
Dr Challoner's High School

Admissions Policy
(from 2021)

Reviewed: October 2019

Approved by FGB: Nov 2019

Valid for Admissions from 1 September 2021

The admissions policy for Dr Challoner's High School (DCHS) follows "The Coordinated Admission Scheme for Primary and Secondary Schools in the Area of Buckinghamshire County Council Local Authority" unless stated. This will be referred to as the "County Scheme." The County Scheme is available on the Buckinghamshire County Council website:

<https://www.buckscc.gov.uk/services/education/school-admissions/admissions-policies-and-statistics/admissions-policies/> and also on the DCHS website: www.challonershigh.com. Details of Secondary Transfer Testing are also available on the Buckinghamshire County Council website.

1. Admission Numbers

The published admission number of girls for each normal year of entry to the school is as follows:

Year 7	180
Year 12	20 places for external girls who have fulfilled the entry requirement (plus an additional 6 places for Looked After or previously Looked After Children or for those who qualify for Free School Meals but who do not fulfill the entry requirement)

2. Admission into Year 7 in September 2021

Girls are eligible to be considered for admission to Dr Challoner's 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 test papers in September 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 County Council, the Test Administrator for of 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.

2.1 Selection Review and Independent Appeal Panels

Parents of any child 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 to 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.

(An Independent Appeal Panel hearing will not ordinarily carry out a full review of a pupil's capacity to qualify in the Secondary Transfer Test as that process should have taken place at the Selection Review.)

Dr Challoner's High School is entitled to offer fewer than 180 places if there are insufficient applicants who either meet the required qualifying score of 121 in the admission tests or have been deemed qualified by a Selection Review Panel or an Independent Appeal Panel.

2.2 Over-Subscription Criteria

Where applications from qualified girls exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which student to admit:

Girls who qualify and have Education, Health and Care Plans that name the school will be admitted prior to the application of these admission rules.

- 1) Looked after or previously looked after girls.¹
- 2) Girls in receipt of Pupil Premium and living in the catchment area of the school.²
- 3) Daughters of staff (teaching and support) where 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 where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- 4) Girls living in the catchment area of the school on 1 April in the year preceding the year of entry.
- 5) Sisters of girls 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 admission³.
- 6) Girls who have exceptional medical or social needs which can only be met at this school⁴.
- 7) Once the above rules have been applied, then any further places will be offered in distance order using straight line distance between the family's normal home address⁵ and the main entrance to the school on Cokes Lane.

Where the school can take some, but not all, of the girls who qualify under one of these rules, priority will be given by taking account of the next rule (or rules) in the numbered list. In the event of a tiebreak in the application of the criteria above, random selection by ballot supervised by an independent person will be used.

2.3 Waiting List for Year 7 Admission

If any vacancies arise between National Offer Day (1 March or the first working day after this date if it falls on a weekend) and the end of August in the following academic year, places will be allocated from the waiting list using the criteria set out above (paragraph 2.2). Each girl added to the waiting list will require the list to be ranked again in line with the oversubscription criteria listed in paragraph 2.2. No priority will be given based on the date an application is received or the date a name is added to the waiting list.

¹ See Appendix 1

² See Appendix 2

³ See Appendix 3

⁴ See Appendix 4

⁵ See Appendix 5

From National Offer Day until 31 December the waiting list is managed by Buckinghamshire County Council through the County Scheme and thereafter by Dr Challoner's High School.

Looked after children, previously looked after children and those allocated a place in accordance with a Fair Access Protocol will take precedence over those on the waiting list.

If parents decline an offer of a place, they may subsequently re-join the waiting list upon request subject to confirmation of the original offer from Buckinghamshire County Council.

2.4 Immediate Admission to Year 7

Girls who have moved into the catchment area of the school from a distance of more than 20 miles (using straight line distance between the family's normal home address⁶ and the main entrance to the school on Cokes Lane) after 1 January of the year in which they are in Year 7, may apply for immediate admission to Year 7 and will be tested as soon as possible provided that they have not already taken the Buckinghamshire Transfer Test in the same school year. Please note that applications must be made within 3 months of the move date. Evidence of residence is required.

Girls who qualify for the school through an immediate admission test between January and July stay on the waiting list until the end of the next academic year.

3. Late Transfer Procedure

Admission into Years 8 and 9 will be handled in accordance with the school's Late Transfer Procedure. Only in exceptional cases will any place be offered in Year 10, or in Year 11, because of the nature of the GCSE courses, even when the year group is below 180 in number.

The academic suitability of girls seeking admission under the school's Late Transfer Procedure will be assessed through curriculum-based tests in English and Mathematics. Girls will be required to achieve a minimum standard in each of the tests in order to qualify for admission. Priority in being permitted to take the tests will be given to:

- a) all girls living within the school's catchment area⁷ at the time of application, and equally to;
- b) those who are looked after or previously looked after children.⁸
- c) Daughters of staff (teaching and support) where 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 where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

3.1 Testing Criteria

Girls living outside the school's catchment area at the time of application (who are not looked after children or previously looked after children or daughters of staff) will only be tested if there are fewer than 10 girls, applying for the late transfer test for Years 8 and 9 (see paragraph 3.5) who meet the criteria listed above (a,b & c).

3.2 September Admission

⁶ See Appendix 5

⁷ See Appendix 2

⁸ See Appendix 1

Girls seeking admission to Years 8 and 9 at the start of the next academic year and who meet the Testing Criteria are invited to sit tests in the Annual Testing Round. This is organised by the school and will take place in the March of the calendar year in which admission is sought in September. The deadline for registration for the tests is the second Monday in January of the same calendar year. Evidence of residence is required.

3.3 Immediate Admission

Girls who have moved into the catchment area of the school from a distance of more than 20 miles (using straight line distance between the family's normal home address⁹ and the main entrance to the school on Cokes Lane) since the deadline for applying for the last Annual Testing Round, may apply for immediate admission to Years 8 or 9 and will be tested as soon as possible provided that they meet the Testing Criteria outlined in paragraph 3.1 above and provided that they have not already taken a test under the Late Transfer Procedure in the preceding academic year. Please note that applications must be made within 3 months of the move date. Evidence of residence is required.

3.4 Late Transfer Over-Subscription Criteria

Where qualified applications for admission exceed the number of places available, the following criteria will be applied in the order set out below to decide which applicant to admit:

Girls who qualify and who have Education, Health and Care Plans that name the school will be admitted prior to the application of these admission rules.

1. Looked after or previously looked after girls¹⁰.
2. Girls in receipt of Pupil Premium and living in the catchment area of the school.
3. Daughters of staff (teaching and support) where 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 where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. Girls living in the catchment area of the school.
5. Girls with the highest aggregate score in the tests. Girls who have exceptional medical or social needs which can only be met at this school¹¹.

Where the school can take some, but not all, of the girls who qualify under one of these rules, priority will be given by taking account of the next rule (or rules) in the numbered list.

In the event of a tiebreak in the application of any of the criteria above, the child living closest to the school (using straight line distance between the family's normal home address¹² and the main entrance to the school on Cokes Lane) will be given the highest priority. If that produces a further tiebreak due to identical distance, random selection by ballot supervised by an independent person will be used.

3.5 Late Transfer Waiting List

⁹ See Appendix 5

¹⁰ See Appendix 1

¹¹ See Appendix 4

¹² See Appendix 5

Girls who have qualified and have not been allocated a place will have their name placed on the waiting list for the relevant year. The waiting list is ranked in accordance with the school's Late Transfer Over-Subscription Criteria as detailed in paragraph 3.4 above. Should a student on the waiting list change their normal home address¹³ proof of permanent residence in the new address and disposal of previous property (by rent or sale) will be required before the waiting list will be reordered taking this into account. If an applicant qualifies but cannot be allocated a place because the school is full, qualification ends at the beginning of the next academic year. The only exception is girls who have qualified through an immediate application between January and July who stay on the waiting list until the end of the next academic year.

Where a vacancy is created through a planned move by the parents of a current student to coincide with the start of a school term or half term, the school will make an offer to the first child on the waiting list as soon as written notice of intention to remove the student from the school has been received from the parents. This offer will be made for the child to be placed on roll at the start of the following term or half term.

In all other circumstances where a place becomes vacant, such as permanent exclusion, a place will be offered to the child in first position on the waiting list as soon as the child currently holding the place has been removed from the school's roll. Such formal removal will only take place after all the appropriate procedures have been completed.

4. Sixth Form (Years 12 and 13)

For entry into Year 12, in addition to students from the school's Year 11 who have fulfilled the entry requirements, the Admission Number for external students who have fulfilled the entry requirements will be 20. If more than 20 external candidates successfully meet the entry requirements, use of the Sixth Form oversubscription criteria (paragraph 4.3) will determine which applicants are allocated the number of external places available after qualifying internal candidates are allocated their places.

6 places above the Admission Number will be available for Year 12 entry which will be allocated as follows:

1. Up to 3 places above the Admission Number for Year 12 will be available to girls who are Looked After Children or previously looked after¹⁴ and whose GCSE score would not otherwise qualify them for admission and
2. any remaining places (including any of the 3 not filled according to 1. above) up to the overall total of 6 places will be available for girls who qualify for Free School Meals and whose GCSE score would not otherwise qualify them for admission.

To qualify for the 6 places above the Admission Number for Year 12, candidates must have achieved 36 points from their best 6 GCSE or iGCSE subjects including a minimum of 5 points in both English Language or English Literature and Mathematics. Short course GCSE qualifications and GCSEs or iGCSEs achieved after re-sits will not be considered as part of the entry criteria. Should there be more eligible applicants than places available then the distance tie-breaker will apply i.e. places will be offered to those living closest to the school.

¹³ See Appendix 5

¹⁴ See Appendix 1

4.1 Sixth Form Entry Application Process

Applications from external girls should be made directly to the school. The application window is open from 1 October in the academic year preceding admission to 31 December in the same year. Further application windows may be advertised later in the academic year preceding admission depending on the numbers of conditional offers made. Should this be the case the application window will be advertised on the school website and applications to Year 12 will only be accepted during this time. Places will be awarded according to the Sixth Form entry criteria and over-subscription criteria below. In the event of over-subscription, a waiting list will be maintained by the school.

4.2 Sixth Form Entry Criteria

Minimum entry requirements (which are the same for both internal and external applicants) are as follows:

Girls are required to achieve a minimum of 48 points from their best 8 GCSE or iGCSE subjects, including a minimum of 5 points in both English Language or English Literature and Mathematics, using points as defined in the tables below. Short course GCSE qualifications and GCSEs or iGCSEs achieved after re-sits will not be considered as part of the entry criteria.

In addition, girls must meet the entry requirements for each of the A Level courses for which they have applied. These are published annually in the Sixth Form Prospectus which is available on the school's website (www.challonershigh.com). Admission is also dependent upon there being space in the classes for the chosen courses and that the combination of courses fits the school's timetable.

Reformed GCSEs									
Grade	9	8	7	6	5	4	3	2	1
Points	9	8	7	6	5	4	3	2	1

Unreformed GCSEs								
Grade	A*	A	B	C	D	E	F	G
Points	8.5	7	5.5	4	3	2	1.5	1

4.3 Sixth Form Over-Subscription Criteria

Where eligible external applications for admission to Year 12 exceed the places available, the following criteria will be applied in the order set out below to decide which student to admit:

- 1) Looked after or previously looked after girls¹⁵.
- 2) Girls in receipt of Pupil Premium and living in the catchment area of the school. ¹⁶.
- 3) Daughters of staff (teaching and support) where 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 where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- 4) Girls living in the catchment area of the school offered in rank order of predicted GCSE aggregate score for their best eight subjects.

¹⁵ See Appendix 1

¹⁶ See Appendix 2

- 5) Girls living outside the catchment area of the school offered in rank order of predicted GCSE aggregate score for their best eight subjects.
- 6) Girls who have exceptional medical or social needs which can only be met at this school¹⁷.

Where the school can take some, but not all, of the girls who qualify under one of these rules, priority will be given by taking account of the next rule (or rules) in the numbered list.

In the event of a tiebreak in the application of any of the criteria above, the child living closest to the school (using straight line distance between the family's normal home address¹⁸ and the main entrance to the school on Cokes Lane) will be given the highest priority. If that produces a further tiebreak due to identical distance, random selection by ballot supervised by an independent person will be used.

5. Residency Requirements

In order to qualify for admission to Year 7 under rules referring to the school's catchment area, the applicant must have been resident at their normal home address continuously since April 1st of the calendar year preceding the year of entry (for admission in September 2021 this is April 1st 2020).

The school may require a higher standard of evidence for 'residence qualification' as outlined in the County Scheme if there are reasons for casting doubt on the honesty of an application¹⁹.

Appendix 5 provides a definition of a student 'Normal Home Address'.

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

6. General

- a) This Admissions Policy is subject to consultation whenever changes are proposed.
- b) Dr Challoner's High School has established arrangements for appeals against non-admission, non-qualification and where testing is refused. Details are available on request from the school office.
- c) Parents wishing to know their entitlement to free transport or the availability of discretionary fare places can find more information on Buckinghamshire County Council's website at: <http://www.buckscc.gov.uk/education/school-transport/>
- d) Parents wishing to have Free School Meals considered as part of the admissions process must complete a form available from the Admissions section of the school's website - www.challonershigh.com and return it to the Admissions Office c/o the School by 31 October in the offer year (the academic year in which offers for places are made). A copy of the form can also be obtained from the school office.

Admission of children outside their normal age range

Where parents seek a place for their child outside of their normal age group they must make a formal request to the School to do so. When such a request is made, a decision as to whether to grant the request will be reached based on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child'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

¹⁷ See Appendix 4

¹⁸ See Appendix 5

¹⁹ See Appendix 5

age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The views of the head teacher of the school concerned will also be taken into account.

Prospective applicants seeking admission outside of their chronological age range should contact admissions@challonershigh.com in order that they can supply the necessary additional information and should be aware that the timelines for entry into Year 7, 12 and for Late Entry will still apply in such cases.

7. Explanation of Terms Used in the Admission Rules

Terms used follow the County Scheme. For Year 7 admission, the school follows the application process set out in the County Scheme, a copy of which is available at: <https://www.buckscc.gov.uk/services/education/school-admissions/admissions-policies-and-statistics/admissions-policies/>.

Appendices

Appendix 1

Definition of Looked after Children and Previously Looked After Children

For admissions purposes a 'looked after child' is a child who is in the care of a local authority in England, or is being provided with accommodation by a local authority in England in the exercise of their social services functions (see the definition in Section 22 (1) of the Children Act 1989). This covers accommodated children and those who are in care under a Care Order/interim order. This can include: living with family or friends, in foster care, a children's home, residential school, special school or in supported lodgings.

This rule includes children who were previously looked after and immediately after being looked after became the subject of an adoption, child arrangement order or special guardianship order as set out below.

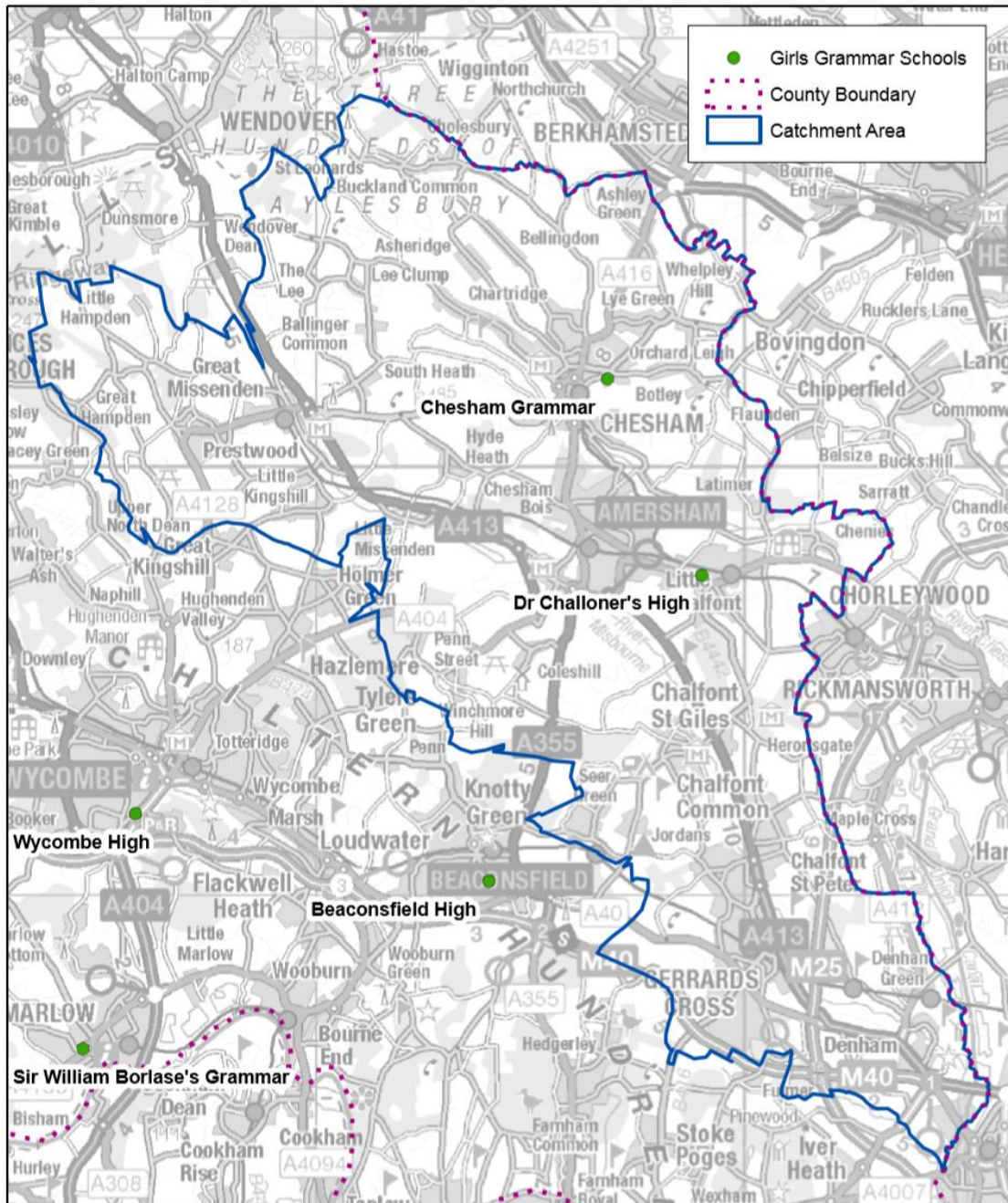
Child arrangements order: is an order setting the arrangements to be made as to the person with whom the child is to live under the Children and Families Act 2014

Special guardianship order: is an order appointing one or more individuals to be a child's special guardian (or special guardians) under Section 14A of the Children Act 1989

Definition of State Care outside of England

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

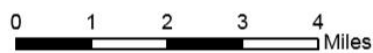
**Appendix 2
Catchment Area**



Catchment Area for Dr Challoner's High School from September 2020



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Appendix 3

Definition of Sister

For admission purposes we mean one of two or more girls who have one or more parent in common or any other girl (including an adopted or fostered child) who lives at the same address and for whom the parent also has parental responsibility or, (in the case of a fostered child) delegated authority.

A pupil will only count to provide a priority to a sister if she is attending the school in Years 7 to 12 at the time allocations are made (March 2021 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 2021) or Years 7 to 13 at the time of admission for in-year admissions.

Appendix 4

Exceptional Medical or Social Needs Process

A panel comprising of independent education professionals will consider the applications under this rule on receipt of information from the parent to indicate strong reasons for the child attending a particular school. When making an application parents should send evidence from an independent professional person (this might be a doctor, health visitor, or Education Welfare Officer, for example) who knows about the child and supports the application to the school. It must clearly show why the school is the most suitable and any difficulties if alternate schools were offered.

The panel will consider which children can be considered under this rule prior to each admission round.

Appendix 5

Definition of Normal Home Address

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

To avoid doubt where a child lives with parents with shared responsibility, each for part of a week or month, the address where the child lives will be determined by:

- 1) Confirmation of the registered address to which Child Benefit is currently being paid, or, if child benefit is not received then the address from which the child in question is registered with a doctor.
- 2) If 1) above is not applicable then the parent with whom the child spends the greater proportion of the school week from Sunday evening to Thursday evening.