The admissions policy for Dr Challoner’s High School (DCHS) follows “The Coordinated Admission Scheme for Primary and Secondary Schools in the Area of Buckinghamshire County Council Local Authority” unless stated. This will be referred to as the “County Scheme.” The County Scheme is available on the Buckinghamshire County Council website: www.buckscc.gov.uk.

1. Admission Numbers

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

<table>
<thead>
<tr>
<th>Years</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Years 7 to 11</td>
<td>180</td>
</tr>
<tr>
<td>Years 12 and 13</td>
<td>180</td>
</tr>
</tbody>
</table>

2. Admission into Year 7 in September 2018

Girls are eligible to be considered for admission to Dr Challoner’s High School in Year 7 if they meet the required qualifying score of 121 in the Transfer Test or have been deemed qualified by a Selection Review Panel or an Independent Appeal Panel. Two tests, each of approximately 45 minutes’ duration, are taken in the September of the year prior to proposed admission. The tests comprise elements of verbal, numerical and non-verbal ability. Each child’s scores in the different elements of the tests are added together and age standardised, thus setting all children on an equal footing regardless of when their birthday falls in the year.

Registration for the Transfer Test is automatic for children who attend Buckinghamshire state primary schools unless the parent expressly withdraws their child from testing. In all other cases, including where children attend independent schools in Buckinghamshire, an application for testing should be made to the Testing Administrator. In addition, all applicants must notify their home Local Authority of their preference for the school prior to the closing date of 31 October 2017.

The Testing Administrator is currently Buckinghamshire County Council.

2.1 Selection Review and Independent Appeal Panels

Parents of any child who does not achieve the qualifying score 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 a ‘desk exercise’ carried out by a panel which will consist of serving secondary and primary Headteachers supported by a Local Authority Officer. The panel will consider each written application received and will obtain advice from an Educational Psychologist, where appropriate, 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 for any of the 13 Buckinghamshire grammar schools.

After places have been allocated, parents will be entitled to make representations to an Independent Appeal Panel if their child has been refused admission because the school is full or if they were unsuccessful in making their case at Selection Review. In this case the Independent Appeal Panel is restricted by the School Admission Appeals Code to consider only whether the child's Selection Review was carried out in a “fair, consistent and objective” way. Only if there is no evidence that this has been
Parents 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 child is of the required academic standard for Dr Challoner’s High School. However, parents should be aware that even if their appeal is successful there may be no remaining places at the school and the child will only be offered a place if the applicant’s arguments outweigh the school’s case that admission of additional children would cause prejudice.

Dr Challoner’s High School is entitled to offer fewer than 180 places if there are insufficient applicants who either meet the required qualifying score of 121 in the admission tests or have been deemed qualified by a Selection Review Panel or an Independent Appeal Panel.

2.2 Over-Subscription Criteria

Where applications from qualified children exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which student to admit:

Girls who qualify and have Education, Health and Care Plans that name the school will be admitted prior to the application of these admission rules.

1) Looked after or previously looked after girls, as defined in the School Admissions Code.
2) Girls entitled to Free School Meals and living in the catchment area of the school.
3) Girls living in the catchment area of the school on 1 October in the year preceding admission.
4) Sisters of girls who are on the roll of the school at the time allocations are made and who will be on the roll of the school at the time of the proposed admission.
5) Girls who have exceptional medical or social needs which can only be met at this school supported by evidence as set out in the County Scheme.
6) Once the above rules have been applied, then any further places will be offered in distance order using the methodology set out in the County Scheme.

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

2.3 Waiting List for Year 7 Admission

If any vacancies arise between National Offer Day (1 March or the first working day after this date if it falls on a weekend) and the end of August in the following year, places will be allocated from the waiting list using the criteria set out above (paragraph 2.2). From National Offer Day until 31 December the waiting list is managed by Buckinghamshire County Council through the County Scheme and thereafter by Dr Challoner’s High School.

If parents decline an offer of a place, they may subsequently re-join the waiting list upon request.
2.4 Immediate Admission to Year 7

Girls who have moved into the catchment area of the school after 1 January of the year in which they are in Year 7, may apply for immediate admission to Year 7 and will be tested as soon as possible provided that they meet the Testing Criteria outlined in paragraph 3.1 below. Evidence of residence is required.

Girls who qualify for the school through an immediate admission test between January and July stay on the waiting list until the end of the next academic year.

3. Late Transfer Procedure

Admission into 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 courses, even when the year group is below 180 in number.

3.1 Testing Criteria

The academic suitability of candidates seeking admission under the school’s Late Transfer Procedure will be assessed through curriculum based tests in English and Mathematics. Candidates will be required to achieve a minimum standard in each of the tests in order to qualify for admission. Priority in being permitted to take the tests will be given to girls living within the school’s catchment area. Girls living outside the school’s catchment area will only be tested if there are fewer than 5 girls on the waiting list (see paragraph 3.5) after girls living within the school’s catchment area have been tested.

3.2 September Admission

Girls seeking admission to Years 8, 9 and 10 at the start of the next academic year and who meet the Testing Criteria are invited to sit tests in the Annual Testing Round. This is organised by the school and will take place in the March of the year in which admission is sought in September. The deadline for registration for the tests is the second Monday in January of the same year. Evidence of residence is required.

3.3 Immediate Admission

Girls who have moved into the catchment of the school from a distance of more than 20 miles since the deadline for applying for the last Annual Testing Round, may apply for immediate admission to Years 8, 9 or 10 and will be tested as soon as possible provided that they meet the Testing Criteria outlined in paragraph 3.1 above. Evidence of residence is required.

3.4 Late Transfer Over-Subscription Criteria

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

Girls who qualify and who have Education, Health and Care Plans that name the school will be admitted prior to the application of these admission rules.
1) Looked after or previously looked after girls, as defined in the School Admissions Code.
2) Girls entitled to Free School Meals and living in the catchment area of the school.
3) Girls living in the catchment area of the school.
4) Girls with the highest aggregate score in the tests.
5) Girls who have exceptional medical or social needs which can only be met at this school, supported by written evidence from a doctor, social worker, educational welfare officer or other appropriate person.
6) Once the above rules have been applied, then any further places will be offered in distance order using the methodology set out in the County Scheme.

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

3.5 Late Transfer Waiting List

Girls who have qualified and have not been allocated a place will have their name placed on the waiting list for the relevant year. The waiting list is ranked in accordance with the school’s Late Transfer Over-Subscription Criteria as detailed in paragraph 3.4 above. If an applicant qualifies but cannot be allocated a place because the school is full, qualification ends at the beginning of the next academic year. The only exception is girls who have qualified through an immediate application between January and July who stay on the waiting list until the end of the next academic year.

4. Sixth Form (Years 12 and 13)

180 places for girls are available for the Sixth Form, of which a minimum of 40 will be for external candidates. These places for external candidates are in addition to the places available for students from the School’s own Year 11 who have fulfilled the same entry requirement. If more than 25 external candidates successfully meet our entry requirements, use of the Sixth Form oversubscription criteria (paragraph 4.3) will determine which applicants are allocated the number of external places available after qualifying internal candidates are allocated their places.

Dr Challoner’s High School is entitled to offer fewer than 180 places if there are insufficient applicants who meet the entry requirements for the Sixth Form.

4.1 Sixth Form Entry Application Process

Applications from external students should be made directly to the school. Applications are possible throughout the year but prospective students who apply by the date published each year in the Sixth Form Prospectus will be considered first and places awarded according to the Sixth Form entry criteria and over-subscription criteria below. Any remaining places thereafter will be offered to later applicants periodically and subject to the same entry and over-subscription criteria. In the event of over-subscription, a waiting list will be maintained by the school.

4.2 Sixth Form Entry Criteria

Minimum entry requirements (which are the same for both internal and external applicants) are as follows:
Candidates are required to achieve a minimum of 36 points from their best 6 GCSE or iGCSE subjects, including a minimum of 5 points in both English Language or English Literature and Mathematics, using points as defined in the tables below. Short course GCSE qualifications and GCSEs or iGCSEs achieved after re-sits will not be considered as part of the entry criteria. In addition, candidates must meet the entry requirements for each of the A Level courses for which they have applied. These are published annually in the Sixth Form prospectus which is available on the school website (www.challonershigh.com). Admission is also dependent upon there being space in the classes for the chosen courses and that the combination of courses fits the school’s timetable.

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<th>Points</th>
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4.3 Sixth Form Over-Subscription Criteria

Where eligible external applications for admission to Year 12 exceed the places available, the following criteria will be applied in the order set out below to decide which student to admit:

1) Looked after or previously looked after girls, as defined in the Admissions Code.
2) Girls entitled to Free School Meals and living in the catchment area of the school.
3) Girls living in the catchment area of the school.
4) Girls who have exceptional medical or social needs which can only be met at this school, supported by written evidence from a doctor, social worker, educational welfare officer or other appropriate person.
5) Once the rules have been applied, then any further places will be offered in order of GCSE/iGCSE points – based on the best 8 GCSE or iGCSE subjects.
6) If there is a need to choose between students with the same points score, then places will be offered by distance order using the methodology set out in the County Scheme.

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

5. Residency Requirements

The process for verifying the normal home address of applicants will match that outlined in the County Scheme except that:

a) The school may require a higher standard of evidence for ‘residence qualification’ as outlined in the County Scheme if there are reasons for casting doubt on the honesty of an application.
b) For applications for Year 7 to be considered as in catchment, applicants must be able to provide evidence of their residency within the catchment continuously from 1 October of the year preceding admission.

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

6. General

a) This Admissions Policy is subject to consultation whenever changes are proposed.
b) Dr Challoner’s High School has established arrangements for appeals against non-admission, non-qualification and where testing is refused. Details are available on request from the school office.
c) A map of the school’s catchment area for Year 7, late transfer and Sixth Form admission is available on Buckinghamshire County Council’s website (www.buckscc.gov.uk). The catchment area of the school is defined in the County Scheme as illustrated on the County Council’s website www.buckscc.gov.uk. Evidence of residence will be required from in catchment applicants.
d) Parents wishing to know their entitlement to free transport or the availability of discretionary fare places can find more information on Buckinghamshire County Council’s website at: http://www.buckscc.gov.uk/education/schools/school-transport/
e) Parents wishing to have Free School Meals considered as part of the admissions process must complete a form available from the Admissions section of the school’s website - www.challonershhigh.com and return it to the Admissions Office c/o the School by 31 October in the year preceding proposed admission. A copy of the form can also be obtained from the school office.
f) Applications for students who are out of their catchment year should refer to the Buckinghamshire County Council policy.

7. Explanation of Terms Used in the Admission Rules

Terms used follow the County Scheme. For Year 7 admission, the school follows the application process and time lines set out in the County Scheme.