



JOHN HAMPDEN
GRAMMAR SCHOOL

Admissions Policy 2020

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ADMISSIONS POLICY 2020

The admissions policy for John Hampden Grammar School (“the School”) follows The Coordinated Admission Scheme for Secondary Schools in the Area of Buckinghamshire County Council Local Authority unless stated otherwise.

This will be referred to as The County Scheme. The County Scheme is available on the Buckinghamshire County Council (BCC) website.

1. Admission Numbers

The published admissions number (PAN) of pupils for Year 7=180.

For Admission in 2020 only into Year 9 there will be a PAN of 30 to add an additional class to the year group. This increase in the capacity for this year group is on account of the School being awarded sufficient funding from the SSEF bidding process to build teaching facilities to accommodate this bulge class. Details of the arrangements for Year 9 in 2020 can be found at Annex 1.

For Year 12, there is a capacity of 160 places for students who have fulfilled the entry requirement. Priority is given to suitably qualified, internal students but a minimum of 25 places (the PAN) will be reserved for external students who fulfil the entry requirement. Typically between 20 and 30 places, are available for external students each year.

2. 11+ Admission (Year 7 entry in September 2020)

There are 12 places ring fenced for Pupil Premium/Service Premium boys who have fulfilled each of the criteria below:

- achieved 115-120 in the admissions test
- reside in the Catchment Area of the School

The catchment area (“Catchment Area”) of the School has been amended and is explained further at page 8 of this policy.

If there are more than 12 Pupil Premium/Service Premium boys in the Catchment Area of the School who achieve 115 or more in the admissions test but less than the qualifying mark of 121 then priority will be determined by proximity to the School, with those living closest in accordance with the distance calculation being given priority. If two or more applicants still cannot be prioritised on distance, then a random allocation process through the drawing of lots and supervised by someone independent of the School will be used.

If there are insufficient applications for the Pupil Premium/Service Premium places then the number of spare places will be allocated to main point of entry places and offered in accordance with the School’s oversubscription criteria.

Save for the 12 ring fenced places for Pupil Premium/Service Premium applicants, boys are eligible to be considered for admission to the 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.

Where the School is oversubscribed the 12 places ringfenced for Pupil Premium/Service Premium applicants as explained above will be administered after Looked After Children and Previously Looked After Children as required by the School Admissions Code.

The Admissions Test

Two papers, each of approximately 45 minutes duration, are taken in the September of the year prior to proposed admission. The tests comprise elements of verbal, numerical and non-verbal ability. Each child's scores in the different elements of the tests are age standardised and added together, thus setting all children on an equal footing regardless of when their birthday falls in the year.

Registration for the test is automatic for a boy who attends Buckinghamshire Primary schools unless the parent expressly withdraws their son from testing. In all other cases, including where the boy attends an independent school in Buckinghamshire, an application for testing should be made to the Testing Administrator, BCC, by 30th June 2019. In addition, all applicants must notify their home Local Authority of their preference for the School prior to the closing date of 31st October 2019. Evidence of the boy's normal home address must be submitted to the Admissions team at Buckinghamshire County Council by 31st October 2019.

Note: For 2020 admission the Testing Administrator is BCC. All of the Buckinghamshire grammar schools, including the School, are continuing to work in partnership with BCC and BCC administers the test on all schools behalf.

Parents of any boy who does not achieve the qualifying score may apply for a Selection Review if they believe that their son would have met the qualifying score but for particular circumstances regarding their participation in the 11+ selection testing process. The Selection Review will be a 'desk exercise' carried out by a panel which will consist of serving or recently retired secondary and primary Headteachers supported by a Local Authority Officer. 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 a boy who is deemed qualified by the panel will be eligible for admission for any of the 13 Buckinghamshire grammar schools.

Boys who have met or exceeded the qualification mark, will then be allocated places according to the oversubscription criteria if the number of boys meeting this standard is greater than 180.

After places have been allocated, parents will be entitled to make representations to an Independent Appeal Panel if their son has been refused admission because the School is full. An Independent Appeal Panel hearing will not ordinarily carry out a full review of a pupil's capacity to pass the selection test as that process should take place at the Selection Review.

2.1 Over-subscription Criteria

Boys who have an Education Health and Care Plan that names the School will be admitted prior to the application of the admission rules and the number of available places under the PAN will reduce accordingly.

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 boy to admit:

1. Looked after or previously looked after boys, as defined in the School Admissions Code summarised in paragraph 8 below, who have scored a mark above 115.
2. 12 Boys eligible for Pupil Premium (P.P.) or Service Premium (S.P.) who have scored a mark of 115-120 and above in the Admissions Test and who reside in the Catchment Area.

3. Other boys eligible for P.P. or for S.P. who have achieved the qualifying mark of 121 or more in the Admissions Test and who reside in the Catchment Area.

(The entitlement to P.P. or S.P. would need to be established by October 31st, the last date of submission of the Common Application Form, with evidence of this entitlement shown to BCC.)

4. Brothers of siblings in Years 7-12 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. Boys who have exceptional medical or social needs which can only be met at the School supported by evidence as set out in the County Scheme. See paragraph 8 below.
6. Sons of staff who are employed on a permanent contract at the School where the member of staff has been employed at the School for two or more years at the time the application for admission is made, or the member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage.
7. Boys living in the Priority Area A of the School.
8. Boys living in the Priority Area B of the School.
9. All other boys will be offered in distance order using the methodology set out in the County Scheme where those living closest to the School will be given priority.

Tie Breaker: Priority within each criterion is conferred in distance order using the methodology set out in the County Scheme with those living closest to the School given priority. If there are two or more pupils in any criterion who cannot be separated including by distance, places will be allocated using the process of random allocation, by the drawing of lots, supervised by a person independent of the School

2.2 Waiting List

If any vacancies arise after National Offer Day (1st March or the first working day after this date if it falls on a weekend) first priority will be given to those on the waiting list with any places allocated using the over-subscription criteria and not by the date that a pupil joined the waiting list. A waiting list will be maintained until 31 December 2020 for admissions into Year 7 during the academic year. At that point the qualification from the secondary transfer process lapses.

From 1 January 2021, if places become available during the remainder of Year 7, or for the beginning of the following academic year (Year 8), admissions will be handled in accordance with the In Year 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.

If parents decline an offer of a place, they may subsequently re-join the waiting list.

2.3 Admission out of the normal age group

Places will normally be offered in the year group according to the boy's date of birth but a parent may submit an application for a year group other than the boy's chronological year group. A decision will be made on the basis of the circumstances of each case and in the best interests of the boy concerned. This will include taking account of the parents' views; information about the boy's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The School will also take into account the views of the Headteacher.

Parents wanting to make such a request should set this out in writing, along with any evidence to support the application, to the School. Parents are encouraged to do this ahead of the relevant closing date for applications, or for in-year admissions, in advance of any application for a place. This will then be considered by the School with the decision communicated.

Parents must not assume that the decision of one school will transfer with the boy to a different school as the decision rests with the individual admission authority. Where a place is refused in a different year group but a place is offered in the School, there will be no right of appeal.

3. In-Year Procedure

Admission to Years 8, 9, 10 and 11 will be handled in accordance with the School's In Year Procedure.

3.1 Testing Criteria

The academic suitability of candidates seeking admission to years under the School's Late Transfer Procedure into Years 7, 8 and 9 will be assessed through tests which will either be taken at the School or at another Buckinghamshire Grammar School which uses the same test. BCC facilitates this shared test which is comprised of elements of verbal, numerical and non-verbal ability. Each child's raw scores in the tests are added together and the resulting score is converted into an age standardised score thus setting all children on an equal footing regardless of when their birthday falls in the year.

Boys wishing to be admitted to Year 10 or Year 11 will sit a test in science in addition to English and mathematics irrespective of any previous testing procedure for grammar school entry they may have undertaken previously.

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.

3.2 September Admission

Boys seeking admission to Year 8 (for year 9 please see Annex 1) at the start of the next academic year will be invited to sit tests in the Annual Testing Round. The Annual Testing Round is organised on behalf of the 8 Grammar schools currently using the same tests by BCC, details of which are available upon request at www.buckscc.gov.uk/admissions. The tests are normally held in January for entry the following September. Available places are offered via the co-ordinated admission process managed by BCC. Applications open in November of the year before admission and close in January of the year of admission.

Admission at the start of Year 10 and Year 11 is organised by the School. Boys wishing to be admitted to Year 10 or 11 will sit a test in science in addition to English and mathematics. Boys are eligible to be considered for admission to the School in Year 10 and 11 if they achieve 50% or more in each test. Only in exceptional circumstances will boys be admitted during Years 10 or 11 as GCSE courses will have commenced. Any places to be offered are offered direct from the School. The pupil has a right of appeal where an application for admission is unsuccessful. The appeal is to an independent Admissions Appeals Panel.

3.3 Immediate Admission

Boys who have moved into the local area since the last Annual Testing Round may apply for immediate admission to Years 7, 8 or 9 and will be tested as soon as possible. This is organised by BCC on behalf of the 8 Grammar schools currently using the same tests and details are available upon request and at www.buckscc.gov.uk/admissions. Available places are offered via the co-ordinated in year admission process managed by BCC.

For immediate entry to Year 10 or Year 11, testing is organised by the School. Boys wishing to be admitted to Years 10 or 11 will sit a test in science in addition to English and mathematics. Boys are eligible to be considered for admission to the School in Year 10 or 11 if they achieve 50% or more in each test. Only in exceptional circumstances will boys be admitted during Years 10 or 11 as GCSE courses will have commenced. Any places to be offered are offered direct from the School. The parent has a right of appeal where an application for admission is unsuccessful. The appeal is to an independent Admissions Appeals Panel.

3.4 In Year Over-subscription Criteria

Where qualified applications for admission exceed the number of places available, the over-subscription criteria as set out at paragraph 2.1 above will be applied to determine priority.

Boys who qualify and who have statements of Special Educational Needs (or Education Health and Care Plans) that name the School will be admitted.

3.5 In Year Waiting List

Boys who have qualified and have not been allocated a place may have their name placed on the waiting list for the relevant year. The waiting list will be ranked in accordance with the School's Over-subscription Criteria as detailed in 2.1 above.

4. Sixth Form Key Stage 5 (for 2020 entry)

The PAN for external applicants is 25. This is the minimum number of external applicants who will be admitted to the Sixth Form.

For entry into Year 12, there is a capacity of 160 places for boys who have fulfilled the entry requirement. Typically between 25 and 30 places are available for external boys each year.

General Academic Qualifications

We accept applications from boys for places in the Sixth Form. Applicants will be required to satisfy EITHER of the following criteria:

- i) To study three full A levels boys must have a minimum 8 full course GCSEs. A minimum of 44 points is required calculated by taking the best 8 full course GCSEs or equivalent qualifications taken at first sitting with a minimum grade 5 in English language and mathematics.
- ii) To study four full A levels boys must have a minimum of 8 full course GCSEs. A minimum of 64 points is required calculated by taking the best 8 full course GCSEs or equivalent qualifications taken at first sitting, with a minimum grade 5 in English language and mathematics.

In addition, candidates must meet the entry requirements for each course for which they have applied. These requirements are published each autumn in the Sixth Form prospectus.

Admission is to the Sixth Form and is not a guarantee of a particular course of study.

In the event of over subscription from external applicants the following criteria will apply:

1. Looked After boys or Previously Looked After boys as defined in the School Admissions Code;
2. Boys with exceptional medical or social needs supported by written evidence from a doctor, social worker, Educational Welfare Officer or other appropriate person.

3. Sons of staff who are employed on a permanent contract at JHGS where the member of staff has been employed at the School for two or more years at the time the application for admission is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage .
4. In the event of over-subscription, having allocated places using the above criteria, the remaining places will be awarded according to the highest point score achieved on the best 8 full GCSE's (or equivalent).

If there remain two or more boys who are unable to be separated by the above criteria, places will be allocated using the process of random allocation, by the drawing of lots, supervised by a person independent of the School

A comparatively small number of boys or girls, whose primary admission is with another school, may be admitted to particular A Level courses or classes.

The School is a single sex school and this is not altered by the admission of a small number of girls to particular A Level courses or classes.

5. Evidence of Normal Home Address

The process for verifying the normal home address of applicants will match that outlined on the BCC Website <https://www.buckscc.gov.uk/services/education/school-admissions/moving-up-to-secondary-school/understanding-the-terms-we-use/> –

Returning forces personnel and crown servants will be dealt with in line with the County Scheme.

6. Appeals for Sixth Form

Both the pupil and parent have a right of appeal where an application for admission is unsuccessful. The appeal should be submitted to the Governors Admissions Review Panel. If this appeal is unsuccessful then both the pupil and the parent have a right of appeal to an independent Admissions Appeals Panel.

7. General

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

- a) BCC will establish arrangements for appeals against non-admission, non-qualification and where testing is refused.
- b) A map of the School's Catchment Area is available here:

http://upload.reactcdn.co.uk/johnhampden/uploads/document/2_831_jhgs-catchment-map-2020_v1.pdf

- c) Parents wishing to know their entitlement to free transport and availability of 'paid for' places should contact BCC Home Transport Service. Information can be found here:

<https://www.buckscc.gov.uk/services/education/school-transport/>

8. Explanation of Terms used in the Admission Rules

The County Scheme

The Coordinated Admission Scheme for Secondary Schools in the Area of Buckinghamshire County Council Local Authority.

Definition of looked after boy

For admissions purposes a 'looked after boy' is a boy 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 Child Act 1989). This covers accommodated boy 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 boys 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 boy is to live under the Children and Families Act 2014

Special Guardianship Order: 'an order appointing one or more individuals to be a boy'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 boy 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 boy 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 boy can be considered under this rule prior to each admission round.

School Catchment Area

The Catchment Area map for the School can be viewed here:

http://upload.reactcdn.co.uk/johnhampden/uploads/document/2_831_jhgs-catchment-map-2020_v1.pdf

The School's Catchment Area is made up of two distinct sections. In order of priority these are:

- Priority Area A (which is High Wycombe and some outlying villages; and
- Priority Area B (which is part of South Buckinghamshire and Maidenhead).

Any reference to the Catchment Area of the School, means these two priority areas together.

Definition of sibling

A sibling means a natural brother, a half-brother, a legally adopted brother or legally adopted half-brother, a step brother, or other male child living in the same household who is attending the School and who will be living with the applicant at the same address at the date of their entry to the School.

A pupil will only count to provide a priority to a sibling if he is attending the School in Y7 to Y12 at the allocations are made (March 2020 for the main point of entry) and is still expected to be on the School's roll at the time of the proposed admission (September 2020). For in-year admission applications a pupil will only count as a sibling if he is in Years 7-12 at the time of the proposed admission.

Definition of parent

This is as defined in law (the Education Act 1996) as:

- The natural parent of the child;
- Any person who has parental responsibility (defined in Children Act 1989) for the boy or young person; or
- Any person who has care of the boy or young person.

Definition of normal home address

This is the boy's home address. This must be where the parent or legal carer of the boy live together unless it is proved that the boy is resident elsewhere with someone who has legal care and control of the boy. The address should be a residential property that is owned, leased or rented by the boy's parent(s) or person with legal care and control of the boy.

Where a boy lives with parents with shared responsibility, each for part of a week or month, the address where the boy the greater proportion of the school week from Sunday evening to Thursday evening.

An offer of a place may be withdrawn if it is subsequently discovered that it was offered on the basis of a falsely claimed or dated address.

Definition of home to school distance

The **straight line distance definition**: is 'the distance from the address point of the boy'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 used by the School for school admissions there is a program that measures the 'straight-line' distance from the nearest open School gate to the boy's home address. The point measured to at the boy's normal home address is determined by the Ordnance Survey ADDRESSPOINT 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, allocate School place will be allocated in advance of the family move if you provide an official government letter declaring a relocation date and an intended address. A unit postal address or quartering area address will be sufficient if there is not a new home address. Where Service families are returning to live in a property they already own, evidence of ownership will be needed.

Please provide evidence by 30 January (Secondary allocation) to be included in the first allocation round.

Multiple births – twins, triplets etc

In cases where there is one remaining place and the next boy 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.

Annex 1- Year 9 Entry in 2020

For entry in Year 9 in September 2020, there will be a PAN of 30 to bring the total number of places in the year group to 180.

Available places will be offered via the co-ordinated admission process managed by BCC, so parents seeking a place should apply directly to BCC.

Boys seeking admission to Year 9 in 2020 will be invited to sit tests in the Annual Testing Round. The Annual Testing Round is organised on behalf of the 8 Grammar schools currently using the same tests by BCC, details of which are available upon request at www.bucksc.gov.uk/admissions. The tests will be held around February 2020 for entry the following September.

Applications will be open from early November for approximately one month for application for this year group. Parents will then be notified of whether they have been successful in late March 2020.

Over-subscription Criteria for Year 9

Boys who have an Education Health and Care Plan that names the School will be admitted prior to the application of the admission rules and the number of available places under the PAN will reduce accordingly.

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 boy to admit:

1. Looked after or previously looked after boys, as defined in the School Admissions Code summarised in paragraph 8 above, who have scored a mark above 115.
2. 12 Boys eligible for Pupil Premium (P.P.) or Service Premium (S.P.) who have scored a mark of 115-120 and above in the Admissions Test and who reside in the Catchment Area.
3. Other boys eligible for P.P. or for S.P. who have achieved the qualifying mark of 121 or more in the Admissions Test and who reside in the Catchment Area.
4. Brothers of siblings in Years 7-12 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. Boys who have exceptional medical or social needs which can only be met at the School supported by evidence as set out in the County Scheme. See paragraph 8 above.
6. Sons of staff who are employed on a permanent contract at the School where the member of staff has been employed at the School for two or more years at the time the application for admission is made, or the member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage.
7. Boys living in the Priority Area A of the School
8. Boys living in the Priority Area B of the School
9. All other boys will be offered in distance order using the methodology set out in the County Scheme where those living closest to the School will be given priority.

Tie Breaker: Priority within each criterion is conferred in distance order using the methodology set out in the County Scheme with those living closest to the School given priority. If there are two or more pupils in any criterion who cannot be separated including by distance, places will be allocated using the

process of random allocation, by the drawing of lots, supervised by a person independent of the School