



DR CHALLONER'S GRAMMAR SCHOOL

ADMISSIONS POLICY 2026

Policy Approved: Spring 2025
Update Cycle: 1 Year
Update Due: Spring 2026

The admissions policy for Dr Challoner's Grammar School follows The Co-ordinated 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 www.buckscc.gov.uk

1. Admission Numbers

The published admission number for each year group is as follows:

Year 7 180 boys

Year 12 45 places for external students (boys and girls) who have fulfilled the entry requirement

2. 11+ Admission (Year 7 in September 2026)

Boys are eligible to be considered for admission to Dr Challoner's 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, a subsequent Admissions Appeal).

The STT consists of two papers, each test paper is approximately 60 minutes duration, including an introduction and practice examples and are taken in the Autumn of the year prior to proposed admission. The tests assess verbal, non-verbal and mathematical skills. Each child's scores in the three different elements of the tests are age- standardised and then added together, thus setting all children on an equal footing regardless of when their birthday falls in the year. Children need a Secondary Transfer Test Score STTS of 121 or more in order to automatically qualify for a grammar school place.

Registration for the test 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 the Testing Administrator¹ for all of the Buckinghamshire Grammar Schools. Registration opens the first week of May and closes in the middle of June. Exact dates can be found on Buckinghamshire Council's website. In addition, all applicants must notify their home Local Authority of their preference for the school prior to the closing date of 31 October 2025.

Applicants who wish to be considered under Rules 2, 3, 4, and 6 of the Oversubscription Criteria set out in section 2.1 below, which involve residence in the school's catchment area will be asked to complete the online Supplementary Information Form (SIF), published on the school's website in the Autumn Term, by the deadline date in order to enable the school to determine the eligibility of their address.

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 consisting of 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 for any of the 13 Buckinghamshire grammar schools.

Boys who qualify and who have an Education, Health and Care Plan (EHCP) that name the school will be admitted prior to the application of the admission rules.

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. (An Independent Appeal Panel hearing will not ordinarily carry out a full review of a pupil's capacity to qualify in the Secondary Transfer Test as that process should take place at the Selection Review.)

In Year 7, Dr Challoner's Grammar School is entitled to offer fewer than 180 places if there are insufficient applicants who either meet the required qualifying score of 121, (or 115 or between 110-114 as set out in 2.1 (4) of the oversubscription criteria) in the admission tests or have been deemed qualified by a Selection Review Panel or an Independent Appeal Panel.

¹ The Testing Administrator is currently Buckinghamshire Council

The link to the Buckinghamshire Council webpage, 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-the-secondary-school-transfer-test-11-plus/selection-review/>

2.1 Over-subscription Criteria

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 student to admit:

1. Boys who are looked after children or previously looked after children².
2. Boys living³ in the catchment area⁴ of the school and who are in receipt of Pupil Premium at the time of application.
3. Siblings⁵ of students in Years 7 to 12 living in the catchment area of the school.⁶
4. Within the existing 180 Admission Number, in Year 7 up to 12 places to boys, resident in the catchment area, who are in receipt of Pupil Premium, or who are looked after children or previously looked after children², at the time of application, and who have achieved a standardised score of at least 115 in the admissions tests. If not all 12 places are filled, then up to six of these 12 places will be made available to boys, resident in the catchment area, who are in receipt of Pupil Premium, or who are looked after children or previously looked after children², at the time of application, and who have achieved a standardised score of between 110-114 in the admissions tests.
5. Qualified sons of staff
 - a) where 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 post for which there is a demonstrable skill shortage.
6. Boys living³ in the catchment area of the school in order of straight line distance from the school.⁷
7. Siblings of students in Years 7 to 12 living outside the catchment area of the school in order of straight line distance from the school.⁷
8. Once the rules have been applied, then any further places will be offered in order of straight line distance from the school.⁷

Paragraph 5 of this policy provides further detail concerning rules relating to residency in the catchment area.

Where the number of eligible applicants within a numbered over-subscription criterion exceeds the number of remaining places available, places will be allocated firstly to boys who have exceptional medical or social needs that can only be met at the school (see paragraph below), and then in distance order using straight line distance between the family's normal home address and the main entrance to the school on Chesham Road. 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. The school uses the [Random Allocation Procedure](#) as set out on the Buckinghamshire Council website.

² A 'looked after child' or a child 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 child who is (a) in the care of the 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).

³ In the case of shared residence this will be defined as the address where the child currently spends at least three nights of the school week (Sunday night to Thursday night inclusive) and/or the address where the applicant is registered with their GP, and/or at which child related benefits (if eligible) are claimed.

⁴ A map of the catchment area is available on the school website (<http://www.challoners.com/c/information/admissions/admissions-policy>). You can check whether your address falls within the catchment area at (<https://services.buckscc.gov.uk/school-admissions>).

⁵ "Sibling" means one of two (or more) children who have one or more parent in common, or any other child (including an adopted child) who permanently lives at the same address and for whom the parent also has parental responsibility.

⁶ In order to qualify under this rule, the older sibling must be on the school's roll both at the time allocations are made and at the time of the proposed admission.

⁷ Distance is calculated using straight line distance between the family's normal home address and the main entrance to the school on Chesham Road.

Boys who have exceptional medical or social needs which can only be met at Dr Challoner's Grammar School supported by evidence from an independent professional person will be given priority within each of the above numbered over-subscription criteria. Evidence should be submitted to the Admissions Team at Buckinghamshire Council at the same time as the application for a school place is made.

2.2 Waiting List

If any vacancies arise between National Offer Day and 31 December of the same year, first priority will be given to those on the waiting list managed by Buckinghamshire Council through the County Scheme. Each child added to the waiting list will require the list to be ranked again in line with the published over-subscription criteria. From 01 January until 31 August, a waiting list will be maintained by Dr Challoner's Grammar School 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.

2.3 Under-age and over-age testing

If a child is of outstanding academic ability, is exceptionally mature and has been working well with pupils in Year 6 for a number of years, it may be possible for him to take the Transfer Test before the school year in which he is 11. Similarly, it is occasionally appropriate to test a child who is over the age of 11. This would be because in the past there were educational reasons (which have continued) for the child to be in a lower year group or because he has missed at least a year of school through being ill or living abroad. It is important for parents to note that they will have responsibility for providing evidence to support their request. The school will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. 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.

If you would like to apply to register an under-age or over-age child, please contact the Admissions Team at Buckinghamshire Council on admissions@bucksc.gov.uk.

3. Late Transfer Procedure

Admission to Years 8, 9 and 10 (and to Year 7 from 01 January each academic year) will be handled in accordance with the school's Late Transfer Procedure.

3.1 Testing Process

The academic eligibility 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. Applicants from outside the catchment area will only be tested if there are 10 or less applicants from within the catchment area in the relevant year group.

Boys who meet the minimum qualifying standard and who have Education, Health and Care Plans that name the school will be admitted prior to the application of the over-subscription criteria.

3.2 September Admission

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

3.3 Immediate Testing

Boys who have moved into the catchment area since the last Annual Testing Round may apply for immediate testing for Years 7, 8 or 9 and will be tested as soon as possible. Should they be eligible for admission they will be added to the waiting list for the relevant cohort in accordance with the rules in section 3.4 below.

3.4 Late Transfer Over-subscription Criteria

Where eligible applications for admission exceed the number of places available in any given year group, the following criteria will be applied in the order set out below to decide which student to admit:

1. Boys who are looked after children or previously looked after².
2. Boys living³ in the catchment area⁴ of the school who meet the minimum standard in each of the tests, and who qualify for, and are in receipt of, Pupil Premium at the time of application.
3. Where places exist up to half will be reserved for boys, resident in the catchment area, who qualify for, and are in receipt of Pupil Premium, or who are looked after children or previously looked after children², at the time of application, and who have achieved a score within 10% of the minimum standard required on each test. Should there be more eligible applicants than places available, then the distance tie-breaker will apply i.e. places will be offered to those living closest to the school (using straight line distance between the family's normal home address and the main entrance to the school). Documentary evidence, e.g. a signed letter from your current school, confirming eligibility for Pupil Premium funding on the most recent census date, must be submitted with the application for inclusion in this category and notified to the school using the email address admissions@challoners.org.
4. Sons of staff who meet the minimum standard in each of the tests, a) where 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 post for which there is a demonstrable skill shortage.
5. Boys living³ in the catchment area⁴ of the school who meet the minimum standard in each of the tests, offered in rank order of aggregate test score.
6. Boys living outside the catchment area of the school who meet the minimum qualifying standard in each of the tests offered in rank order of aggregate test score.

Paragraph 5 of this policy provides further detail concerning rules relating to residency in the catchment area.

Where the test score criterion does not produce a clear outcome (ie. two or more students have an identical score) the order will be determined by random allocation supervised by a person independent of the school. The school uses the [Random Allocation Procedure](#) as set out on the Buckinghamshire Council website

Boys who have exceptional medical or social needs which can only be met at Dr Challoner's Grammar School as supported by an independent professional person will be given priority within each of the above numbered over-subscription criteria. Evidence should be submitted to the Admissions Manager at Dr Challoner's Grammar School at the same time as the application for a school place is made.

3.5 Late Transfer Waiting List

Boys who have qualified and have not been allocated a place may have their name placed on the waiting list. The waiting list will be ranked in accordance with the school's Late Transfer over-subscription criteria as detailed in 3.4 above. If an applicant qualifies but cannot be allocated a place because the school is full, qualification ends 12 months after the test. The applicant must then be tested again in the next Annual Testing Round.

Where a vacancy is created through a planned move by the parents of a current student to coincide with the start of a school term or half term, the school will make an offer to the first child on the waiting list as soon as written notice of intention to remove the student from the school has been received from the parents. This offer will be made for the child to be placed on roll at the start of the following term or half term.

In all other circumstances where a place becomes vacant, such as permanent exclusion, a place will be offered to the child in first position on the waiting list as soon as the child 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.

3.6 Under-age and over-age testing

If a child is of outstanding academic ability, is exceptionally mature and has been working well with pupils in the year above his normal school year for a number of years, it may be possible for him to take the Late Transfer Test for an older year group. Similarly, it is occasionally appropriate to test a child who is over the normal age of the year group for which he is applying. This would be because in the past there were educational reasons (which have continued) for the child to be in a lower year group or because he has missed at least a year of school through being ill or living abroad. It is important for parents to note that they will have responsibility for providing evidence to support their request. The school will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. 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.

If you would like to apply to register an under-age or over-age child, please contact the school on admissions@challoners.org.

4. Sixth Form (Years 12 and 13)

4.1 Sixth Form Entry Criteria

Applications from external students (both boys and girls) should be made by completing a 'Data Collection Form' available on the school's website in November of the year preceding proposed admission. Minimum entry requirements (which are the same for both internal and external applicants) are as follows:

Candidates are required to achieve a minimum of 48 points from their best eight taught GCSEs (or equivalent), including at least Grade 5 in English & Maths.

In addition, candidates must meet the entry requirements for each course for which they have applied. These requirements are published each autumn in the Sixth Form prospectus.

4.2 Sixth Form Over-subscription Criteria

Where the number of academically qualified external applications exceeds the number of places available, the following criteria will be applied in the order set out below to decide which students to admit.

1. Students who are looked after children or previously looked after children².
2. In-catchment students who qualify for, and are in receipt of Pupil Premium at the time of the application.
3. Academically qualified children of staff a) where 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 post for which there is a demonstrable skill shortage.
4. 25 students living in the sixth form catchment area (as defined below) of the school offered in rank order

of predicted GCSE aggregate score for their best eight subjects, provided their course preferences can be met.

5. Remaining places will be offered to students in rank order of predicted GCSE aggregate score for their best eight subjects provided their course preferences can be met.

Places will be offered using the over-subscription criteria until planned capacity in a given subject or course is reached and the school reserves the right to refuse access to subjects when planned classes are full. Information about course availability will be published in the sixth form prospectus.

Where the predicted GCSE points criterion does not produce a clear outcome (i.e. two students are predicted to achieve precisely the same score), the place will be determined by random allocation supervised by a person independent of the school. The school uses the [Random Allocation Procedure](#) as set out on the Buckinghamshire Council website.

Students who have exceptional medical or social needs which can only be met at Dr Challoner's Grammar School supported by evidence from an independent professional person will be given priority within each of the above numbered over-subscription criteria. Evidence should be submitted to the Admissions Team at Buckinghamshire Council at the same time as the application for a school place is made.

4.3 Sixth Form Catchment Area

The catchment area for sixth form admissions consists of the geographical areas of: the former Chiltern District Council; the former South Bucks District Council; the former Wycombe District Council; and Chorleywood - defined as the area bordered by the A404 to the north, the M25 to the east and the Hertfordshire/Buckinghamshire border to the west.

5. Normal Home Address

- a) In order to qualify for admission under rules referring to the school's catchment area, the applicant must have been resident at their home address permanently and continuously since 01 April of the year preceding proposed admission (for admission in September 2026 this is 01 April 2025). Students admitted under rules referring to the school's catchment area are expected to remain resident in that catchment area. If the property is rented a legal rental agreement (signed by both landlord and tenant), confirming that the lease has started and showing the applicant will be living at the address for at least six months after proposed admission is required. If it is not possible to provide a rental agreement as set out above then we will require additional proof of address.
- b) Applicants who wish to be considered under Rules 2, 3, 4, and 6 of the Oversubscription Criteria set out in section 2.1 below, which involve residence in the school's catchment area will be asked to complete the online a Supplementary Information Form (SIF) (which is published on the school's website in the Autumn Term can be found at the end of these arrangements) by the deadline date in order to enable the school to determine the eligibility of their address.
- c) If a parent of the applicant student still owns a property within 20 miles of the school which has been the main family home more recently than 01 September 2022 (ie 4 years before the proposed date of admission), a 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 parent(s) are a director. For the purposes of this policy a parent of an applicant is defined as a parent with whom the applicant student resides for at least three nights of the school week (Sunday to 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 the deadline date of 01 September 2025.
- d) The school may require additional evidence of 'residence qualification' if there are reasons for casting doubt on the accuracy or completeness of an application.
- e) Where Service families or other Crown Servants who often move within the UK and from abroad, are posted to the area, 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 30 January 2026 in order to be included in the first allocation round.



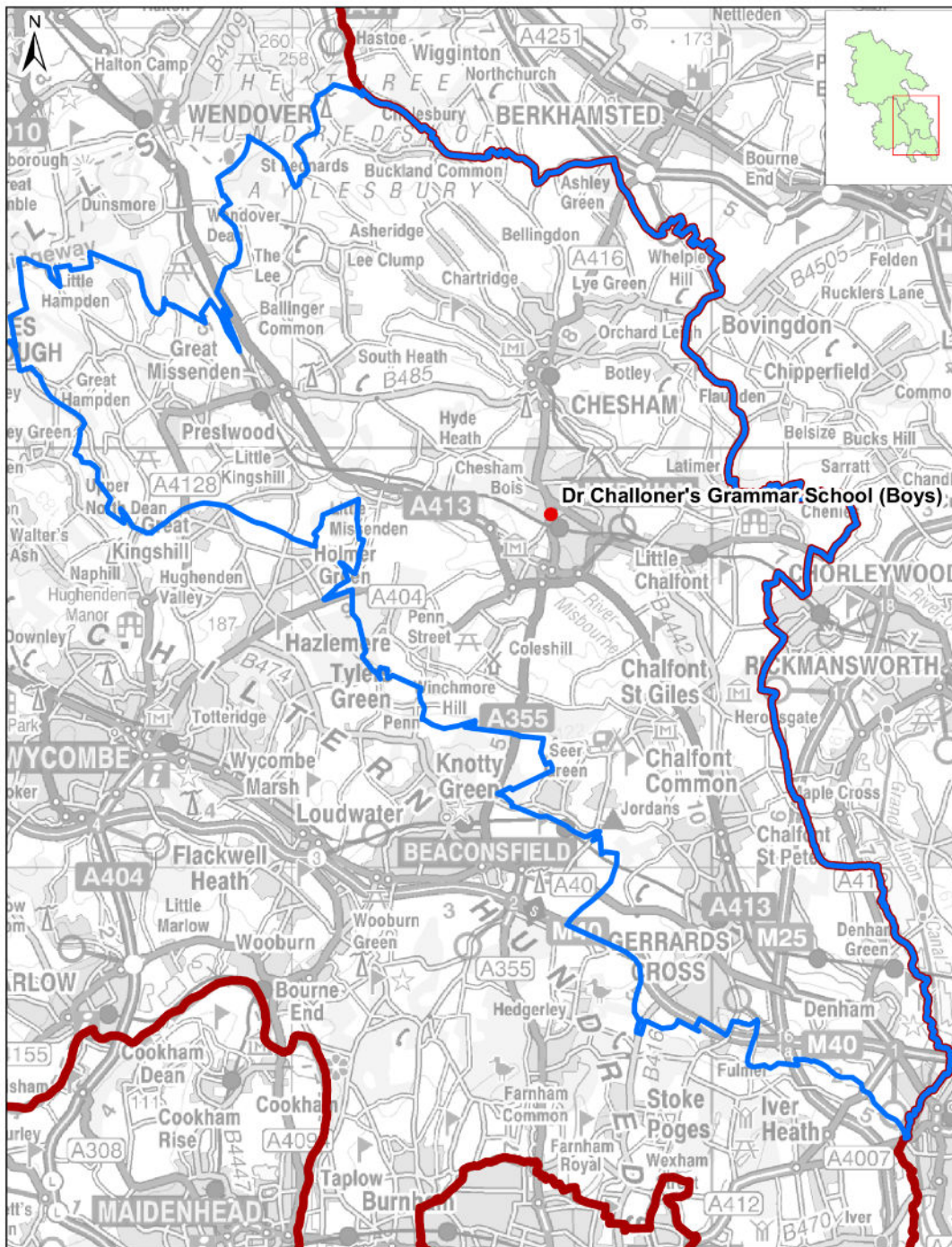
SUPPLEMENTARY INFORMATION FORM

This form will be used to help us confirm your residency qualification for admission to the school:

Our Admission Policy states:

- a. In order to qualify for admission under rules referring to the school's catchment area, the applicant must have been resident at their home address continuously since 01 April of the year preceding proposed admission (for admission in September 2026 this is 01 April 2025).
- b. If a parent of the applicant student still owns a property within 20 miles of the school which has been the main family home more recently than 01 September 2022 (ie. 4 years before the proposed date of admission), a 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 parent(s) are a director. For the purposes of this policy a parent of an applicant is defined as a parent with whom the applicant student resides for at least three nights of the school week (Sunday to 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 the deadline date of 01 September 2025.
- c. The school may require a higher standard of evidence for 'residence qualification' than that outlined in the county scheme if there are reasons for casting doubt on the accuracy or completeness of an application.

Full Name of Child	Surname	First Name	Date of Birth
Name of Parent(s)			
Contact Details	Home Tel. No.	Mobile	Email
Home address	Postcode		
Date family moved to this address			
Is this the address where the child reside for at least three night of the school week (Sunday to Thursday inclusive)?	Yes: ☐	No: ☐	
If not, what is that address?			
Is this the address where the child is registered with their GP?	Yes: ☐	No: ☐	



Scale: 1:116,000 at A4

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Dr Challoner's Grammar School - Catchment area

- Catchment area
- Buckinghamshire



