
Dr Challoner's High School

Admissions Policy
(from 2027)

Approved by FGB
February 2026

Valid for Admissions from *1st September 2027*

The Admissions Policy for Dr Challoner's High School (Challoner's High) follows "The Coordinated Admission Scheme, for Primary and Secondary Schools, in the Area of Buckinghamshire Council Local Authority" unless stated. This will be referred to as the "County Scheme." The County Scheme is available on the Buckinghamshire Council website: <https://www.buckinghamshire.gov.uk/schools-and-learning/schools-index/school-admissions/>. *More information pertaining to admissions is also available* on the Challoner's High website: <https://www.challonershigh.com/admissions/admissions-process>. Details of Secondary Transfer Testing are also available on the Buckinghamshire Council website.

1. Admission Numbers

The Published Admission Number (PAN) of girls for each normal year of entry to the school is as follows:

Year 7	180
Year 12	40 places for external girls who have fulfilled the entry requirement (plus an additional 6 places for LAC/Post-LAC, IAC, or IAPLAC ¹ , or for those who qualify for Pupil Premium, including Service Pupil Premium and who fulfill the entry requirements in Section 5).

2. Year 7 and In-Year Admissions for September 2027

2.1 Eligibility and Testing

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 Panel).

Children sit two test papers 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 (*weighted 50% verbal, 25% non-verbal and 25% mathematics*) 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. As clarified below, however, the school will make available up to 12 places to girls, within the existing PAN of 180, resident in the Catchment Area^{2 3}, who are in receipt of Pupil Premium, including Service Pupil Premium or who are LAC/Post-LAC, IAC, or IAPLAC⁴, at the time of application, and who have achieved a standardised score of at least 115 in the admissions tests. If not all 12 places are filled, then up to six of these 12 places will be made available to girls, resident in the Catchment Area, who are in receipt of Pupil Premium, including Service Pupil Premium or who are LAC/Post-LAC, IAC, or IAPLAC⁵, at the time of application, and who have achieved a standardised score of between 110-114 in the admissions tests, and whose score would not otherwise qualify them for admission. Documentary evidence, e.g. a signed letter from your primary school, confirming eligibility for Pupil Premium funding on the

¹ See Appendix 1

² See Appendix 2

³ See Appendix 5

⁴ See Appendix 1

⁵ See Appendix 1

most recent school census date, must be submitted with the application for inclusion in this category and notified to the school using the email address admissions@challonershigh.com. *Those wanting to be considered under this criterion should be living in the Catchment Area on or before 1st April in the calendar year preceding the year of entry (for admission in September 2027, this is 1st April 2026).*

⁶

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 of all the Buckinghamshire grammar schools, by *the June 2026* deadline outlined on the Buckinghamshire Council website. In addition, all applicants must notify their home Local Authority of their preference for the school prior to the closing date of *31st October 2026*.

2.2 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 would normally have taken place at the Selection Review.

In Year 7, 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, or 115 or between 110-114 (as set out in 2.3 (3) of the oversubscription criteria) in the admission tests or have been deemed qualified by a Selection Review Panel or an Independent Appeal Panel.

The link to the Buckinghamshire Council webpage, which explains the Selection Review Process in further detail, is below:

<https://www.buckinghamshire.gov.uk/schools-and-learning/schools-index/school-admissions/school-admissions-guides-policies-and-statistics/guide-to-grammar-schools-and-the-secondary-school-transfer-test-11-plus/selection-review/>

2.3 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.

⁶ See Appendix 5

(N.B: Children with an Education Health and Care Plan (EHCP) are admitted under separate statutory procedures, and not under this policy.

In the normal admission round (i.e., entry to Year 7 or Year 12 in September), children who qualify and who have an EHCP that names Dr Challoner's High School will be admitted prior to the allocation of places to other children, and the number of places available to other children within the PAN for Year 7 and Year 12 will be reduced correspondingly.)

1. Looked After, Previously Looked After, Internationally Adopted and Internationally Adopted Previously Looked After girls (LAC/Post-LAC, IAC, or IAPLAC).⁷
2. Girls in receipt of Pupil Premium, including Service Pupil Premium who qualify and live in the Catchment Area of the school *on or before 1st April in the calendar year preceding the year of entry (for admission in September 2027, this is 1st April 2026).*^{8 9}
3. Within the existing PAN of 180, in Year 7 up to 12 places to girls, resident in the Catchment Area¹⁰, who are in receipt of Pupil Premium, including Service Pupil Premium or who are LAC/Post-LAC, IAC, or IAPLAC¹¹, at the time of application, and who have achieved a standardised score of at least 115 in the admissions tests. If not all 12 places are filled, then up to six of these 12 places will be made available to girls, resident in the Catchment Area¹², who are in receipt of Pupil Premium, including Service Pupil Premium or who are LAC/Post-LAC, IAC, or IAPLAC¹³, at the time of application, and who have achieved a standardised score of between 110-114 in the admissions tests, and whose score would not otherwise qualify them for admission. Should there be more eligible applicants than places available, then any eligible LAC/Post-LAC, IAC, or IAPLAC¹⁴ will be prioritised, and then the distance tie-breaker will apply i.e. places will be offered to those living closest to the school (using straight line distance between the family's Normal Home Address (see Appendix 5) and the main entrance to the school on Cokes Lane). Documentary evidence, e.g. a signed letter from your primary school, confirming eligibility for Pupil Premium funding on the most recent school census date, must be submitted with the application for inclusion in this category and notified to the school using the email address admissions@challonershigh.com. *Those wanting to be considered under this criterion should be living in the Catchment Area on or before 1st April in the calendar year preceding the year of entry (for admission in September 2027, this is 1st April 2026).*¹⁵
4. Daughters of staff who work at the school (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 (please refer to our Supplementary Information Form 1 for more information, which can be found at the end of these arrangements, and if applicable, should be completed in support of such an application).

⁷ See Appendix 1

⁸ See Appendix 2

⁹ See Appendix 5

¹⁰ See Appendix 2

¹¹ See Appendix 1

¹² See Appendix 2

¹³ See Appendix 1

¹⁴ See Appendix 1

¹⁵ See Appendix 5

5. Girls living in the Catchment Area of the school¹⁶ ¹⁷ on or before 1st April in the calendar year preceding the academic year of entry (*for admission in September 2027, this is 1st April 2026*).
6. 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 admission¹⁸.
7. Girls who have exceptional medical or social needs which can only be met at this school¹⁹.
8. For all points of entry, **other than Year 7**, girls with the highest aggregate score in the in-Year tests.
9. 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 Address²⁰ 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 any of the criteria above, the child living closest to the school (using straight line distance between the family's Normal Home Address²¹ 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.

In order to qualify for admission under the oversubscription criterion 5, referring to the school's Catchment Area, the applicant must have been resident at their Normal Home Address continuously from or before April 1st of the calendar year preceding the year of entry (*for admission in September 2027 this is 1st April 2026*).²²

More information regarding the initial and subsequent allocation of school places can be found in the Buckinghamshire County Scheme.

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

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 application²³.

If a parent of the applicant student still owns a property within 20 miles of the school, which has been the Normal Home Address after 1st April in the year before the proposed date of admission (*for admission in September 2027, this is 1st April 2026*), a property closer to the school will not be accepted as the basis for a legitimate residence qualification, even if the former property is leased to a third party, or has been sold to a company of which parent(s) are a director. For the purposes of

¹⁶ See Appendix 2

¹⁷ See Appendix 5

¹⁸ See Appendix 3

¹⁹ See Appendix 4

²⁰ See Appendix 5

²¹ See Appendix 5

²² See Appendix 5

²³ See Appendix 5

this policy, a parent of an applicant is defined as a parent with whom the applicant student resides for at least three nights of the school week (Sunday to Thursday inclusive).

The Supplementary Information Form 2 should be completed to help the school confirm residency qualification for admission to the school. This can be found at the end of these arrangements.

2.4 Waiting List

If any vacancies arise after places have been allocated (in Year 7 this will be from National Offer Day 1st March or the first working day after this date if it falls on a weekend), places will be allocated from the waiting list using the oversubscription criteria set out above (section 2.3). The waiting list for each year will be maintained until the end of August in that academic year and each girl added to the waiting list will require the list to be ranked again in line with the oversubscription criteria listed in section 2.3. No priority will be given based on the date an application is received or the date a name is added to the waiting list.

From National Offer Day, until the date outlined in the County Scheme, the Year 7 waiting list is managed by Buckinghamshire Council through the County Scheme and thereafter by Dr Challoner's High School.

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 Council. However, they will be rejoining the waiting list as a new applicant and the list will be ranked again as set out above. Should a student on the waiting list change their Normal Home Address²⁴ 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 end of the academic year in which they have applied.

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, or start of the new academic year if applicable.

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.

For Year 7 admission only, in the case of female twins, all girls in the case of multiple births, and providing they have *all* met the entrance criteria, where there is only one place available within the school, both/all will be considered together as one application. The school will go above its admission number in this case.

3 Immediate In-Year Admissions

²⁴ See Appendix 5

Any girl may apply for an immediate in-year admission to the school, at any time, if they have moved into the Catchment Area since the last annual testing round and the necessary evidence has been provided in line with Appendix 5, Definition of Normal Home Address. Students will be tested as soon as possible provided the applicant has not already taken the Buckinghamshire Secondary Transfer Test (*for Year 7 entry only*) that academic year, or a test under *Dr Challoner's High School's Late Transfer or Immediate Transfer Procedure* (section 4) in the preceding academic year. Should they be eligible for admission, they will be added to the waiting list, for the relevant cohort, in accordance with the rules outlined in section 2.3.

Applicants will be notified of either the date of their test or of the reason for refusal to administer such a test within 15 school days of receipt of their application. Parents have a statutory right of appeal against the refusal of a place, which would be outlined in any letter refusing admission, which states the reason for the refusal, including the deadline for lodging an appeal with grounds.

4 Late Transfer Procedure

4.1 Academic Suitability

Aside from the immediate in-year admissions process described above, applications to be admitted to join Years 8 and 9, for the next academic year, will be handled in accordance with *Dr Challoner's High School's Late Transfer Procedure*. If the school receives an application for admission into Years 10 or 11, because of the nature of the GCSE courses, the school will carefully consider whether the admission of an additional child into those year groups will prejudice the provision of efficient education or use of resources.

The academic suitability of girls seeking admission under the school's Late Transfer Procedure will be assessed through curriculum-based tests in English (*reading comprehension and analytical writing*) and Mathematics. Girls will be required to achieve a minimum standard in each of the tests in order to qualify for admission.

4.2 Testing Criteria

Priority in being permitted to take the tests will be given to:

- a) all girls living within the school's Catchment Area^{25 26} at the time of application, and equally to;
- b) those who are Looked After, Previously Looked After, Internationally Adopted and Internationally Adopted Previously Looked After girls (LAC/Post-LAC, IAC, or IAPLAC).²⁷
- c) daughters of staff who work at the school (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 (please refer to our Supplementary Information Form 1 for more information, which can be found at the end of

²⁵ See Appendix 2

²⁶ See Appendix 5

²⁷ See Appendix 1

these arrangements and if applicable, should be completed in support of such an application).

Girls living outside the school's Catchment Area²⁸ at the time of application (who are not LAC/Post-LAC, IAC, or IAPLAC²⁹, or daughters of staff who work at the school) will only be tested if there are fewer than 10 girls, applying for the Late Transfer Test, who meet the criteria listed above (a, b & c).

Girls applying for admission to Years 8 and 9 at the start of the next academic year and who meet the Testing Criteria, will be 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.

4.3 Late Transfer Over-Subscription Criteria

Where qualified applications for admission exceed the number of places available, the same over-subscription criteria will be applied as outlined in 2.3 of the Policy above.

Parents have a statutory right of appeal against the refusal of a place, which would be outlined in any letter refusing admission, which states the reason for the refusal, including the deadline for lodging an appeal with grounds.

4.4 Late Transfer Waiting List

Girls who have qualified and have not been allocated a place will have their name placed on the waiting list for the relevant year.

5. Sixth Form (Years 12 and 13)

5.1 Admissions Number

For entry into Year 12, in addition to students from the school's Year 11 who have fulfilled the entry requirements, the Sixth form Admission Number is 40. If more than 40 external candidates successfully meet the entry requirements, use of the Sixth Form oversubscription criteria (paragraph 5.3) will determine which applicants are allocated the number of external places available after qualifying internal candidates are allocated their places.

Current Year 11 students are not required to complete a Sixth Form Application, as they are already on roll. Their conditional place in our Sixth Form will be confirmed, once they are in receipt of their GCSE/iGCSE grades and have met the minimum academic entry criteria, as outlined within our Policy.

In addition, up to 6 places are available for Year 12 entry, for both internal and external candidates whose GCSE or iGCSE score would not otherwise qualify them for admission, which will be allocated

²⁸ See Appendix 2

²⁹ See Appendix 1

as follows and which may be allocated above the Admission Number in the case of external students:

1. up to 6 places above the Admission Number for Year 12 will be available to girls who are Looked After Children, Previously Looked After, Internationally Adopted or Internationally Adopted Previously Looked After girls (LAC/Post-LAC, IAC, or IAPLAC) at the time of application³⁰; and
2. any remaining places not filled according to 1 above up to the overall total of 6 places will be available for girls who qualify for Pupil Premium, including Service Pupil Premium at the time of application.

To qualify for the 6 places above the Admissions Number for Year 12, candidates must have achieved a minimum of 5 points in both English Language or English Literature, and Mathematics, have met the specific minimum entry requirement grade for each subject they wish to study and have achieved 30 points from their best 5 GCSE or iGCSE subjects. 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. Places will then be offered in distance order using straight line distance between the family's Normal Home Address³¹ and the main entrance to the school on Cokes Lane.

5.2 Sixth Form Entry Application Process

Applications from external girls should be made directly to the school. The application window is open from 1st October in the academic year preceding admission to *January in the same admission year (for September 2027 entry, this would be Monday 18th January 2027)*. Late applications will also be considered, but there may be insufficient places following conditional offers already made. Places will be awarded according to the Sixth Form entry criteria and over-subscription criteria below (sections 5.3 and 5.4). In the event of over-subscription, a waiting list will be maintained by the school. Please note that applications will not be considered for students looking to re-take Years 12 and/or 13.

5.3 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.

³⁰ See Appendix 1

³¹ See Appendix 5

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

5.4 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.

(N.B: 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 but the number of available places will reduce correspondingly)

- 1) Looked After Children, Previously Looked After, Internationally Adopted and Internationally Adopted Previously Looked After girls (LAC/Post-LAC, IAC, or IAPLAC)³².
- 2) Girls in receipt of Pupil Premium, including Service Pupil Premium and living in the Catchment Area of the school. ³³.
- 3) Daughters of staff who work at the school (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 (please refer to our Supplementary Information Form 1 for more information, which can be found at the end of these arrangements and if applicable, should be completed in support of such an application).
- 4) Girls who have exceptional medical or social needs which can only be met at this school³⁴.
- 5) Girls to be offered in rank order of predicted GCSE or iGCSE aggregate score for their best eight subjects.

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 Address³⁵ 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.

³² See Appendix 1

³³ See Appendix 2

³⁴ See Appendix 4

³⁵ See Appendix 5

6. General

- a) This Admissions Policy is subject to consultation whenever changes are proposed.
- b) Parents have a statutory right of appeal against the refusal of a place (*there is no appeal for specific subjects*), which would be outlined in any letter refusing admission, which states the reason for the refusal, including the deadline for lodging an appeal with grounds.
- c) Parents wishing to know their entitlement to free transport or the availability of discretionary fare places can find more information on Buckinghamshire Council's website at: <https://www.buckinghamshire.gov.uk/schools-and-learning/schools-index/school-transport/>
- d) Parents wishing to have Pupil Premium, including Service Pupil Premium considered as part of the admissions process must complete a form available from the About Us section of the school's website - www.challonershigh.com and return it to the Admissions Office c/o the school by 31st 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.
- e) Any offer based on inaccurate information can be withdrawn. This could include, fraudulent or misleading applications, false claims to residence and failure to reply to an offer within the number of days specified in the offer letter.

7. 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 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 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.

8. 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.buckinghamshire.gov.uk/schools-and-learning/schools-index/school-admissions/>.

Appendices

Appendix 1

Definition of Looked after Children (LAC), Previously Looked After Children (Post-LAC) and Internationally Adopted Children (IAC) /Internationally Adopted Previously Looked After Children (IAPLAC)

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation via local authority 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.

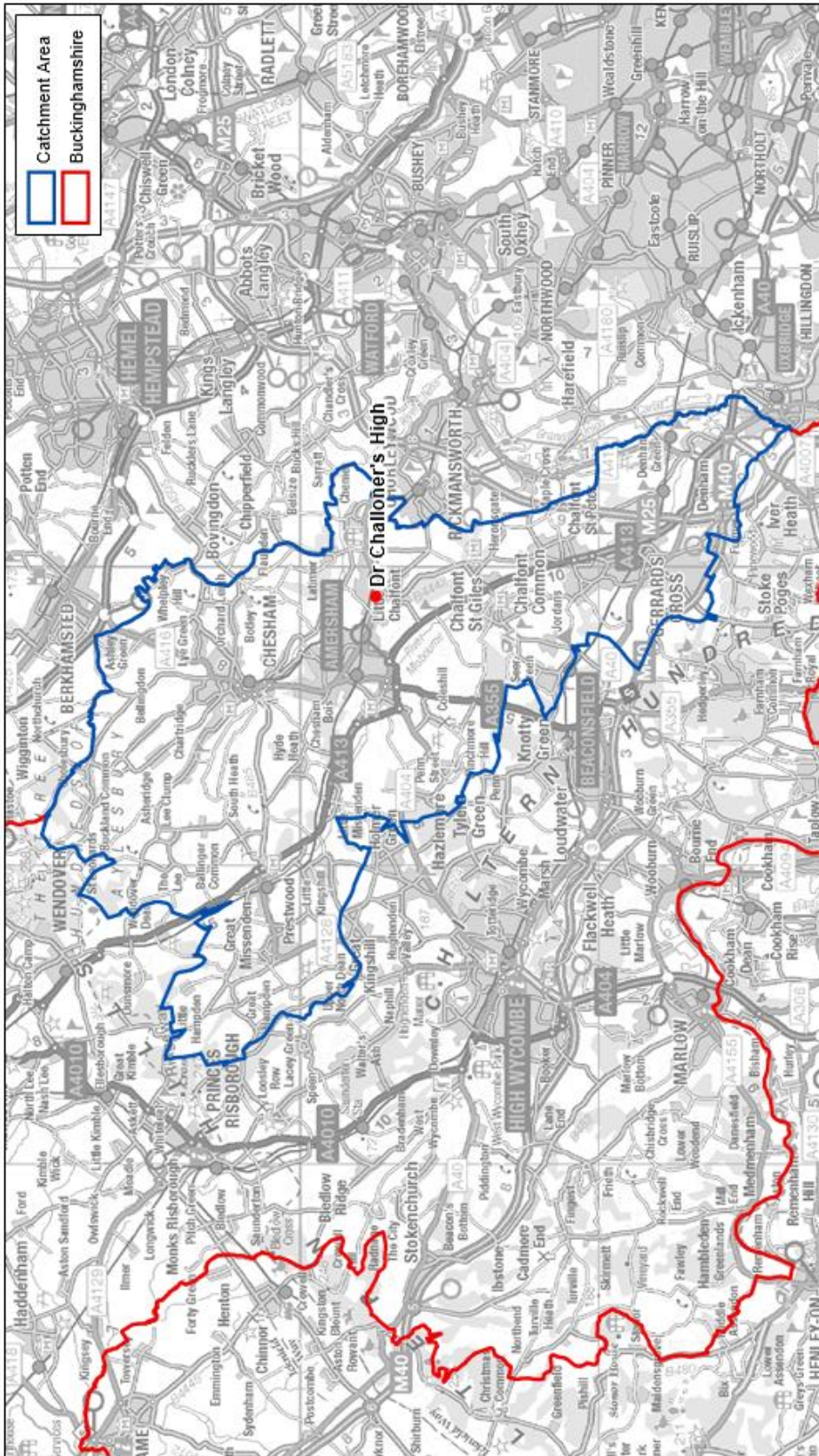
Child arrangements order: is an order setting the arrangements to be made as to the person with whom the child is to live under the Children and Families Act 2014.

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.

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



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Dr Challoner's High School - Catchment Area

Produced by School Management Support Team
Business Intelligence and Insight, October 2022

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 2027* 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 2027*) 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 for Year 7 entry, 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 Admissions Team at Buckinghamshire Council at the same time as an application for a school place is made. For applications beyond Year 7 entry, the supporting evidence should be provided directly 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

Definitions of Normal Home Address and Continuous Residence

This is the child's home address. This must be where the parent or legal carer of the child lives together with the child, 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.

Where a child lives with parent/carers with shared responsibility (or, with or without parental responsibility), whether for part of a week, or month, the address where the child lives for admission purposes will be the address at which we are satisfied the child spends most of the school week.

Please refer to the County Scheme for further information on how a Normal Home Address is defined and how this will be assessed.

In order to qualify for admission under rules referring to the school's Catchment Area, and be prioritised based upon distance in the application of the School's oversubscription criteria, the applicant child must have been resident at their home address continuously since 1st April of the year preceding proposed admission (*for admission in September 2027 this is 1st April 2026*), and it is intended that they will be living there at the date of entry to the School. It is expected that evidence

of continuous residency at the home address from 1st April will be provided by the applicant when requested.

For the purposes of this policy, an applicant will be defined as being continuously resident at the Normal Home Address when they have been living continuously at that address since the 1 April in the year preceding the year of proposed admission. An applicant will meet the continuous residence requirement where there have been temporary or occasional absences from the Normal Home Address of no more than the duration of a child's school holiday period. Any absences beyond those taken during the specific school holidays will only be considered as meeting the continuous residence requirement in exceptional circumstances.

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

Any change of address after the application for admission being submitted must be notified to Buckinghamshire Council and/or the school immediately.

Appendix 6

Pupil Premium

For the purposes of this policy, the entitlement to Pupil Premium, including Service Pupil Premium would be on the most recent *school* census day.

Parents should carefully consider the oversubscription criteria stated above to determine whether other documentation, such as proof of Pupil Premium status, should be submitted in support of the application, should the oversubscription criteria need to be applied. This documentation should be submitted at the same time as the application. If it isn't, there will be a significant risk that the student will be placed in a lower oversubscription category because they were not identified as qualifying for a higher one.

SUPPLEMENTARY INFORMATION FORM 1

For applicants applying under the criterion for daughters of staff 2027

Applicants who wish to be considered for priority under the criterion for daughters of staff must complete this form by:
Applications for Year 12 in <i>September 2027</i> – by the end of the day on 18 th <i>January 2027</i>
Applications for Year 7 in <i>September 2027</i> – by the end of the day on 31 st <i>October 2026</i> to be considered for inclusion in the first round of allocations
Applications for Late Transfer Test – by the end of the school day on 12 th <i>January 2027</i>

Legal Name of child	Legal Surname	Legal Forename	Date of Birth
Parent Details	Surname	Forename	
For staff member - date employment commenced at Dr Challoner's High School			
Contact Details	Home Tel. No. _____ Mobile: _____ Email: _____		
Home address (including postcode)			
Declaration	I confirm I am a permanent member of staff in accordance with the school's Admissions Policy.		

	I have been employed at the school for two or more years (as of the closing date for applications) and/or have been recruited to a post at the school for which there is a demonstrable skills shortage.
Parent Signature	
Print Full Name	

Any offer based on inaccurate information can be withdrawn. This could include fraudulent or misleading applications, false claims to residence and failure to reply to an offer within the number of days specified in the offer letter.

Please complete an electronic version of this Supplementary Information Form. The link for this will be available from the *1st October 2026* on our website.

Supplementary Information Form 1 – [please click here](#) (*link opens on 1st October 2026*)

SUPPLEMENTARY INFORMATION FORM 2

This form will be used to help us confirm your residency qualification for admission to the school:

Our Admissions Policy states:

In order to qualify for admission under rules referring to the school's Catchment Area, the applicant should have been resident at their Normal Home Address continuously from or before 1st April of the calendar year preceding the year of entry (for admission in September 2027 this is 1st April 2026).

If a parent of the applicant student still owns a property within 20 miles of the school which has been the Normal Home Address more recently than *1st April 2026*, a property closer to the school will not be accepted as the basis for a legitimate residence qualification even if the former property is leased to a third party, or has been sold to a company of which the parent(s) are a director. For the purposes of this policy a parent of an applicant is defined as a parent with whom the applicant student resides for at least three nights of the school week (Sunday to Thursday inclusive).³⁶

If the property is rented, it is expected that families will be able to provide a rental agreement (signed and dated by both landlord and tenant) confirming that your lease has started and showing that you will be living at the address for at least six months after the proposed admission. If it is not possible to provide a tenancy agreement from *1st April 2026*, which extends to 6 months after the point of admission, or your tenancy is continuing indefinitely on a periodic basis after the initial fixed term, we may seek further information later in the year to demonstrate that you are still resident at the address used for admission. If it is not possible to provide a tenancy agreement, then we will require additional proof of address and may also seek further information later in the year to demonstrate that you are still resident at the address used for admission. A move into the area simply to gain admission to the school when it is not the main family residence may be considered fraudulent. Applicants should remember to inform us if their Catchment Area rental address changes during this period.

Any offer based on inaccurate information can be withdrawn. This could include, fraudulent or misleading applications, false claims to residence and failure to reply to an offer within the number of days specified in the offer letter.

The school may require a higher standard of evidence for 'residence qualification' if there are reasons for casting doubt on the accuracy or completeness of an application.

Full legal name of child	Legal Surname	Legal First name	Date of Birth

³⁶ See Appendix 5

Name of Parent(s)	
Contact Details	<p>Home Tel. No. _____ Mobile: _____</p> <p>Email: _____</p>
Home address	<p>Postcode _____</p>
Date family moved to this address	<p>_____ / _____ / _____</p> <p>Date month year</p>
Do you own or rent this property?	<p><input type="checkbox"/> Own <input type="checkbox"/> Rent</p>

If rented, please give dates of tenancy agreement	<p><i>Please provide a rental agreement (signed and dated by both landlord and tenant) confirming that your lease has started and showing that you will be living at the address for at least six months after the proposed admission (1st September 2027). Please let us know if it is not possible to provide this.</i></p>
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	Start Date: ____ / ____ / ____ End Date: ____ / ____ / ____
Proof of residency	<p>I have provided copies of at least three documents as proof of residency (these must be dated within the last 3 months and two of these documents must be a utility bill showing usage).</p> <p><input type="checkbox"/> (i.e. Council Tax Bill, Utility Bill, Driving License etc.).</p>
<p>Do you still own a property which has previously been the Normal Home Address? YES / NO</p>	
<p>If 'Yes' please enter address details below and complete the questions in this section</p> <p>Full Address:</p> <p>Postcode _____</p> <p>Date this property ceased to be the Normal Home Address? _____ / _____ / _____</p> <p>I have attached evidence (e.g. tenancy agreement) showing this date to be the date the property ceased to be the Normal Home Address.</p>	

<input type="checkbox"/> (please tick if attached)	
Declaration:	<p>I/We confirm the information provided on this form is complete and accurate.</p> <p>I/We have read the above information and confirm that the address used for this application complies with the residency rules as set out in the school's Admissions Policy.</p>
Parent Signature:	
Print Full Name:	

Please complete an electronic version of this Supplementary Information Form. The link for this will be available from the *1st October 2026* on our website.

Supplementary Information Form 2 – [please click here](#) (*link opens on 1st October 2026*)

If you would prefer to complete a paper copy, then please send this to:

Admissions Office, Dr Challoner's High School, Cokes Lane, Little Chalfont, Bucks, HP7 9QB

For inclusion in the first round of allocations this form must be received by the end of the day on *29th November 2026*.