



## ROYAL LATIN SCHOOL

“High Expectations For All”

### Admissions Policy September 2027 Entry

Date reviewed by the Strategic Advisory Group on behalf of the Governing Body	<b>17th November 2025</b>
Date to be reviewed	<b>Autumn term 2026</b>
Governors’ Committee accountable for the review	<b>Strategic Advisory Group</b>
Senior Leadership Team member accountable for review	<b>Headteacher</b>
Date to be adopted by the Strategic Advisory Group	<b>2nd February 2026</b>

Signed on behalf of:..... Name:.....  
Co-Chair of the Governors

Date .....

# ROYAL LATIN SCHOOL

## Admissions Policy

### September 2027

The admissions policy for the Royal Latin School follows The Coordinated Admissions Scheme for Secondary Schools in the Area of Buckinghamshire Council Local Authority (the Buckinghamshire Council Scheme) unless stated. This Scheme is available on the Buckinghamshire Council website (<http://www.buckinghamshire.gov.uk/>). This policy covers admissions to the school between 1 September 2027 and 31 August 2028.

#### 1. Admission Numbers

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

Year 7-11            180

For entry into Year 12, in addition to students from the school's own Year 11 who have fulfilled the entry requirement, there will be a limited number of places for external students who have fulfilled the entry requirement.

#### 2. 11+ Admission for Year 7 in 2027

Children are eligible to be considered for admission to the Royal Latin School in Year 7 if they meet the required qualifying score of 121 in the Buckinghamshire Secondary Transfer Test (STT) or have been deemed qualified by a Selection Review Panel (or, in exceptional circumstances, an Admissions Appeal).

Children sit two test papers in 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.

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 12th June 2026. 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.

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 alongside all other qualified applicants. After places have been allocated, parents have a statutory right of appeal to an Independent Appeal Panel if their child has been refused admission. Royal Latin School has contracted Buckinghamshire Council to manage appeals on the school's behalf. Information about both Selection Reviews and the appeal process can be found on the

Buckinghamshire Council website - click [here](#)

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.

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. Royal Latin 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 - if this had been requested prior to the Independent Review Panel.)

### **3. 12+ Admissions to Year 8**

Admission to this year group will be subject to availability and dependent on grammar school ability demonstrated by achieving the required standard in the Late Transfer Selection Tests, designed to select students with the aptitude and ability for a grammar school education. Students currently at a selective school will not be considered as qualified purely because they are at a selective school. Applications should be made to Buckinghamshire Council, who will test candidates on behalf of the school. The Council will notify parents in writing, within 15 school days of their in-year application, of the date for the admissions test. Parents of candidates who qualify will need to fill in an Induction Form which Buckinghamshire Council will provide, and return this directly to the school. On receipt of the form the school will decide whether it can offer a place, and Buckinghamshire Council will then inform the parents.

### **4. Admissions to Years 9, 10 and 11**

The nature of our 3 year GCSE course puts a particular demand on any students joining the school in Years 9, 10 or 11. Admission to these year groups will be subject to availability and dependent on grammar school ability. Applications should be made in writing directly to the school. The school will notify parents in writing, within 15 school days of their in-year application, of the date of the admissions test. The academic suitability of candidates seeking admission under the school's Late Transfer Procedure will be assessed through curriculum based tests in English, Mathematics, Science and a Modern Foreign Language. Candidates will be required to achieve a minimum standard in each of the four tests in order to qualify for admission.

### **5. Children with Education, Health and Care Plans (EHCP)**

Children who qualify and who have EHCPs that name the school will be admitted prior to the application of the admission rules and under separate statutory procedures.

### **6. Over-subscription for Year 7**

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, the following criteria will be applied in the order set out below to decide which student to admit:

Students who qualify and have an Education, Health and Care Plan naming the school will be admitted prior to the application of these admission rules.

Where eligible external applications for admission exceed the number of places available, the following criteria will be applied in the order set out below to decide which student/s to admit after qualifying internal candidates are allocated their places:

- a) Children in care: looked after (CLA) and previously looked after children (CPLA).<sup>1</sup>
- b) Pupil Premium<sup>2</sup> (catchment): Children living in the catchment area of the school who qualify for Pupil Premium at the application deadline. (Evidence of entitlement to this Grant e.g. a letter from the current school, should be sent/emailed to the Royal Latin School office by 31st October.)
- c) Up to 12 places may be offered to children whose standardised score in the Secondary Transfer Test is 115 to 120 inclusive and who have not been deemed qualified (or not deemed qualified following a Selection Review). These places are available only to:
- looked after (CLA) or previously looked after children (CPLA) (living anywhere), or
  - children living in catchment (continuously from 1st September of the year preceding entry) who are eligible for Pupil Premium at the application deadline.
- Within this rule, looked after (CLA) and previously looked after children (CPLA) are prioritised; where necessary, distance (as defined below) will be used to order offers.
- d) Children of Royal Latin School staff where (i) the member of staff has been employed on a permanent contract (full or part-time) by the school for two or more years at the time at which the application for admission to the school is made, and/or (ii) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- e) Children living in the catchment area of the school who must have been resident at their home address continuously since 1st September in the offer year (the academic year in which offers for places are made).
- f) Siblings<sup>3</sup> of children who will be on the roll of the Royal Latin School at the date of the candidate's proposed admission.
- g) Exceptional medical or social needs (e.g. registered young carers) which can be met only at this school, supported by written evidence from a doctor, social worker, educational welfare officer or other appropriate person.
- h) Distance order: Once the above rules have been applied, any further places will be offered in distance order, using the straight-line distance between the family's normal home address (from

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<sup>1</sup> Looked after and previously looked after children will be considered to be:

- Children who were 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 Royal Latin School to have been in state care outside of England and ceased to be in state care as a result of being adopted
- Children who are registered as being in the care of a Local Authority in accordance with Section 22 of the Children Act 1989(a), e.g. fostered or living in a children's home, at the time an application for a school is made;
- Children who have left care through adoption at any time, a child arrangements order (in accordance with the Children and Families Act, 2014) or special guardianship order (in accordance with Section 14A of the Children Act 1989)

<sup>2</sup> This includes both children eligible for the pupil premium and also children eligible for the service premium.

<sup>3</sup> 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 child's parent.

In all cases the child must: (a) live permanently at the applicant child's home address (as defined by this policy), and (b) currently be 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 child.

their front door) and the school's nearest entrance gate, offering the closest first. For "distance", we use the definition adopted in the County Scheme. Information about what to do if you move house can be found on the Buckinghamshire Council website.

i) Where a rule can only be applied to some applicants: Where the school can take some, but not all, of the children who qualify under any one rule, priority will be decided by taking account of the next rule(s) in the numbered list above.

All other terms and definitions, including the Applicant's Home Address and distance measurement, remain as set out elsewhere in this policy.

### **7. Arrangements for a Tie-breaker**

Random allocation will be used as a tie-break to decide who has highest priority for admission if the distance between two students' homes and the school is the same. This process will be independently verified. With multiple qualifiers from the same address (e.g. twins), where, for example, one or more siblings would take the school above its admission number, all such qualifiers will be admitted to school.

### **8. Waiting List**

If any vacancies arise in Year 7 between National Offer Day (1st March) and 31st December of the same year, first priority will be given to those on the waiting list managed by Buckinghamshire Council through the Buckinghamshire Council Scheme. From 1st January, a waiting list will be maintained until 31st August for admissions into Year 7 during the academic year. If places become available during that period, or for the beginning of the following academic year, admissions will be handled in accordance with the Late Transfer Procedure outlined in paragraphs 3 and 4. The waiting list will be ranked in accordance with the school's over-subscription rules as detailed above.

If a student qualifies but cannot be allocated a place, qualification ends at the end of the academic year after the test and the student must be tested again under the Late Transfer Procedure.

### **9. Year 12**

**9.1** Applications from external students should be made direct to the school using the Sixth Form Application Form, which is made available to download for students who have completed the expression of interest form via the school's website.

The application deadline for applications to Year 12 is 23rd March 2027.

Late applications and invitations to the Year 12 Taster Day(s) will also be considered, only after the processing of applications which were received by the stated deadline. If an applicant is unable to meet the published deadline due to extenuating circumstances, and wants their application to be considered on time, they must apply in writing to the Head of Sixth Form. Evidence will be requested that demonstrates they were unable to apply during the application period.

Entry requirements are the same for internal and external students, namely that a student will have achieved a minimum of 46 points from the best 8 full-course GCSEs (or equivalent) including at least grade 6 in English and Maths using the table below. Entry to A-Level courses depends on the achievement of at least the minimum GCSE grade requirements for each of the subjects to be studied, as detailed in the 6<sup>th</sup> Form Prospectus.

<b>Grades</b>	9	8	7	6	5	4	3	2	1
<b>Points</b>	9	8	7	6	5	4	3	2	1

## **9.2 Oversubscription Criteria for Sixth Form**

Students who qualify (best 8 full-course GCSEs (or equivalent) of 46 points, including at least grade 6 in English and Maths) and have an Education, Health and Care Plan naming the school will be admitted prior to the application of these admission rules.

Where eligible external applications for admission exceed the number of places available, the following criteria will be applied in the order set out below to decide which student/s to admit after qualifying internal candidates are allocated their places:

- a) Looked after (CLA) and previously looked after children (CPLA). (see note 1 on page 2).
- b) Up to 12 places: students living within a 15 mile radius of the school (see appendix B), who are eligible for the Pupil Premium Grant at the application deadline. Evidence of entitlement to this Grant (e.g. a letter from the current school) should be included as part of the application submission. If more than twelve applicants qualify under this rule, the twelve places will be allocated according to the rank order of students' best 8 full-course GCSEs (or equivalent), including at least grade 6 in English and Maths.
- c) Children of Royal Latin School staff where (i) the member of staff has been employed on a permanent contract (full or part-time) by the school for two or more years at the time at which the application is made; and/or (ii) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- d) Exceptional medical or social needs (e.g. registered young carers) which can be met only at this school, supported by written evidence from a doctor, social worker, educational welfare officer or other appropriate person.
- e) Academic rank order: students obtaining the highest point score from their best 8 full-course GCSEs (or equivalent), including at least grade 6 in English and Maths, in descending total points order, subject to sufficient places being available on the chosen courses.

## **9.3 Tie-breaker**

Where the number of applications from external candidates, who have the same average point score and same distance between their homes and the school, exceeds the number of places available, the tie-breaker stated in Paragraph h) above will be applied.

## **10. Notes for admission to Years 12-13**

Exceptional cases (e.g. students with an EHCP, a medical condition that is supported by medical evidence or other extenuating circumstances) where applicants do not meet the entry criteria listed above will initially be considered by a panel drawn from the senior leadership team of the school and chaired by the Headteacher. Parents are entitled to appeal against the panel's decision by submitting a written appeal to the Chair of Governors and to Buckinghamshire Council's Appeals Team. An Appeal Hearing would then be organised by Buckinghamshire Council's Appeals Team; the decision of this Hearing is final.

A student who has qualified for entry to Year 12 or Year 13 will in most cases be able to study the subjects for which he/she is qualified, but this will be dependent on there being sufficient places in the classes provided for each subject. The school reserves the right to refuse access to subjects when planned classes are full. Only in exceptional cases will any place be offered in Year 12 starting in the Autumn, or at any time in Year 13, because of the nature of the A-level course.

## **11. Process for Requesting Admission Out of Normal Age Group**

When a request is received for admission out of the normal age group, Royal Latin School will make decisions in the best interests of the child, taking into account the views of the Headteacher. Any decision letter will

make the reason for the decision clear. If a child applies for an out of year place then their admission will be managed on the basis of the determined admissions arrangements only and the school will not give the applicant a lower priority because they are out of their normal year group.

## **12. General**

- This Admissions Policy is subject to annual review.
- Buckinghamshire Council will establish arrangements for appeals against non-admission in years 7-13.
- Royal Latin School is aware of and fully compliant with its legal duties and responsibilities under the Equality Act 2010. In particular, the school will make a reasonable 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.
- A map of the catchment area is on the school website ([Catchment area map for RLS](#)) and is also available on the Buckinghamshire Council website.
- Parents wishing to know their entitlement to free transport should contact Buckinghamshire Council.

## **13. Explanation of terms used in the admission rules**

### **13.1. Home Address: Definition and Evidence**

The applicant's home address is the residential address of the parent or legal guardian at which the child lives and sleeps for more than 50% of Sunday–Thursday nights during term time (unless the accommodation is a boarding school). It will usually be the address at which the child is registered for the majority of health-related services. Where there is doubt about the home address, the school will require documentary evidence.

a) To qualify under rules that refer to the school's catchment area, the applicant must have been permanently and continuously resident at the home address since 1 September of the year preceding the proposed admission. Students admitted under catchment rules are expected to remain resident in that catchment area.

If the property is rented, a legal tenancy agreement (signed by both landlord and tenant) confirming the lease has started and showing that the applicant will live at the address for at least six months after the proposed admission is required. Where such an agreement cannot be provided, additional proof of address will be required.

b) If a parent of the applicant still owns a property within 15 miles of the school which has been the main family home more recently than 1 September 2023 (i.e. four years before the proposed admission), a different 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.

The 15-mile distance referred to in this policy will be measured in a straight line ("as the crow flies"), using the School's chosen mapping software. The School's reference point will be the School's published postcode/address point and the school's measurement will be final.

For the purposes of this policy, a parent is the person with whom the applicant resides for at least three nights of the school week (Sunday–Thursday inclusive) and/or the address where the applicant is registered with their GP, and/or at which child-related benefits (if eligible) are claimed. This rule will not apply if the former property is sold by 1 September 2026.

c) The school may require further evidence of residence if there are reasons to doubt the accuracy or completeness of an application. Evidence may include, for example, recent council tax or

mortgage statements, utility bills, GP/NHS registration confirmation, or official correspondence showing the child's name and address. (This list is illustrative, not exhaustive.)

d) Service families and Crown Servants: where families are posted to the area, the school will allocate a place in advance of the move if an official government letter is provided confirming a relocation date and intended address. Evidence must be provided by 30 January 2027 to be included in the first allocation round.

### **13.2. Home Address: Residence by 1 September 2026 and Changes of Address**

The applicant must be living at the home address by 1 September 2026, and it is intended that the applicant will still be living there at the date of entry to the school. Any change of address after submission of the application must be notified immediately to Buckinghamshire Council and the school.

Where an applicant has temporarily left the family home for critical domestic reasons (e.g. to a refuge following a domestic violence incident) and there is evidence that the applicant will return to live in the catchment in the near future and will be living there at the date of entry, the application will be processed as if the applicant is living at the family home at the application deadline.

### **13.3. Supplementary Information Form (Appendix A)**

All applicants who have been offered a place at the Royal Latin School are required to complete and return the **Supplementary Information Form (SIF)** (Appendix A) to confirm residency and eligibility under the school's oversubscription criteria.

The completed SIF, together with the required documentary evidence, must be submitted by **16:00 on 31st October 2026** to be included in the first allocation round.

The SIF enables the school to verify that the applicant's home address and circumstances meet the definitions set out in paragraphs 13.1 and 13.2 of this policy. Failure to return a completed form and evidence by the stated deadline may result in the offer of a place being withdrawn if eligibility cannot be verified.

The SIF is provided as **Appendix A** to this policy and is available to download from the Royal Latin School website or on request from the school office.

### **13.3. UK Armed Forces and Crown Servants**

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.

### **13.4. All other terms used follow the Buckinghamshire Council Scheme.**

**Appendix A: Supplementary Information Form (SIF)** (For Year 7 admission in September 2027)

**THE ROYAL LATIN SCHOOL**

**Supplementary Information Form (SIF)**

*(For Year 7 admission in September 2027)*

This form helps us confirm your residency and eligibility for admission under the school's published oversubscription criteria. It should be completed **in addition to** your Local Authority application.

Please complete this form online or return it by email to **admissions@royallatin.org** by **16:00 on 31st October 2026** to be included in the first allocation round.

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**Section 1: Child's Details**

Full name of child: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Current school and start date: \_\_\_\_\_

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**Section 2: Parent/Carer Details**

Parent/carers name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Home telephone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

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**Section 3: Home Address Verification**

Date family moved to this address: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Is this the address where your child lives for at least three nights of the school week (Sunday–Thursday)?

Yes     No – If no, please state the main home address: \_\_\_\_\_

Is this the address where your child is registered with their GP?

Yes     No – If no, please give that address: \_\_\_\_\_

Is this the address where child-related benefits (if applicable) are claimed?

Yes     No – If no, please give that address: \_\_\_\_\_

**Appendix A: Supplementary Information Form (SIF) (For Year 7 admission in September 2027)**

If the property is rented, please provide tenancy dates and a copy of your legal tenancy agreement (signed by both landlord and tenant):

**Start date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_      **End date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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**Section 4: Property Ownership (Home-Address Integrity Rule)**

Our Admissions Policy states:

“A nearer property will not be accepted as the main home if a former main home within **15 miles** of the school was owned after **1 September 2023**, unless it has been sold by **1 September 2026**. This applies whether the family currently **owns more than one property** or **owns one property and rents another** closer to the school.”

Do you, or any parent of the applicant, currently own another property (including one within 15 miles of the school)?

Yes       No

If **Yes**, please give the full address of that property:

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Date this property ceased to be the main family home: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Please attach documentary evidence (e.g. completion statement, tenancy record, sale confirmation).

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**Section 5: Additional Information**

Is your child eligible for, and in receipt of, **Pupil Premium** at the time of application?

Yes       No

If **Yes**, please attach verification from your child’s current school (signed letter or screenshot from school records).

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**Section 6: Proof of Residence**

Please attach at least **two** of the following documents:

- Current Council Tax bill
  - Recent utility bill (dated within 3 months, showing usage)
  - Tenancy agreement
  - Driving licence or bank statement showing the home address
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## Appendix A

### Declaration

I/We confirm that:

- The information provided in this form is complete and accurate.
- The address used for this application complies with the residency rules in *The Royal Latin School Admissions Policy 2027*.
- I/We understand that providing false or misleading information may result in the withdrawal of an offer of a place.

Parent/carer signature: \_\_\_\_\_

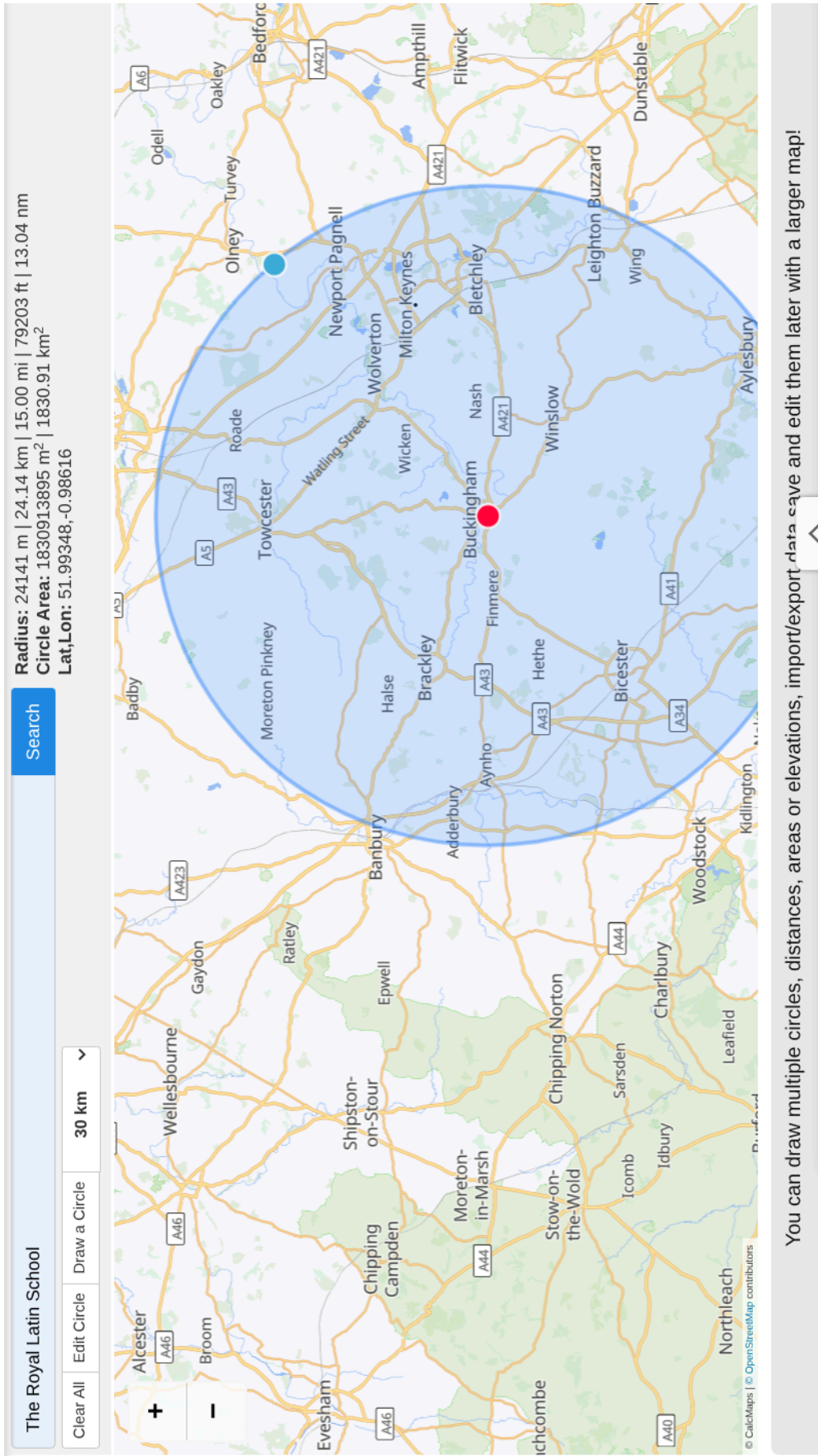
Print name: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

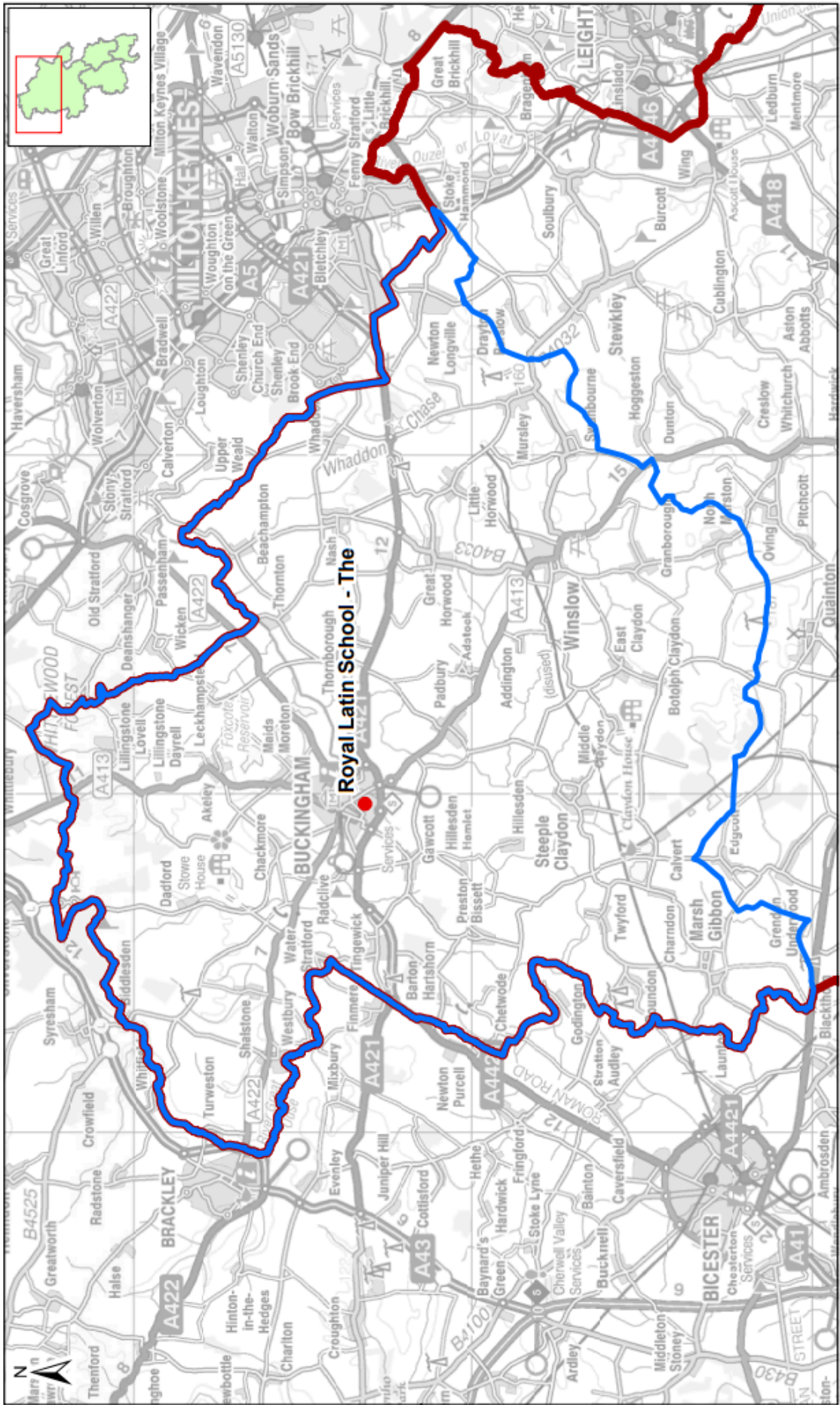
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Please return this form and all supporting documents by **16:00 on 31st October 2026** to:  
**admissions@royallatin.org**

**Appendix B: 15-mile Radius Used for Home Address Definition (see paragraph 13.1b) and for Sixth Form Pupil Premium Admissions**



Appendix C: Royal Latin School Catchment Area



Catchment area  
 Buckinghamshire

The Royal Latin School - Catchment area

Scale: 1:147,000 at A4  
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 Produced by School Management Support Team