



**COLCHESTER COUNTY HIGH SCHOOL FOR GIRLS**

A Selective Girls' Grammar School with Academy Status

**A1 Admissions Policy for the academic year 2024-2025**

1. Admissions Policy for Year 7 September 2024 Entry
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<b>COMMITTEE</b>	Curriculum & Student Matters Committee
<b>SLT RESPONSIBLE</b>	Sinéad Hughes Associate Vice Principal
<b>REVIEW</b>	Annually
<b>POLICY REVIEWED</b>	November 2022
<b>REVIEW DUE</b>	November 2023
<b>APPROVED BY THE LOCAL GOVERNING BODY</b>	March 2023

## **1. ADMISSIONS POLICY FOR ENTRY INTO YEAR 7 SEPTEMBER 2024**

### **1.1 Published Admission Numbers (PAN) for entry into Year 7**

The number intended to admit into Year 7 in September 2024 is **192**

### **1.2 Admission arrangements**

The School operates selection arrangements jointly with the Consortium of Selective Schools in Essex (known as the CSSE). The CSSE acts as agent for the School in undertaking the administration of the test. There will be one selection test for those schools who are members of the CSSE. This will save children whose parents express a preference for more than one selective school in the CSSE from taking multiple tests for those schools. Only girls who have been entered for the selection test, administered by the CSSE will be considered for admission to Colchester County High School for Girls (CCHSG) in September 2024.

### **1.3 Entry & Eligibility**

To enter for the test a Supplementary Information Form (SIF) must be obtained from, completed and returned online or to The Secretary to the Consortium of Selective Schools in Essex, King Edward VI Grammar School, Broomfield Road, Chelmsford, Essex, CM1 3XS (01245 348257).

An additional form for those candidates in receipt of free school meals by virtue of their household income at the agreed government threshold\* or for whom their primary school receives the pupil premium\*\* must be completed and returned to Colchester County High School for Girls by 31 October 2023. The School will seek written verification of this information from each candidate's primary school, with parental permission. The eligibility will be taken to be as on the date the test is taken.

\*this does not apply to girls who receive free school meals only due to the universal free school meals policy by the Local Authority.

\*\* Students eligible for the pupil premium:

1. Looked After Children (LAC)
2. Previously Looked After Children (PLAC)
3. Children currently eligible for free school meals by virtue of their household income at the agreed government threshold
4. Children who are known to have been eligible for free school meals by virtue of their household income at the agreed government threshold since 2017

Only girls who have been entered for the test, are of the appropriate age, and who attain the required standard in the prescribed arrangements for selection by reference to ability will be eligible to be considered for entry to the school in the September of Year 7. The test is available to girls in Essex and from outside the

county.

Priority will be given to Looked After Children (LAC)\*\* or Previously Looked After Children (PLAC)\*\* who score 320 or above. The next 20 places will be available to the highest scoring applicants who are eligible for the pupil premium (i.e. those in receipt of free schools meals by virtue of their household income at the agreed government threshold either currently or have received free school meals by virtue of their household income at the agreed government threshold in the previous 6 years, for whom their primary school receives the pupil premium) and who achieve a test score of 320 or more. The remaining places will be available to all other highest scoring applicants in rank order of merit.

The test is normally available to girls in Essex and from outside the county aged at least eleven years and under twelve years on 31 August following the taking of the test, who make application via the CSSE by the published cut-off date. No students who will be younger than eleven years of age on 31 August following the taking of the test will be eligible for admission unless they fulfil the LA's criteria for early entry – i.e. they are following the full Year 6 curriculum in the year in which they take the test. No student who will be twelve years of age or over on 1 September following the test date will be allowed to take the test and gain admission to Year 7 at Colchester County High School for Girls, unless there are verified exceptional circumstances. Written requests should be addressed to the Principal and sent via the CSSE with supporting documents.

The CSSE deadline date for submitting the SIF for September 2024 entry will be published on the CSSE website.

Applicants who wish to request for any special adjustments to be considered should refer to the additional notification information on CSSE website. The deadline for submission of this request in writing to CSSE by the published deadline.

Methods of application and the closing date for the receipt of secondary school applications will be published on Essex County Council website <http://www.essex.gov.uk/admissions> and in the Secondary Education In Essex 2024- 2025 Local Authority booklet. Admissions information may be publicised by other means that the CSSE or the School may choose to employ e.g. direct mailing to primary schools and press advertisement.

#### **1.4 Nature of the tests**

The selection process is by two tests, in English (50%) and Mathematics (50%). The English paper will comprise of comprehension, grammar and vocabulary, creative/extended writing, and applied reasoning (literacy and verbal). The Mathematics paper will comprise of questions consistent with KS2 National curriculum and applied reasoning (mathematical/non-verbal). The English and Mathematics tests will be set by the Consortium or anybody they choose to act on their behalf. Practice papers are available from the CSSE. The tests will be marked by staff employed by the selective schools and the marks from the two

tests will be aggregated and mathematically standardised for each candidate. A rank order of merit of all candidates seeking a selective place will be created.

### **1.5 Venue of the tests**

Tests will be taken at a selective school or other designated centre. Normally applicants for Colchester County High School for Girls will take the test at the school or other local site which the school may use. If maximum candidate capacity is reached at CCHSG, the CSSE will offer applicants an alternative test centre. In the interests of fairness, no applicant will take the test in her own school except as described in section 1.6 where no alternative is available .

The test can only be taken once by any candidate.

The main test for September 2024 entry will take place at a date arranged by the CSSE.

### **1.6 Applicants who cannot attend the test centres**

Applicants who are ill, or owing to other exceptional circumstances are unable to take the two papers on the main date, will be allowed to sit any of the two papers they have not started on another stated day at a stated venue, subject in the case of illness to the provision of a medical certificate, and in any other circumstances to a written explanation of the circumstances. No applicant will be able to retake, on a subsequent occasion any individual paper which they have started.

Applicants intending to move to Essex for the start of their child's Year 7 education, but who currently live in the UK, must travel to take the test at a CSSE test centre. Applicants who live overseas should contact the CSSE regarding arrangements to take the tests on the main test date at a place to be decided by the CSSE in consultation with the applicant's parents.

### **1.7 Applicants moving to the area**

Applicants, whose move to the area could not be foreseen in time to meet application deadlines, will be permitted to take a test at a later date decided by CSSE. The applicant will be placed in rank order with the rest and the details passed to the LA. If offers of places up to the PAN have already been made by the LA, but the applicant's result would have earned her a place then the applicant will be placed on the waiting list. If a place then becomes available within the number intended to admit, it will be offered (via the LA) to the late applicant by virtue of having a higher qualifying score than the next student on the rank order. The Local Authority will inform late applicants of their statutory right of appeal at the time a place is refused.

### **1.8 LA Applications**

Following the tests, parents will be sent the test results for their daughter and information regarding the lowest cut off score for admission in previous years.

However these scores are not a final indicator of applicant admission success as they may vary from year to year.

Application for a place should be made to the LA. Application forms and detailed guidance notes on how to complete the application form are available on the Essex LA website [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions) and in the Secondary Education in Essex booklet. <https://www.essex.gov.uk/admissions-booklets-policies-and-forms/admission-booklets> This application form must be completed and returned to the LA by the National Closing Date for secondary school applications.

### 1.9 Oversubscription

Where applications for admission exceed the number of places available in Year 7, places will be awarded in rank order until the PAN is reached. The CSSE operates a co-ordinated testing system providing access to selective places for all CSSE schools via a single set of tests. The LA will be notified of the Order of Merit score of all candidates who have expressed a preference for this school so that it can decide whether to offer a place on the basis of satisfying the highest preference of school indicated by the candidate on the LA's application form.

Places will be allocated in the following order:

- (i) Looked After Children (LAC) or Previously Looked After Children (PLAC) who score 320 or above in the selection test.
- (ii) Up to 20 places will be allocated to the highest scoring candidates on the Order of Merit List who are eligible for the pupil premium on the date that the 11+ test is taken and who achieve a standardised test score of 320 or above.
- (iii) Places will then be allocated in descending score order from the Rank Order of Merit List, highest scoring first, until all PAN places are filled.

Where there are a number of students with equal aggregated test scores competing for the last available place(s), preference will first be given to the girl eligible for the pupil premium if they have not already been offered a place, followed by the girl living closest to the school by straight line measurement, measured from the school main entrance front doors.

When selected students withdraw between the time of publication of the results and the following September, places will be offered to the next qualified girl(s) from the Order of Merit List, (subject to the same conditions as outlined in the preceding paragraphs).

**A waiting list will be kept by the LA until the end of the first week of the autumn term and thereafter by the school until the end of the first term. The Order of Merit List will cease to apply from the second term in Year**

**7 and any further vacancies will be treated as per the In Year Admissions Policy (Section 3 below.)**

**1.10 Appeals**

All unsuccessful applicants will be advised of their rights of appeal when they receive school application information on National Offer Day. Information about how to appeal can be found via the following link:

[www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions). A parent/carer can only appeal against non-admission where an application for admission has been made.

**1.11 Recent experience of applications and appeals for September Entry in Y7**

There were 652 applicants in 2021 for entry in September 2022. 502 candidates were tested at CCHSG in September 2021 for September 2022 entry, some candidates may have taken the test at other CSSE schools. A number of candidates who took the test did not apply due to their test score, which is sent to parents before the secondary school application deadline.

All appeals are heard by the Independent Appeals Panel. There were 7 Appeals heard in 2021 for September 2022 entry, none of which was successful. Appeals are considered on the merits of each individual case and any particular year's experience is not necessarily a guide to likely success.

***\*\*Looked After Children (LAC) and Previously Looked After Children Definitions***

*A Looked After Child (LAC) 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 (as defined in section 22(1) of the Children Act 1989 at the time of making an application to a school).*

*A Looked after Child or a Child who was Previously Looked After (PLAC), includes those children 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.*

*Previously Looked After children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).*

*All references to previously looked after children mean such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children 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.*

*The school is committed to safeguarding and promoting the welfare of children and young people. Our first priority is the welfare of every student and therefore there may be occasions when our concern about a student means that we have to consult other agencies before we contact parents. The*

*procedures we follow have been laid down by the Essex Safeguarding Children Board. A copy of our Safeguarding & Child Protection Policy is available from the school office and published on the school website.*

*The school complies with the recommendations of The Education Act 2011, The Equality Act 2010, and The Children & Families Act 2014. The school's Special Educational Needs Policy and Disability Accessibility Policy are available on request from the school and published on the School website [www.cchsg.com](http://www.cchsg.com).*

## **2. ADMISSIONS POLICY FOR ENTRY INTO YEAR 12 SEPTEMBER 2024**

The school plans to admit up to a maximum of 50 students (girls) joining from other schools (including Alpha Trust schools) in addition to those progressing from Colchester County High School for Girls provided they have met the minimum entry requirements and there is availability of places in subject courses, teaching staff and group sizes.

### **2.1 Admission arrangements**

- i. The deadline for submitting applications for sixth form places will be published on the school website.
- ii. The School will acknowledge receipt of applications from external applicants and will request a reference, including predicted GCSE grades or any GCSE grades already achieved, from the applicant's current school. Where predicted grades are not provided by the school, performance in trial/mock examinations will be considered and the professional judgement of staff at Colchester County High School will be used to make an assessment of the information provided.
- iii. Applicants will be invited into school to have a discussion centred around their future career plans and to confirm their final requested A Level subject choices, although the meeting will not form part of the selection process.
- iv. The programme of study in the Sixth Form is that students will study three, four or five A Levels in Year 12. Students may study Further Mathematics within the four course choices or in addition to a four A Level programme.
- v. Offers of conditional places will be made after the closing application date. The school will determine the projected number of teaching groups based on the applicant subject choices and conditional offers will be based on these choices.
- vi. More conditional places will be offered than places available as some applicants will not achieve the minimum entry criteria or will decide to attend an alternative Sixth Form provider. Taking into account subject choices for A Level study, applications will be declined or placed on a waiting list where the school considers the size of teaching groups to be detrimental to the education of the group (or groups) as a whole and where it is not financially or educationally desirable for the Governing Body to alter the balance of the school's staffing or appoint additional staff to create additional groups.
- vii. Subjects may not run where the school considers the size of teaching groups not to be financially viable
- viii. GCSE results will be verified on results day for both internal and external applicants; external candidates will be required to bring their results to the school on results day. Places in the Sixth Form will be confirmed by email within five working days after the GCSE results are published.



ix. Places in the Sixth Form and course choices are confirmed on the basis of GCSE results and meeting the entry criteria, the availability of places in subject courses, group sizes and availability of teaching staff. In the case of over subscription the criteria in Section 2.3 will be applied.

x. Students offered a confirmed place after results day will be required to confirm their acceptance of their place in the Sixth Form within 48 hours of the confirmed offer being made after which the offer of place will be withdrawn. Places are confirmed on the basis of GCSE results published on results day and are unable to be held whilst awaiting the outcome of an Enquiry about Results submission.

## **2.2 Minimum entry criteria and eligibility**

i. The minimum entry requirement is 4 GCSEs at Grade 7 or above and 2 GCSEs at Grade 6 including English Language and Mathematics at a minimum of Grade 6. Students will be required to achieve at least a Grade 7 in each GCSE subject they wish to study at A Level.

Those students wishing to take A Level Music will also require Associated Board Grade 5 Music Theory and Associated Board Grade 5 Music Practical in addition to the GCSE grade requirements outlined above.

For A Level subjects not studied at GCSE, each subject has a specified GCSE entry qualification:

- for Classical Civilisation, Economics or Religious Education a Grade 6 in GCSE English Language or GCSE English Literature
- for Psychology a Grade 7 in GCSE English Language or English Literature and Grade 6 in Mathematics
- for Further Mathematics a Grade 8 or above in GCSE Mathematics

If Economics, Psychology, Religious Education or PE, have been studied at GCSE then the entry requirement will be a Grade 7 in the subject to be taken at A Level.

ii. The criteria in 2.1 are minimum entry requirements. Achievement of the GCSE grades specified does not guarantee a place on any course or combination of courses as this is dependent on numbers in the teaching groups.

iii. In addition to the GCSE requirements set out, where a candidate's first language is not English, the school may require them to demonstrate sufficient fluency in English, both orally and in writing, to participate successfully in the Sixth Form. The candidate must also be able to show to the school's satisfaction that they have a right to reside in the United Kingdom and is

entitled to State Education. The school will refuse admission to any candidate who fails to provide authentic, valid and bona fide documentation in support of their application.

iv. Where students applying to the Sixth Form do not have GCSE or IGCSE qualifications, applications are considered on an individual basis and will involve the candidate taking a test for each A Level subject set by the Head of Department. Student qualifications will be considered along with other information provided by the student's current school.

v. Students must be under 17 years of age on 31 August of the calendar year of admission.

vi. Our first priority is to admit CCHSG students followed by Alpha Trust secondary school students who have met the entry requirements; both the minimum entry requirements and GCSE grades for the subjects chosen for which the conditional offer was made. In the case of over-subscription please see section 2.3 below.

### **2.3 Oversubscription**

In the case of over-subscription, places will be confirmed to applicants who have met the entry requirements according to the following order:

1. internal applicants
2. applicants from Alpha Trust secondary schools
3. applicants who are currently Looked After Children (LAC)\*\* or Previously Looked After Children (PLAC)\*\*

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*A Looked after Child or a Child who was Previously Looked After (PLAC), includes those children 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.*

*Previously Looked After children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).*

*All references to previously looked after children mean such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children 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.*

4. applicants on Free School Meals,
5. all other applicants. Places will then be confirmed in descending rank order of students average GCSE grade across their highest grades for their **best eight full course GCSE subjects including English and Mathematics**. Dual awards will be counted as one GCSE and, where applicable, the grade used in the calculation will be the one scored in the higher paper for example the additional science grade. Grades from unreformed GCSE's will be treated as follows:  
A\*  $\equiv$  8.5 points, A  $\equiv$  7 points, B  $\equiv$  5.5 points, C  $\equiv$  4 points.  
Grades below C or 4 points are not considered.

If there is a tie then GCSEs in addition to the eighth subject will be taken into account. Short or half courses will not be taken into account. In the event of a tie for one remaining place to study a particular combination of subjects between students with the same average GCSE points score across all of their subjects, the place will be offered to the student who lives nearest to the school by straight line measurement, measured from the school main entrance front doors.

An applicant considering joining from another school would not be offered a place if the school considered that their addition to a teaching group (or groups) would increase the size of it (or them) to the detriment of the group (or groups) as a whole and it is not financially or educationally desirable for the Governors to alter the balance of the school's staffing or appoint additional staff to create additional groups.

#### **2.4 Late applications up to 1 September 2024**

Late applications up to 1 September 2024 will be considered only after all of the on time applications are processed.

#### **2.5 Appeals**

Applicants who are not awarded a place have the right to appeal. Information about how to appeal can be found via the following link:  
[www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions) .

An appeal against non-admission can only be made where an application for admission has been submitted.

**3. IN YEAR ADMISSIONS POLICY FOR ENTRY INTO YEARS 7 TO 11  
(Other than for the start of Year 7)**

For the academic year 2024-2025 the PAN for Years 7-11 is 192 in each year.

Applications for places other than for the start of Year 7 should be made directly to the school on the published Application Form.

Applicants for places other than for the start of Year 7 will be tested **if and when a place becomes available**. The school holds an 'enquiry list' for applicants who wish to be considered for testing should a place become available.

Where a vacancy does occur, all applicants on the enquiry list will be contacted and invited to sit the entrance tests. The tests are held at the discretion of the school. The tests and assessments will not aim to replicate the 11+ selection tests but will seek to establish whether the applicant can sustain the pace of the school's classroom education, fit the levels of achievement of the relevant year group, and has sufficient knowledge and understanding to undertake the relevant year group's existing programmes of study. An academic reference may also be sought from the applicant's current school. The school reserves the right not to fill a place if the candidates are not judged to be of the required academic standard.

If a number of applicants are tested at the same time for a single place and the results of the tests indicate it is not possible to discriminate between them academically, preference will be given to an applicant who is a Looked After Child (LAC)\*\* or Previously Looked After Child (PLAC)\*\*. Should this not resolve the allocation then preference will be given to a girl on free school meals, followed by the girl living closest to the school by straight line measurement, measured from the school main entrance front doors. All unsuccessful applicants will be advised of their rights of appeal.

**Applicants who are unsuccessful following testing will remain on an Order of Merit List for their year group during the academic year in which the test was taken only.** They will be reconsidered should a place become available, alongside any other new applicants who have been tested. Applicants will not be entitled to re-sit the entrance tests again during the same year, but can request to be placed on the enquiry list for the following year to be retested if a place becomes available.

#### **4. APPEALS**

Parents/carers are advised that they have the right of appeal against any decision by the school not to admit their daughter. To make an appeal, parents/carers should see the Essex LA website [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions) and submit an online appeal or write to the Clerk to the Independent Appeals Panel, PO Box 11, Chelmsford, Essex, CM1 1 LX, who will send the relevant documentation. A parent/carer can only appeal against non-admission where an application for admission has been made.

*The school is committed to safeguarding and promoting the welfare of children and young people. Our first priority is your daughter's welfare and therefore there may be occasions when our concern about your daughter means that we have to consult other agencies before we contact you. The procedures we follow have been laid down by the Essex Safeguarding Children Board. A copy of our Safeguarding & Child Protection Policy is available from the school office and published on the School website.*

*The school complies with the recommendations of The Education Act 2011, The Equality Act 2010, and The Children & Families Act 2014. The school's Special Educational Needs Policy and Disability Equality Policy are available on request from the school and published on the School website [www.cchsg.com](http://www.cchsg.com) .*



# Colchester County High School for Girls

Norman Way, Colchester CO3 3US

## **CCHSG SIF for the academic year 2024/25**

Colchester County High School for Girls' own supplementary Information Form (SIF) must ONLY be completed for a pupil in receipt of free schools meals by virtue of their household income at the agreed government threshold either currently or have received free school meals by virtue of their household income at the agreed government threshold in the previous 6 years, for whom their primary school receives the pupil premium or for a pupil who is or has been in social care (is a looked after child or previously looked after child).

As part of our 2024/2025 Admissions Policy Looked After Children\* (LAC) or Previously Looked After Children (PLAC) who score 320 or above will be prioritised as of the 1 September of Year 6 onwards. The remaining places will be allocated as follows:

- i) Up to 20 places will be available to the highest scoring applicants who are eligible for the pupil premium (i.e. those in receipt of free schools meals by virtue of their household income at the agreed government threshold either currently or have received free school meals by virtue of their household income at the agreed government threshold in the previous 6 years, for whom their primary school receives the pupil premium) who achieve a test score of 320 or above.
- ii) The remaining places, will then be allocated in descending score order from the Rank Order of Merit List, highest scoring first.

The admissions policy can be found on our website [www.cchsg.com](http://www.cchsg.com)

### **LA Applications**

Application for a place should be made to the LA. Application forms and detailed guidance notes on how to complete the application form are available on Essex LA website [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions) and in the Secondary Education in Essex booklet which can also be found on the Essex LA website.

The application form must be completed and returned to the LA by the National Closing Date for secondary school applications.

### **CSSE Supplementary Information Form to register a child for the Essex 11+ Test**

To enter for the test a Supplementary Information Form (SIF) must be obtained from, completed and returned online or to The Secretary to the Consortium of Selective Schools in Essex, King Edward VI Grammar School, Broomfield Road, Chelmsford, Essex, CM1 3XS (01245 348257). The CSSE deadline date for submitting the SIF for September 2023 entry will be published on the CSSE website, [www.csse.org.uk](http://www.csse.org.uk).



# Colchester County High School for Girls

Norman Way, Colchester CO3 3US

1. Is your daughter a Local Authority Looked After Child (LAC) or a Previously Looked After Child (PLAC)\*

\*A Looked After Child (LAC) or a Child who was Previously Looked After (PLAC) but immediately after being looked after became subject to an adoption, child arrangements order or special guardianship order. A Looked After Child 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 (as defined in section 22(1) of the Children Act 1989).

Yes

No

2. Is your daughter currently entitled to Free School Meals by virtue of their household income at the agreed government threshold?

Yes

No

3. Has your daughter received free school meals by virtue of their household income at the agreed government threshold in the previous 6 years, for whom their primary school receives the pupil premium?

Yes

No

4. Candidates Surname

"

5. Candidates Forename

6. Date of Birth

7. Home Address

8. Post Code

9. Name of Parent or Guardian

10. Parent or Guardian Contact No

11. Name of Primary School

12. Address Line 1 of current Primary School

13. Address Line 2 of current Primary School

14. Town of current Primary School



# Colchester County High School for Girls

Norman Way, Colchester CO3 3US

15. County of current Primary School

16. Post Code of current Primary School

17. Telephone No of current Primary School

18. I give consent to CCHSG contacting the Primary School in order to verify receipt of Pupil Premium, Free School Meals by virtue of household income at the agreed government threshold, LAC and PLAC status.

Yes

19. By submitting this form you are giving consent for CCHSG to hold the above data. This Data will only be held until end of December 2024 (End of Autumn Term - Year 7). If you change your mind and wish to withdraw consent at any time please email [office@cchsg.com](mailto:office@cchsg.com) or telephone 01206 576973.

20. The deadline for submitting the form is 31 October 2023