

THE COORDINATED ADMISSION SCHEME FOR SECONDARY SCHOOLS IN THE AREA OF BUCKINGHAMSHIRE COUNTY COUNCIL LOCAL AUTHORITY 2008/2009

Introduction

- 1. This scheme is made by Buckinghamshire County Council in line with the School Standards and Framework Act 1998 as amended by the Education Act 2002 and the Education and Inspections Act 2006 and supported by the Education (Co-Ordination of Admission Arrangements)(Secondary Schools)(England) Regulations 2002, which require LAs to formulate a co-ordinated scheme for secondary admissions.**

Interpretation

3. In this scheme:

“the LA” means Buckinghamshire County Council (BCC) acting in its capacity as the local education authority;

“the LA area” means the area in respect of which the LA is the local education authority;

“home LA” means the LA in which the applicant is resident;

“primary education” “secondary education” “primary school” “secondary school” have the same meaning as in Section 2(1), 2(2), 5(1), and 5(2) respectively in the Education Act 1996;

“school” means a community, foundation or voluntary-aided school (but not a special school) which is maintained by the LA.

“grammar school” means a school selecting pupils solely on the basis of academic ability as determined by the Buckinghamshire selection procedure for community and voluntary-controlled grammar schools or the procedure determined by the Governing Body of foundation or voluntary-aided grammar schools.

“foundation school” means those of the schools which are designated foundation schools.

“voluntary-aided school” means those of the schools which are designated voluntary-aided schools.

“admission authority” in relation to a community or voluntary-controlled school means the LA and, in relation to a foundation or voluntary aided school means the governing body of that school.

“the specified year” means the school year beginning at or about the beginning of September 2008.

“admission arrangements” mean the arrangements for a particular school or schools which govern the procedures and decision making for the purposes of admitting pupils to the school.

“casual admission” means any application for a school place in secondary education that is received after 1 September 2008, including those received during the academic year commencing September 2008.

“eligible for a place” means that a child has been placed on the school’s ranked list at a position which falls within the school’s published admission number.

The scheme

2. This scheme is pursuant to the School Standards and Framework Act 1998 (as amended by the Education Act 2002), and is for coordinating the arrangements for the admission of pupils to secondary schools in the LA area (“the scheme”).
3. The scheme referred to in paragraph 3 shall be determined in accordance with the provisions set out in Schedule 1 and processed in accordance with the timetable set out in Schedule 2.
4. Subject to paragraph 6 below, the scheme shall apply to every secondary school in the LA with the exception of special schools and shall take effect from September 2008. This includes applications for boarding places at The Royal Grammar School.

SCHEDULE 1

PART 1 – THE SCHEME

1. Buckinghamshire County Council will operate a co-ordinated scheme for secondary school admission that takes into account the different admission rules operated by individual admission authorities for some secondary schools. The scheme will be an **Equal Preference Scheme** with applied ranking at the stage of determining which shall be the actual offer when there is the potential of multiple offers.
2. There will be a standard application form known as the Common Application Form (CAF). Parents can use this form or apply online.
3. The CAF will be used for the purpose of admitting pupils into the first year of secondary education in the specified year. For all Buckinghamshire schools this is admission into Year 7.
4. Parents who live in Buckinghamshire should apply to Buckinghamshire either via a CAF, available in the 'Guide for Parents: Admission to Buckinghamshire Secondary Schools' (the "parents' guide") or, there will also be the opportunity to complete an application on-line, and any reference to the CAF should also be interpreted to include on-line applications. The application form will collect basic data such as name, address and date of birth of the child. The CAF must be used by parents resident in Buckinghamshire, wishing to express a preference for their child:
 - To be admitted to a maintained school within the LA area; or
 - To be admitted to a maintained school within the area of another LA.
5. All preferences expressed on the CAF will be valid applications. The parents' guide will also contain forms on which to give any supplementary information required by the foundation or voluntary-aided Buckinghamshire secondary schools. Only parents applying for these Buckinghamshire schools may need to complete the supplementary forms, although schools in other LA areas may require them.
6. The Buckinghamshire CAF will:
 - a. Invite the parent to express **up to** six preferences by completing the form and include any maintained schools outside of the LA area, in rank order of preference.
 - b. Invite parents to give reasons for each preference;
 - c. Explain that parents will receive no more than one offer of a place from the LA, which will be:

- i. The highest ranking school at which their child is eligible for a place; and
 - ii. If a place cannot be offered at any of the preferred schools to a resident child, a place will be offered at the nearest Buckinghamshire maintained school with vacancies, for which the child is qualified; and
 - d. Specify the closing date for applications and where it should be returned.
 - e. Explain that parents must complete only one form.
- 7. The LA will make appropriate arrangements to ensure:
 - a) That the CAF is available on request from the LA and from all primary and secondary schools in the LA area; and
 - b) Every parent whose application falls within the category of a casual admission receives a copy of the CAF (and written explanation) on request.
- 8. Where a maintained school receives a supplementary form from a Buckinghamshire resident it will not be regarded as a valid application unless the parent has also completed a CAF and the school is given as one of their preferences. The LA requires parents to send the supplementary form direct to the school. Parents resident in another LA must fill in that LA's CAF. Under the requirements of the scheme, parents will not be under any obligation to fill in an individual school's supplementary form where this is not strictly required for the governing body to apply their admission rules.
- 9. All completed CAFs should be returned to the Admissions Team at County Hall, by 5.00pm on **19 October 2007** or, if returning the forms to the child's primary school (Buckinghamshire maintained schools and partner schools only), by 09.00am on 17 October 2007.

Selection by aptitude or ability

- 10. The LA manages selection by ability for community and voluntary controlled grammar schools. Foundation or other grammar schools may also adopt the LA's selection procedure and ask the LA to manage the selection process on their behalf.
- 11. Any school applying selection by aptitude as part of its admission arrangements must ensure that this complies with the timeline in Schedule 2. The admission authority must make it clear to parents that they are required to complete and return the CAF expressing preferences before their child's result will be released.

12. No school should allow a child to undertake a test (for aptitude) unless that school is one of the named preferences on the application form.
13. Children attending Buckinghamshire schools are automatically registered for selection testing unless their parents confirm in writing that they do not want their child to sit the test. Parents of children at Independent schools or attending primary schools outside of Buckinghamshire should register their child for grammar school testing by 7 September 2007 (to undertake the procedure in the normal timeline) and at the very latest by 21 September 2007, to ensure testing can be completed during the autumn term.
14. Where children cannot take the 11+ tests in their own school (this will normally only be for children who do not attend schools within the county) the testing will be scheduled during October half term 2007 (22 – 26 October inclusive). Children will be offered two dates within this period. They may be on consecutive days but not two tests on any one day. One alternative date will be offered only where parents are able to confirm exceptional circumstances (family holidays are not exceptional). Children who do not attend on the specified dates with no reasonable explanation will be deemed withdrawn from the 11+ testing.
15. Parents will be notified of the outcome of testing for grammar school selection by **23 November 2007**, where the application has been within the normal timetable, or as soon as practicable after then (for later testers).
16. As far as is reasonably practicable applications for places in the normal admissions round that are received late for a good reason will be accepted provided they are received before **12 November**. Examples of what will be considered as good reason include: where a single parent has been ill or has been dealing with the death of a close relative; a family has moved into the area or is returning from abroad. Other circumstances will be considered and each case decided on its own merits. Late preferences will be processed after the timely applications in accordance with the timetable in Schedule 2.

Processing the applications

17. Exchange of information with other neighbouring LAs will be completed on a mutually agreed timeline.
18. Where a foundation school or voluntary-aided school is listed on the application form, the Admissions Team will forward appropriate details to the Governing Body, including any relevant supplementary material. Where a school in another LA is listed on the application form details will be forwarded to that LA.

19. By **14 December 2007** the LA will notify the admission authority for each VA or F school of the preferences expressed for the school. The LA will only pass on ranking information to schools which need the information to apply their own admission rules.

Each admission authority will then apply its own admission rules to the list of applicants for the school. Buckinghamshire County Council will be doing this for its community and voluntary-controlled schools, the governing bodies for the foundation and voluntary-aided schools. Each admission authority will then return to the LA a ranked list, based on the admission rules for the school, of children who could potentially be offered a place at the school. Grammar schools will only consider suitably qualified applicants.

20. By **18 January 2008** the admission authority for each school will consider all applications for their school, apply the admission rules (if appropriate) and provide the LA with a ranked list.
21. The LA will act as a clearing-house for the allocation of places by the relevant admission authorities. The LA will only make any decision with respect to the offer or refusal of a place in response to
- Any preference expressed on the CAF where it is acting in its separate capacity as an admission authority, or
 - If an applicant is eligible for a place at more than one school, or
 - Where an applicant is not eligible for a place at any school that the parent has nominated.

Determination of the place to offer

The LA will allocate places in accordance with the provisions set out as follows:

22. Where a child can be allocated a place at the school ranked first, this will become the firm offer. The pupil's name will then be removed from lists for other schools, and a child from each of those schools' waiting lists will be added to their offer list. Other children will move one place higher up the waiting list for the school.
23. Where a child is not allocated a place at the first ranked school but is provisionally allocated a place at a school they ranked second, this will be held provisionally pending further rounds in which it may become possible to give a higher preference. Provisional allocations to other schools lower

on the parent's ranked list would then be withdrawn from those lists enabling other children to move up the lists.

24. Where a child is provisionally allocated a place at his or her third ranked school but not at the first or second preferences, this will be held provisionally pending further rounds. Provisional allocations to lower ranked schools will be withdrawn and other children will move up those lists.
25. The above steps 22-24 will be repeated for all nominated preferences until it is not possible to offer any higher ranked school as a result of repeating the process.
26. Once all repetitions (iterations) of the allocation round are complete, all allocations then in existence become the firm offer.
27. Children who remain on the waiting list for a school will be treated as being refused a place by the admission authority.
28. Parents will have the right to appeal to an independent appeal panel if they so wish.

Children who have not been allocated a place in the iterative process

29. Buckinghamshire resident children will be offered a place at the nearest school with a vacancy for which they are appropriately qualified. This will be based on the shortest designated route. Non-Buckinghamshire children will be managed by their own LA.

Buckinghamshire parents who are also applying for schools outside Buckinghamshire

30. We will coordinate with other LAs to determine a single offer.
31. Other LAs will also be applying their schemes. If an LA notifies Buckinghamshire that it can offer a place to a Buckinghamshire resident, we will compare this place with the possible offer of a Buckinghamshire school and the parent's highest preference will be the one that becomes the actual offer.

Parents applying for a place in Buckinghamshire schools from out of the county

32. Such applications will have been made on the home LA application form and details forwarded to Buckinghamshire County Council.

The offer

33. We will notify all Buckinghamshire schools of the details of the children who will be offered a place at the school before offer letters are sent, in accordance with the timetable in Schedule 2.
34. We will send out all offer letters to Buckinghamshire parents. This will make clear where the offer is being made on behalf of the Governing Body of a foundation or voluntary-aided school or another LA.
35. If it is potentially possible to offer a Buckinghamshire place to a non-Buckinghamshire resident, we will coordinate with the home LA, to determine a single offer.
36. Offers of school places will be **posted on the first working day after 1 March 2008**. The offer letter and enclosed information will give details of:
 - The name of the school offered;
 - The reasons why the child is not being offered a place at each of the other schools nominated; and
 - The date by which the place must be accepted.

An enclosed leaflet will also give information about the procedure for waiting lists and the statutory right to appeal and the steps to take. The acceptance of offers or the submission of an appeal should be notified to the LA by parents **within 14 days**.

Late applications

37. Late applications received after the **19 October** (normal closing date) will only be considered during the core processing time if they are received by **12 November** (final date) and such applications will only be processed where there was good reason for the late application e.g. a house move or severe illness of single parent.
38. Applications received after the final date will not be processed until after the timely applications have been allocated.
39. Applications received after **1 January** of the relevant year will not be processed until **after 3 March**. They will then be processed in batches on a monthly basis, as indicated in detail within the timeline in the 'Guide for Parents'.

Waiting lists

40. Children who have not been allocated a place at a preferred school for which they are appropriately qualified may have their name placed on the waiting list for the school. The waiting list will be ranked in accordance with the school's admission rules.
41. The County Council will continue to maintain grammar school waiting lists. It will maintain upper school waiting lists until the end of the second week of the autumn term. After this time they will be handed over to be maintained by the school and parents will be advised to contact upper schools direct to remain on the waiting list.

Right to appeal

42. Parents of children who do not qualify for a grammar school will have the right to appeal to an independent appeal panel. These 'selection appeals' will take place commencing in **January 2008**.
43. Where parents wish to appeal to an independent appeal panel for a place at a different school, these 'transfer appeals' will take place after **21 April** of the relevant year and completed by 31 July.

PART II – CASUAL ADMISSIONS AND LATE TRANSFER PROCEDURE AFTER NORMAL DATE OF TRANSFER

1. Where a CAF is requested by parents, it will be sent out by the school that has been approached or the LA within 5 working days of receipt of the request.
1. Where the child is identified as vulnerable (view our vulnerable children's policy at:
http://www.buckscc.gov.uk/schools/documents/admissions/app_1_vulnerable_children.pdf

'Vulnerable children are those children who are at risk of social exclusion by being out of school, with associated risks such as substance abuse, offending and child abuse.'

- c) And is a looked after child: then the admission will be managed in line with part 1 of the Vulnerable children procedure
- d) And has been once permanently excluded: the admission will be managed in line with part 2 of the vulnerable children procedure
- e) And has moved into the area or is required to move school due to social issues: the admission will be managed in line with part 3 of the vulnerable children procedure

All other children will be dealt with as follows:

Community and Voluntary-Controlled Schools

2. Parents will be required to complete the CAF and return it to the LA.
3. Where the application is for a grammar school, testing, if agreed on the basis of the child's school report, will be undertaken on the first available testing sessions. Children may only be considered for a grammar school if they are deemed qualified by either:
 - Achieving a qualifying score in the tests; or
 - An independent appeal panel deems the child to be appropriately qualified.
4. Where the LA and the school agree that there is a vacancy, and there is no child on the waiting list with a higher priority, a place will be offered. If this is not possible other schools nominated on the CAF form will be considered in preference order.
5. Where one or more schools nominated on the preference list is a foundation or voluntary-aided school the LA will liaise with the school and forward the application where appropriate.
6. If no place is available at a school on the preference list, and the child is a Buckinghamshire resident, then a place will be offered at the nearest appropriate school with a vacancy.
7. Children who have not been offered a place at a preferred school for which they are appropriately qualified may have their name placed on the waiting list for the school. The waiting list will be ranked according to the school's admission rules.
8. Parents will receive an offer letter detailing the place to be offered and the reasons why a higher nominated school could not be offered (where appropriate). Parents will be told of the right of appeal to the independent appeal process where appropriate.

Foundation or Voluntary Aided Schools

9. Where a foundation or voluntary-aided school receives a direct application and there is a vacancy with no other child on the waiting list with a higher priority, the place can be offered. In the case of a grammar school the child would have to have qualified, according to the schools own late admission qualifications. The parent will be required to complete the CAF and receive an appropriate offer letter from the school. If other maintained

schools are listed on the CAF as alternative preferences then a copy should be forwarded to the County Council to manage admission to an alternative school if necessary.

10. Where the school does not have a vacancy, or there are other children with a higher priority on the waiting list, the school should take a copy of the CAF and forward it to the County Council and should arrange for parents to:
 - Receive an appropriate refusal letter explaining why a place was not offered;
 - Be referred back to the LA;
 - Be given information on the right to an independent appeal panel hearing; and
 - Be offered the option of a place on the waiting list.

PART III - ADMISSION ARRANGEMENTS FOR SIXTH FORM ADMISSIONS VC AND C SCHOOLS

1. Responsibility for admissions to sixth forms has been delegated to governing bodies. Arrangements reflect traditional patterns of admission into sixth forms.
2. Applications for entry to sixth forms of secondary schools should be made direct to the schools of choice. Where a school can admit a student, who fulfils the entry requirements, it will do so. When a school cannot admit the student, he/she should be given written confirmation of that decision, information regarding how to appeal and (if locally resident), information about other local secondary schools with 6th form provision.
3. The table below gives the proposed sixth form admission numbers for Buckinghamshire community and voluntary controlled schools. Where there are more applicants who meet the entry requirement than places available, then the admission rules will apply. These will be the same as for secondary admissions into Y7 to Y11 other than for the final rule (number 7). Rule 7 will either be **distance** from the school or by the highest point score as defined for the school in the following chart.
4. Admission numbers refer only to applicants who have not previously attended the school. All students who have attended the school until the end of Year 11 are automatically admitted, providing they meet the minimum entry requirements shown below.
5. There are currently four ways for schools to calculate the academic level schools will expect on intake.

Method 1: the school can choose to use the Grade achieved (e.g 4 GCSE's at Grade B or above....)

Method 2: the school can choose to use the way that university points have been calculated in the past. This awards the following per full GCSE (half GCSE score in brackets): e.g. A* = 8 points (4 points), A = 7 points (3.5 points), B = 6 points (3 points) etc

Method 3: the school may choose to use the new university points formula
 A* = 58 points, A = 52 points, B = 46 points, C = 40 points, D = 34 points, E = 28 points
 F = 22 points, G = 16 points

Method 4: schools may choose to use their own scheme

School	6th Form Admission Number	Minimum Entry Requirements	Final admission rule - distance or point score
Amersham School	25	'A' Level - 5 x grade C+ GNVQ - 5 x grade G+	Distance
Aylesbury Grammar School	25	356 points from the best 8 GCSE (or equivalent) including at least grade C in English and Maths. All A level subjects require at least a grade B in the appropriate GCSE, some require higher.	Points score for best 8 GCSEs. (Calculated according to Method 3). In the event of a tie-breaker being needed then the student with the highest overall points score will be offered the place.
Aylesbury High School	25	46 points at GCSE based on the best 8 subjects. Calculated according to Method 2 and must include GCSE English and Maths at Grade C or above. Equivalent qualifications are acceptable (e.g. IGCSE). For subjects to be studied grade B or above required.	Highest GCSE Points Score - based on best 8 GCSE subjects (Calculated according to Method 2)
The Beaconsfield School	25	5 A*-C GCSE for A level courses no minimum for other courses but students should be committed to study	Distance
Buckingham School	25	5 A*-C GCSE for advanced courses	Distance
Burnham Grammar School	25	340 points based on best 8 GCSE equivalents (calculated	Highest capped points score at GCSE

		according to Method 3) for 3 A/S levels or 380 points for 4 A/S Levels. In addition all Year 12 students must take a one-year course in Critical Thinking. Students must also meet the entry criteria for each course they wish to study.	
Burnham Upper School	25	5 A*-C GCSE for advanced courses	Distance
Chesham Park Community College	25	5 A*-C GCSE for advanced courses. Minimum grade C in subject to be taken at A Level or related subject.	Highest GCSE points score (Calculated according to Method 2), based on best 8 GCSE subjects Where there are equal points, distance will be used as a tiebreaker.
Chesham High School	35	An average of at least 42 points on best 8 GCSE grades calculated according to method 3. Minimum of grade C in subject to be taken at A level or related subject.	Highest average point score based on the best 8 GCSE subjects with distance as the final determinant if there is more than 1 student with the same score and 1 place available
Cressex Community School	25	5 A*-C GCSE for advanced courses	Distance
Dr Challoner's Grammar School	20	356 points from the best 8 subjects calculated according to Method 3. Plus at least a B in the four subjects to be studied at AS level	Highest points score at GCSE
Dr Challoner's High School	12	For A-levels 5 A*-C GCSE with grades B or above (for certain subjects grade A or A*) For any new subjects there are specific entry requirements.	Highest GCSE Points Score - based on best 8 GCSE subjects (calculated according to Method 2). If there is more than one student with the same score then distance will be the final determinant
The Grange School	25	5 A*-C GCSE for advanced courses, there are specific minimum requirements for some subjects.	Distance
Highcrest	15	5 A*-C GCSE for advanced	Distance

Community College		courses. Minimum grade C in subject to be taken at A Level or related subject. 5 A* to G grades for Level 2 courses	
Holmer Green Senior School	12	For Level 3 courses, 5 A*-C GCSE including Maths and English. For level 2 courses, 4 GCSE passes. There are also specified minimum requirements for some subjects.	Distance
The John Colet School	25	5 A*-C GCSE for advanced courses	Distance
John Hampden Grammar School	35	Average of 5.6 points at GCSE, based on 8 best GCSE grades. Points calculated according to Method 2.	Highest points score
Mandeville Upper School	25	5 A*-C GCSE for advanced courses	Distance
The Misbourne School	25	5 A*-C GCSE for advanced courses	Distance
Princes Risborough School	25	5 A*-C GCSE for advanced courses. (Minimum GCSE grade requirements for subjects studied at A level vary, see prospectus)	Highest points score
Quarrendon Upper School	25	5 A*-C GCSE for advanced courses. For level 2 courses, 4 GCSE passes. There may also be minimum requirements for some subjects.	Distance
The Royal Latin School	40	4 GCSEs at Grade B or above for subjects to be studied at A/AS level (or related subjects) plus at least 1 more GCSE at Grade C or above (must include Mathematics and English Language).	Highest GCSE points score, based on best 8 GCSE subjects (calculated according to Method 2) In the event of a tie breaker being required, then the student with the highest overall points score will be offered the place.

Sir William Borlase's Grammar School	25	46 points from top 8 GCSEs. Calculated according to Method 2. A/B in English Language & Mathematics. A/B in any further subjects to be studied at AS/A2 level.	Highest GCSE Points Score - based on best 8 GCSE subjects
Sir Henry Floyd	40	46 points from top 8 GCSEs calculated according to Method 2. A minimum of Grade B is required in subjects to be studied at AS level.	Distance
Sir William Ramsay School	25	For level three courses: 5 A*-C GCSE. For level 2 courses: 3 or 4 D grade or above GCSE passes	Distance
The Wye Valley School	25	For Level 3 courses: 5 GCSE passes at grades A*-C For Level 2 courses: 4 GCSE passes Football and Rugby courses - Physical Aptitude .Grade B at GCSE Science needed for any Science related course Football course - Physical Aptitude	Distance

SCHEDULE 2

Timetable of Secondary Schools Coordinated Admission Scheme 2008

7 September 2007	Deadline for Registration for the 11+ tests to be tested in a timely manner
21 September	Final registration date for 11+ testing.
4 October	Test 1 (earliest date for children to be tested in LEA schools)
10 October	Test 2 (earliest date for children to be tested in LEA schools)
12 October	Selection tests for Buckinghamshire grammar schools completed for most children in Buckinghamshire primary schools and in partner schools.
19 October:	Closing date for Common Application Form (CAF) to be returned to County Hall Admissions Team. Latest date to register for 11+ testing (except movers). Registration by today will ensure testing – but not within the published timeline.
22-26 October	Test sessions for non-school testing (these are the ONLY dates for timely applications).
12 November	Final date for return of Buckinghamshire Secondary Application Form for agreed special cases to be considered timely. Any applications or changes of preference received after this date will not be processed until after the timely applications.
15 November	Applications for schools in other LAs sent to those LAs
14 December	Details of applications forwarded to foundation and voluntary-aided schools.
23 November 2007	Publication of results of selection testing for timely applicants.
1 January 2008	Applications received after this date will not be processed until after 3 March 2008.
3 January	Selection appeals start.
18 January	Foundation and voluntary aided schools send LA ranked list of applicants.
7 – 20 February	Multiple exchanges of information with other LAs
20 February	Final cycle of results sent to other LAs
22 February	Details of children to be offered places in their school sent to schools
3 March	Offers posted to parents (first working day after 1 March)

17 March	Parents to confirm acceptance of offer, waiting list requests and transfer appeal requests.
21 April	Start of transfer appeals

SECTION 2

The Buckinghamshire Admissions Policy for Community and Voluntary Controlled Secondary Schools for September 2008

1. All applications must be made in accordance with the Buckinghamshire coordinated secondary admissions scheme (the secondary scheme).
2. All governing bodies are required by section 324 of the Education Act 1996 to admit to the school a child with a statement of special educational needs that names the school. These children will therefore be admitted prior to applying the admission rules.
3. If a school has more places available than applications received then all children will be allocated a place.
4. Details of the dates for timely applications and how late applications are handled are given in the secondary scheme.
5. If there are more applications received than the places available at a school then the places will be allocated within the secondary scheme in accordance with the published admission rules for the school.

Admission rules for Buckinghamshire community and voluntary-controlled secondary schools.

1. Children in public care for whom the Local Authority decides that the school is the most appropriate.
2. Children living in the catchment area of the school.
3. For those specialist schools only that admit children under this category: Children who demonstrate an aptitude for the subject specialism of the school. The number of children admitted in this category will be up to 10% of the admission number of the school. (This rule currently applies to Princes Risborough School admissions only)
4. Siblings of children in Years 7 to 10 who are on the roll of the school at the time allocations are made
5. Children who have exceptional medical, educational or social needs supported by written evidence from a doctor, social worker, educational welfare officer or other appropriate person.
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 and the school's nearest entrance gate, offering the closest first. We use the shortest appropriate route.
7. Where a school can take some, but not all, of the children who qualify under one of these rules, we will give priority to children by taking account of the next rule in the numbered list.

Explanation of terms used in the admission rules

Definition of Looked After Child

1. To qualify under rule 1 (the looked after children rule) there should be an agreement between a designated officer acting on behalf of the County Council as corporate parent and a designated officer of the LA that the school will more appropriately meet the child's needs.

Definition of parent

2. This is as defined in law (the Education Act 1996) as either:
 - Both natural parents provided they were married to each other at the time of the birth or have married each other since
 - Any person who has parental responsibility for the child or young person
 - Any person who has care of the child or young person.

Definition of sibling

3. A sibling is a brother or sister. For admission purposes we mean 'brothers and sisters of whole or half blood, or any other child (including an adopted child) who permanently resides at the same address and for whom the parent also has parental responsibility'.
4. 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 Y10 at the time of allocating (February 2008) a school place to the sibling.

Multiple births – twins, triplets etc

5. 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 the following will apply:
6. 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.

Definition of home to school distance and secondary school catchment areas

7. The shortest appropriate route will be measured according to the Buckinghamshire County Council's Geographical Information System. The distance measured for the shortest appropriate route will be determined by using a combination of two databases:

- I) The Ordnance Survey Integrated Transport Network (ITN) data, which is updated twice a year. This includes road types from Motorways to pedestrianised streets;
- II) In addition, a data file of footpaths, where the County Council is satisfied that the routes have a proper made up surface such as tarmac or concrete. This can be viewed at:

http://www.buckscc.gov.uk/bcc/get//assets/docs/schools/Footpaths_Nov2006.pdf

In each case the data will be fixed during the Autumn term prior to the allocations.

8. The County Councils agreed catchment maps - available to view on <http://www.buckscc.gov.uk/bcc/content/index.jsp?contentid=-1113005827>

Arrangements for 11+ selection procedure

The 11+ selection procedure will be as follows:

1. Children attending Buckinghamshire maintained primary schools children would automatically be entered for the selection procedure unless parents withdraw them. Children living elsewhere or attending other schools should be registered for the procedure.
2. Parents will be required to complete the CAF or apply on-line in accordance with arrangements in the **Secondary Scheme** and list preferences before test results can be made available.
3. The tests used will be Verbal Reasoning Tests (VRT) designed, marked and standardised by NFER for the County Council.
4. Before taking the actual tests children will work through familiarisation material and 3 practice tests. Schools may determine the optimum time for using this with their children. Identical packs are provided for parents of children who attend central testing.
5. Children will then take 2 actual Verbal Reasoning Tests. This will normally be during the first half of the autumn term. Once marked and standardised the better of the VRT scores will be the one used to determine whether the child has achieved a qualification for a grammar school.
6. The outcome of the testing will be sent to schools and parents in accordance with the dates published for the secondary scheme. Parents will be told of their right to appeal against non-qualification for their child.

Tests for aptitude in specialist secondary schools: Princes Risborough School

1. Currently, Princes Risborough School chooses to admit children on the basis of aptitude in a specialist subject (technology). The maximum number of children who can be admitted in this category is 10% of the admission number.

2. Each year in accordance with Specialist Schools Trust and DfES guidelines a number of places will be allocated through technological aptitude. The total number of places allocated in this way will not exceed 10% of the intake for that year.
3. Pupils wishing to apply for these places will be required to undertake an assessment of their non-verbal reasoning abilities. This tests pupils' ability to recognise similarities, analogies and patterns rather than academic prowess. The question papers will be compiled by a leading specialist organisation and are comparable with those used by other specialist schools.

On receipt of the results the school will offer places in order of ranking.

Appendix B Section 3

September 2008 Admission Numbers

DfES	School Name	Type	Proposed 2008	
4095	AMERSHAM SCHOOL	U	150	**
4500	AYLESBURY GRAMMAR SCHOOL (BOYS)	G	180	
4058	AYLESBURY HIGH SCHOOL (GIRLS)	G	180	
5402	BEACONSFIELD HIGH SCHOOL (GIRLS)	G	150	**
4082	BEACONSFIELD SCHOOL - THE	U	150	
4004	BUCKINGHAM SCHOOL	U	210	
4051	BURNHAM GRAMMAR SCHOOL	G	150	
4074	BURNHAM UPPER SCHOOL	U	140	
5403	CHALFONTS COMMUNITY COLLEGE - THE	U	300	**
4079	CHESHAM HIGH SCHOOL	G	180	
4096	CHESHAM PARK COMMUNITY COLLEGE	U	150	
5407	COTTESLOE SCHOOL - THE	U	208	**
4072	CRESSEX COMMUNITY SCHOOL	U	150	until the new BSF Pathfinder school is complete
4504	DR CHALLONER'S GRAMMAR SCHOOL (BOYS)	G	180	
4061	DR CHALLONER'S HIGH SCHOOL (GIRLS)	G	150	
4034	GRANGE SCHOOL - THE	U	240	
5409	GREAT MARLOW SCHOOL	U	180	** As notified by Governing body
4001	HIGHCREST COMMUNITY SCHOOL	U	145	
4070	HOLMER GREEN SENIOR SCHOOL	U	150	
4044	JOHN COLET SCHOOL	U	175	at request of governors
4009	JOHN HAMPDEN GRAMMAR SCHOOL - (BOYS)	G	150	
4067	MANDEVILLE UPPER SCHOOL	U	180	
4042	MISBOURNE SCHOOL - THE	U	210	
4036	PRINCES RISBOROUGH SCHOOL	U	180	
4048	QUARRENDON UPPER SCHOOL	U	180	
5404	ROYAL GRAMMAR SCHOOL - THE (BOYS)	G	182+10	** day + boarders
4501	ROYAL LATIN SCHOOL - THE	G	168	
4065	SIR HENRY FLOYD GRAMMAR SCHOOL	G	150	
4505	SIR WILLIAM BORLASE'S GRAMMAR SCHOOL	G	120	
4084	SIR WILLIAM RAMSAY SCHOOL	U	165	
4701	ST BERNARD'S CATHOLIC SCHOOL	U	116	** As notified by Governing body
5408	WADDESDON CE SCHOOL - THE	U	140	**
4503	WYCOMBE HIGH SCHOOL (GIRLS)	G	180	**
4094	WYE VALLEY SCHOOL - THE	U	150	

** = VA or F school – sets own admission number for the year.