

Applications for entry to Wycombe High School in Years 8 and 9 (Late Transfer Procedure)

Please read the following information carefully. Failure to do so may result in your child not being tested.

As of 7 October 2021 we have **no** spaces in the current **Year 7 (next year's Year 8) or the current Year 8 (next year's Year 9)**. Please be aware, therefore, that even if your child qualifies at Late Transfer Testing, this does not guarantee that a place at Wycombe High School will be offered. Please therefore consider carefully whether you wish to follow this process **without any guarantee** of a place at Wycombe High School at the end of the process.

Wycombe High School is its own admissions authority. The School manages its own testing for late entry into Year 8 and Year 9 and will use its own methods of ascertaining an applicant's suitability for a grammar school placement. Wycombe High School is not part of Buckinghamshire Council's process to apply for a late transfer grammar school place (12 and 13+), referred to as the Buckinghamshire Consortium below.

Please note that Wycombe High School utilises a different test to the Buckinghamshire Consortium. A child can, therefore, sit the test both with Wycombe High School and with the Buckinghamshire Consortium. Each test is independent and qualification via one test does not provide qualification for the other school(s).

If you wish to apply for a place for your child at Wycombe High School you must follow the process explained below. You do not need to register your interest in Wycombe High School with Buckinghamshire Council (BC).

Application for entry

All applicants need to be tested to establish whether Wycombe High School will be a suitable place for their education. If you would like to register your child for testing please make an application directly to the school, using the correct application form on our website.

The deadline for the receipt of the fully completed application form is 4.00 pm on Tuesday 9 November 2021. Applications should be marked for the attention of The Admissions Co-ordinator, Wycombe High School, Marlow Road, High Wycombe HP11 1TB or emailed to admissions@whs.bucks.sch.uk.

If your child has a sibling at Wycombe High School please indicate this on the application form.

Academic evidence required to determine eligibility for testing

As defined by our Determined Admissions Policy, candidates will only be tested if they can demonstrate:

For late entry into Year 8 and 9:

- that they achieved a scaled score of 110 or above in each of the following Key Stage 2 national tests:
 - Grammar, Punctuation, Vocabulary & Spelling (G, P, V & S)
 - Reading
 - Mathematics.

Applicants who attended schools that did not participate in the national tests are required to submit alternative evidence, with their application, to demonstrate that they achieved an equivalent standard. The evidence will be reviewed by the Admissions Committee and / or relevant Subject Leaders. If you wish this evidence to be returned, please include a stamped, self-addressed envelope (SAE) with your application.

For students currently in Years 7 and 8, including those who were unable to take Key Stage 2 national tests, the evidence of suitability for testing to be provided is as follows:

- The statements of outcomes for Key Stage 1 and Key Stage 2.

Where such statements are not available:

- liaise with the Headteacher of your child's Year 6 primary school to fill out the accompanying form 'Wycombe High School; evidence for suitability for late transfer testing'
- AND / OR the child's reports from Years 4, 5, and 6.

Supplementary information may be asked for in order to make a decision regarding the suitability for testing.

Parents will be advised, in writing, whether or not their child has met the requirements for testing.

Address evidence

The address on the application form must be the child's 'normal home' address. This is where the child and the child's parent/s live. This must be a residential property that is the child's only or main residence, not an address at which the child may sometimes stay or sleep due to the parents' domestic arrangements, and must be all of the following:

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

One of the following **original** documents must be included with your application as proof of residence.

- Council Tax bill (for 2021-22) for your property, showing that you are paying the Council Tax
- Utility bill (gas or electricity) which is in your name, is no more than three months old, and shows usage at the property
- Current Television Licence in your name.

If your home address changes prior to Monday 28 February 2022 please submit new address evidence as detailed above, by 9.00 am on 28 February 2022. The address where the child lives on 28 February 2022 will be the one used for the purpose of allocation. Please include a stamped, self-addressed envelope (SAE) with your application so that your evidence can be returned.

Testing arrangements

The test day is **Tuesday 25 January 2022**. The test centre is Wycombe High School. Please ensure your child is available on this date. There is no alternative date available. If, for any reason, testing arrangements have to be altered, for example, in the event of inclement weather or government guidance regarding Covid-19, details will be posted on Wycombe High School's website www.whs.bucks.sch.uk.

The test is computer-based.

- It measures verbal, numerical and non-verbal ability
- It is a single test of approximately 90 minutes, including examples. Please see details below
- All sections are individually timed
- All necessary instructions and timings are given to the candidates on-screen.

The assessment consists of a number of individually timed sections. Depending on how long candidates spend on the examples they are provided with at the start of each section, the length of the assessment will vary between 70 and 90 minutes. Therefore 90 minutes is a maximum time the assessment will take, including examples and assessments. If a student takes less time to review the examples, they will complete the whole assessment, both examples and assessed sections, in less than 90 minutes.

Test results will be communicated to parents on Thursday 17 February 2022.

If your child is tested and qualifies, the qualification will only be valid for Year 8 and Year 9 entry in the academic year 2022-23.

If your child is tested, but does not qualify, you may appeal against this decision. Details will be provided in the letter informing you of the test result. Please note that BC manages the appeals process on the School's behalf.

Information for Service families and overseas applicants

Living overseas

If you are currently living overseas, but returning to a property in our area for the academic year 2022-23, you will need to complete an application form. The address which will be used for the allocation will be the address in which you are living on 28 February 2022. You will be required to provide proof of residence. Please note that a local address will not be considered as the home address until we have evidence that you will be residing at that address for the academic year 2022-23. (See 'Evidence of moving into the area' below). If you are living abroad and are returning to a property in the UK, we will need to use the address that you are currently living at, unless you can provide evidence to show that you will be resident in our area by 28 February 2022. If you move from the address on your application after Tuesday 9 November 2021, you must tell us and provide evidence to confirm your move.

Service families

Where Service families or families of other Crown servants who are subject to frequent movement, within the UK and from abroad, are posted to the area, the Admissions Code requires LAs to allocate school places in advance of the family move, if accompanied by an official government letter declaring a relocation date and an intended address. A Unit postal address or quartering area address will be sufficient in the absence of a new home postal address. Where service families are returning to live in a property they already own, evidence of ownership will be needed. Wycombe High School will adhere to this same policy.

Evidence of moving into the area

For non-Crown Servants and some families who are currently living overseas, but would ordinarily qualify for a UK state education, (for example, Ex-pats) you will need to provide the following evidence of your move:

- A solicitor's letter confirming the date that you have completed the purchase of your new home or
- A formal lease agreement, provided through an approved letting agency, confirming that your lease has started and showing that you will still be living at the address for at least six months after 1 September 2022 or
- Evidence to show that you have returned, or will be returning (from abroad) to live in a property you already own.

We will also ask for evidence to show that you have disposed of your old property or that it is no longer available for you and your family to live in.

You must also provide two utility bills, suitable for your family's needs, to show that you are living in your new property.

Home to School transport

This is only available to Buckinghamshire resident children attending their nearest school, where their home address is more than three miles from the school. Transport is allocated by BC once a child has been offered and has accepted a place, under their Home to School Transport Policy. Further information can be found on the BC website <http://www.buckscc.gov.uk/services/education/school-transport/>

Children with Special Needs

If your child has special educational needs, you will need to discuss with the Headteacher or Special Needs Co-ordinator at her current school whether the Late Transfer Procedure is appropriate. If, having had this discussion, you wish to pursue a grammar school application for your child you must:

- Provide independent evidence which is no more than 12 months old to support any modifications requested
- Request an EQA form from BC to request reasonable adjustments to the transfer test and ask your child's current Headteacher to complete the form
- Submit the independent evidence and completed EQA form, together with your application form, to The Admissions Co-ordinator at Wycombe High School no later than 4.00 pm on Tuesday 9 November 2021
- Discuss with Wycombe High School, the implications for special testing arrangements as soon as your child's eligibility for testing has been confirmed.

Where we believe a child to be disabled as defined by the Equality Act 2010, or where the child has a disability that will have a clear impact in relation to the format of the tests, we will try to make sure that appropriate and reasonable adjustments are put in place to make the tests as accessible as possible. This may apply if your child holds an EHCP or has a disability that can be described as having 'a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities'. We will always look for evidence to show how the normal day-to-day delivery of the curriculum is adjusted to meet the child's particular needs. All papers submitted in relation to a request for adjustments to the test papers or conditions will be included with the appeal information provided by BC to the Independent Appeal Panel, should an appeal be requested.

Admission to Key Stage 4 (Years 9, 10 and 11)

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 at any time in Year 10 or 11 because of the nature of the GCSE courses, even when the year group is below PAN.

In-Year Admissions

Some parents request immediate grammar school admission for their child as they have just moved into the area, are relocating from overseas in between Annual Testing Rounds, or have exceptional circumstances. They may apply to the School for immediate admission to Year 8 or 9. Please see the Determined Admissions Policy for

entry in September 2021. Testing will be arranged as soon as possible provided that the applicant/s meet the testing eligibility.

Allocating places

We will write to parents with test results on Thursday 17 February 2022. We will also allocate places at this time, if there are spaces in the relevant year group, in accordance with the published admissions criteria.

Please be aware that if we do not have any spaces in the current Year 7 or 8 (next year's Year 8 or 9) at the time of allocation, then even if your child meets the academic entry criteria, it is highly probable that the Trustees will not be able to offer a place at Wycombe High School. If a place is not offered, you can add your child's name to our waiting list. The waiting list is maintained in admission criteria order, as per the Determined Admissions Policy. Your child's place on the list can go up or down, depending on whether other applicants join or leave the list. You can also appeal for a place to an Independent Appeals Panel (details can be found on the BC website).

Please see our Admissions Policy if you require further information about over-subscription.

<http://www.whs.bucks.sch.uk/admissions>

Timeline for Late Transfer Procedure for late admission to Year 8 and 9	
From October 2021	Completion and submission of application form to Wycombe High School with relevant evidence.
Tuesday 9 November 2021 4.00 pm	Closing date for receipt of completed application forms and academic evidence for September 2021 entry.
Friday 19 November 2021	Parents will be advised, in writing, whether or not their child has met the requirements for testing.
Friday 10 December 2021 12.00 noon	Deadline for appeals against refusal to test to BC.
January 2022	Appeals against refusal to test begin.
Tuesday 25 January 2022	Late Transfer Testing Day.
Thursday 17 February 2022	Test results are communicated to parents. Where qualified, and a place is available, offer letters will be communicated to parents. Where we are unable to offer a place, students will be placed on a waiting list.
Monday 28 February 2022 9.00 am	If the home address for your child has changed you must submit evidence of the child's new home address by this date. The child must be resident at this address, on this date, for it to be used for the purposes of allocating a school place.
Friday 11 March 2022	Deadline for offers to be accepted or declined by parents.
May 2022	Late Transfer Test appeals begin.
June 2022	Second round of allocations if places are available.
July 2022	Late Transfer Test appeals continue. Further allocations are made if places are available.