



## Aylesbury High School Admissions Policy

**1 September 2024 - 31 August 2025**

**This policy was approved for consultation by the  
Governing Body on 10 October 2022**

A handwritten signature in black ink, appearing to read 'Helen Bush'.

Mrs Helen Bush

A handwritten signature in black ink, appearing to read 'Kate Weir'.

Dr Kate Weir

**Co- Chairs of the Governing Body**

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Aylesbury High School (an Academy Trust school since 1 July 2011) is designated as a grammar school for girls. The Admissions Policy for the school follows [The Coordinated Admissions Scheme](#) for Secondary Schools in the Area of Buckinghamshire Council Local Authority (the County Scheme) unless stated.

This policy covers admissions to the school between 1 September 2024 and 31 August 2025.

## **1. Definition of a 'Parent'**

1.1 In this policy, a 'parent' is defined as being a natural or adoptive parent of a child (regardless of whether the parent has care of, contact with or parental responsibility for the child), as well as a non-parent who has care of or parental responsibility for a child (as defined in the Education Act 1996).

## **2. Admission Numbers**

2.1 The Published Admission Number (PAN) of students for Aylesbury High School are:

Year 7	186
Year 12	An additional 30 students - see below

2.2 For entry into Year 12, the total number of places available is 216. Current Year 11 students are not admitted under this policy, as they are already on roll and will simply transfer to Year 12 if they have fulfilled the entry requirements and confirmed that they want to. There will be places for a minimum of 30 external students who have fulfilled the entry requirements. It may be possible to admit more than 30 external students to Year 12 (i.e. over PAN) once the number of Year 11 students transferring to Year 12 is known.

## **3. Education, Health and Care Plans (EHCPs)**

3.1 Students with an EHCP for all year groups are admitted under separate statutory procedures and not under this policy.

3.2 Students seeking admission in a normal admissions round who qualify and who have an EHCP that names Aylesbury High School will be admitted prior to the application of these admission rules and the number of places available to other students within the PAN will be reduced accordingly.

3.3 Students seeking admission at other times who qualify and who have an EHCP that names Aylesbury High School will be admitted, even if it means going over the PAN for that year group.

## **4. 11+ Admission for Year 7 in September 2024**

4.1 Students are eligible to be considered for admission to Aylesbury High 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).

4.2 Children sit two test papers in the autumn of the year prior to proposed admission. Children sit both papers on the same day. Each test paper is approximately 60 minutes in length including an introduction and practice examples. The STT assesses verbal, non-verbal and mathematical skills. The child's scores in each of the three skills' areas are age-standardised to ensure children are placed on an equal footing regardless of when their birthday falls in the year. The three age-standardised scores are then added together to

give the child's Secondary Transfer Test Score (STTS). Children need an STTS of 121 or more in order to automatically qualify for a grammar school place.

**4.3** Registration for testing is automatic for children who attend Buckinghamshire primary schools unless the parent expressly withdraws their child from testing. In all other cases, including where children attend independent schools in Buckinghamshire and non-Buckinghamshire primary schools, an application for testing should be made to Buckinghamshire Council, the Test Administrator for all the Buckinghamshire Grammar Schools, by 22 June 2023. In addition, all applicants must notify their home Local Authority of their preference for the school prior to the closing date of 31 October 2023.

**4.4** Parents of a student 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 of serving secondary and primary Headteachers, supported by a Clerk.

**4.5** The Panel will consider each written application received and, where appropriate, will obtain advice from an Educational Psychologist prior to making a decision. The Selection Review process will take place before places are allocated and children who are deemed qualified by the panel will be eligible for admission to any of the Buckinghamshire grammar schools.

**4.6** After places have been allocated, parents have a statutory right to appeal to an Independent Appeal Panel if their child has been refused admission because the school is full. Aylesbury High School has contracted Buckinghamshire Council to manage appeals on the school's behalf.

**4.7** 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 have taken place at the Selection Review.

**4.8** *The Testing Administrator* is Buckinghamshire Council. Grammar Schools, including Aylesbury High School, work in partnership with Buckinghamshire Council who administer the test on our behalf.

## **5. Over-subscription for Years 7 to 11**

**5.1** Where eligible applications for admission exceed the number of places available in Years 7 to 11, the following criteria will be applied in the order set out below to decide which students to admit:

**5.1.1.** Looked after students<sup>1</sup>, previously looked after students<sup>2</sup> and internationally adopted previously looked after students<sup>3</sup>

**5.1.2.** Up to 6 places for looked after or previously looked after students living anywhere, or other students living within the defined catchment area of the school as at and continuously from 1 September of the year preceding entry to Year 7 in September, who qualify for (and are in receipt of) Pupil Premium at the closing date for

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<sup>1</sup> A 'looked after student' is a child 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).

<sup>2</sup> A 'previously looked after student' is a student who was previously looked after and immediately after being looked after became the subject of an adoption, child arrangements order or special guardianship order as set out below.

<sup>3</sup> A looked after child or a child that 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 admissions authority] to have been in state care outside of England and ceased to be in state care as result of being adopted.

applications, and who it is expected will continue to be eligible at the date of their admission to the school, whose standardised score in the Secondary Transfer Test is 115 to 120 inclusive (i.e. up to 6 marks below the threshold required for other applicants of 121) and have not been deemed qualified following Selection Review. In this category, looked after and previously looked after children will be prioritised over other children, with the tie breaker used where necessary.

- 5.1.3. Students who qualify for Free School Meals<sup>3</sup> and live in the catchment area of the school.
- 5.1.4. For the main point of admission, sisters<sup>4</sup> of students who will be on the roll of Aylesbury High School at the date of the applicant's entry to Year 7 in September.
- 5.1.5. Sisters (as defined above) of students who have previously been on the roll of Aylesbury High School.
- 5.1.6 Children<sup>5</sup> of Aylesbury High School staff, who have been employed on a permanent contract by the school for two or more years at the time of the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage, as per national shortage occupation lists. This rule applies to all staff (teaching and non-teaching).
- 5.1.7. Students who have exceptional medical or social needs, which can only be met at Aylesbury High School, and no other school, where their application for admission is supported by written evidence from a doctor, social worker, educational welfare officer or other appropriately qualified person confirming this.
- 5.1.8. Students living in the catchment area of the school as at and continuously from 1 September of the year preceding entry to Year 7 in September.
- 5.1.9. All other students

## 6. Tie breaker

6.1 Where the number of eligible applicants within each over-subscription category above exceeds the number of places available, places will be allocated by reference to the distance between the applicant student's home address (as defined by this policy) and the middle of the school's main entrance gate on Walton Road in a straight line, with those living closest receiving higher priority.

6.2 The point from which distance is measured at the child's normal home address is determined by the Ordnance Survey ADDRESS-POINT, 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 (PAF®). The PAF contains postal address data for approximately 26 million delivery points. These delivery points include premises that are shown on Ordnance Survey large-scale mapping data, such as buildings or permanent mobile and park homes, plus other features such as temporary buildings and houseboats.

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<sup>3</sup> FSM entitlement would need to be shown to be current on 31 October in the offer year (the academic year in which offers for places are made).

<sup>4</sup> A 'sister' is a full sister (sharing both parents), half-sister (sharing one parent), adopted sister (sharing one or both parents), foster sister, or step sister (where one's parent is married to the other's parent) and the daughter of the cohabiting partner of the applicant student's parent, and in all cases who permanently live at the applicant student's home address (as defined by this policy) and are being brought up as part of the same core family unit as sisters. For the avoidance of doubt, the daughters of extended family members (e.g. cousins) and friends will not be 'sisters' for the purpose of this policy, even where they permanently live at the same home address as the applicant student

<sup>5</sup> A 'child' of a staff member is defined as their natural or adopted child, whether they live with the staff member or elsewhere; and/or their step-child or child of their cohabiting partner, where they live and sleep at the staff member's home address for at least 50% of their time from Sunday to Thursday night during term time

**6.3** Where two applicants live exactly the same distance from the school, the order in which places will be allocated will be determined by random selection supervised by a person independent of the school.

## **7. The Applicant's Home Address**

**7.1** The applicant's home address will be the residential address of her parent at which she lives and sleeps for more than 50% of her time from Sunday night to Thursday night during term time (unless it is accommodation at a boarding school). It will usually be the address where the applicant student is registered with her GP, dentist and/or optician, and/or at which child related benefits (if eligible) are claimed. Where there is an issue as to the applicant student's home address, documentary evidence will be requested.

**7.2** The applicant student must be living at the home address on 1 September of the year preceding entry to Year 7 in September, and it is intended that she will still be living there at the date of entry to the school. Any change of address subsequent to the application for admission being submitted must be notified to Buckinghamshire Council and/or the school immediately. Where the applicant has temporarily moved out of the family home for domestic reasons (for example, to a refuge following a domestic violence incident), and there is evidence that the applicant student will return to live in the family home in the near future and will be living there at the date of entry to the school, the application will be processed as if they are living at the family home at the application deadline.

**7.3** Where a qualifying student lives with a parent who is in the UK Armed Forces or a Crown Servant, an application for admission can be made and she will be allocated a school place in advance of moving to the intended home address, where the application is supported by an official letter confirming the intended relocation date and home address. A unit postal address or quartering area address will be sufficient if the new home address is not known at that stage.

## **8. Catchment Area**

**8.1** A map of Aylesbury High School's catchment area is available on the school's website via the following link:

<http://s3-eu-west-1.amazonaws.com/smartfile/bdf93d43bb7751ffba3d5fac574f1624/uploads/2020/12/08172636/Aylesbury-High-School-Catchment-Area-Map.pdf>

**8.2** Further information (including Buckinghamshire Council's catchment area checker by postcode) is available on their website via the following link:

<https://services.buckscc.gov.uk/school-admissions>

## **9. Twins, Triplets, Siblings of Higher Multiple Births and Same Academic Year Siblings**

**9.1** In the case of twins, triplets, siblings of higher multiple births and siblings who were born within the same academic year and are therefore in the same year group, where at least one of these achieves a place, all will be offered a place (subject to qualification) even if this means exceeding the PAN for that year group.

## **10. Waiting List**

**10.1** Buckinghamshire Council, through the Council Admissions Scheme, on behalf of the school manages all waiting lists for entry into Years 7, 8 and 9 for qualifying applicants. The waiting list is ranked by reference to the oversubscription criteria outlined above and not by reference to the date that the applicant's name was added to the waiting list. Each time an applicant's name is added, the waiting list will be re-ranked again in accordance with those oversubscription criteria.

**10.2** If a place(s) for Years 7, 8 or 9 becomes available during the school year, the school will contact the Buckinghamshire Council Admissions Team to ascertain who is currently at the top of the waiting list and offer the place(s) in accordance with the Late Transfer Procedure outlined below.

**10.3** Qualification under testing will be deemed to remain current until the end of Year 9, after which a new application for admission must be made (including testing) under the Late Transfer procedure for Year 10.

**10.4** Children allocated a place at the school in accordance with Buckinghamshire Council's Fair Access Protocol will take precedence over those on a waiting list.

## **11. Late Transfer Procedure**

**11.1** Admission to all year groups other than into Year 7 via the Buckinghamshire Secondary Transfer Test (STT), will be handled in accordance with the school's Late Transfer Procedure set out below.

**11.2** Students currently in another Buckinghamshire grammar school will be deemed qualified and added to the list of students for the allocation of places if they have applied to the school for admission to Years 7 to 11.

## **12. Testing Criteria for Late transfer**

**12.1** The academic suitability of students seeking admission under the school's Late Transfer Procedure into Years 7, 8 and 9 will be assessed through tests which assess verbal, numerical and non-verbal ability. Buckinghamshire Council coordinates these.

**12.2** Students who qualified through testing for entry into Years 7, 8 & 9, but who do not currently attend a Buckinghamshire grammar school, are deemed qualified until the end of Year 9; for entry into Years 10 and 11 a new application for admission must be made - see below.

**12.3** The academic suitability of candidates seeking admission into Years 10 and 11 will be assessed through tests taken at Aylesbury High School (or Aylesbury Grammar School) in English, Maths and Science which are set and administered by Aylesbury High School. Students will be required to pass a minimum standard in all three tests in order to qualify for admission. The tests are carefully prepared and marked to ensure that the same level of ability is achieved as for Years 7, 8 and 9, taking into account that the applicants are older.

## **13. Late Transfer - September Admission**

**13.1** Students seeking admission to Years 8 and 9 at the start of the next academic year will be invited to sit tests in the Annual Testing Round. This is organised jointly with Buckinghamshire Council and some other Bucks grammar schools and takes place in the

Spring Term of the year in which admission is sought in September. Registration is made online via the online portal of the [Buckinghamshire Council website](#).

**13.2** Students seeking admission into Years 10 or 11 at the start of the next academic year will also be invited to sit tests in the Annual Testing Round. This is organised jointly with Aylesbury Grammar School and will take place on the same day as Years 8 & 9 testing. Applications for testing must be made directly to Aylesbury High School via the online form which will be available from the school website or requested from the school office.

**13.3** The deadline for registration for any of the tests will be the last Friday in October (Friday 27 October 2023). Late applications will be considered once any available places have been allocated and a testing date later in the year will be established for this purpose. Qualifiers will be considered once any available places have been allocated through the Annual Testing Round.

**13.4** Parents should carefully consider the oversubscription criteria stated above to determine whether other documentation should be submitted in support of the application, should the oversubscription criteria need to be applied. This documentation should be submitted at the same time as the application. If it isn't, there will be a significant risk that the student will be placed in a lower oversubscription category because they were not identified as qualifying for a higher one.

**13.5** Parents should note that the PAN set for Year 7 only applies for the duration of the school year of entry (i.e. to applications both in and outside of the normal admission round to Year 7 only). Where applications are made for admission to Years 8 to 11, qualified applicants will be admitted to the School unless admitting an additional student would prejudice the efficient provision of education or efficient use of resources.

**13.6** Where there are multiple qualified applicants and the School has determined that only a lower number of additional qualified applicants can be admitted without prejudicing the efficient provision of education or the efficient use of resources, the School will apply the oversubscription criteria set out above to determine which qualified applicants will be offered a place. The admission arrangements that apply will be those determined for Year 7 for that school year. Parents will be informed in writing of the decision.

**13.7.** Where the application is refused, parents will be provided with the reasons why the admission of their child would prejudice the efficient education of others or the efficient use of resources, so that they can properly consider whether to exercise their statutory right of appeal (see below for further details).

#### **14. Late Transfer - In Year Admission**

**14.1** An in-year admission application is one for admission to Year 7 that is submitted after the first day in September, or for admission to other year groups part way through the School year.

**14.2** Parents should note that the PAN set for Year 7 only applies for the duration of the school year of entry (i.e. to applications both in and outside of the normal admission round to Year 7 only). Where applications are made for admission to year groups other than Year 7, qualified applicants will be admitted to the School unless admitting an additional student would prejudice the efficient provision of education or efficient use of resources.

**14.3** Where there are multiple qualified in-year applicants for a year group other than Year 7, and the School has determined that only a lower number of additional qualified



applicants can be admitted without prejudicing the efficient provision of education or the efficient use of resources, the School will apply the oversubscription criteria set out above to determine which qualified applicants will be offered a place. The admission arrangements that apply will be those determined for Year 7 for that school year.

**14.4** Parents may make applications for the admission of students who have moved to the area since the last Annual Testing Round to Years 7, 8, 9, who will be tested as soon as possible, once evidence of residence has been verified. Applications for admission to Years 7, 8 and 9 must be made directly to Buckinghamshire Council via the [online portal](#) on their main website. Testing is organised centrally by Buckinghamshire Council Admissions Team on behalf of the School.

**14.5** For Years 10 and 11, Aylesbury High School handles applications for admission and the coordination of tests. Parents must complete an Application for Admission Form which can be accessed via the School's website.

**14.6** Parents should carefully consider the oversubscription criteria stated above to determine whether other documentation should be submitted in support of the application, should the oversubscription criteria need to be applied. This documentation should be submitted at the same time as the application. If it isn't, there will be a significant risk that the student will be placed in a lower oversubscription category because they were not identified as qualifying for a higher one.

**14.7.** For all in-year applications, parents will be notified within 15 school days of information regarding the next date of testing. Where the application is refused, parents will be provided with the reasons why the admission of their child would prejudice the efficient education of others or the efficient use of resources, so that they can properly consider whether to exercise their statutory right of appeal (see below for further details).

**14.8.** Where a place is offered, arrangements will be made for the student to be admitted and start at the School as soon as possible, particularly where they are not currently attending school.

## **15. Late Transfer - Waiting List**

**15.1** Students who have qualified and have not been allocated a place may have their name placed on the waiting list, which is maintained as set out above.

## **16. Admission to Year 12**

**16.1** Confirmation of a desire to transfer to Year 12 from internal students will normally close in December.

**16.2** Applications from external students should be made directly to the school using the form provided online. Applications normally open in late November and close in early January.

## **17. Minimum Academic Entry Criteria for Year 12**

**17.1** The minimum academic entry criteria for Year 12 are the same for internal and external students.

**17.2** The minimum entry requirements are:

- A minimum of **46 points** from the best 8 GCSEs (or equivalent) including English Language and Maths; where a grade 9 = 9 points, a grade 8 = 8 points etc. Where students have not taken 8 GCSEs, cases will be considered on an individual basis by the *Admission Committee*<sup>5</sup>.
- At least a grade 5 in English Language and Maths.
- At least a grade 6 in the appropriate GCSE for each subject to be taken at A Level (and there may be other grade requirements to take certain subjects, e.g. Maths and Further Maths - details will be in the published Sixth Form Prospectus).

**17.3** A higher best 8 GCSE points total will be required to take four A Levels; the number of points is published in the Sixth Form Prospectus in the autumn of the year prior to entry (for information, currently 64 points are required to take four A Levels).

## **18. Over-subscription for external entry to Year 12**

**18.1** All students completing Year 11 at Aylesbury High School who meet these entry requirements will transfer to Year 12, if they wish to.

**18.2** Where the number of eligible applications for admission exceed the number of places available within the PAN, the following criteria will be applied in the order set out below to decide which student(s) to admit:

- 18.2.1.** Looked after students, previously looked after students and internationally adopted previously looked after students.
- 18.2.2.** Students who qualify for Free School Meals as at the application deadline.
- 18.2.3.** Sisters of students currently on the roll of Aylesbury High School at the date of the applicant student's entry to Year 12.
- 18.2.4.** Sisters of students previously on the roll of Aylesbury High School.
- 18.2.5.** Children of Aylesbury High School staff, who have been employed on a permanent contract by the school for two or more years at the time of the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage, as per national shortage occupation lists. This rule applies to all staff (teaching and non-teaching).
- 18.2.6.** Students who have exceptional medical or social needs which can only be met at Aylesbury High School and no other school, where their application for admission is supported by written evidence from a doctor, social worker, educational welfare officer or other appropriately qualified person confirming this.
- 18.2.7.** All other students

**18.3** The definitions stated above for looked after children, previously looked after children, internationally adopted previously looked after children, siblings and home address apply equally to candidates applying for admission to Year 12.

**18.4** Once the above rules have been applied and if there were to be a tie within any of the above rules, the tie breaker stated above applies equally to the oversubscription criteria for Year 12.

**18.5** Random allocation, supervised by a person independent of the school, will be used to decide who has highest priority for admission if the distance between two students' homes and the school is the same. With multiple qualifiers from the same address (e.g. twins or

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<sup>5</sup> *The Admissions Committee is a committee created by the Governors to consider admission decisions*

sisters in the same academic year), where, for example, one or more sibling would take the school above its admission number, all such qualifiers will be admitted to the school.

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

**19.1** Where applicants do not meet the entry criteria listed above, e.g. for late entry into Years 12 and 13, for students with an Education Health and Care Plan or a medical condition that is supported by medical evidence, and for students from overseas without comparable qualifications, their applications will be considered by the *Admissions Committee*.

**19.2** Admission to the Sixth Form is not admission to a guaranteed course of study. A student who has qualified for entry into Year 12 or Year 13 will, in most cases, be able to study the subjects for which 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.

## **20. Requests for Admission Outside the Normal Age Group**

**20.1** Parents have a right to request for their daughter to be admitted to a year group other than their daughter's normal year group according to their age. The Governing Body will consider these requests and decide whether or not to agree to the request in principle. These requests are not applications for admission, which must still be made in the usual way.

**20.2.** The Governing Body will make these decisions on the basis of the circumstances of each case and in the best interests of the student concerned. This will include having regard to:

**20.2.1.** The parents' views

**20.2.2.** The student's academic, social and emotional development

**20.2.3.** Where relevant, the student's medical history and the views of her medical professional(s)

**20.2.4.** Whether the student has been previously educated out of her normal age group

**20.2.5.** Whether the student may naturally have fallen into a lower age group if it were not for being born prematurely

**20.2.6.** The Headteacher's views

**20.3** Requests must be made in writing to the Clerk to the Governing Body at Aylesbury High School giving all relevant information for the Governing Body to consider, having regard to the factors outlined above, with supporting documentation from medical or other professionals where appropriate.

**20.4** Parents should make these requests as soon as possible, preferably before the normal admission round, so that a decision in principle can be made by the Governing Body before deadlines are reached (e.g. testing dates, application deadline, etc.) to enable them to make informed decisions.

**20.5** To apply for admission out of the normal age group, please follow the admission procedure for the year for which entry is being sought, but if applying through the local authority, it would be helpful to notify the school ([secretary@ahs.bucks.sch.uk](mailto:secretary@ahs.bucks.sch.uk)) as well.

## **21. Statutory Right to Appeal Against the Refusal of a Place**

**21.1** Parents have a statutory right to appeal against the refusal of a place. For the Sixth Form, both parents and pupils have a right of appeal where a place has been refused. This will be confirmed in the letter refusing admission, including the deadline for lodging an appeal with grounds. The relevant dates will also be published on the school's website.

**21.2** Parents do not have a statutory right of appeal against the Governing Body's decision not to agree admission in a preferred year group outside the normal age grouping principle, however a complaint may be made under the school's published Complaints Policy.

**21.3** Aylesbury High School will establish arrangements for appeals against non-admission, non-qualification and any refusal to test. Details will be provided in decision letters, including deadlines for appeals to be submitted.

## **22. Equality**

**22.1** Aylesbury High School is aware of and fully compliant with its legal duties and responsibilities under the Equality Act 2010.

**22.2** In particular, the school will make an adjustment to this policy (including selection/academic entry criteria) for disabled students where they are at a substantial disadvantage as a result of their disability compared to a non-disabled student, and it is reasonable to do so.

## **23. General**

**23.1** This policy is reviewed annually and additionally is posted for public consultation for a period of six weeks prior to being determined by the Governing Body.

**23.2** Parents wishing to know their entitlement to free transport can check online, details at: <https://services.buckscc.gov.uk/school-admissions/transport>.