

Selection Review Process (updated June 2025)

The Selection Review process is managed electronically. Parents and headteachers can upload and attach multiple documents to their application. Parents should complete their application in one go rather than submitting extra documents as and when they are received.

6.1 What is the Selection Review Process?

The Selection Review Process (SRP) has been designed to provide a fair, consistent and transparent local mechanism that can be accessed by the parents of children who have not automatically qualified for grammar school by virtue of their STT result. It is a process that is kept under continual review. The administration of the process is undertaken by the Admissions and Transport Team acting as the 'Testing Administrator' on behalf of the thirteen Buckinghamshire grammar schools.

A qualification through the Selection Review Process will be a qualification for any grammar school whereas a qualification at appeal will relate to that particular grammar school only.

Parents can choose whether they want to go to Selection Review, but if they do, and are unsuccessful and wish to pursue a place at their preferred grammar school, then they still have the right to appeal for a particular school before an Independent Appeal Panel (IAP) once they have received their child's school allocation on 2 March. In this case the Independent Appeal Panel is restricted by the School Admission Appeals Code to consider only whether the child's local review was carried out in a 'fair, consistent and objective' way. Only if there is no evidence that this has been done can the IAP go on to consider whether there is sufficient evidence to demonstrate that the child is of the required academic standard for grammar school. Parents may also appeal to an IAP if they did not take part in the Selection Review process.

6.2 Composition of the Selection Review Panel (SRP)

Each SRP comprises three headteachers – two grammar school headteachers and one primary headteacher - drawn from a trained pool. To avoid conflicts of interest, cases for the primary panel members' schools are not scheduled for a panel they are sitting on. All panel members are required to complete a Declaration of Interest form in order to avoid hearing cases of pupils known to them or attending schools in which they have an interest. For each Selection Review Panel session, a record is kept of the timing of the meeting, the headteachers in attendance and that they had no prior knowledge of the pupils considered. These meetings will be virtual Teams meetings.

Cases are allocated to panels in no particular order or category, except for cases previously considered by the Special Access Panel (the Panel that sits prior to the tests to consider requests for adjustments to the test materials or conditions) or cases where an educational psychology or other complex assessment has been provided. In those instances, cases are allocated to a panel supported by an Educational Psychologist. The EP has no vote and attends to provide professional information to the SRP only.

Late testers (and exceptional late review requests) will be considered up to 6 June 2026, after which the review process will cease, and parents will be advised to take their cases directly to appeal.

If the case has already been considered by the Special Access Panel, then the paperwork from this panel will be provided to the SRP. This will include the record of the decision of the Special Access Panel.

The SRPs are all supported by an independent clerk who will record the decision and the reasons given by the panel members for their decision, but not the decision-making process.

Parents will be advised of the outcome of their review electronically. They will be sent an email with instructions of how to download their child's review result letter online from a Council database. The letter will include the clerk's record of the decision in their child's case where the review was unsuccessful. Parents will also be advised about the right to, and grounds for, an admission appeal following national offer day on 2 March.

6.3 Triggering a Selection Review

As part of the email giving parents their child's results, parents of children who did not qualify will be

1. Provided with a link to a **Selection Review Information Request Form** and
2. Advised to speak with their child's headteacher to help them decide whether their child would be appropriately placed in a grammar school and whether any review is likely to be strongly supported by the primary headteacher.

As the parent completes the Selection Review Information Request Form, they are asked to input the school office email address. This results in an email being sent to the school office email so you will be aware that they have requested selection review information. This email will give you a direct link to the **Selection Review Summary Sheet for Headteachers 2026**.

All schools can now complete the online form. As you provide the initial information about the child the form will be pre-populated with information that identifies the child and matches their information attached to their student ID number.

Once the headteacher submits this form, a copy will automatically be emailed to the parent (you will be asked to enter their email address) with a copy going to the school and also the Admissions and Transport Team. If you complete more than one version of the form for any child, the latest version will be used. Parents should wait for the headteacher's form to be sent to them before deciding to submit their Parents' Selection Review Form.

When completing the online form please follow the [guidance](#). Please also refer to your invigilation information and if there has been an incident you need to refer to then you can upload a copy (please ensure that you redact the names of any other children).

Recommendations/information from individual class teachers are not required. Only the headteacher should complete the form. Parents must be advised that the contents of the

Selection Review Summary Sheet for Headteachers are **your professional judgement** of the child, and you are not expected to change your comments to be more favourable to the child at the request of the parents.

If you need to pause while completing the form, you need to put an email address into the form and you will then be sent a link to resume the form at the point where you left off.

Where a child has recently joined the school, this should be clearly declared, and the parent should be advised that they may wish to approach the previous headteacher to complete a similar form so that a full academic picture can be presented. We can provide out area schools with a link to the form.

Deciding to go to Selection Review is the parent's decision but, where appropriate, primary school headteachers/staff can assist parents in completing their Selection Review request.

For test results issued on 10 October 2025 (including where shared later with any parent that did not register an email address), parents have until 4 November 2025 to return their completed 'Selection Review Form for Parents' and supporting paperwork. For results issued after 10 October they have 21 days from the date of the results letter.

If a 'Selection Review Form for Parents' is received later than 4 November by the Admissions and Transport Team, it may not be possible to schedule the review within the normal timescale and this may mean the decision cannot be included ready for the allocation of secondary school places on 2 March. However, we understand how important this is and will do what we can to complete as many Selection Reviews on time as we can. The majority of Selection Reviews will be heard between November and February and the outcomes will be available to parents in early February 2026. Primary headteachers will be advised of the outcomes before this date.

6.4 Key Information

This section summarises the key information that the Selection Review Panel will consider in coming to a decision:

- The progress chart – this should set out performance to date (this can include estimated performance levels as a consequence of the situation over the last two years) showing at each point whether the pupil was working towards the expected standard, working at the expected standard or working at greater depth compared with the expected standard.
- You are also asked to include the predicted levels of performance at the end of Key Stage 2 and predicted scores in the KS2 tests that are expected to be taken at the end of Year 6.
- The headteacher's recommendation and statement of support. Please note the [guidance here](#).
- Parents are asked to evidence the ill health of a child at the time of testing. They are also asked to evidence any illness among close family members, and to provide evidence from the parent or carer's employer/senior officer to explain lengthy absences, such as when serving in the armed forces abroad in a combat zone.

- Additionally, evidence of exceptional circumstances in the lead up to the tests may be provided, e.g. significant issues such as evidence of a house move, death of close family member. Please confirm if the parent had provided you with evidence of any exceptional or extenuating circumstances by ticking the box.
- We recognise that all children have, in recent years, been impacted by breaks in school attendance due to Covid. However, if there were particular issues for individual children regarding difficulties in accessing education and/or social or welfare issues that were particularly acute then please include them in your submission. This [guidance](#) may be of assistance.
- Invigilation information - please refer to your safely stored invigilation sheets to check if there were any incidents and upload redacted copies if needed.

6.5 Good Practice

Children with the same STT scores may have had different review outcomes which will be as a result of the differing circumstances and supporting information provided. In previous years successful cases have strong headteacher support based on:

- clear historic and current academic evidence conveyed in the format requested
- expectations of strong end of Year 6 outcomes
- plus, there are often significant factors that mean the child will not have been able to perform to the required standard in the test.

However, it is important to remember that each case is decided upon its own merits. The SRP will normally expect there to be strong evidence **of both high academic ability AND exceptional reasons** for underperformance in the tests.

Please be realistic when completing the 'Selection Review Summary Sheet for Headteachers'.

- Predicted outcomes need to be realistic in the light of the child's current levels of performance, their rate of progress, the normal rates of progress at this age, the strength of your recommendation and your school's historic National Curriculum test results.
- When quoting any test batteries such as CATS, all results must be included - please do not quote partial or selected elements only.
- Extenuating circumstances can be referred to in Section 5 of the Headteacher's form.
- Be aware that your choice of language on the form is important as it will indicate the degree of support you are expressing. If you are new to this process, please talk to colleague head teachers in your liaison group – they will be very happy to assist you.

6.6 Information Not Needed by the Panel (and which the parent has been told not to include)

- School work - if it is provided it will be ignored by the Selection Review Panel. The Selection Review Panels made the decision not to consider school work as it cannot easily be put in context and the overall performance in school should be clearly evidenced by the Progress Chart.

- Sporting/music or other non-academic achievement certificates.
- Any photographs, including of child or family member (medical or otherwise).

6.7 Appeals Without Review

If parents opt to go straight to appeal without going to review, you can advise them that the school is not required to supply recommendation information to the Independent Appeal Panel and therefore none of the standard review information will be provided for their case. **If successful, the qualification will only relate to the grammar school for which the parent has appealed.**

6.8 Marking Queries

Where a child has taken part in the Secondary Transfer Testing process, we will arrange, upon payment of a £44 charge, for the answer sheets to be re-scanned and the standardised Secondary Transfer Test Score (STTS) checked. In the extremely unlikely event that the re-scanning identifies an anomaly then the answer sheets will be re-marked by hand.

The Admissions and Transport Team will only provide this service immediately following the release of test results, and therefore all requests must be made within 21 days of the parents receiving notification of their child's performance in the test. Where a request is received after this date, we may refuse to provide the information.

Parents will be able to request, and pay for, the service above online on our website.

6.9 Freedom of Information Requests and Test Content

Under the Data Protection Act, Schedule 2, Part 4, Para 25, the grammar schools are not required to provide exam scripts or the information recorded in them. The Freedom of Information Act does not override the Data Protection Act in this matter.

6.10 Outcomes from last year's Selection Review Panels

This is the Selection Review data as at 31 March 2025 following the completion of the Selection Review process. It relates to Moving up to Secondary School in September 2025. Headteachers may share this information with parents.

Secondary Transfer 2025 - Summary results of Selection Review Process				
Selection Review Outcomes	Not Qualified	Qualified	Grand Total	% Qualified
73	1	0	1	0.0%
78	1	0	1	0.0%
85	1	0	1	0.0%
89	1	0	1	0.0%
90	1	0	1	0.0%
91	1	0	1	0.0%
92	1	0	1	0.0%
93	1	0	1	0.0%
95	3	0	3	0.0%
96	2	0	2	0.0%
97	4	0	4	0.0%
98	1	0	1	0.0%
99	3	0	3	0.0%
100	5	0	5	0.0%
101	5	0	5	0.0%
102	5	0	5	0.0%
103	3	0	3	0.0%
104	6	0	6	0.0%
105	8	0	8	0.0%
106	10	2	12	16.7%
107	13	0	13	0.0%
108	16	1	17	5.9%
109	24	3	27	11.1%
110	21	0	21	0.0%
111	40	2	42	4.8%
112	28	8	36	22.2%
113	44	8	52	15.4%
114	54	12	66	18.2%
115	41	21	62	33.9%
116	51	21	72	29.2%
117	54	29	83	34.9%
118	56	47	103	45.6%
119	43	87	130	66.9%
120	25	87	112	77.7%
(blank)	1	0	1	0.0%
Grand Total	574	328	902	36.4%