



# **SIR HENRY FLOYD GRAMMAR SCHOOL**

***Working together, to inspire, challenge and achieve***

## **DETERMINED ADMISSIONS POLICY**

### **SEPTEMBER 2021**

Sir Henry Floyd Grammar School (Member of Insignis Academy Trust) is designated as a co-educational selective school. The admissions policy for the school follows The Coordinated Admissions Scheme for Secondary Schools in the Area of Buckinghamshire County Council Local Authority (the County Scheme) unless stated. The County Scheme is available on the Buckinghamshire County Council website. This policy covers admissions to the school between 1 September 2021 and 31 August 2022.

#### **1. Admission Numbers**

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

Year 7- 9	180
Year 10 – 11	186
Year 12 -13	220

For entry into Year 12, the total number of places available is 220. Current Year 11 students are not admitted under this policy as they are already on roll, and will simply transfer to Year 12, if they meet the Minimum Academic Entry Criteria and have confirmed that they want their place. There will be a maximum of 6 places for applicants to Year 10 who have fulfilled the entry requirement, dependent numbers in the year group at the end of Year 9. There will be places for a minimum of 34 external students who have fulfilled the entry requirement. It may not be possible to admit 6 external candidates to Year 10, this is dependent on successful appeals and admissions in Years 7-9. It may be possible to admit more than 34 external candidates to Year 12, once the number of current Year 11 students transferring to Year 12 is known.

The planned admission numbers (PAN) are therefore:

Year 7 - 180  
Year 10 - 6  
Year 12 - 34

## **2. 11+ Admission for Year 7 in 2021**

Children are eligible to be considered for admission to Sir Henry Floyd 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 (or in exceptional circumstances by an Independent Appeals Panel).

Two papers, each of approximately 60 minutes duration, are taken in the September of the year prior to proposed admission. The tests comprise elements of verbal, non-verbal and mathematical skills ability. Each child's scores in the different elements of the tests 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 the test is automatic for children who attend Buckinghamshire Primary Schools unless the parent expressly withdraws their child from testing. In all other cases, including where children attend independent schools in Buckinghamshire, an application for testing should be made to the Testing Administrator by the date published on the Buckinghamshire County Council website [www.bucks.gov.uk](http://www.bucks.gov.uk). In addition, all applicants must notify their home Local Authority of their preference for the school prior to the closing date of 31 October 2020.

The Testing Administrator is Buckinghamshire County Council. The Bucks Grammar schools (TBGS), including SHFGS, work in partnership with Buckinghamshire County Council who administer 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 carried out by a Panel comprising of serving Secondary and Primary Headteachers, supported by a clerk. It is important to note that two places above the Admission Number will be available to students who qualify for Free School Meals or Pupil Premium Grant (see over-subscription criteria below).

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 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.

### **3. Education, Health and Care Plans**

Children with an Education, Health and Care Plan (EHCP) are admitted under separate statutory procedures, and not under this policy.

In the normal admission round (i.e. entry to Year 7, Year 10 or Year 12 in September), children who qualify and who have the EHC Plan that names SHFGS will be admitted, prior to the allocation of places to other candidates, and the number of places available to other children within the PAN for those year groups will be reduced.

At all other times, children who qualify and have an EHC Plan that names SHFGS will be admitted even if that means going over the PAN for that year group.

### **4. Over-subscription Criteria for entry to Year 7**

Where qualifying applications for admission exceed the number of places available, at the main point of admission, the following criteria will be applied in the order set out below to decide which student to admit:

1. Children Looked after and those previously looked after.
2. Students who qualify for Free School Meals (on census day autumn 2020).
3. Students who qualify for Pupil Premium grant (on census day autumn 2020)
4. For the main point of admission, siblings of students at the school who are on roll and will be on the roll at the time of the proposed admission.
5. Children of Insignis Academy Trust staff, who have been employed at the schools 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 is recruited to fill a vacant post for which there is a demonstrable skill shortage.
6. Students living in the catchment area of the school (who must have been in residence at their home address continuously since 31 October 2020).
7. Once the above rules have been applied, then any further places will be offered in distance order, using the distance between the family's normal home address, from their front door, and the school using the straight line distance between the family's normal home address and the nearest of the school's three main entrances, using the Local Authority's measurements. In the event of two students living at exactly the same distance, for instance with addresses in the same block of flats, a random draw will be made.

Two places above the Planned Admission Number will be available to students who qualify for Free School Meals or Pupil Premium Grant (at the time of the census in the autumn term when they are in Year 6) and whose score in the admissions tests would not otherwise qualify them for admission. Such candidates must have achieved a standardised test score of at least 100. Should there be more eligible applicants than places available then the distance tiebreaker will apply i.e. places will be offered to those living closest to the school.

#### **4. Waiting List**

Buckinghamshire County Council through the County Scheme, on behalf of the school, manage all waiting lists for entry into Years 7, 8, and 9. If any vacancies arise in Year 7 between National Offer Day (1 March 2021) and 31 December of the same year, first priority will be given to those on the waiting list. The waiting list is ranked by reference to the oversubscription criteria outlined above, and not by reference to the date that the applicant's name was added to the waiting list. Each time an applicant's name is added, the waiting list will be re-ranked again in accordance with those over-subscription criteria.

Children Looked After, formerly looked after children and those allocated a place at the school in accordance with a Fair Access protocol, will take precedence over those on the waiting list.

Qualification under testing will be deemed to remain current for 12 months from the test, after which a new application for admission must be made (including testing) under the Late Transfer procedure.

#### **5. Out of Age Admissions**

To apply for admission out of the normal age group the normal application procedure for the year for which entry is sought should be followed. However, the school will make decisions in the light of what it considers the best interest of the student when deciding whether to offer a place. A decision will be taken that takes into account parents' views, information about the child's academic and social development, whether they have previously been educated outside the year group. Views of the child's current Headteacher will also be taken into account.

#### **6. Late Transfer Procedure**

Admission to Years 8 to 11 and Year 7 from 1 January onwards will be handled in accordance with the Late Transfer Procedure set out below.

##### **a) Testing Criteria for Late Transfer**

The academic suitability of candidates seeking admission under the school's Late Transfer Procedure into Years 7, 8 and 9 will be assessed through tests that are comprised of elements of verbal, numerical and non-verbal ability. These tests will be taken at Sir Henry Floyd Grammar School or another Buckinghamshire grammar school that uses the same test.

In the summer term of Year 9, for entry into Year 10, a waiting list will be maintained by Sir Henry Floyd Grammar School. The academic suitability of applicants seeking admission into Years 10 and 11 will be assessed through testing in English (reading and writing), mathematics, sciences and a modern foreign language. Candidates will be required to meet a minimum standard in all tests in order to qualify for admission, demonstrating that they are able to work at a level

equivalent to that of the school's current cohort. Tests are set and administered by SHFGS.

## **b) Late Transfer - September Admission**

Students seeking admission to Years 8 and 9 at the start of the next academic year and will be invited to sit tests in the Annual Testing Round. This is organised centrally by Buckinghamshire County Council (BCC) Admissions Authority and will take place in February of the year in which entry is sought in September. Applications for admissions to Years 8 and 9 must be made directly to BCC via the online portal on their main website. The deadline for registration for the tests will be the last Friday in November. Evidence of residence will be required.

Late applicants will be considered once any available places have been allocated, and a testing date later in the year will be established for this purpose.

## **7. Late Transfer Immediate Admission**

Students who have moved into the local area since the last Annual Testing Round may apply for immediate admission and will be tested as soon as possible. Evidence of residence will be required for the purposes outlined in the oversubscription criteria. Buckinghamshire County Council will administer this process on the school's behalf via the online portal on their main website.

For Years 10 and 11, SHFGS handles applications for admission and the coordination of tests. Parents must complete a Registration Form, which can be accessed via the School's website, or from the School's office.

## **8. Late Transfer Over-subscription 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:

1. Children Looked After and those previously looked after.
2. Students who qualify for Free School Meals (on the most recent census day).
3. Students who qualify for the Pupil Premium grant (on the most recent census day).
4. Siblings of students at the school who are on roll and will be on the roll at the time of the proposed admission.
5. Children of Insignis Academy Trust staff, who have been employed at the school for two or more years, at the time at which the application for admission to the schools is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
6. Students living in the catchment area of the school.
7. Once the above rules have been applied, then any further places will be offered in distance order, using the distance between the family's normal home address, from their front door, and the school using the straight line distance between

the family's normal home address and the nearest of the school's three main entrances, using the Local Authority's measurements. In the event of two students living at exactly the same distance, for instance with addresses in the same block of flats, a random draw will be made.

## **9. Late Transfer Waiting List**

Students 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 8 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.

Each student added to the waiting list will require it to be ranked again in line with the oversubscription criteria. Looked after children, previously looked after children and those allocated to the school under the Fair Access protocol will take precedence over all others on the waiting list.

## **10. Year 12 Entry**

Applications from external students should be made using via the school's online application system a link to which is available via the School's website. Entry requirements are the same for internal and external students and will consist of a minimum standard at GCSE across a student's best eight subjects. Details will be published in the sixth form Options Booklet again available via the School's website. Students will also be required to have at least a grade 5 in both mathematics and English Language at GCSE. Some subjects have additional, specific entry requirements.

If students have not completed eight GCSE courses then their application will be considered by an admissions panel that includes the Headteacher. This will also be the case if they have not qualified in JCQ accredited GCSE courses. (Points scores associated with BTEC courses are outlined in the sixth form options booklet.)

The closing date for applications (in the spring term before entry) will be announced in the published prospectus and on the school website.

## **11. Notes for admission to Years 12-13**

Exceptional cases (e.g. students with an EHCP, or a medical condition that is supported by medical evidence, or students from overseas without comparable qualifications) where applicants do not meet the entry criteria listed above will be considered by the admissions committee chaired by the Headteacher.

A student who has qualified for entry to Year 12 or Year 13 will, in most cases, be able to study the subjects for which 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. Where a class is full preference will be given to students who named the subject in an original, timely application.

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

**Applications to repeat Year 12 or 13** are rare. Decisions on these 'out of age' applications will be made taking all factors into account.

Decisions on admissions for a re-take year will be made after all standard applications have been dealt with. The number of places available will be determined in the light of the number of applicants who have met their conditional offers and the sixth form capacity and availability on specific courses.

## **12. Over-subscription for external entry to Year 12**

Current Year 11 students who achieve the minimum academic entry criteria, who have applied and received an offer will transfer to Year 12, if they wish to. Where eligible applications for admission exceed the number of places available, the following criteria will be applied in the order set out below to decide which student(s) to admit:

1. Children Looked After and those previously looked after who meet the minimum entry requirements.
2. Students who qualify for Free School Meals as at the application deadline who meet the minimum entry requirements.
3. Students with the highest points score achieved from their best eight GCSE results (or qualifications other than GCSE as described in the sixth form prospectus)
4. Children of Insignis Academy Trust staff, who have been employed at the schools 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 is recruited to fill a vacant post for which there is a demonstrable skill shortage.
5. For the main point of admission, siblings of students on the roll of Sir Henry Floyd Grammar School on 1 September 2020.
6. Once the above rules have been applied, then any further places will be offered in distance order, using the distance between the family's normal home address, from their front door, and the school using the straight line distance between the family's normal home address and the nearest of the school's three main entrances, using the Local Authority's measurements. In the event of two students living at exactly the same distance, for instance with addresses in the same block of flats, a random draw will be made.

## **14. Evidence of normal home address**

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

## **15. General**

This Admissions Policy is subject to annual review.

Parents have a statutory right to appeal against the refusal of a place. Sir Henry Floyd Grammar School will arrange its appeals against admission through Buckinghamshire County Council Appeals team. SHFGS will also establish the procedure for challenging non-qualification and where testing is refused through the same team.

Parents wishing to know their entitlement to school transport should contact the County Council.

### **Explanation of terms used in the admission rules:**

#### **Definition of Children Looked After**

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

#### **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.

## **School Catchment Area**

Appendix 1 is the current catchment area for SHFGS i.e. for September 2020 entry. See pages 11.

### **Definition of 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.

### **Definition of 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.

### **Definition of 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.

### **Definition of 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 program 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.

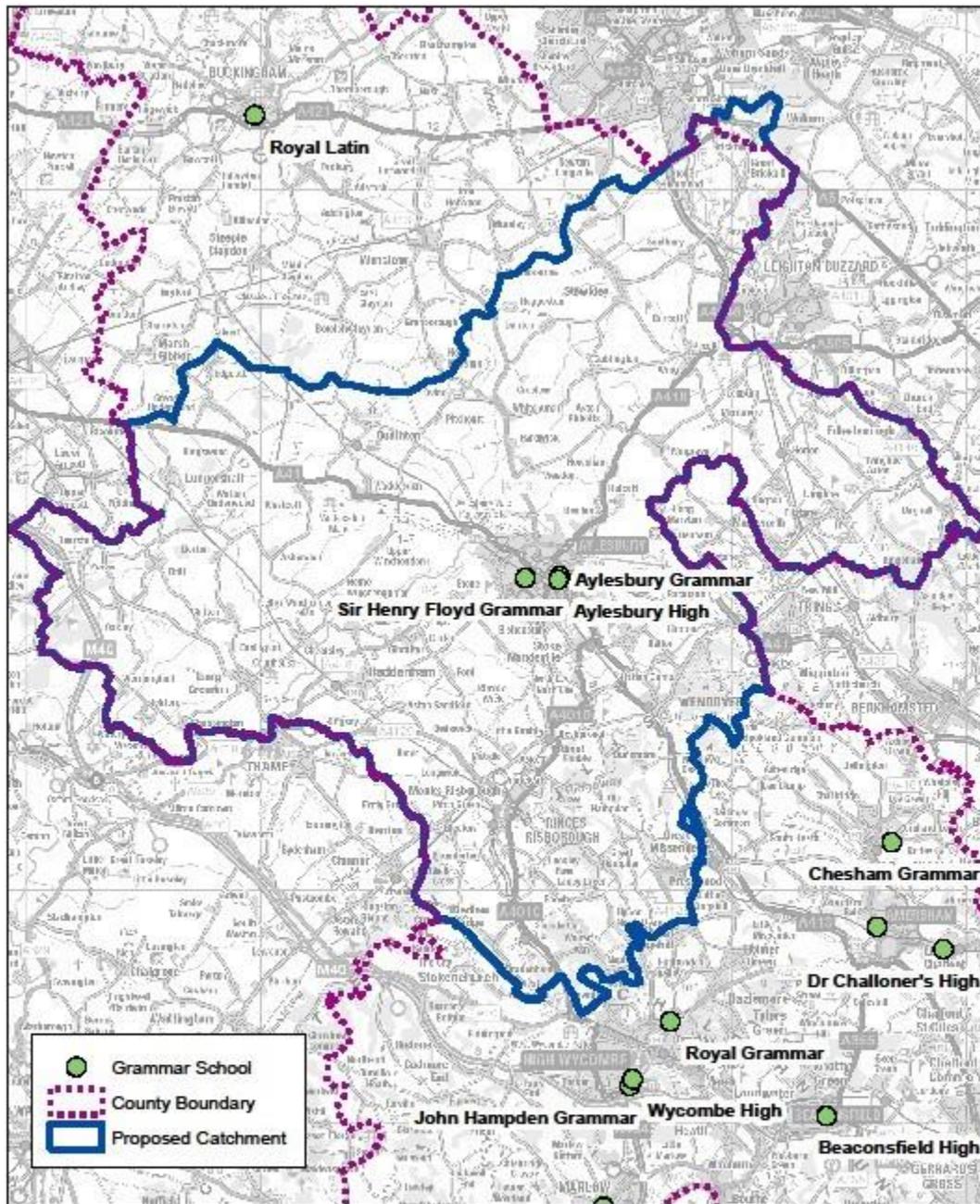
Please provide evidence by 31st January (Secondary allocation) to be included in the first allocation round.

**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 would be admitted (or all the siblings in the case of multiple births) even if this goes above the admission number of the school.

**Appendices:**

1. SHFGS Catchment Area – as of September 2020



**Catchment Area for Sir Henry Floyd Grammar School from September 2020**



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Produced by School Management Support Team  
 October 2018

