

## **For entry from September 2021**

### **School Context**

Wycombe High School is a single sex girls' selective academy with over 1,300 students on roll, of whom nearly 400 are in the Sixth Form. The school has educated girls of High Wycombe since 1901 and is very highly regarded in the local and wider community. There is a strong and shared sense of community and collective pride, built on a common vision, mission and values.

### **General Principles**

The main principle of admission to Wycombe High School is to provide high quality, inclusive education to girls aged 11 to 18 who have the aptitude and ability for a grammar school education.

### **Admission Numbers**

The Published Admission Number (PAN) for students in **Year 7** is 192 in September 2021.

For entry into **Year 12** there will be a minimum of 40 external places for students who have fulfilled the entry requirements, in addition to students from the school's own Year 11 cohort who have fulfilled the same entry requirements.

### **Year 7 Admissions**

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

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

Registration for testing is automatic for children who attend Buckinghamshire Primary schools unless the parent expressly withdraws their child from testing. In all other cases, including where children attend independent schools in Buckinghamshire and non-Buckinghamshire Primary schools, an application for testing should be made to Buckinghamshire Council, the Test Administrator for all the Buckinghamshire Grammar Schools, by 25 June 2020. 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.

Parents of any girl who does not achieve the qualifying score of 121 may apply for a 'Selection Review' if they believe that their child would have met the qualifying score but for particular circumstances regarding their participation in the selection testing process. The Selection Review will be carried out by a panel comprising serving Secondary and Primary Headteachers, supported by a clerk.

The Panel will consider each written application received and, where appropriate, will obtain advice from an Educational Psychologist, prior to making a decision. The Selection Review process will take place before places are allocated and children who are deemed qualified by the panel will be eligible for admission for any of the Buckinghamshire grammar schools.

After places have been allocated, parents will be entitled to make representations to an Independent Appeal Panel if their child has been refused admission because the school is full. Wycombe High School has contracted Buckinghamshire Council ("BC") to manage appeals on the school's behalf. An Independent Appeal Panel hearing will not ordinarily carry out a full review of a pupil's capacity to qualify in the STT as that process should take place at the Selection Review.

### **Oversubscription Criteria**

#### **Year 7**

Where the number of eligible applications for admission exceeds the number of places available, the following criteria will be applied in the order set out below to decide which girl, who meets the required standard, to admit:

Girls who qualify and have an Education, Health and Care Plan naming the school will be admitted prior to the application of these admission rules.

- (a) A 'looked after child' or previously looked after child (Notes 1 and 2).
- (b) Qualified disadvantaged girls (Note 3) whose normal home address is in the catchment area of the school (Note 4), up to a maximum of 12 places for **Year 7** girls.

Then criteria c-e will first be applied to girls whose normal home address is in the catchment area of the school excluding Area B. If any places remain after that allocation, criteria c-e will then be applied to girls whose normal home address is in Area B. If any places remain after that second allocation, criteria (d), (f)-(i) will be applied to allocate the remaining places.

- (c) Girls whose normal home address (Note 8) is in the catchment area of the school (Note 4).
- (d) Younger sisters (Note 6) of current students in Years 7 to 12 at the point of allocation and who will still be on the roll of the school at the time of the proposed admission.
- (e) Other qualified disadvantaged girls (Note 3) whose normal home address is in the catchment area of the school, not placed under (b) above.
- (f) Daughter/s of a member of Wycombe High School staff where a) the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or b) the member of staff is recruited to fill a vacant teaching post for which there is a demonstrable skill shortage.
- (g) Younger sisters of current students in Years 7 to 12 at the school who will be on the roll at the time of the proposed admission.
- (h) Other qualified disadvantaged girls (Note 3) who have not been allocated places under criteria (b) or (e) above.
- (i) Once the above rules have been applied, any further places will be offered in distance order, using the distance between the girl's normal home address and the school's nearest open entrance gate, offering the closest first, using the method adopted by BC. Where two or more applicants have a home address at the same distance from the school and it is necessary to decide which child will be admitted, random allocation will be used. The random allocation process will be independently supervised.

Where the school can take some, though not all, of the girls who qualify under one of these criteria, we will give priority to girls by taking account of the next criterion in the list.

### **Multiple Births**

In the case where there is one place left and the next girl due to be admitted is one of a twin, triplet or other multiple birth group, all eligible female siblings in that group may be admitted even if this goes above the PAN for the school.

### **Waiting Lists**

If any vacancies arise between National Offer Day on 1 March, and 31 December of the same year, places will be allocated according to the waiting list managed by BC. Any places will be allocated from the waiting list using the oversubscription criteria set out above and not by the date that a student joined the waiting list. Any added girl will require the list to be ranked again in line with the published over-subscription criteria. After 1 September, the Fair Access Protocol will apply.

The waiting list for admissions into **Year 7** will be maintained by Wycombe High School from 1 January to 31 August 2022, at which point qualification will end.

If places become available during this period, or for the beginning of the following academic year, admissions will be handled in accordance with the In-Year Procedure (including the Fair Access Protocol). Any places will be allocated from the waiting list using the oversubscription criteria set out above and not by the date that a student joined the waiting list. Any added girl will require the list to be ranked again in line with the published over-subscription criteria.

For the avoidance of doubt, looked after children, previously looked after children and those allocated a place under the Fair Access Protocol will take precedence over those on the waiting list.

### **In-Year procedure**

Admissions to **Years 8 and 9** (and to **Year 7** from 1 January each academic year) will be handled in accordance with the school's In-Year Procedure. However, please note that Wycombe High School operates a two year Key Stage 3 and a three year Key Stage 4, with GCSE work starting in September of Year 9. Only in exceptional cases will any place be offered in Year 10 or 11 due to the nature of the GCSE courses. If a test is offered the testing methodology for students applying between testing rounds as described below will be used.

### **In-Year Admission Routes**

There are two different admission routes:

- Annual testing round and admission into **Year 8 or 9** in September 2022, or earlier if a place is available.
- Immediate testing and admission for students moving into the area between testing rounds if there are vacant places in **Year 7, 8 or 9**.

### **Testing Eligibility for All Admission Routes**

Prospective applicants will only be permitted to take an admission test if they can demonstrate:

- evidence of residence
- for entry into **Years 8, 9, 10 and 11** in September 2022 (and to **Year 7** from 1 January 2022 where the number of students falls below PAN) that they achieved a scaled score of 110 or above in each of the following Key Stage 2 national tests:
  - Grammar, Punctuation, Vocabulary & Spelling
  - Reading
  - Mathematics

Prospective applicants who attended schools that did not participate in the national tests will be required to submit alternative evidence to demonstrate that they achieved an equivalent standard. The evidence will be reviewed by senior staff.

Attending a school in another country is not sufficient reason to take tests at an older age.

Prospective applicants should also note it is not the school's policy to allocate a place for a child to a year above or below that of a child's chronological age, subject to consideration of the facts of each case which should be set out clearly within the application (see below for more details).

### **Annual Testing Round for September Admission**

Students who meet the testing eligibility will be invited to sit tests in the 'Annual Testing Round' that is organised by the School.

The Annual Testing Round will take place in January for entry into **Year 8 or 9** the following September. The deadline for registration for the tests will be 9 November or the first working day after this date if it falls on a weekend, in the preceding year.

Successful applicants will be offered any places available for September 2022 at the conclusion of the Annual Testing Round process, or may, at the school's discretion, take up any available place in their current year in the school, earlier than September 2022.

### **In-Year Admissions for students who have recently moved into the local area seeking admission during a School Year**

Prospective applicants who have recently moved into the local area between Annual Testing Rounds may apply to the school for immediate admission to any available place in **Year 7** (from 1 January), **8 or 9**. If there are no places available, the applicant will need to wait until the next Annual Testing Round.

The academic suitability of candidates seeking admission will be assessed through curriculum-based tests in English, Mathematics, Science and a Modern Foreign Language taught at Wycombe High School. Candidates will be required to achieve a minimum standard in each of these tests to qualify for admission. However, if there are two or more applications at any given time for in-year admission into any of **Years 7 - 9**, the school reserves the discretion to employ an additional round of external testing instead of these curriculum-based tests.

Testing will be arranged as soon as possible provided that the applicant/s meet the testing eligibility outlined above.

### **In-Year Oversubscription Criteria from 1 January 2022**

The oversubscription criteria are the same as those for admissions into Year 7 as described above.

### **In-Year Waiting List**

Waiting lists will be maintained for **Years 7 - 9** until 31 August every year. Parents of girls who have qualified and not been allocated a place may request for their daughter's name to be placed on the waiting list for the relevant year group. Any added girl will require the list to be ranked again in line with the published oversubscription criteria. A girl's name will automatically be removed from the waiting list on 31 August every year.

If an applicant qualifies but cannot be allocated a place because the school does not have a space available, qualification will end on 31 August of the academic year for which she was tested for entry. Applicants wishing to apply for entry into the following academic year must be tested again in the next Annual Testing Round.

Where a vacancy is created through a planned move by parents to coincide with the start of a school term / half-term, the school will make an offer to the first girl on the waiting list as soon as written notice of intention to remove the girl from the school has been received from the girl's parents. This offer will be made to the girl joining the school for the girl to be placed on roll at the start of the following term / half-term. In all other circumstances where a place becomes vacant, for example, permanent exclusion, a place will be offered to the girl in the first position on the waiting list, as soon as the girl currently holding the place has been removed from the school's roll. Such formal removal will only take place after all appropriate procedures have been completed.

### **Sixth Form Admissions**

We accept applications from external students wishing to transfer from other schools. A minimum of 40 external candidates will be admitted if they meet our entry requirements and course places remain available after allocation to qualifying internal candidates.

Included in those 40 places are six places prioritised for qualified disadvantaged girls (as defined in Note 3) who have fulfilled the criteria below:

- achieved a minimum of 42 points in her best eight full-course GCSEs;
- met all the other Sixth Form entry requirements as set out below;
- whose normal home address is in or out of the catchment area of the School.

Wycombe High School is an all girls' grammar school, although both male and female Year 12 and 13 students from other local schools attend some A Level classes as part of a collaborative arrangement.

### **Sixth Form Application Procedure**

Applications from external students should be made in writing, directly to the school, within the timescales specified in the Sixth Form Brochure. Minimum entry requirements, which are the same for both internal and external applicants, are as follows:

### **Sixth Form Entry Requirements**

Most students will follow a programme of three subjects plus an enrichment course.

Applicants for places in the Sixth Form will be required to satisfy all of the following criteria:

- a girl will have achieved a minimum of 48 points in her best eight full-course GCSEs;
- two of the above will include English Language and Mathematics at grades 5 – 9;
- only whole GCSEs will be counted in this calculation; and
- a girl meets the subject entry requirements in at least three A Level subjects as detailed in the Sixth Form Brochure for the year of entry.

A Wycombe High School panel is the final arbiter regarding sixth form admissions.

### **Subjects Studied**

Admission is to the Sixth Form and not a guarantee of a particular course of study. A student who has qualified for admission will be offered a combination of courses. In most cases, she will be able to study the subjects for which she is qualified, but this is dependent on the following:

- the course(s) is / are on offer;
- group sizes are viable. In the event that a subject or course does not attract sufficient applicants it may not run;
- there are sufficient places in the classes provided for each subject.

### **Oversubscription Criteria for Sixth Form**

Girls who qualify and have an Education, Health and Care Plan naming the school will be admitted prior to the application of these admission rules.

Where eligible external applications for admission exceed the 40 places available, the following criteria will be applied in the order set out below to decide which student/s to admit after qualifying internal candidates are allocated their places.

- a) A 'looked after child' or a child who was previously looked after (Notes 1 and 2).
- b) Qualified disadvantaged girls (Note 3) whose normal home address is in the catchment area of the school (Note 4), up to a maximum of six places.
- c) Students obtaining the highest average point score from their best eight full-course GCSEs in descending total points scores order.

### **General**

#### **Policy Review**

This Admissions Policy is subject to consultation every seven years or when changes are proposed.

#### **Admission of Girls outside their Normal Age Group**

Parents may seek a place for their daughter outside of their normal age group, for example if she has experienced problems such as ill health. It is important for parents to note that they will have responsibility for providing evidence to support their request.

If parents wish for their daughter to be considered for admission to a year group which is outside their normal age group, then they must provide the school with a letter outlining reasons for the request and all supporting letters and/or documentary evidence in support of the application.

The school will make decisions on the basis of the circumstances of each case and in the best interests of the girl concerned. This will include taking account of:

- the parents' views;
- any available information about the girl's academic, social and emotional development;
- where relevant, the girl's medical history and the views of a medical professional;
- whether the girl has previously been educated out of her normal age group;
- any evidence that the girl may naturally have fallen into a lower age group if it were not for being born prematurely;
- the views of the Headteacher.

#### **Withdrawing an Offer of a Place**

Any offer of a place found to be made on the basis of inaccurate information can be withdrawn. Such examples would include fraudulent applications, intentionally misleading applications, or a false claim to residence in the catchment area. In addition, the failure of a parent to respond to an offer of a place within 21 days would result in the withdrawal of the offer of a place.

#### **Appeals**

If your daughter is not offered a place at Wycombe High School you have the right to appeal to an independent panel. At the time that an application for admission is refused, parents will be provided with information about how to appeal. The decision of the independent appeal panel is binding.

#### **Fair Access Protocol**

The school complies with the Buckinghamshire In-Year Fair Access Protocol.

## **Explanation of terms relating to all Categories of Admission above**

### **Note 1**

#### **Looked After Child**

Children who are in the care of a local authority, or are 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) at the time of making an application to a school.

### **Note 2**

#### **Previously Looked After Child**

Children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order.

### **Note 3**

#### **Qualified Disadvantaged Girls**

Qualified disadvantaged girls are currently in receipt of Pupil Premium (PP) or Free School Meals (FSM) on the date that registration for testing closes. This includes girls eligible for the Service Premium. For Year 12 girls this will include girls who were eligible for any of the above up to the end of the summer term in Year 11. Please note that evidence of entitlement to PP, FSM and / or Service Premium will be required.

### **Note 4**

#### **Catchment Area**

A catchment area map is available on the school website: [Map](#)

Reference to the catchment area includes Area B as shown on that map unless otherwise stated.

To work out which catchment area you live in and which schools are near to you please look at the 'Find my child a school place' facility on the Local Authority website. You can check if you are in the priority area by clicking here:

<http://buckscc.maps.arcgis.com/apps/webappviewer/index.html?id=6a06ea23962b446a897c7e2be6632591>

### **Note 5**

#### **Transport**

Parents wishing to know their entitlement to free home to school transport and availability of 'paid for' places should contact the BC Home Transport Service <https://www.buckscc.gov.uk/services/education/school-transport/>

### **Note 6**

#### **Sisters**

By sister we mean a child of whole or half-blood who permanently resides at the same address as the applicant child and for whom the parent also has parental responsibility, or any other child (including an adopted child) who permanently resides at the same address as the applicant child and for whom the parent also has parental responsibility.

### **Note 7**

#### **Parent**

The application form should be completed by a person who is the girl's parent. The definition of a parent is as defined in the Education Act 1996 and includes any individual who is not the biological parent of the child but who has parental responsibility of her or has care of her.

### **Note 8**

#### **Normal Home Address**

'Normal home address' is where the girl and the girl's parent/s live on 31 October 2020 (this is the latest date for moving into catchment). This must be a residential property that is the girl's only or main residence, not an address at which the girl may sometimes stay or sleep due to the parent's domestic arrangements, and must be all of the following:

- owned, leased or rented by the girl's parent(s) or person with parental responsibility
- where the girl spends the majority of her school week nights (Sunday - Thursday inclusive)
- the registered address to which Child Benefit for the girl is currently being paid, if claimed.

**Note 9**

**Evidence of Normal Home Address**

The process for verifying the normal home address of applicants will match the County Scheme (Note 10) except that:

- a) the school may require a higher standard of evidence for 'residence qualification' than that outlined in the County Scheme if there are reasons casting doubt on the honesty of an application; and
- b) returning forces personnel and crown servants will be managed in line with the County Scheme.

**Home to School Distance**

The shortest route will be measured by the County Scheme (Note 10).

**Note 10**

**County Scheme**

Information relating to the County Scheme can be located as follows:

<http://www.buckscc.gov.uk/services/education/school-admissions/moving-up-to-secondary-school/understanding-the-terms-we-use/>