



CESHAM
GRAMMAR
SCHOOL

Chesham Grammar School Admissions Policy 2022

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The admissions policy for Chesham 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 www.buckscc.gov.uk

This policy covers admission to the school between September 1st 2022 and August 31st 2023.

1. Admission Numbers

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

Years 7-11 180

Years 12-13 30 places for external students who have fulfilled the entry criteria

2. 11+ Admission (Year 7 in September 2022)

Children are eligible to be considered for admission to Chesham Grammar School 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).

Children sit two test papers in the Autumn of the year prior to proposed admission. Children 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 children 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). Children need an STTS of 121 or more in order to automatically qualify for a grammar school place.

Registration for testing is automatic for children who attend Buckinghamshire Primary schools unless the parent expressly withdraws their child from testing. In all other cases, including where children attend independent schools in Buckinghamshire and non-Buckinghamshire Primary schools, an application for testing should be made to Buckinghamshire Council, the Test Administrator for of all the Buckinghamshire Grammar Schools, by 25 June 2021. In addition, all applicants must notify their home Local Authority of their preference for the school prior to the closing date of 31 October 2021.

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 children 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. Chesham Grammar School 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.)

2.1. Over-subscription Criteria for entry into Year 7

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 children to admit:

- 2.1.1 Looked after children¹ or previously looked after² children.
- 2.1.2 Children who appear to have been in state care³ outside of England and ceased to be in state care.
- 2.1.3 Children living in the catchment area⁴ of the school and who qualify for Free School Meals⁵.
- 2.1.4 Siblings⁶ of children in Years 7 to 12 who are on the roll of the school at the time allocations are made and who will be on the roll of the school at the time of the proposed admission.
- 2.1.5 Qualified children of CGS staff employed on a permanent contract by the school for at least two years at the time of application, or where the member of staff has been recruited to fill a post for which there is a demonstrable skills shortage. This does not include staff who work at or on the school site for other employers.
- 2.1.6 Children living in the catchment area of the school. For applicants for Year 7 to be considered as 'in catchment', applicants must be able to provide evidence of their residency within the catchment area of the school continuously from October 31st of the year preceding admission.
- 2.1.7 Children who have exceptional medical or social needs which can only be met at this school supported by evidence from an independent professional person⁷.
- 2.1.8 Once the above rules have been applied, then any further places will be offered in distance order using straight line distance between the family's normal home address and the main entrance to the school on White Hill.
- 2.1.9 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.

¹A 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).

² Previously Looked After Children are children who were Looked After, but ceased to be so because they were adopted (or became subject to a child arrangements or special guardianship order).

³ A child is regarded as having been in state care outside of England if they were accommodated by a public authority, a religious organisation or any other provider whose sole purpose is to benefit society.

⁴ The catchment area of the school is clearly illustrated on a map on the school's website: www.cheshamgrammar.org/180/admissions

⁵ For the purposes of this policy, the entitlement to Free School Meals would need to be shown to be current on 31st October before entry to Year 7 is sought.

⁶ For the purposes of this policy, a sibling is a brother or sister – for admissions purposes, we mean one of two or more individuals who have one or more parents in common, or any other child who lives at the same address on a permanent basis and for whom the parent also has parental responsibility.

⁷ The independent professional person might be a doctor, health visitor, or Education Welfare Officer, for example, who knows about the child and supports the application to the school. 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.

Children who qualify and who have statements of Special Educational Needs or Education, Health and Care Plans, that name the school will be admitted prior to the application of the admission rules.

Where the number of eligible applicants under each numbered oversubscription criterion exceeds the number of places available, places will be allocated in distance order using straight line distance between the family's normal home address and the main entrance to the school on White Hill. Where the distance criterion does not produce a clear outcome (i.e. two children live precisely the same distance from the school), the place will be determined by random allocation supervised by a person independent of the school.

Up to 6 places in Year 7 above the Published Admission Number will be available to children living in the catchment area of the school who:

- qualify for and are in receipt of Free School Meals at the time of application and
- whose standardised score in the Secondary Transfer Test is between 110 and 120 inclusive and
- who have not been deemed to have qualified following a selection review.

Applicants must be able to provide evidence of their residency within the catchment area of the school continuously from October 31st of the year preceding admission. Should there be more eligible applicants than places available, then the distance tie-breaker will apply; places will be offered to those living closest to the school.

2.2 Waiting List for Year 7

If any vacancies arise between National Offer Day (1st March 2022 or the first working day after this date if it falls on a weekend) and 31st December of the same year, first priority will be given to those on the waiting list managed by Buckinghamshire Council. This will be prioritised according to the oversubscription criteria and each added child will require the list to be ranked again in line with the above published oversubscription criteria. From 1st January 2023 a waiting list will be maintained until 31st August by Chesham 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. Any places will be allocated from the waiting list using the over-subscription criteria set out above and not by the date that a pupil joined the waiting list; each added child will require the list to be ranked again in line with the above published oversubscription criteria. Places will be allocated whenever the number of students in the relevant Year group drops below the Planned Admission Number. If parents decline an offer of a place, they may subsequently re-join the waiting list.

2 Late Transfer Procedure

Admission to Years 8, 9 and 10 (and to Year 7 from 1 January each academic year), up to the admission number of 180 will be handled in accordance with the school's Late Transfer Procedure. Only in exceptional cases will any place be offered in Year 10 starting after September, or at any time in Year 11, because of the nature of the GCSE course, even when the year group is below 180 in number.

3.1 Testing Criteria

The academic suitability of children seeking admission under the school's Later Transfer Procedure into Years 7, 8 and 9 will be assessed through tests which assess verbal, numerical and non verbal ability. Buckinghamshire County Council coordinates these.

The academic suitability of children seeking admission to Year 10 will be assessed through curriculum based tests in core subjects in which a minimum standard in all needs to be achieved to qualify for admission.

3.2 Late Transfer – September Admission

Children seeking admission to Years 8 and 9 at the start of the next academic year will be invited to sit tests in the Annual Testing Round. This is organised centrally on behalf of Chesham Grammar School by Buckinghamshire Council and will take place in February of the year in which admission is sought in September. Applications for admission to Years 8 and 9 must be made directly to BCC via the online portal on their main website.

Children seeking admission to Year 10 at the start of the next academic year will also be invited to sit tests in the Annual Testing Round. This is organised by the school and will take place in the Spring term of the year in which admission is sought in September. Applications for admission to Year 10 must be made directly to Chesham Grammar School; details are available on the school website. The deadline for registration will be January 31st (or the next working day if that is a weekend) of 2022. Evidence of residence will be required.

3.3 Late Transfer – Immediate Admission

Children who have moved into the local area since the last Annual Testing Round may apply for immediate admission to Years 7, 8, 9 (and where exceptional circumstances apply, Year 10 after September or Year 11). An application for Years 7 – 9 should be made directly to Buckinghamshire Council. For Year 10 or 11 entry, applications are handled by Chesham Grammar School. Evidence of residence will be required.

3.4 Late Transfer Over-subscription Criteria

When qualified applications for admission exceed the number of places available, the criteria in section 2.1 above will be applied in the order given and the same tie-breaker will apply should the distance criterion not produce a clear outcome.

3.5 Late Transfer Waiting List

Children who have qualified and have not been allocated a place may have their name placed on the waiting list for the relevant year. For Years 7 – 9 this list is maintained by Buckinghamshire Council. The waiting list will be ranked in accordance with the school's Late Transfer Over-subscription Criteria as detailed in 3.4 above. If a child qualifies but cannot be allocated a place because the school is full, qualification ends 12 months after the test. The child must then be tested again in the next Annual Testing Round. For admission to Year 10, apply directly to the school. Please read the note in section 3 about entry to Year 10.

4. Admission Outside the Normal Age Group

When a request is received for admission out of the normal age group, Chesham Grammar School will make decisions based on the individual circumstances of each case. This will include taking account of:

- the parents' views;
- any available 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 been previously educated out of their normal age group;
- any evidence that the child may naturally have fallen into a lower age group if it were not for being born prematurely;
- the views of the child's current headteacher.

5. Sixth Form Admissions

5.1 Year 12 Entry

Applicants from external students should be made in writing to the school using the form provided. Entry requirements are the same for internal and external students. Applicants for advanced level courses will be required to satisfy the following criteria:

5.1.1 A minimum of 48 points from their best eight GCSEs (or equivalent). Where a student is taking a mix of qualifications which include GCSEs, at least six GCSEs must be included in the best eight calculation. In addition a grade 5 or above is required in English language and Mathematics, or the equivalent. (In exceptional circumstances, the school may choose to admit a student with a 4 in English language or maths. This is entirely at the Headteacher's discretion.)

5.1.1.1 In an A level subject to be taken, there is a requirement of a grade 6 or above at GCSE either in the subject itself or in an appropriate related subject in the case of new courses, as indicated in the Sixth Form Prospectus. Some subjects require grade 7 in that subject at GCSE. These are: maths, biology, chemistry, physics and music. Further Maths will require grade 8 at GCSE.

5.1.1.2 Students achieving 48 points are recommended to study three subjects. Those students wishing to study a fourth subject will need a minimum of 56 from their best eight GCSEs.

5.1.1.3 Places will be offered using the oversubscription criteria until planned capacity in a given subject or course is reached. The school reserves the right to refuse access to subjects when planned classes are full.

5.1.2 In the event of over subscription of the places on criterion (i), priority will be given to students already on the school roll.

5.1.3 Any remaining places in Year 12 will be allocated to external students on the following basis (in order of priority):

5.1.3.1 Looked after children⁸ or previously looked after⁹ children.

5.1.3.2 Children who appear to have been in state care¹⁰ outside of England and ceased to be in state care.

5.1.3.3 Children living in the catchment area¹¹ of the school and who qualify for Free School Meals at the time of application.

5.1.3.4 Children living in the catchment area of the school and who have exceptional medical or social needs which can only be met at this school supported by evidence from an independent professional person.

⁸A 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).

⁹ Previously Looked After Children are children who were Looked After, but ceased to be so because they were adopted (or became subject to a child arrangements or special guardianship order).

¹⁰ A child is regarded as having been in state care outside of England if they were accommodated by a public authority, a religious organisation or any other provider whose sole purpose is to benefit society.

¹¹ The catchment area of the school is clearly illustrated on a map on the school's website: www.cheshamgrammar.org/180/admissions

5.1.3.5 Siblings¹² of children in Years 7 to 12 who are on the roll of the school at the time allocations are made and who will be on the roll of the school at the time of the proposed admission.

5.1.3.6 Qualified children of CGS staff employed on a permanent contract by the school for at least two years at the time of application, or where the member of staff has been recruited to fill a post for which there is a demonstrable skills shortage. This does not include staff who work at or on the school site for other employers, nor the children of staff in another of the multi-academy trust's schools.

5.1.3.7 Up to 50% of all remaining places will be allocated to children living in the catchment area of the school. (Applicants must be able to provide evidence of their residency within the catchment area of the school continuously from October 31st of the year preceding admission.)

5.1.3.8 All remaining places will be allocated to children living out of the catchment area of the school.

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.

Where the number of eligible applicants under each numbered oversubscription criterion exceeds the number of places available, places will be allocated in distance order using straight line distance between the family's normal home address and the main entrance to the school on White Hill. Where the distance criterion does not produce a clear outcome (i.e. two children live precisely the same distance from the school), the place will be determined by random allocation supervised by a person independent of the school.

Only in exceptional circumstances will any place be offered in Year 12 starting after September, or at any time in Year 13, because of the nature of the A level courses.

6. Normal Home Address

This is the child's home address. This must be where the parent or legal carer of the child and 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:

- 6.1** 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.
- 6.2** 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. You will be asked to provide evidence of normal home address.

Returning forces personnel and crown servants will be dealt with in line with the County Scheme which is explained here: <https://www.buckscc.gov.uk/services/education/school-admissions/moving-up-to-secondary-school/what-to-do-if-you-are-moving-house/>.

¹² For the purposes of this policy, a sibling is a brother or sister – for admissions purposes, we mean one of two or more individuals who have one or more parents in common, or any other child who lives at the same address on a permanent basis and for whom the parent also has parental responsibility.

The County defines October 31st of the qualifying year as the date from which residential evidence should be provided.

7. General

- 7.1** This Admissions Policy is subject to consultation whenever changes are proposed.
- 7.2** Buckinghamshire County Council will establish arrangements for appeals against non-admission, non-qualification and where testing is refused.
- 7.3** A map of the school's catchment area for Year 7 and In Year and Sixth Form admission is available on the school website: www.cheshamgrammar.org/180/admissions
- 7.4** Parents living in Buckinghamshire wishing to know their entitlement to free transport should contact the County Council's Home Transport Service.

8. Explanation of Terms used in the Admission Rules

Unless otherwise specified, terms used in this policy follow those used by Bucks Council: www.buckscc.gov.uk/services/education/school-admissions/moving-up-to-secondary-school/understanding-the-terms-we-use/.

For Year 7 admission, the school follows the application process and time lines set out by Bucks Council which can be found here: [Timeline for entry in 2022 | Buckinghamshire Council \(buckscc.gov.uk\)](#)