



Burnham Grammar School

Admissions

Policy

2027

Document Control

SLT Lead (Name)	Dr Gillespie
Statutory / Non-Statutory Policy	Statutory
School Specific / MAT Wide Adapted / MAT Wide	School Specific
<i>Based on Bucks model policy last updated by Bucks</i>	NA
Trustee or Governor Committee Responsible for Review	BLDT Trustees
Trustee or Governor Committee Responsible for Approval	Approval as per the central policy schedule
Date Approved:	12/02/2025
Review Period	Annual
Review Date:	20/10/2026
Version Number	V0.01
<p><i>Unless there are legislative or regulatory changes in the interim, this policy will be reviewed annually. Should no substantive changes be required at that point, the policy will move to the next review cycle.</i></p>	

DOCUMENT HISTORY			
Date	Reason for Change	Changes	Author
25/09/2025	Challenges in other Bucks Grammars	Clarity on evidence of continuous residency	AJG
25/09/2025	Align with other Bucks Grammars	Increase in capped points score for continuation or entry into Yr12	AJG
25/09/2025	Ensure greater clarity to parents and LAs on places for students with EHCPs	Clarity on consultation about meeting EHCP student needs once qualification is concerned	AJG
06/12/2024	Information regarding Home addresses	Added Buckinghamshire website links to points 7.1 and 7.2 to provide further information regarding home addresses and moving address	KKH
21/10/2024	Alignment of PP Changes with other Bucks Grammars for greater clarity	Removal of out of catchment PP preference rule and clarification of PP consideration date Repeated PP guidance for Yr12 parents	AJG
02/10/2023	To assist PP parents	Listed both PP rules in parental guidance. This is not a change to any criteria	AJG
20/09/2022	Consistency between Bucks Grammars	Date of residence changed to 1 st September of year before entry	AJG
20/09/2022	To ensure academic suitability at KS4	In addition to CAT tests a reading and writing test will also be added for entry into Years 10 & 11	AJG
20/09/2022	Suitability to study 4 A levels	Increase of capped points score from 60 to 66	AJG
20/09/2022	New Building	Increase from 30 to 40 for the Year 12 PAN for external students	AJG



Burnham Grammar School

ADMISSIONS POLICY 2027

TO BE CONSIDERED FOR ADMISSION UNDER THE PUPIL PREMIUM RULES DESCRIBED WITHIN POINTS 5.1.3 AND 18.2.2 (OVERSUBSCRIPTION CRITERA) IT IS ESSENTIAL THAT PARENTS INFORM THE SCHOOL THAT THEY QUALIFY USING THE FOLLOWING EMAIL ADDRESS (admissions@burnhamgrammar.org.uk). STUDENT'S CURRENT SCHOOLS AND PARENTS WILL THEN BE CONTACTED TO PROVIDE EVIDENCE TO CONFIRM PUPIL PREMIUM STATUS BY THE APPLICATION DEADLINE

TO BE CONSIDERED FOR ADMISSION UNDER THE CHILDREN OF STAFF RULE DESCRIBED WITHIN POINTS 5.1.7 AND 18.2.5 (OVERSUBSCRIPTION CRITERA) IT IS ESSENTIAL THAT THE MEMBER OF STAFF INFORMS THE SCHOOL THAT THEY QUALIFY USING THE FOLLOWING EMAIL ADDRESS (admissions@burnhamgrammar.org.uk) BY THE APPLICATION DEADLINE

The admissions policy for Burnham Grammar School follows The Coordinated Admission Scheme for Secondary Schools in the Area of Buckinghamshire Council (BC) Local Authority unless stated. This will be referred to as The County Scheme. The County Scheme is available on the Buckinghamshire Council website.

1. Definition of a 'Parent'

- 1.1. In this policy, a 'parent' is defined as being a natural or adoptive parent of a child (regardless of whether the parent has care of, contact with or parental responsibility for the child), as well as a non-parent who has care of or parental responsibility for a child (as defined in the Education Act 1996).

2. Planned Admission Number (PAN)

- 2.1. The planned admission numbers for Burnham Grammar School are:

Year 7	180
Year 12	40

- 2.2. For entry into Year 12, the total number of places available is 205. Current Year 11 students are not admitted under this policy as they are already on the roll and will simply transfer to Year 12 if they meet the Minimum Academic Entry Criteria and have confirmed that they want to. It may be possible to admit more than 40 external candidates to Year 12 (i.e., over PAN) once the number of current Year 11 students transferring to Year 12 is known.

3. Secondary Transfer Test Admission for Year 7 in 2027

- 3.1. Students are eligible to be considered for admission to Burnham Grammar 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 (or, in exceptional circumstances, an Admissions Appeal).
- 3.2. 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 to give the child's Secondary

Transfer Test Score (STTS). Children need an STTS of 121 or more to automatically qualify for a grammar school place.

- 3.3. Registration for testing is automatic for children who attend Buckinghamshire Primary schools unless the parent expressly withdraws their child from testing. In all other cases, including where children attend independent schools in Buckinghamshire and non-Buckinghamshire Primary schools, an application for testing should be made to Buckinghamshire Council, the Test Administrator for all of the Buckinghamshire grammar schools, by 12 June 2026. In addition, all applicants must notify their home Local Authority of their preference for the school prior to the closing date of 31 October 2026.
- 3.4. Parents of a 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 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.
- 3.5. The Panel will consider each written application received and, where appropriate, will obtain advice from an Educational Psychologist prior to deciding. The Selection Review process will take place before places are allocated and students who are deemed qualified by the Panel will be eligible for admission to any of the Buckinghamshire grammar schools.
- 3.6. After places have been allocated, parents have a statutory right of appeal against the refusal of a place before an Independent Appeal Panel, however this panel will not ordinarily carry out a full review of a child's capacity to have qualified through the selection test, as any challenge on that basis should be made via a Selection Review.
- 3.7. 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. Burnham Grammar School has contracted Buckinghamshire Council to manage appeals on the school's behalf. (An Independent Review Panel hearing will not ordinarily carry out a full review of a student's capacity to qualify in the Secondary Transfer Test as that process should have taken place at the Selection Review.)
- 3.8. Information about both Selection Reviews and the appeal process can be found on the Buckinghamshire Council website. [Selection Review | Buckinghamshire Council Schools Appeals | Buckinghamshire Council](#)

4. Education, Health and Care Plans

- 4.1. Children with an Education Health and Care plan ([EHC plan](#)) are admitted under separate statutory procedures, and not under this policy.
- 4.2. In the normal admission round (i.e., entry to Year 7 or Year 12 in September), children who qualify and who have an EHC plan that names Burnham Grammar School will be admitted prior to the allocation of places to other candidates, and the number of places available to other children within the PAN for Year 7 and Year 12 will be reduced.
- 4.3. At all other times, students who qualify and have an EHC plan that names Burnham Grammar School will be admitted.

5. Oversubscription Criteria for Year 7

TO BE CONSIDERED FOR ADMISSION UNDER THE PUPIL PREMIUM RULES DESCRIBED WITHIN POINTS 5.1.2 AND 5.1.3 (OVERSUBSCRIPTION CRITERA) IT IS ESSENTIAL THAT PARENTS INFORM THE SCHOOL THAT THEY QUALIFY USING THE FOLLOWING EMAIL ADDRESS (admissions@burnhamgrammar.org.uk). STUDENT'S CURRENT SCHOOLS AND PARENTS WILL THEN BE CONTACTED TO PROVIDE EVIDENCE TO CONFIRM PUPIL PREMIUM STATUS

TO BE CONSIDERED FOR ADMISSION UNDER THE CHILDREN OF STAFF RULE DESCRIBED WITHIN POINTS 5.1.7 (OVERSUBSCRIPTION CRITERA) IT IS ESSENTIAL THAT THE MEMBER OF STAFF INFORMS THE SCHOOL THAT THEY QUALIFY USING THE FOLLOWING EMAIL ADDRESS (admissions@burnhamgrammar.org.uk) BY THE APPLICATION DEADLINE

5.1 Where qualifying applications for admission (i.e., those for a child with a standardised score of 121 or above or deemed qualified following a selection review) exceed the number of places available, places will be allocated in the following order of priority:

- 5.1.1 Looked after children and previously looked after children¹
- 5.1.2 Up to 6 places to looked after or previously looked after children living anywhere, or other children living in the catchment area² of the school as at and continuously from 1st September of the year preceding entry to Year 7 in September, who are eligible for Pupil Premium funding³ as at the application deadline and are expected to remain eligible at their date of entry, whose standardised score in the Secondary Transfer Test is 115 to 120 inclusive (i.e. up to 6 marks below the threshold required for other applicants of 121) and who have not been deemed to have qualified following a selection review. In this category, looked after or previously looked after children will be prioritised over other children, with the tie breaker being used where necessary.
- 5.1.3 Children living within the catchment area of the school as at and continuously from 1st September of the year preceding entry to Year 7 in September who are eligible for Pupil Premium funding³ as at the application deadline.³
- 5.1.4 Siblings⁴ of children who will be on the roll of Burnham Grammar School at the date of the applicant children's entry to Year 7 in September.

¹ A 'looked after child' is one who is in the care of a local authority or being provided with accommodation by a local authority in the exercise of their social services functions. A 'previously looked after child' is one who was looked after in England, but ceased to be so because they were adopted, or became subject to a child arrangements or special guardianship order, as well as one who appears to the Trust to have been in state care outside of England (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted. Applications in this category may need to be supported by documentary evidence confirming the child's status, such as a signed letter from the child's social worker or former social worker confirming their current or previous status, an adoption, child arrangements or special guardianship order. In the case of children adopted from state care outside England (as defined above), evidence of having been in state care outside England and of being adopted will be required. Ideally, this should be received by the application deadline in the normal admission round. When assessing the evidence provided, the DfE's guidance (accessible here) will be followed. Where the Virtual School Head has already verified the child's status, parents should let the Local Authority/school know, as there should be no need for further evidence to be provided in this case.

² The catchment area of the school is defined in the County Scheme as illustrated on the Council's website <https://www.buckinghamshire.gov.uk/>

³ For the purposes of this policy, entitlement to Pupil Premium on 31 October in the year before entry to Year 7 is sought needs to be evidenced

⁴ A 'sibling' is a full brother or sister (sharing both parents), half-brother or sister (sharing one parent), adopted brother or sister (sharing one or both parents), foster brother or sister, or step-brother or sister (where one's parent is married to the other's parent) and the son or daughter of the cohabiting partner of the applicant's parent, and in all cases who permanently live at the applicant student's home address (as defined by this policy) and are being brought up as part of the same core family unit as siblings. For the avoidance of doubt, the sons and daughters of extended family members (e.g., cousins) and friends will not be 'siblings' for the purpose of this policy, even where they permanently live at the same home address as the applicant student.

⁵ See footnote above.

⁶ See footnote above

⁷ For the purpose of this category, a 'child' of a staff member is defined as: their natural or adopted child, whether they live with the staff member or elsewhere; and/or their step-child or child of their cohabiting partner, where they live and sleep at the staff member's home address for more than 50% of their time from Sunday to Thursday night during term time.

⁸ For inclusion in this category, the staff member must be employed by Burnham Grammar School on a full- or part-time basis on a permanent contract, not on a fixed term contract or a contract for services. Teaching and support staff are potentially eligible, but they must have been: employed for at least two years at the time of

- 5.1.5 Siblings⁴ of children who have previously been on the roll of Burnham Grammar School.
- 5.1.6 Children who have exceptional medical or social needs which can only be met at Burnham Grammar School, and no other school, where their application for admission is supported by written evidence from a doctor, social worker, educational welfare officer or other appropriately qualified person confirming this.
- 5.1.7 Qualified⁶ children of staff⁷
 - a) where the member of staff has been employed on a permanent contract at the school for two or more years at the time at which the application for admission to the school is made, and/or
 - b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.^{8&9}
- 5.1.8 Children living in the catchment area of the school as at and continuously from 1st September of the year preceding entry to Year 7 in September.
- 5.1.9 All other children

6. Tie Breaker for Year 7 Entry

- 6.1. Where the number of eligible applicants within each over-subscription category above exceeds the number of places available, places will be allocated by distance order. Distances are calculated in a straight line from the student's home address (as defined by this policy) to the nearest school gate, offering to the closest first, using the method adopted by Buckinghamshire Council. Please use the link below to see the exact method used: ([Home School Distance](#))
- 6.2. Where two applicants live exactly the same distance from the school, the order in which places will be allocated will be determined by random selection supervised by a person independent of the school.

7. The Applicant's Home Address

- 7.1. The applicant child's home address will be the residential address of their parent at which they live and sleep for more than 50% of their time from Sunday night to Thursday night during term time (unless it is accommodation at a boarding school). It will usually be the address where the applicant student is registered with their GP, dentist and/or optician, and/or at which child related benefits (if eligible) are claimed. Where there is an issue as to the applicant child's home address, documentary evidence will be requested. The address requirements are set out on the Buckinghamshire Council website linked [here](#).
- 7.2. The applicant must be living at the home address by the 1st September 2026, and it is intended that they will still be living there at the date of entry to the school. Any change of address after the application for admission being submitted must be notified to Buckinghamshire Council and/or the school immediately. Where the applicant has temporarily moved out of the family home for domestic reasons (for example, to a refuge following a domestic violence incident), and there is evidence that the applicant will return to live in the family home in the near future and will be living there at the date of entry to the school, the application will be processed as if they are living at the family home at the application deadline. Information for families about what to do if they move house is linked [here](#).
- 7.3. Where an application is received for the admission of a qualifying child who lives with a parent who is in the UK Armed Forces or a Crown Servant, the application will be processed and the child allocated a place in advance of the family moving to the intended home address, where the application is supported by an official letter declaring the intended relocation date. The

application; and/or recruited to fill a vacant post for which there is a demonstrable skill shortage

⁹Applications in this category must be accompanied by a formal signed and dated letter on headed notepaper from the employed parent's HR Manager confirming that they meet the criteria for eligibility, which should be received by the application deadline. Only the employed parent's details must be given in the application form, to avoid the details of more than one parent being inadvertently provided which is prohibited under the Code

address at which the child will live will be used to apply the oversubscription criteria, provided parents provide some evidence to support that this will be the child's home address. Alternatively, where this is requested by parents, a Unit or quartering address will be used for the purpose of applying the criteria in this policy.

- 7.4. 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 be living at the home address on 1 September of the year preceding the proposed admission, 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 1 September will be provided by the applicant where requested.
- 7.5. In deciding, which is your normal home address, we would not usually accept an address if:
- You or your family has a second home elsewhere that is or was your main residence. We expect that you have sold, or leased, through an agency, your previous property or that a lease agreement on a property you previously rented has expired and that you have no other residence. For clarity, for inclusion as resident in catchment in the first allocation round on 1 March 2027 you should have disposed of/ceased to have access to your previous property by 1 September 2026.

8. Catchment Area

- 8.1. A map of Burnham Grammar School's catchment area is available on the school's website via the following link: <https://www.burnhamgrammar.org.uk/228/admissions>
- 8.2. Further information (including Buckinghamshire Council's catchment area checker by postcode) is available on their website via the following link: <https://services.buckscc.gov.uk/school-admissions>

9. Twins, Triplets, Siblings of Higher Multiple Births and Same Academic Year Siblings

- 9.1. In the case of twins, triplets, siblings of higher multiple births and siblings who were born within the same academic year and are therefore in the same year group, where at least one of these achieves a place, all will be offered a place (subject to qualification).

10. Waiting List

- 10.1. On behalf of the School, Buckinghamshire Council (through the County Scheme) manages the waiting lists for entry into Years 7, 8 and 9 for qualifying applicants. The waiting list is ranked by reference to the oversubscription criteria outlined above, and not by reference to the date that the qualifying applicant's name was added to the waiting list. Each time a qualifying applicant's name is added, the waiting list will be re-ranked again in accordance with those oversubscription criteria.
- 10.2. If a place(s) for Year 7, 8 or 9 become available during the school year, the school will contact Buckinghamshire Council's Admissions Team to ascertain who is currently at the top of the waiting list and offer the place(s) in accordance with the Late Transfer Procedure outlined below.
- 10.3. Qualification under testing will be deemed to remain current until the end of Year 9, after which a new application for admission must be made (including testing) under the Late Transfer procedure for Year 10.
- 10.4. Children allocated a place at the school under Buckinghamshire Council's [Fair Access Protocol](#) will take precedence over those on a waiting list.

11. Late Transfer Procedure

- 11.1. Admission to all year groups other than into Year 7 via the Buckinghamshire Secondary Transfer Test (STT), will be handled in accordance with the school's Late Transfer Procedure set out below.

12. Testing Criteria for Late Transfer

- 12.1. The academic suitability of students seeking admission under the school's Late Transfer Procedure into Years 7, 8 and 9 will be assessed through tests which assess verbal, numerical and non-verbal ability. Buckinghamshire Council coordinates these tests on behalf of the School.
- 12.2. The academic suitability of children seeking admission into Years 10 or 11 will be assessed through CAT tests that are administered by Burnham Grammar School.
- CAT scores: the prospective student must have scores at 120 or higher in three of the four elements, two of which must be in the verbal and numerical elements, with a mean score of 120 or higher as calculated.
- Students will also complete a test in English (Reading and Writing). Students will be required to achieve a minimum standard in both tests to qualify for admission. The tests are carefully prepared and marked to ensure that the same level of ability is achieved as for Years 7, 8 and 9, considering that the applicants are now older.

13. Late Transfer September Admission

- 13.1. Students seeking entry to Years 8 or 9 at the start of the next academic year will be invited to sit tests in the Annual Testing Round. This is organised centrally by Buckinghamshire Council Admissions Team on behalf of the School and will take place in the February of the year in which entry is sought in September. Applications for admission to Years 8 and 9 must be made directly to Buckinghamshire Council by completing and submitting the form via the Online Portal on Buckinghamshire Council's website which can be accessed at the following webpage: <https://www.buckscc.gov.uk/services/education/school-admissions/late-transferseptember-2021-entry/would-you-like-to-register-your-child-to-take-the-late-transfer-test/>
- 13.2. Students seeking admission to Years 10 or 11 at the start of the next academic year will also be invited to sit tests in the Annual Testing Round. This is organised with BGS and will take place in February of the year in which entry is sought in September. Applications for admission to Years 10 or 11 must be made directly to Burnham Grammar School by completing the Year 10 & 11 admissions form available on the school website and emailing the completed form to admissions@burnhamgrammar.org.uk.
- 13.3. The deadline for registration to sit a test in the Annual Testing Round for late transfer September Admission to Years 8 to 11 will be published on the Buckinghamshire Council website for Year's 8 and 9 entry (<https://www.buckinghamshire.gov.uk/schools-and-learning/schools-index/school- Page 7 admissions/apply-for-a-late-transfer-grammar-school-test/>), and on the Burnham Grammar School website for Year 10 and 11 entry (<https://www.burnhamgrammar.org.uk/parents/bgs-admissions>). Applications to sit the test received after this date will be processed once any available places have been allocated and a testing date later in the year will be established for this purpose.

- 13.4. 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.
- 13.5. Parents should note that the PAN set for Year 7 only applies for the duration of the school year of entry (i.e., to applications both in and outside of the normal admission round to Year 7 only). Where applications are made for admission to Years 8 to 11, qualified applicants will be admitted to the School unless admitting an additional student would prejudice the efficient provision of education or efficient use of resources.
- 13.6. Where there are multiple qualified applicants and the School has determined that only a lower number of additional qualified applicants can be admitted without prejudicing the efficient provision of education or the efficient use of resources, the School will apply the oversubscription criteria set out above to determine which qualified applicants will be offered a place. The admission arrangements that apply will be those determined for Year 7 for that school year. Parents will be informed in writing of the decision.
- 13.7. Where the application is refused, parents will be provided with the reasons why the admission of their child would prejudice the efficient education of others or the efficient use of resources, so that they can properly consider whether to exercise their statutory right of appeal (see below for further details).

14. Late Transfer in Year Admission

- 14.1. An in-year admission application is one for admission to Year 7 that is submitted after the first day in September, or for admission to other year groups part way through the School year.
- 14.2. Parents should note that the PAN set for Year 7 only applies for the duration of the school year of entry (i.e. to applications both in and outside of the normal admission round to Year 7 only). Where applications are made for admission to year groups other than Year 7, qualified applicants will be admitted to the School unless admitting an additional student would prejudice the efficient provision of education or efficient use of resources.
- 14.3. Where there are multiple qualified in-year applicants for a year group other than Year 7, and the School has determined that only a lower number of additional qualified applicants can be admitted without prejudicing the efficient provision of education or the efficient use of resources, the School will apply the oversubscription criteria set out above to determine which qualified applicants will be offered a place. The admission arrangements that apply will be those determined for Year 7 for that school year.
- 14.4. Parents making an application for the admission of students who have moved to the area since the last Annual Testing Round to Years 7, 8, 9 must do so directly to Buckinghamshire Council by completing and submitting the application via the Online Portal on Buckinghamshire Council's website which can be accessed at the following webpage: <https://www.buckscc.gov.uk/services/education/school-admissions/changing-school-in-year/>, Testing is organised centrally by Buckinghamshire Council Admissions Team on behalf of the School.

14.5. Applications for admission to Years 10 or 11 must be made directly to Burnham Grammar School by completing the Year 10 admissions form available on the school website and emailing the completed form to admissions@burnhamgrammar.org.uk . Testing will be organised by the School.

14.6. 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.

14.7. For all in-year applications, parents will be notified within 15 school days of either the date of the next testing round or the reason for the refusal of a place with information about the right to appeal. Where the application is refused, parents will be provided with the reasons why the admission of their child would prejudice the efficient education of others or the efficient use of resources, so that they can properly consider whether to exercise their statutory right of appeal (see below for further details).

14.8. Where a place is offered, arrangements will be made for the child to be admitted and start at the School as soon as possible, particularly where they are not currently attending school.

15. Late Transfer Waiting List

15.1. Students who have qualified and have not been allocated a place may have their name placed on the waiting list, which is maintained as set out above.

16. Admission to Year 12

16.1. Applications from external candidates must be made directly to Burnham Grammar School using the Sixth Form Application Form, which is available to download on the school's website or in hard copy format from the school's main office.

16.2. The application deadline for applications to Year 12 is third Friday in January (16 January 2026).

17. Minimum Academic Entry Criteria for Year 12

17.1. The minimum academic entry criteria for Year 12 are the same for internal students and external candidates.

17.2. The minimum academic entry criteria are a minimum of 46 points from the student's best 8 GCSEs (or equivalent) including English and Mathematics, using the table below:

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

17.3. Students must also achieve at least Grade 5 in English and Mathematics. For entry onto individual courses students should refer to the qualification criteria in the prospectus and on the website.

17.4. The majority of students at BGS study 3 A levels. Students who wish to study 3 A levels, must achieve 46 points from their best 8 GCSE results. No more than three Science GCSEs and one Mathematics GCSE may count in the best eight subjects. Subjects can only appear once in the list contributing to the point's total. Points cannot count for more than 1 GCSE per subject/course.

- 17.5. Those students, who wish to study 4 A levels, must achieve 66 points from their best 8 GCSE results.
- 17.6. Applications from students who have obtained qualifications abroad, including Scottish Highers, will be considered by a Governors Admissions Appeals Committee chaired by a member of the SLT.
- 17.7. Whether studying 3 or 4 A level subjects, students must meet all subject specific entry requirements (see separate document) to be accepted onto individual courses.

18. Oversubscription Criteria for Year 12

TO BE CONSIDERED FOR ADMISSION UNDER THE PUPIL PREMIUM RULES DESCRIBED WITHIN POINTS 18.2.2 (OVERSUBSCRIPTION CRITERIA) IT IS ESSENTIAL THAT PARENTS INFORM THE SCHOOL THAT THEY QUALIFY USING THE FOLLOWING EMAIL ADDRESS (admissions@burnhamgrammar.org.uk). STUDENT'S CURRENT SCHOOLS AND PARENTS WILL THEN BE CONTACTED TO PROVIDE EVIDENCE TO CONFIRM PUPIL PREMIUM STATUS BY THE APPLICATION DEADLINE

TO BE CONSIDERED FOR ADMISSION UNDER THE CHILDREN OF STAFF RULE DESCRIBED WITHIN POINTS 18.2.5 (OVERSUBSCRIPTION CRITERIA) IT IS ESSENTIAL THAT THE MEMBER OF STAFF INFORMS THE SCHOOL THAT THEY QUALIFY USING THE FOLLOWING EMAIL ADDRESS (admissions@burnhamgrammar.org.uk) BY THE APPLICATION DEADLINE

- 18.1. Current Year 11 students who achieve the minimum academic entry criteria set out above will transfer to Year 12, if they wish to.
- 18.2. Where the number of qualifying applications from external candidates exceeds the number of places available within the PAN, places will be allocated in the following order of priority:
- 18.2.1 Looked after candidates and previously looked after candidates.
 - 18.2.2 Candidates who are eligible for Pupil Premium funding from 31 October of the year preceding entry to Year 12 in September⁵ as at the application deadline who are living

¹ A 'looked after child' is one who is in the care of a local authority or being provided with accommodation by a local authority in the exercise of their social services functions. A 'previously looked after child' is one who was looked after in England, but ceased to be so because they were adopted, or became subject to a child arrangements or special guardianship order, as well as one who appears to the Trust to have been in state care outside of England (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted. Applications in this category may need to be supported by documentary evidence confirming the child's status, such as a signed letter from the child's social worker or former social worker confirming their current or previous status, an adoption, child arrangements or special guardianship order. In the case of children adopted from state care outside England (as defined above), evidence of having been in state care outside England and of being adopted will be required. Ideally, this should be received by the application deadline in the normal admission round. When assessing the evidence provided, the DfE's guidance (accessible here) will be followed. Where the Virtual School Head has already verified the child's status, parents should let the Local Authority/school know, as there should be no need for further evidence to be provided in this case.

² The catchment area of the school is defined in the County Scheme as illustrated on the Council's website <https://www.buckinghamshire.gov.uk/>

³ For the purposes of this policy, entitlement to Pupil Premium on 31 October in the year before entry to Year 7 is sought needs to be evidenced

⁴ A 'sibling' is a full brother or sister (sharing both parents), half-brother or sister (sharing one parent), adopted brother or sister (sharing one or both parents), foster brother or sister, or step-brother or sister (where one's parent is married to the other's parent) and the son or daughter of the cohabiting partner of the applicant's parent, and in all cases who permanently live at the applicant student's home address (as defined by this policy) and are being brought up as part of the same core family unit as siblings. For the avoidance of doubt, the sons and daughters of extended family members (e.g., cousins) and friends will not be 'siblings' for the purpose of this policy, even where they permanently live at the same home address as the applicant student.

⁵ See footnote above.

⁶ See footnote above

⁷For the purpose of this category, a 'child' of a staff member is defined as: their natural or adopted child, whether

- in the catchment area of the school as at and continuously from 1 September of the year preceding entry to Year
- 18.2.3 Siblings of children who will be on roll of Burnham Grammar School at the date of the candidate's entry to Year 12 in September.
- 18.2.4 Siblings of children who have previously been on the roll of Burnham Grammar School.
- 18.2.5 Qualified⁶ children of staff⁷
- a) where the member of staff has been employed at the school for two or more years on a permanent contract at the time at which the application for admission to the school is made, and/or
- b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.^{8&9}
- 18.2.6 Candidates who have exceptional medical or social needs which can only be met at Burnham Grammar School, and no other school, where their application for admission is supported by written evidence from a doctor, social worker, educational welfare officer or other appropriately qualified person confirming this.
- 18.2.7 Children living in the catchment area of the school as at and continuously from 1st September of the year preceding entry to Year 12 in September
- 18.2.8 All other candidates.
- 18.3. The definitions stated above for looked after children, previously looked after children, siblings and home address that apply to Year 7 entry equally apply to candidates applying for admission to Year 12.
- 18.4. The tie breaker to the oversubscription criteria for Year 12 will be GCSE capped points score calculated as described above, **provided their course preferences can be met.**
- 18.5. Where two applicants have exactly the same capped points score, the order in which places will be allocated will be determined by the distance that the student lives from the school using the same definitions of home address and calculation of distance methodology as employed for Year 7. Places will be allocated by distance to students living within the catchment area first and then by distance for out of catchment applicants.
- 18.6. The tie breaker stated above applies equally to the oversubscription criteria for Year 12

Please see section 7 for clarification concerning determination of Home Address.

19. Requests for Admission Outside Normal Age Group

- 19.1. Parents have a right to request for their child to be admitted to a year group other than their child's normal year group according to their age. The BLDT Trust will consider these requests and decide whether to agree the request in principle. These requests are not applications for admission, which must still be made in the usual way.
- 19.2. The Trust will make these decisions based on the circumstances of each case and in the best interests of the child concerned. This will include having regard to:
- The parents' views;
 - The child's academic, social and emotional development;

they live with the staff member or elsewhere; and/or their step-child or child of their cohabiting partner, where they live and sleep at the staff member's home address for more than 50% of their time from Sunday to Thursday night during term time.

⁸For inclusion in this category, the staff member must be employed by Burnham Grammar School on a full- or part-time basis on a permanent contract, not on a fixed term contract or a contract for services. Teaching and support staff are potentially eligible, but they must have been: employed for at least two years at the time of application; and/or recruited to fill a vacant post for which there is a demonstrable skill shortage

⁹Applications in this category must be accompanied by a formal signed and dated letter on headed notepaper from the employed parent's HR Manager confirming that they meet the criteria for eligibility, which should be received by the application deadline. Only the employed parent's details must be given in the application form, to avoid the details of more than one parent being inadvertently provided which is prohibited under the Code

- Where relevant, the child's medical history and the views of his medical professional(s);
- Whether the child has been previously educated out of their normal age group;
- Whether the child may naturally have fallen into a lower age group if it were not for being born prematurely;
- The Headteacher's views.

19.3. Requests must be made in writing to the Clerk to the Trustees at BLDT (Burnham Grammar School) giving all relevant information for the BLDT Trust to consider, having regard to the factors outlined above, with supporting documentation from medical or other professionals where appropriate.

19.4. Parents should make these requests as soon as possible, preferably before the normal admission round, so that that a decision in principle can be made by the BLDT Trust before deadlines are reached (e.g., testing dates, application deadline, etc.) to enable them to make informed decisions.

19.5. Parents do not have a statutory right of appeal against the Governing Body's decision not to agree admission outside normal age group in principle, however a complaint may be made under the school's published Complaints Policy.

20. Statutory Right of Appeal Against the Refusal of a Place

20.1. Parents have a statutory right of appeal against the refusal of a place. This will be confirmed in the letter refusing admission which states the reason for the refusal, including the deadline for lodging an appeal with grounds. The relevant dates will also be published on the school's website.

20.2. Burnham Grammar School will also establish the procedure for challenging non-qualification and where testing is refused, through Buckinghamshire Council's Appeals Team.

21. Equality

21.1. Burnham Grammar School is aware of and fully compliant with its legal duties and responsibilities under the Equality Act 2010.

21.2. In particular, the school will make an adjustment to this policy (including minimum academic entry criteria for transfer/entry to Year 12) for disabled students where they are at a substantial disadvantage because of their disability compared to a non-disabled student, and it is reasonable to do so.

22. Policy updates and Consultation

22.1. The school's admission arrangements (which this policy is part of) have to be formally determined by the Trustees of Beeches Learning and Development Trust each year, with any material changes being consulted on prior to determination (or every 7 years, if no changes are proposed).