child is eligible for pupil premium addressed to enquiries@swbgs.com FAO Headteacher (Admissions)

4. Up to a maximum of 15 places for children who live in the school’s Priority Admissions area on 1 September ~~2026~~ 2027 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. Random Allocation Procedure

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.

6. Children living in the catchment,which includes the priority area as well as children in other parts of the catchment areas of the school must have been living in their home continuously since 1 September ~~2026~~ 2027

7. Siblings of children in Years 7 to 12 who are on the roll of the school at the time allocations are made (this is the date upon which Buckinghamshire Council notifies parents of their place in the first weeks of March ~~2026~~ 2027) 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 Council on this link.

9. Once the rules have been applied, any further places will be offered in distance order. See paragraph 7.8

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 Council at the same time as the application for a school place is made.

2.5 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 Council through the Council 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 a place or 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 rejoin is made.

Looked after children (LAC), previously looked after children (PLAC), including those children who appear (to the admission authority) to have been in state care outside of England (IAPLAC) and children allocated to the school under the Fair Access Protocol will take precedence over all others on the waiting list.

2.6 Admission Out of the Normal Age Group into Year 7.

We do not usually accept applications for students whose age falls outside the normal age range of the cohort. However, we make a decision based on the circumstances of each case and in the best interests of the child concerned. If a child is a Summer Child and their entry into school has been offset through primary school, they will be considered for entry along with the year group they have been taught in throughout primary school. If a young person of outstanding academic ability, who is shown to be exceptionally mature and has been working effectively within a class of students that are one year older than them when they reach Year 6, it may be possible for the child to take the Transfer Test before the school year in which they are 11. Students may only be tested once. Occasionally, it may be appropriate to test a young person who is over the age of 11. Reasons behind this may include exceptional, ongoing educational issues that mean they have been working effectively in a year below the expected chronological age, because they have been living abroad or because they have missed at least a full year of school due to illness. In such a situation, the views of the young person's current Headteacher; information about the child's academic, social and emotional development and where relevant their medical history and the views of a medical professional will be considered and taken into account. Any applications to register an

under-age or over-age young person should be please contact the Admissions Team at Buckinghamshire Council

3. Late Transfer Procedure Including Admission into Year 9 as part of the PAN of ~~6~~ 12 external pupils to join the school in September ~~2027~~ 2028

Admission to Years 8, 9, 10 and 11 will be handled in accordance with the school's Late Transfer Procedure.

The testing for the Year 9 PAN will take place in January and places for pupils who have satisfied the requirements set out in 3.1 will be offered in accordance with the over subscription criteria as described in 3.5

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, 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. Applications to join Year 8 will be required to test in French.

3.2 Admission out of the normal age group into Years 8-12

We do not typically accept applications for students whose age falls outside the normal age range of the cohort. However, we make a decision based on the circumstances of each case and in the best interests of the child concerned. If a child is a 'Summer child' and their entry into school has been offset through primary school, they will be considered for entry along with the year group they have been taught in throughout primary school. If a young person of outstanding academic ability, who is shown to be exceptionally mature and has been working effectively within a class of students that are a year older than them, it may be possible for the child to take the school admissions test relevant to that year group. Students may only be tested once. Occasionally, it may be appropriate to test a young person who is over the normal age of the cohort. Reasons behind this may include exceptional, on-going educational issues that mean they have been working effectively in a year below the expected chronological age, because they have been living abroad, or because they have missed at least a full year of school due to illness. In such a situation, the views of the young person's current Headteacher, information about the child's academic, social and emotional development and where relevant their medical history and the views of a medical professional will be considered and taken into account. There is no automatic right for a student in the Sixth Form to repeat a year and the school follows the guidance of the DfE Education and Skills Funding Agency.

3.3 September Admission

Children seeking admission to Year 8 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. Applications should be made in writing directly to the school.

Families of children moving to the area can contact the school and testing will be organised at the next convenient date if they are eligible for testing. Applications should be made in writing directly to the school. The school will notify parents in writing, within 15 school days of their in-year application, of the date of the admissions test.

3.4 Immediate Admission

Children who have moved into the area since the last Annual Testing Round may apply for immediate admission to Years 7 (from 1 January), 8, 9, 10, and 11 and will be tested as soon as possible, provided that they meet the Testing Criteria outlined above ~~and there are places available.~~ 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 EHCP 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, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
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: a. 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 b. The member of staff has been employed to fill a vacant post for which there is a demonstrable skill shortage. c. Casual contractors are not included as eligible staff
4. Children living in the catchment must be living in their home continuously since 1 September 2027.
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 - See 7.8

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 Council at the same time as the application for a school place is made.

3.6 Late Transfer Waiting List

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 qualified 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 or moving out of the area, 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 and 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. All applicants have the right to appeal via the Buckinghamshire Council appeals process linked **here**

4. Sixth Form (Year 12 entry)

4.1 Sixth Form Entry Criteria - Internal and External Candidates

Applications from external and internal students should be made using the school online application process, available on the website. Minimum entry requirements (which are the same for both internal and external applicants) are as follows:

4.1.1 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 typically 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.

Applicants are required to have a minimum of 8 GCSEs (or equivalent), at least six of which must be taken in one sitting.

There is no automatic right for a student in the Sixth Form to repeat a year and the school follows the guidance of the DfE Education and Skills Funding Agency.

4.1.2 APS

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 and in 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 Area of the School Website but are typically a Grade 7 or higher 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, Scottish Standards or examinations from another country's own examination system, the school would consider them in accordance with their recognised GCSE equivalence.

4.1.3 Internal Candidates

Places are prioritised to internal students taught in year 11 who have achieved the APS set out in 4.1.2. Internal applicants have the right to appeal where a place has not been offered and this appeal will be processed before the external places are offered on results day

4.1.4 Sixth Form Appeals

All applicants have the right to appeal via the Buckinghamshire Council appeals process.

4.2 Sixth Form Oversubscription Criteria

Where eligible external applications for admission to the Sixth Form exceed the places available, the following criteria will be applied in the order set out below to decide which student to admit onto a course. Where the school can take some, but not all, of the children who qualify under one of these rules, priority will be determined by taking into account the next rule (or rules where necessary) in the numbered list until all places are filled:

1. A child with an EHCP that qualifies for a place by satisfying the minimum academic criteria for sixth form admission will be admitted prior to the allocation of spaces for other children. Please see the first page of this Admissions Policy for information.
2. A 'looked after child' or a child who was previously looked after (including those children who appear (to the admission authority) to have been in state care outside of England) and ceased to be in state care but immediately after being looked after became the subject of an adoption, residence, child arrangements or special guardianship order.
3. Children eligible for free school meals at the application deadline date and living within the catchment.
4. Eligible children of staff in either or both of the following circumstances:
   i) 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
   ii) The member of staff has been employed to fill a vacant post for which there is a demonstrable skill shortage.
5. Children living in the catchment area of the school at the application deadline.
6. 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.
7. 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.
8. Once the rules have been applied, then any further places will be offered in distance order. 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 Council at the same time as the application for a school place is made.

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 they are 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 and reserves the right to withdraw a subject where insufficient applicants are qualified.

4.4 Sixth Form Catchment Area

The catchment area for Sixth Form admissions is the same as used for the Secondary Transfer Test admissions process.

5. Evidence of Normal Home Address for Entry into Years 7 to 13

The process for verifying the normal home address of applicants will match the council scheme Detailed Here

~~https://www.buckinghamshire.gov.uk/schools-and-learning/schools-index/school-admissions/school-admissions-guides-policies-and-statistics/guide-to-moving-up-to-secondary-school/understanding-the-terms-we-use/~~

~~a. In order to qualify for admission to years 7, 8, 9 and 10 under 2.1 Oversubscription Criteria, Rule 3, the applicant must have been resident within the catchment area continuously since 1 September of the year preceding admission. Sixth Form admission requires this date to be the time of the application deadline.~~

~~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 Council Scheme if there are reasons for casting doubt on the honesty of an application.~~

~~d. Applicants will be required to provide evidence of residence as part of the process of joining the Sixth Form and this will be in line with the requirements set out by Buckinghamshire council. Evidence can include proof of registration with a GP.~~

Normal home address is the address where you and your child live together, unless the child lives elsewhere with someone who has legal care and control of your child.

Your child's Normal Home Address must be a residential property that is your child's only (or main) residence, and should be owned or rented by the child's parent or legal carer. The property must be able to be permanently occupied 52 weeks of the year without any planning or contractual restrictions on the duration or nature of occupancy.

It cannot be an address at which your child may sometimes stay or sleep due to your domestic arrangements.

A child's Normal Home Address is where they spend most of the week, unless they are accommodated

at a boarding school. If they're at boarding school it will be the address owned or rented by their parent or legal carer - where they return to live when they aren't accommodated at school.

In deciding which is your Normal Home Address we would not usually accept an address if:

- you or your family has a second property elsewhere that is or was your main residence and that remains available for you to live in. We would expect that you have either sold your previous property, leased it to tenants (through a letting agency that is registered with a reputable trade body), or that a lease agreement on a property you previously rented has expired and that you have no other residence.
- only part of a family has moved out of the Normal Home Address unless this was part of a divorce or permanent separation arrangement. If this is the case, we will require evidence.
- two or more families claim to be living together in a property which is not suitable for the number of adults and children present (for example, we would not accept an address rented on the basis of a house share or lodger's agreement, especially if you still own a property elsewhere, even if you have let it to tenants and/or some of the family still live elsewhere).
- a child moves to a home other than with their parent, unless this is part of a formal fostering or care arrangement. We will check this information.
- the address is that of a holiday home. A family living at a known holiday home address will be asked to provide leasing evidence and if there is a limitation on the tenancy then it will not be accepted.
- your new address was purchased on the basis of a Buy to Let mortgage (we would require evidence from your lender that you and your family are permitted to live in the property with no restrictions).

We can refuse to accept where you say your child lives if we have any doubts, in which case we will continue to ask for evidence to show that you and your family live where you say you live. We may ask our legal team to investigate or ask that you provide legal confirmation of your address. We may check the evidence you have provided with other agencies, including our housing team, other local authorities, council tax records and your child's current school.

If we offer a place at a school and then discover that the offer was made on the basis of fraudulent or misleading information (for example, a false claim to living in a catchment area), and this denied a place to another child, the offer of that place will be withdrawn. This has happened in previous years.

Make sure you tell us if you move to a new house after you have made your application.

Armed Forces and Crown Servant families – view Moving to Buckinghamshire.

Shared or joint residence

To avoid doubt, where a child lives with parents/carers (with or without parental responsibility) with shared responsibility whether for part of a week, or month, the address where the child lives for admission purposes will be the address at which we are satisfied the child spends most of the school week.

We will take into account the address at which the child spends the greater proportion of the school week from Sunday evening to Thursday evening.

Where a child's parents or legal carers live at separate addresses, and if the child regularly spends time living at both addresses (whether for part of a week or month), the address that will be used for admission purposes will be the address at which we are satisfied the child spends most of the school

week, from Sunday evening to Thursday evening.

Where there is an equal split or there is any doubt about residence, we will make a judgment about which address to use for allocation purposes. In making this judgment we will take into account the following:

- any legal documentation confirming residence
- the pattern of the residence
- the period over which the current arrangement has been in place
- confirmation from the previous/current primary school of the child's address, parent contact details and home address provided to them by the parents
- which parent is in receipt of Child Benefit
- where the child is registered with a GP
- any other evidence the parents may supply to confirm the situation.

We may ask for further evidence.

The person completing the application must ensure that they have parental responsibility for the child in question. They must also ensure that the application has the agreement of all people with parental responsibility. There is more information for parents who have shared or joint residency here.

6. General

a) This Admissions Policy is subject to consultation whenever changes are proposed.

b) Buckinghamshire Council will establish arrangements for appeals against non- admission, non-qualification and where testing is refused.

7. Glossary of Terms

7.1 Looked after/ Previously looked after/ International previously looked after children (LAC/PLAC/IAPLAC)

For admissions purposes a 'looked after child' (LAC) 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 (PLAC) and immediately after being looked after became the subject of an adoption, child arrangements order or special guardianship order as set out below, including those who appear [to Buckinghamshire Council] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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

7.3 Exceptional Social and Medical process

A panel composed 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

For entry into Year 7 2028 up to a maximum of 15 places will be reserved for children in the defined schools priority 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 time allocations are made (March ~~2027~~ 2028) 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 ~~2027~~ 2028) or Years 7-13 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. Application to join the Sixth Form should be completed by the student.

7.6 Normal Home Address

The school follows the guidance set out on the Buckinghamshire Council web site: Here

7.7 Evidence of Normal Home Address

The process for verifying the normal home address of applicants will match the Council Scheme except that: a) the School may require a higher standard of evidence for 'residence qualification' than that outlined in the Council Scheme if there are reasons casting doubt on the honesty of an application.

The applicant must be living at the home address by 1 September 2027 for entries into year 7 and the closing date for Sixth Form applications - 1 February 2028 - if applying for Year 12, and it is intended that they will still be living there at the date of entry to the school. Any change of address after the application for admission being submitted must be

notified to Buckinghamshire Council and/or the school immediately. Where the applicant has temporarily moved out of the family home for domestic reasons (for example, to a refuge following a domestic violence incident), and there is evidence that the applicant will return to live in the family home in the near future and will be living there at the date of entry to the school, the application will be processed as if they are living at the family home at the application deadline.

Returning Forces personnel and Crown Servants will be managed in line with the Council Scheme: Buckinghamshire Council for children joining in September of Year 7 and Late Entry (the school) would allocate a place (if eligible and in line with oversubscription criteria) before a family moves, if the application is accompanied by an official letter from the employer with a relocation date and accept an intended address (with official evidence) of either a private address or a 'unit' or quartering address.

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 of 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 a child is not offered a place at Sir William Borlase's Grammar School, parents/carers 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. Appeal Process

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.

13. Pupil Premium (for the Purposes of Rule 2, oversubscription Year 7) See section 2.3