



# Admissions Policy (Boarding Places)

For entry in September 2024

## ADMISSIONS POLICY (BOARDING PLACES) 2024

The admissions policy for The Royal Grammar School follows the Co-ordinated Admission Scheme for Secondary Schools in the Area of Buckinghamshire Council Local Authority unless stated. This will be referred to as The County Scheme. The County Scheme is available on the Buckinghamshire Council website [www.buckinghamshire.gov.uk](http://www.buckinghamshire.gov.uk) or click [here](#) for a link. Parents wishing to apply to the school should also read this policy in conjunction with the Parents' Guide "Moving up to Secondary School", which is published by the Council in May of each year.

### 1.0 DEFINITION OF A 'PARENT'

In this policy, a 'parent' is defined as being a natural or adoptive parent of a child (regardless of whether the parent has care of, contact with or parental responsibility for the child), as well as a non-parent who has care of or parental responsibility for a child (as defined in the Education Act 1996).

### 2.0 ADMISSION NUMBERS

The Planned Admission Number for Years 7–11 is **182** day places and **10** boarding places.<sup>1</sup>

For Year 12, please refer to the day places policy as all students (internal and external) need to fulfil the entry requirements. The number of Year 12 boarding places for qualified students varies from year-to-year depending on demand.

### 3.0 BOARDING PLACES: GENERAL NOTES

There are two categories of boarding places available at the school:

- Weekly boarder: Boarding in term time for 5 days a week, Sunday evening to Friday.
- Full boarder: Boarding in term time for 7 days a week. Available to boys in Years 10-13 only.

Details of fees for each category of boarding will be supplied by the Head of Boarding on request.

#### 3.1 Application Procedure

Applicants for a boarding place must complete the school's Boarding Registration Form, available on the school's website or by request to the school. Deadlines for applications for each year group are given below.

A letter should also be sent to the school's Admissions Officer informing the school that an application for a boarding place is being considered.

Applicants for places in Year 7 must also complete the Common Application Form (CAF) for their Local Authority, indicating "Royal Grammar School Boarding" as a preference.

Following the offer of a place at the school, to secure the place, parents will be asked to send written confirmation of their acceptance of the offer and a non-refundable deposit (offset against the last term's fees). Parents of applicants for Year 7 must also withdraw their son from their other school choices as listed on the Local Authority CAF. Evidence of this withdrawal is required by the school and should be sent with the acceptance of the boarding offer. Where this requirement is not met by the given date, the offer will be withdrawn and the place offered to another eligible applicant.

A boy withdrawn from boarding, in Years 7 to 11 inclusive, will be treated as having been withdrawn from the school and his name will be removed from the school roll.

#### 3.2 Boarding Interviews

Boys and their parents applying for a boarding place will be expected to meet with members of the Boarding team who will assess whether they would be able to cope with, and benefit from, a boarding environment. The Boarding staff will also need to consider health and safety issues associated with admitting individuals to boarding as part of the due diligence process.

---

<sup>1</sup> In the event of under-subscription for boarding places, vacant places may be converted to day places.

The type of questions asked are those used by all state boarding schools in assessing boarding suitability. Information from a candidate's previous school or the Local Authority that addresses their suitability may also be taken into account. No account is taken of the boarding interview in the assessment of a candidate's academic suitability.

#### 4.0 11+ ADMISSION (YEAR 7 IN SEPTEMBER 2024)

Boys are eligible to be considered for admission to the Royal Grammar School, High Wycombe, in Year 7 if they meet the required qualifying score of 121 in the Buckinghamshire Secondary Transfer Test (STT) or have been deemed qualified by a Selection Review Panel (or, in exceptional circumstances, an Admissions Appeal).

Boys sit two test papers in the Autumn of the year prior to proposed admission. Boys sit both papers on the same day. Each test paper is approximately 60 minutes in length including an introduction and practice examples. The STT assesses verbal, non-verbal and mathematical skills. The child's scores in each of the three skills areas are age-standardised to ensure boys are placed on an equal footing regardless of when their birthday falls in the year. The three age-standardised scores are then added together to give the child's Secondary Transfer Test Score (STTS). Boys need an STTS of 121 or more in order to automatically qualify for a grammar school place.

Registration for testing is automatic for boys who attend Buckinghamshire Primary schools unless the parent expressly withdraws their child from testing. In all other cases, including where boys attend independent schools in Buckinghamshire and non-Buckinghamshire Primary schools, an application for testing should be made to Buckinghamshire Council, the Test Administrator for all the Buckinghamshire Grammar Schools, by 23 June 2023 (tbc). In addition, all applicants must notify their home Local Authority of their preference for the school prior to the closing date of 31 October 2023.

Parents of any child who does not achieve the qualifying score of 121 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 comprising 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 boys who are deemed qualified by the panel will be eligible for admission to any of the 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. The Royal Grammar School High Wycombe has contracted Buckinghamshire Council to manage appeals on the school's behalf.

(An Independent Appeal Panel hearing will not ordinarily carry out a full review of a pupil's capacity to qualify in the Secondary Transfer Test as that process should have taken place at the Selection Review.)

#### 4.1 11+ Over-subscription Criteria

Where eligible applications for (ie, those for a child with a standardised score of 121 or above or deemed qualified following a selection review) 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.

Boys who qualify and who have a statement of Special Educational Needs that names the school will be admitted prior to the application of the over-subscription criterion.

1. Looked after or previously looked after boys.<sup>2</sup>
2. Sons of members of the UK Armed Forces who qualify for Ministry of Defence financial assistance with the cost of boarding school fees.

---

<sup>2</sup> A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those 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. A looked after child is a child who is (a) in the care of the 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).

3. Boys with a boarding need, defined for the purposes of this Policy as:
  - a. Boys at risk or with an unstable home environment
  - b. Boys whose parents are members of the UK Armed Forces, Crown Servants, or key workers (e.g. charity workers, people working for voluntary service organisations, teachers, law enforcement officers and medical staff working abroad) whose work dictates that they spend much of the year overseas or working unsocial hours.
4. 11+ score

#### **4.2 Waiting List**

If any vacancies arise between 1 March (National Offer Day) and 31 October of the same year, first priority will be given to those on the waiting list managed by Buckinghamshire Council through the County Scheme. Each child added to the waiting list will require the list to be ranked again in line with the published over-subscription criteria. From 1 November until the annual round of testing (January/February), a waiting list will be maintained by the Royal Grammar School for admissions into Year 7. If places become available during that period, or for the beginning of the following academic year, admission 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 boy's name will be added onto the end of the waiting list as extant at the time of the application to re-join. This will apply until the next round of testing, when such a candidate will need to be re-tested and the waiting list is then renewed.

### **5.0 LATE TRANSFER PROCEDURE**

Admission to Years 8, 9 and 10 (and to Year 7 from 1 November each academic year) will be handled in accordance with the school's Late Transfer Procedure. Only in exceptional cases will any place be offered in Year 10 starting after September, or at any time in Year 11, because of the nature of GCSE courses, even when the year group is below the Planned Admission Number.

#### **5.1 Testing Criteria**

The academic eligibility of candidates seeking admission under the school's Late Transfer Procedure will be assessed through curriculum-based tests in English and Mathematics for Years 7-10. Candidates will be required to achieve a minimum standard in each of the tests in order to be considered for admission, determined by a pass mark. A boy for whom English is an additional language who qualifies in Maths by 5 % or more above the pass mark, but does not qualify in English, may be offered a place provided that the score in English is no more than 5 % below the pass mark (EAL status must be evidenced by current school).

#### **5.2 September Admission**

Boys seeking admission to Years 8, 9 and 10 at the start of the next academic year will be invited to sit tests in the Annual Testing Round. This is organised by the school and will take place in January/February of the year in which admission is sought in September. The deadline for registration for the tests will be the second Monday in January of the same year. Evidence of normal home address will be required.

#### **5.3 Immediate Admission**

Boys who have moved, or plan to move, into the local area and are seeking admission into the school before the next Annual Testing Round may apply for immediate admission to Years 7, 8 or 9 and will be tested as soon as reasonably possible. This will however require a place in both day and boarding being available. Evidence of normal home address will be required.

#### **5.4 Late Transfer Over-subscription 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.

Boys who meet the minimum qualifying standard and who have a statement of Special Educational Needs or Education, Health and Care Plans (EHCP) that names the school will be admitted prior to the application of the over-subscription criterion.

1. Looked after or previously looked after boys.
2. Boys with the highest aggregate in tests taken. Where the test aggregate score is an absolute tie, test results will be ranked in the following order: English then Mathematics.
3. Sons of members of the UK Armed Forces who qualify for Ministry of Defence financial assistance with the cost of boarding school fees.

4. Boys with a boarding need, defined for the purposes of this Policy as:
  - a. boys at risk or with an unstable home environment
  - b. boys whose parents are members of the UK Armed Forces, Crown Servants, or key workers (e.g. charity workers, people working for voluntary service organisations, teachers, law enforcement officers and medical staff working aboard) whose work dictates that they spend much of the year overseas or working unsocial hours.

### 5.5 Late Transfer Waiting List

Boys who have qualified and have not been allocated a place may have their name placed on the waiting list. The waiting list will be ranked in accordance with the school's Late Transfer Over-subscription Criteria as detailed in 4.4 above. If an applicant qualifies but cannot be allocated a place because the school is full, qualification ends at the end of the next testing round. The applicant must then be tested again in the next Annual Testing Round.

## 6.0 SIXTH FORM (YEARS 12 AND 13)

### 6.1 Sixth Form Entry Criteria

Applications from external students should be made direct to the school using the application form for Sixth Form Admission, available on the school's website or on request to the school. Applications must be submitted by the first Friday in December of the year prior to that of the proposed admission. Evidence of normal home address will be required.

Minimum entry requirements (which are the same for both internal and external applicants) are GCSE grades as follows:

- 8 taught full GCSEs at grades 5-9 (taken in one sitting), **including English and Mathematics** at grade 5 or above and a total point score from the 8 GCSEs of a minimum of 50 points.
- In addition, candidates must meet the entry requirement for each course for which they have applied. Full details are provided in the 'Sixth Form Entry' booklet, which is revised annually, and available on the school's website or on request to the school.

### 6.2 Sixth Form Oversubscription Criteria

Where the number of eligible external applications exceeds the number of places available, the following criteria will be applied in the order set out below to decide which students to admit.

1. Students who are looked after children or previously looked after children.
2. Rank order of those with the highest aggregate score in their best eight GCSEs.
3. Those who are currently in receipt of Free School Meals as at the application closing date. Evidence of entitlement to FSM will be required.

If the GCSE points criteria does not produce a clear outcome (i.e. two students achieve precisely the same score), the place will be determined by random allocation supervised by a person independent of the school.

## 7.0 QUALITY

1. Royal Grammar School is aware of and fully compliant with its legal duties and responsibilities under the Equality Act 2010.
2. In particular, the school will make an adjustment to this policy for disabled students where they are at a substantial disadvantage because of their disability compared to a non-disabled student, and it is reasonable to do so.

## 8.0 POLICY UPDATES AND CONSULTATION

1. The school's admission arrangements (which this policy is part of) have to be formally determined by the Governing Body each year, with any material changes being consulted on prior to determination (or every 7 years, if no changes are proposed).

*Any offer based on inaccurate information can be withdrawn. This could include, fraudulent or misleading applications, false claims to residence and failure to reply to an offer within the number of days specified in the offer letter.*