



# BEACONSFIELD HIGH SCHOOL

A remarkable Grammar School

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## **ADMISSIONS POLICY**

**SEPTEMBER 2025-26**

Date last reviewed: September 2023

Next review date: September 2024 (for 2026-27 admission)

For review by: Full Governing Body

# Beaconsfield High School

## Admissions Policy 2025-26

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This Admissions Policy for Beaconsfield High School reflects the Co-ordinated Admission Scheme for secondary schools provided by Buckinghamshire Council unless stated. This will be referred to as 'The County Scheme'. The County Scheme is available on the Buckinghamshire Council website – ([www.buckinghamshire.gov.uk](http://www.buckinghamshire.gov.uk))

### Admission Numbers

The published admission number (PAN) for each year of entry:

Year 7	180 girls
Year 12	30 places for external girls who have met the entry requirement.

### 11+ Admission (Year 7 in September 2025-2026)

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

Girls sit two test papers in September of the year prior to proposed admission. Girls sit both papers on the same day. Each test is approximately 60 minutes in length including an introduction and practice examples. The Secondary Transfer Test (STT) assesses verbal, non-verbal and mathematical skills. The girl's score in each of the three skills areas are age-standardised to ensure girls 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 girl's Secondary Transfer Test Score (STTS). Girls need an STTS of 121 or more in order to automatically qualify for a grammar school place.

Registration for testing is automatic for girls who attend Buckinghamshire Primary schools unless the parent/carer expressly withdraws their girl from testing. In all other cases, including where girls 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 the June deadline outlined on the Buckinghamshire Council website. In addition, all applicants must notify their home Council of their preference for the school prior to the closing date of 31 October 2024.

Parents/carers of any girl who does not achieve the qualifying score of 121 may apply for a Selection Review if they believe that their daughter 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 school places are allocated and girls who are deemed qualified by the panel will be eligible for admission for any of the Buckinghamshire grammar schools.

After places have been allocated, parents/carers will be entitled to make representations to an Independent Appeal Panel if their daughter has been refused admission because the school is full. Beaconsfield High School has contracted Buckinghamshire Council to manage appeals on the school's behalf. An Independent Appeal Panel hearing will not ordinarily carry out a review of a girl's capacity to qualify in the Secondary Transfer Test as that process should have taken place at the Selection Review. The link to the Buckinghamshire Council web page which explains the Selection Review Process in further detail is below:-

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

Parents/carers may also appeal to an Independent Appeal Panel if they did not take part in the Selection Review process. In this case the Independent Appeal Panel can consider whether there is sufficient evidence to demonstrate that the girl is of the required academic standard for Beaconsfield High School. However, parents/carers should be aware that, even if their appeal is successful, there may be no remaining places at the school and the girl will only be offered a place if the applicant's arguments outweigh the school's case that admission of additional girls would cause prejudice.

#### Year 7 Admissions Criteria

After LAC/PLAC/IAPLAC, 10 of the 180 places in Year 7 (2025) will be prioritised for girls who are eligible for Pupil Premium/service premium\* and who are living in the school's catchment area at the time of application (by 31 October 2024) and whose score would not otherwise qualify them for admission. Such girls must have achieved a standardised transfer test score (in the 11+ Admissions Tests) of at least 115. Should there be more eligible applicants than places available then the distance tie -breaker will apply i.e. places will be offered to the ten girls living closest to the school in line with the catchment map including priority area. Should the 10 places not be applied for by 31 October 2024 they will be allocated according to the next rule in the oversubscription criteria.

Applications under this category must be accompanied by proof of eligibility for Pupil Premium/Service premium as determined by the Department for Education.

\*The eligibility criteria for Pupil Premium/Service premium are defined on this webpage: <https://www.gov.uk/government/publications/pupil-premium/pupil-premium> but can be summarised as follows:

1. A pupil registered as eligible for free school meals (FSM) at any point in the last 6 years;
2. A pupil identified in the January 2024 school census or the alternative provision census as having left local authority care as a result of:

- Adoption

- a special guardianship order
- a child arrangements order (previously known as a residence order)
- who has been in local authority care for 1 day or more
- recorded as both eligible for FSM in the last 6 years and as being looked after
- (or as having left local authority care)

Children falling under category '2' above are looked after and previously looked after children and so, under the Code and admissions regulations, must be prioritised before other children eligible for Pupil Premium who are not looked after or previously looked after children.

FSM eligibility is set out here <https://www.gov.uk/apply-free-school-meals>. For the avoidance of doubt, the eligibility criteria used will be that which is in force as at the application deadline.

Applications for one of the 10 places must be made via the usual coordinated admissions process via your home Local Authority; and a letter must also be sent directly to the school for the attention of the Headteacher (Admissions) to [enquiries@beaconsfieldhigh.school](mailto:enquiries@beaconsfieldhigh.school), together with evidence of eligibility by 31 October 2024. Evidence of eligibility would normally constitute written confirmation from the applicant's current primary school.

### **Over Subscription Criteria**

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

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

Where eligible applications for admission exceed the number of places available, the following criteria will be applied in the order set out below to decide which girl to admit: -

- a) Girls who are Looked After Children or previously Looked After Children (see definition at Appendix 1)
- b) Qualified girls who are living within catchment and have an entitlement to pupil premium/service premium at the time of application (31 October 2024).
- c) For entry to Year 7: Within the existing 180 Published Admission Number (PAN), up to 10 places will be offered to girls resident in the catchment area who are not deemed qualified but are in receipt of Pupil Premium/service premium at the time of application and who have achieved a standardised score of at least 115 in the admissions tests.
- d) Sisters (see definition at Appendix 1) of girls who live within the school's catchment area who will be in attendance at the school at the time of application (31 October 2024) and will still be in attendance at time of entry September 2025.

- e) Daughter/s of a member of Beaconsfield High School staff where a) the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or b) the member of staff is recruited to fill a vacant teaching post for which there is a demonstrable skill shortage.
- f) Girls living in the catchment area of the school in order of straight line distance from the school
- g) Girls who have exceptional medical or social needs which can only be met at this school
- h) Sisters (see definition at Appendix 1) of girls who live outside the school's catchment area who will be in attendance at the school at the time of application (31 October 2024) in order of straight line distance from the school
- i) Girls not living in the catchment area of the school in order of straight line distance from the school

**Explanatory Note:**

In order to qualify for admission under rules referring to the school's catchment area, the girl must be resident at their home address by 1 September 2024, and it is intended that she will still be living there or within the school catchment area at the time of entry to the school. Please refer to <https://www.buckinghamshire.gov.uk/schools-and-learning/schools-index/schooladmissions/school-admissions-guides-policies-and-statistics/guide-to-moving-up-to-secondaryschool/understanding-the-terms-we-use/#normal-home-address/> for further information.

The map showing the school catchment area is available on our website: <https://www.beaconsfieldhigh.bucks.sch.uk/Admissions/>

**Tie – Breaker**

Where some, but not all, of the girls who qualify under one of these rules can be allocated a place, applications for girls who have exceptional medical or social needs which can only be met at Beaconsfield High School will be given priority within each of the above numbered over-subscription criteria and must be supported by an independent professional person. Evidence should be submitted to the Admissions Team at Buckinghamshire Council at the same time as the application for a school place is made (even if the application is being made to your home local authority).

Once any exceptional cases have been placed then priority will be given by taking account of the next rule in the numbered list. Once the 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 (see definition at Appendix 1) and the main entrance to the school on Wattleton Road.

In the event that there are two or more girls at the same distance, random allocation will be used to determine the priority order. The random allocation process will be independently supervised. Please refer to <https://www.buckinghamshire.gov.uk/schools-and-learning/schools-index/schooladmissions/school-admissions-guides-policies-and-statistics/school-admissions-policies/randomallocation-procedure/> for further information.

## **Waiting List**

If any vacancies become available at Beaconsfield High School between the National Offer Day March 1st (or the first working day after this date if it falls on a weekend) and December 31st of the same year, first priority will be with those who are on the waiting list managed by Buckinghamshire Council. This will consist of qualified girls and girls who meet rule c) and be prioritised according to the over-subscription criteria and each added girl will require the list to be ranked again in line with the above over-subscription criteria.

From 1<sup>st</sup> January 2026 a waiting list will be maintained until 31st August 2026 by Buckinghamshire Council 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 below. Any places will be allocated from the waiting list using the over-subscription criteria set out above and not by the date that a girl joined the waiting list; each girl will require the list to be ranked again in line with the published over-subscription criteria. Places will be allocated whenever the number of girls in the relevant year group drops below the planned admission number. If parents decline an offer of a place, they may subsequently re-join the waiting list.

If a girl qualifies but cannot be allocated a place, qualification ends at the end of the Year 7 Academic Year and then that girl must be tested again under the Late Transfer Procedure. If parents decide not to take up an offer of a place but then change their mind, they are able to re-join the waiting list.

NB: Beaconsfield High School will manage admissions in line with Buckinghamshire Council policy and as a result may agree to admit girls out of year group depending on the specific circumstances of the case.

### **Admission out of normal age group (under age/over age)**

If a girl of outstanding academic ability, who is shown to be exceptionally mature and has been working effectively within a class of students that are one academic year older than them when they reach Year 6, it may be possible for her to take the Transfer Test before the school year in which she is 11. Girls may only be tested once.

Occasionally, it may be appropriate to test a girl who is over the age of 11. Reasons behind this may include ongoing educational issues that mean they have been working effectively in a year below the expected chronological age, because they have been living abroad or because they have missed at least a full year of school due to illness. In such a situation, the views of the girl's current Headteacher will be considered and taken into account. They may also be a summer born girl that has been offset and is now progressing normally with their normal cohort in which case testing will be agreed.

Any applications to register an under-age or over-age girl should be made to the Admissions Team at Buckinghamshire Council at the following address:  
[www.buckinghamshire.gov.uk/contactadmissions](http://www.buckinghamshire.gov.uk/contactadmissions)

### **Late Transfer Procedure (In year admissions)**

(Entrance to Years 7 - 9)

Late applications to Years 7-9 will be processed as set out in Buckinghamshire Council's Co-ordinated Admission Scheme for secondary schools ([www.buckinghamshire.gov.uk](http://www.buckinghamshire.gov.uk)). The Admissions Team at Buckinghamshire Council must notify a parent in writing within 15 school days of their in-year application of either the date for the assessment or the reason for refusal with information about the right to appeal (where the admission authority chooses not to assess the girl's ability because admitting an additional girl would prejudice the provision of efficient education or efficient use of resources).

Applications for Years 8-9 should be made to Buckinghamshire Council and preferences should be advised to Buckinghamshire Council. Girls who are deemed qualified will be allocated a place in accordance with the school's admission rules for the year group. The Admissions Team at Buckinghamshire Council must notify a parent in writing within 15 school days of their in-year application of either the date for the assessment or the reason for refusal with information about the right to appeal (where the admission authority chooses not to assess the girl's ability because admitting an additional girl would prejudice the provision of efficient education or efficient use of resources).

Those seeking admission to Year 10 will be required to pass curriculum-based tests in English, Maths, Science and a Foreign Language (French, Latin or Spanish). Girls will only be tested if they can demonstrate that they have exceeded age related expectations in each of the four subjects mentioned above. Only girls who achieve a minimum required standard will be considered for admission.

Girls who attended schools which did not participate in the national tests will be required to submit alternative evidence to demonstrate that they have achieved an equivalent standard. This evidence will be reviewed by a panel of Academic Subject Leaders chaired by the Headteacher. Priority in being permitted to take the tests will be given to girls living within the school's catchment area at the time of application.

Applications for Year 10 should be made in writing direct to the school. The deadline for registration for the tests will be the 31st January in the year in which admission is sought in September. Testing will take place in March/April of that year.

After the start of the academic year, the allocation of places in Year 10 or Year 11 (even if the year group is below PAN), will be determined by the applicant reaching the required standard and that the allocation of a place would not be detrimental to the provision of education to the existing cohort of students.

Girls who are deemed 'qualified' will be allocated a place, subject to availability. Where it is necessary to determine the order of priority between two or more applicants, priority will be given according to the published oversubscription and tiebreaker criteria.

### **Late Applications**

Applications to Years 8-10 received after the published closing date will only be considered where there is good reason for the late application e.g. a house move.

### **Late transfer Waiting List – Year 7-9**

Girls who have qualified and have not been allocated a place can have their name added to the waiting list. The waiting list will be ranked in accordance with the school's over subscription criteria as detailed on page 3. If a girl qualifies but cannot be allocated a place because the school is full, qualification ends 12 months after the date the girl sat the test. The girl must then be tested again in the next annual testing session. If, due to a planned move, a vacancy occurs, the Admissions Team at Buckinghamshire Council will make an offer to the first girl on the waiting list as soon as written confirmation has been received by the school. The offer of a place will be made for the girl to be placed on roll at the start of the following term or half term.

In all other circumstances where a place within the published admission number becomes vacant, such as permanent exclusion, a place will be offered to the girl at the first position on the waiting list as soon as the girl currently holding the place has been removed from the school's roll. Such formal removal will only take place after all the appropriate procedures have been completed.

### **Entry to the Sixth Form (Year 12)**

Beaconsfield High School welcomes applications from external students wishing to join Year 12. For entry into Year 12, in addition to students from the school's Year 11 who have fulfilled the entry requirements, the Sixth Form Admission Number is 30. If more than 30 external candidates successfully meet the entry requirements, then the oversubscription criteria outlined below will determine which applicants are allocated the external places available after qualifying internal applicants are allocated their places.

#### **Sixth Form Application Procedure**

Applications from external girls should be made directly to the school by completing an application form available on the school's website [www.beaconsfieldhigh.bucks.sch.uk](http://www.beaconsfieldhigh.bucks.sch.uk) by the specified deadline.

Girls studying at the school will be invited to apply during the first half of the Spring half-term of Year 11.

#### **Sixth Form Entry Criteria**

The minimum entry requirements are the same for both internal and external girls and are listed below. Most girls are expected to take 3 subjects plus an Extended Project Qualification (EPQ). Girls will have achieved:

- A minimum of 46 points from best 8 GCSE's.
- A minimum Level 5 in English (Literature or Language) and Maths.
- Meet the entry requirements for each of the A level subjects for which they have applied to study, as outlined in the Sixth Form Prospectus for the year of entry which is available on the school website: [www.beaconsfieldhigh.bucks.sch.uk](http://www.beaconsfieldhigh.bucks.sch.uk).

For those girls who have been educated abroad, a recommendation for A level study must be provided by their current school, including a judgement of an average of at least 'very good' for engagement and homework across all subjects in Year 11.

Admission to the Sixth Form does not guarantee a specific course of study. Students who qualify for admission will be offered a combination of courses based on availability, group sizes, timetable limitations and subject demand.

### **Sixth Form Over subscription Criteria**

If the number of academically qualified external girls exceeds the number of places available, the following criteria will be applied in the rank order that they are published .

- Children with an Education Health and Care Plan (EHCP) are admitted under separate statutory procedures, and not under this policy.  
In the normal admission round (i.e., entry to Year 7 or Year 12 in September), children who qualify and who have an EHCP that names Beaconsfield High School will be admitted prior to the allocation of places to other children, and the number of places available to other children within the PAN for Year 7 and Year 12 will be reduced.
- Girls who are Looked After children or previously Looked After children (see definition at appendix).
- Girls in receipt of Pupil Premium at the time of application and whose normal home address is in the catchment area published on the school website for the year of entry.
- Girls who have exceptional medical or social needs which can only be met at the School.
- Girls whose normal home address is in or out of the catchment area of the school, to be offered in rank order of predicted GCSE aggregate score for their best eight subjects
- Should a course be over-subscribed, priority will be given to the girls with the highest overall point score at GCSE and the highest point score in the chosen subject.

Places will continue to be offered using the oversubscription criteria above until the planned capacity in a given subject or course is reached. Beaconsfield High School reserves the right to refuse access to subjects if planned classes are full.

If two girls are predicted to achieve precisely the same score, the place will be decided by distance from the school after publication of results. This process will be supervised by a member of the management team panel of the school.

### **Other Considerations**

Up to a maximum of six places are available for candidates whose GCSE aggregate score from their best eight GCSE subjects would not otherwise meet the admissions criteria. These positions will be allocated as follows:

- Girls who are Looked After Children or previously Looked After Children.
- Girls who qualify for Pupil Premium at the time of application.

These candidates must have achieved a minimum of GCSE Grade 5 in both Mathematics and English (Literature or Language), have met the specific minimum entry requirement grade for each subject they wish to study and have achieved 44 points from their best 8 GCSE subjects.

Should there be more eligible applicants than places available then the place will be decided after publication of results.

A panel from the management team at Beaconsfield High School will make all final decisions on admissions.

### **Year 13 Admissions**

No places will be made available in Year 13 due to the nature of the curriculum.

**Notes:**

- This Admissions Policy is subject to annual review.
- Parents/carers wishing to know their entitlement to transport should check by using the transport checker at [www.buckinghamshire.gov.uk](http://www.buckinghamshire.gov.uk).
- Beaconsfield High School adheres to the Equality Act 2010.

**Fair Access Protocol**

Schools are required to participate in the Fair Access Protocol introduced by the Government in September 2007 (updated May 2021). This can, on rare occasions, require the school to be directed to admit a girl where no alternative school can be found. This could mean such a girl being admitted ahead of the waiting list or in very exceptional circumstances even if the year group is full. Beaconsfield High School will work within the guidelines of the Fair Access Protocol for the area.

**APPENDIX 1****Definition of 'sister'**

A sister means one of two or more girls who have one or more parents in common, or any other girl (including an adopted girl) who permanently lives at the same address and for whom the parent also has parental responsibility. A sister in school will only count to provide a priority to a girl if she is or will be attending the school in Years 7-11 at the time of application (October 2024).

**Definition of 'looked after girl'**

A "looked after girl" or a girl who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a girl who is a) in the care of a local authority, or b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22 (1) of the Children Act 1989).

**Definition of 'pupil premium' and 'service premium'**

Pupil premium is additional funding paid annually to schools under Section 14 of The Education Act 2002 for the purposes of supporting the attainment of disadvantaged pupils. The amount of pupil premium funding schools receive is decided by how many disadvantaged pupils a school has on roll.

The service premium is additional funding paid annually to schools under Section 14 of the Education Act 2002 for the purposes of supporting the pastoral needs of the children of Armed Services personnel.

**Definition of ‘parent/carer’**

The application form should be completed by a person who is the girl’s parent/carer. The definition of a parent/carer is as defined in the Education Act 2011.

September 2023:

**Definition of ‘normal home address’**

This is the girl’s home address. This must be where the parent or legal carer of the girl and the girl live together unless it is proved that the girl is resident elsewhere with someone who has legal care and control of the girl. The address should be a residential property which can be permanently occupied 52 weeks of the year without any restrictions on occupation and not subjected to any planning or contractual restrictions on the duration of occupancy and is your girl’s only or main residence that is owned, leased or rented by the girl’s parent(s) or person with legal care and control of the girl.

For the avoidance of doubt, where a girl lives with parents/carers with shared responsibility, each for part of a week or month, the address where the girl lives will be determined by:

- a) 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 girl in question is registered with the doctor
- b) If a) above is not applicable then the parent/carer with whom the girl spends the greater proportion of the school week from Sunday evening to Thursday evening
- c) Beaconsfield High School will request additional evidence of ‘residence qualification’ if there are reasons for casting doubt on the accuracy or completeness of an application.

Where Service families or other Crown Servants who often move within the UK and from abroad, are posted to the area, subject to qualification we will allocate a place in advance of the family move if an official government letter is provided declaring a relocation date and an intended address. Evidence must be provided by 30th January 2025 in order to be included in the first allocation round.

**Definition of ‘home to school distance’**

A straight line distance is used for admission purposes. This is the distance from a girl’s Normal Home Address, as set out by Ordnance Survey, to the nearest open school gate available for girls to use. A computerised system is used to measure straight line distance.

The point measured to at the student’s address as determined by the Ordnance Survey ADDRESSPOINT which is an Ordnance Survey data product that provides a National Grid coordinate and a unique reference for each postal address in Great Britain that is on the Royal Mail’s Post Office Address File.

September 2023: