
Dr Challoner's High School

Admissions Policy
(from 2017)

Date Reviewed: October 2016

For review by Admissions
Committee March 2017

Valid for admissions from 1st September 2017

The admissions policy for Dr Challoner's High School (DCHS) follows "The Coordinated Admission Scheme for 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: www.buckscc.gov.uk.

1. Admission Numbers

The planned admission number of students for each year group is as follows:

Years 7 to 11	180
Years 12 and 13	180

2. Admission into Year 7 in September 2016

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

Registration for the test is automatic for children who attend Buckinghamshire state primary schools unless the parent expressly withdraws their child from testing. In all other cases, including where children attend independent schools in Buckinghamshire, an application for testing should be made to the Testing Administrator. In addition, all applicants must notify their home Local Authority of their preference for the school prior to the closing date of 31 October 2015.

The Testing Administrator is currently Buckinghamshire County Council.

2.1 Selection Review and Independent Appeal Panels

Parents of any child who does not achieve the qualifying score 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 a 'desk exercise' carried out by a panel which will consist of serving 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 children who are deemed qualified by the panel will be eligible for admission for any of the 13 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 pass the selection test as that process should take place at the Selection Review.

Dr Challoner's High School is entitled to offer fewer than 150 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.

2.2 Over-subscription Criteria

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

- 1) Girls who have statements of Special Educational Needs that name the school.
- 2) Looked after or previously looked after girls, as defined in the School Admissions Code.
- 3) Girls living in the catchment area of the school on 1st October in the year preceding admission.
- 4) Girls entitled to free school meals.
- 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 admission.
- 6) Girls who have exceptional medical or social needs which can only be met at this school supported by evidence as set out in the County Scheme.
- 7) Once the above rules have been applied, then any further places will be offered in distance order using the methodology set out in the County Scheme.

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

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 year, places will be allocated from the waiting list using the criteria set out above (para 2.2). From National Offer Day until the 31 December the waiting list is managed by Bucks County Council through the County Scheme and thereafter by Dr Challoner's High School.

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

2.4 Immediate Admission to Y7

Girls who have moved into the catchment area of the school after the 1 January of the year in which they are in Y7, may apply for immediate admission to Year 7 and will be tested as soon as possible provided that they meet the Testing Criteria outlined at 3.1 below. 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, 9 and 10 will be handled in accordance with the school's Late Transfer Procedure.

3.1 Testing Criteria

The academic suitability of candidates seeking admission under the school's Late Transfer Procedure will be assessed through curriculum based tests in English and Mathematics. Candidates will be required to achieve a minimum standard in each of the tests in order to qualify for admission. As guidance, students have a higher chance of passing these tests if they have achieved Level 5 in Key Stage 2 SATs in Mathematics and English.

3.2 September Admission

Girls seeking admission to Years 8, 9 and 10 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 year in which admission is sought in September. The deadline for registration for the tests is the second Monday in January of the same year.

3.3 Immediate Admission

Girls who have moved into the catchment of the school from a distance of more than 20 miles since the deadline for applying for the last Annual Testing Round, may apply for immediate admission to Years 8, 9 or 10 and will be tested as soon as possible provided that they meet the Testing Criteria outlined above. 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:

- 1) Girls who qualify and who have statements of Special Educational Needs that name the school.
- 2) Looked after or previously looked after girls, as defined in the School Admissions Code.
- 3) Girls living in the catchment area of the school.
- 4) Girls entitled to free school meals.
- 5) Girls with the highest aggregate score in the tests.
- 6) Girls who have exceptional medical or social needs which can only be met at this school, supported by written evidence from a doctor, social worker, educational welfare officer or other appropriate person.
- 7) Once the above rules have been applied, then any further places will be offered in distance order using the methodology set out in the County Scheme.

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.

3.5 Late Transfer Waiting List

Girls 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 is ranked in accordance with the school's Late Transfer Over-subscription Criteria as detailed in 3.4 above. 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.

4. Sixth Form (Years 12 and 13)

180 places for girls are available for the Sixth Form, of which a minimum of 25 will be for external candidates. These places for external candidates are in addition to the places available for students from the School's own Year 11 who have fulfilled the same entry requirement. If more than 25 external candidates successfully meet our entry requirements, use of the Sixth Form oversubscription criteria (para 4.3) will determine which applicants are allocated the number of external places available after qualifying internal candidates are allocated their places.

Dr Challoner's High School is entitled to offer fewer than 180 places if there are insufficient applicants who meet the entry requirements for the Sixth Form.

4.1 Sixth Form Entry Application Process

Applications from external students should be made directly to the school. Applications are possible throughout the year but prospective students who apply by the date published each year in the Sixth Form Prospectus will be considered first and places awarded according to the Sixth Form entry criteria and over-subscription criteria below. Any remaining places thereafter will be offered to later applicants periodically and subject to the same entry and over-subscription criteria. 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:

Candidates are required to achieve a minimum of 2 GCSEs or iGCSEs at grade A/7 and a further 4 GCSEs or iGCSEs at grade B/5, including 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. In addition, candidates 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 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.

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 girls, as defined in the Admissions Code.
- 2) Girls living in the catchment area of the school.
- 3) Girls entitled to free school meals.
- 4) Girls who have exceptional medical or social needs which can only be met at this school, supported by written evidence from a doctor, social worker, educational welfare officer or other appropriate person.
- 5) Once the rules have been applied, then any further places will be offered in order of GCSE/iGCSE points – based on the best 8 GCSE or iGCSE subjects .

- 6) If there is a need to choose between students with the same points score then places will be offered by distance order using the methodology set out in the County Scheme.

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.

5. Residency Requirements

The process for verifying the normal home address of applicants will match that outlined in the County Scheme except that:

- a) 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 application.
- b) For applications for Year 7 to be considered as in catchment, applicants must be able to provide evidence of their residency within the catchment continuously from 1st October of the year preceding admission.

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) A map of the school's catchment area for Year 7, late transfer and Sixth Form admission is available on Buckinghamshire County Council's website (www.buckscc.gov.uk). The catchment area of the school is defined in the County Scheme as illustrated on the County Council's website www.buckscc.gov.uk. Evidence of residence will be required from in catchment applicants.
- d) 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/schools/school-transport/>
- e) 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 year preceding proposed admission. A copy of the form can also be obtained from the school office.
- f) Applications for students who are out of their catchment year should refer to the Buckinghamshire County Council policy.

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 and time lines set out in the County Scheme.