



CESHAM
GRAMMAR
SCHOOL

Admissions Policy 2027-28

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The Admissions Policy for Chesham Grammar School ('CGS' or 'the school') follows The Coordinated Admission Scheme for 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](#).

This policy covers admission to the school between 1st September 2027 and 31st August 2028.

1. Planned Admission Number (PAN)

The planned admission numbers are:

Years 7	186
Year 12	at least 30 places for external students who have fulfilled the entry criteria

2. 11+ Admission (Year 7 in September 2027)

2.1 Children are eligible to be considered for admission to Chesham 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 Panel (or, in exceptional circumstances, an Admissions Appeal).

2.2 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 in order to automatically qualify for a grammar school place.

2.3 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 must be made to Buckinghamshire Council, the Test Administrator for of all the Buckinghamshire Grammar Schools, in May/June 2026. The exact date can be found on the [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.

2.4 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.

2.5 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 alongside all other qualified applicants.

2.6 After places have been allocated, parents have a statutory right of appeal to an Independent Appeal

Panel if their child has been refused admission because the school is full. Chesham Grammar School has contracted Buckinghamshire Council to manage appeals on the school's behalf.

2.7 Information about both [Selection Reviews](#) and the [appeal process](#) can be found on the Buckinghamshire Council website.

3. Education, Health and Care Plans (EHCPs)

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

3.2 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 Chesham Grammar 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.

3.3 At all other times, children who qualify and have an EHCP that names Chesham Grammar School will be admitted.

4. Over-subscription Criteria for entry into Year 7

Where qualifying applications for admission exceed the number of places available, places will be allocated in the following order of priority:

4.1 Looked after children and previously looked after¹ children.

4.2 Up to 6 places in Year 7 will be available to 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 who:

- qualify for and are in receipt of Pupil Premium² at the time of application, whose standardised score in the Secondary Transfer Test is between 110 and 120 inclusive (i.e. up to 11 marks below the threshold required for other applicants of 121) **and**
- who have not been deemed to have qualified following a selection review or have not applied for selection review.

In this category, looked after and previously looked after children will be prioritised over other children. If the number of eligible children exceeds the number of places, distance from the school will be used to determine allocation (see 4.8)

4.3 Children living in the catchment area³ of the school as at and continuously from 1st September of the year preceding entry to Year 7 in September who qualify for Pupil Premium as at the time of application⁴.

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.

² See note 3 on page 2.

³ The catchment area of the school is clearly illustrated on a map available on the school's [website](#).

⁴ For the purposes of this policy, the entitlement to Pupil Premium would need to be shown in the most recent school census before entry to Year 7 is sought.

- 4.4 Siblings⁵ of children in Years 7 to 12 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.
- 4.5 Qualified children of CGS staff employed on a permanent contract by the school for at least two years at the time of application, or where the member of staff has been recruited to fill a post for which there is a demonstrable skills shortage. This does not include staff who work at or on the school site for other employers.
- 4.6 Children living in the catchment area of the school as at and continuously from 1st September of the year preceding entry to Year 7.
- 4.7 Children who have exceptional medical or social needs which can only be met at this school supported by evidence from an independent professional person⁶.
- 4.8 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 address and the main entrance to the school on White Hill.

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

5. Tie Breaker

5.1 Where the number of eligible applicants under each numbered oversubscription criterion exceeds the number of places available, places will be allocated in distance order using straight line distance between the family's normal home address and the main entrance to the school on White Hill. Where the distance criterion does not produce a clear outcome (i.e. two children live precisely the same distance from the school), the place will be determined by random allocation supervised by a person independent of the school.

5.2 Applicants must be able to provide evidence of their residency within the catchment area of the school continuously from 1st September of the year preceding admission to Year 7 in September. Should there be more eligible applicants than places available, then the distance tiebreaker will apply; places will be offered to those living closest to the school.

6. Waiting List

6.1 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.

6.2 If a place(s) for Year 7, 8 or 9 becomes 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.

⁵ For the purposes of this policy, a sibling is a brother or sister – for admissions purposes, we mean one of two or more individuals who have one or more parents in common, or any other child who lives at the same address on a permanent basis and for whom the parent also has parental responsibility.

⁶ The independent professional person might be a doctor, health visitor, or Education Welfare Officer, for example, who knows about the child and supports the application to the school. Evidence should be submitted to the Admissions Team at Buckinghamshire Council at the same time as the application for a school place is made.

6.3 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.

6.4 Children allocated a place under Buckinghamshire Council's Fair Access Protocol will take precedence over those on a waiting list.

7. Late Transfer Procedure

Admission to Years 8, 9 and 10 will be handled in accordance with the school's Late Transfer Procedure. Only in exceptional cases will any place be offered in Year 10 starting after September, or at any time in Year 11, because of the nature of the GCSE course.

8. Testing Criteria

8.1 The academic suitability of children seeking admission under the school's Later 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.

8.2 The academic suitability of children seeking admission to Years 10 or 11 will be assessed through curriculum based tests in core subjects in which a minimum standard in **all** needs to be achieved to qualify for admission.

9. Late Transfer – September Admission

9.1 Children seeking admission to Years 8 and 9 at the start of the next academic year will be invited to sit tests in the Annual Testing Round. This is organised centrally on behalf of Chesham Grammar School by Buckinghamshire Council and will take place in February of the year in which admission 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](#).

9.2 Children 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 by the school and will take place in the Spring term of the year in which admission is sought in September. Applications for admission must be made directly to Chesham Grammar School; details are available on the school website. The deadline for registration will be 31st January (or the next working day if that is a weekend) of 2027. Evidence of residence will be required.

10. Late Transfer – In-Year Admission

10.1 Children who have moved into the local area since the last Annual Testing Round may apply for immediate admission to Years 7, 8, 9 (and where exceptional circumstances apply, Year 10 after September or Year 11). An application for Years 7 – 9 should be made directly to Buckinghamshire Council who manage the process on behalf of the school.

10.2 For Year 10 or 11 entry, applications are handled by Chesham Grammar School. Parents will be notified in writing within 15 days of their application of the date for testing. Evidence of residence will be

required.

11. Late Transfer Over-subscription Criteria

When qualified applications for admission exceed the number of places available, the criteria in clause 4 above will be applied in the order given and the same tiebreaker will apply should the distance criterion not produce a clear outcome.

12. Late Transfer Waiting List

12.1 Children who have qualified and have not been allocated a place may have their name placed on the waiting list for the relevant year. For years 7 – 9 this list is maintained by Buckinghamshire Council. The waiting list will be ranked in accordance with the school's over-subscription criteria as detailed in clause 4 above.

12.2 If a child qualifies but cannot be allocated a place, qualification under testing will be deemed to remain current for admission 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 or 11. The child must then be tested again in the next Annual Testing Round. For admission to Year 10 or 11, apply directly to the school.

12.3 Children allocated a place under Buckinghamshire Council's Fair Access Protocols will take precedence over those on a waiting list.

13. Admission Outside the Normal Age Group

When a request is received for admission out of the normal age group, Chesham Grammar School will make decisions based on the individual circumstances of each case. This will include taking account of:

- the parents' views;
- any available 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 been previously educated out of their normal age group;
- any evidence that the child may naturally have fallen into a lower age group if it were not for being born prematurely;
- the views of the child's current Headteacher.

14. Sixth Form Admissions (Years 12 and 13)

14.1 Admission to Year 12

Applications from external students must be made to the school using the form provided on the school's [Applicaa website page](#). Entry requirements are the same for internal and external students. The closing date for external applications for admission to Year 12 in September 2027 is 4th December 2026.

14.2 Entrance Criteria for Sixth Form Admission

Applicants for advanced level courses will be required to satisfy the following criteria:

- A minimum of 48 points from their best eight GCSEs (or equivalent). Where a student is taking a mix of qualifications which include GCSEs, at least six GCSEs must be included in the best eight calculation **and**
- A grade 5 or above in English language and mathematics, or the equivalent (in exceptional circumstances, the school may choose to admit a student with a 4 in English language or maths); **and**
- In an A level subject to be taken, there is a subject specific entrance requirement. For most subjects, this is grade 6 or above at GCSE either in the subject itself or in an appropriate related subject in the case of new courses. In some subjects, grade 7 at GCSE is required. This is clearly set out in the school's Sixth Form prospectus. Further Maths will require grade 8 at GCSE.

Students achieving 48 points are recommended to study three subjects. Those students wishing to study a fourth subject will need a minimum of 56 from their best eight GCSEs.

14.3 Sixth Form Over Subscription Criteria

Places will be offered using the oversubscription criteria until planned capacity in a given subject or course is reached. The school reserves the right to refuse access to subjects when planned classes are full. Priority will be given to those students who are already on the school roll (i.e. those who are in Year 11 at Chesham Grammar School at the time applications to Year 12 are made).

Remaining places in Year 12 will be allocated to external students on the following basis (in order of priority):

- 14.3.1 Looked after children or previously looked after children.
- 14.3.2 Children living in the catchment area of the school and who qualify for Pupil Premium at the time of application.
- 14.3.3 Siblings of children in Years 7 to 12 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.
- 14.3.4 Qualified children of CGS staff employed on a permanent contract by the school for at least two years at the time of application, or where the member of staff has been recruited to fill a post for which there is a demonstrable skills shortage. This does not include staff who work at or on the school site for other employers, nor the children of staff in another of the multi-academy trust's schools.
- 14.3.5 Children living in the catchment area of the school as at and continuously from 1st September of the year preceding entry to Year 12.
- 14.3.6 Children who have exceptional medical or social needs which can only be met at this school supported by evidence from an independent professional person⁷.
- 14.3.7 Once the above rules have been applied, then any further places will be offered in distance order using straight line distance between the family's normal home address and the main entrance to the school on White Hill.

The definitions stated in points 14.3.1 to 14.3.7 above are the same as those used in points 4.1 to 4.7 on page 3.

⁷ The independent professional person might be a doctor, health visitor or Education Welfare Officer, for example, who knows about the child and supports the application to the school. Evidence should be submitted to the Admissions Team at Buckinghamshire Council at the same time as the application for a school place is made.

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

Where the number of eligible applicants under each numbered oversubscription criterion exceeds the number of places available, places will be allocated in distance order using straight line distance between the family's normal home address and the main entrance to the school on White Hill. Where the distance criterion does not produce a clear outcome (i.e. two children live precisely the same distance from the school), the place will be determined by random allocation supervised by a person independent of the school.

14.4 Only in exceptional circumstances will any place be offered in Year 12 starting after September, or at any time in Year 13, because of the nature of A level courses.

15 Statutory Right of Appeal Against the Refusal of a Place

Parents have a statutory right of appeal against the refusal of a place. This will be confirmed in any letter refusing admission which states the reason for the refusal, including the deadline for lodging an appeal with grounds. Buckinghamshire Council will establish arrangements on behalf of the school for appeals against non-admission, non-qualification and where testing is refused.

16 Normal Home Address

16.1 This is the child's home address. This must be where the parent or legal carer of the child and the child live together unless it is proved that the child is resident elsewhere with someone who has legal care and control of the child. The address should be a residential property that is owned, leased or rented by the child's parent(s) or person with legal care and control of the child. To avoid doubt where a child lives with parents with shared responsibility, each for part of a week or month, the address where the child lives will be determined by confirmation of the registered address to which Child Benefit is currently being paid, or, if child benefit is not received then the address from which the child in question is registered with the doctor, dentist, etc. If this is not applicable, then the parent with whom the child spends the greater proportion of the school week from Sunday evening to Thursday evening. It is expected that evidence of continuous residency at the home address from 1st September will be provided by the applicant where requested.

16.2 The applicant child must be living at the home address by 1st September 2026, and it is intended that they will still be living there at the date of entry to the school. 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. Any change of address after the application for admission being submitted must be notified to Buckinghamshire Council and/or the school immediately.

16.3 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.

16.4 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 of the year of admission you should have disposed of/ceased to have access to your previous property by 1 September of the preceding year.

16.5 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 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.

17 General

17.1 This Admissions Policy is subject to consultation whenever changes are proposed, or every 7 years if no changes are proposed.

17.2 A map of the school's catchment area for Year 7 and In Year and Sixth Form admission is available on the school's [website](#).

17.3 Parents living in Buckinghamshire wishing to know their entitlement to free transport should contact the Council's Home Transport Service.

18 Explanation of Terms used in the Admission Rules

18.1 Unless otherwise specified, terms used in this policy follow those used by Bucks Council: [Understanding the terms we use | Buckinghamshire Council](#)

18.2 For Year 7 admission, the school follows the application process and timelines set out by Bucks Council which can be found on their [website](#).