



# Colchester Royal Grammar School

6 Lexden Road, Colchester, Essex, CO3 3ND

Telephone: 01206 509100 – Web: [www.crgs.co.uk](http://www.crgs.co.uk)

Headmaster: Mr J Russell MA

## Admissions Arrangements - Academic Year 2024-2025

### Year 7 (11+)

Admission to Year 7 is determined by a pupil's position within the selection procedure organised by the Consortium of Selective Schools in Essex (CSSE). This position is decided on the basis of the pupil's standardized score in the selection tests. The selection procedure is open equally to pupils in Essex and those who live outside the county. Testing now takes place before application, and applicants to CRGS must register with the CSSE to take the selection tests by the official registration deadline. The main test date for September 2024 entry will take place on a date arranged by the CSSE. Applications must be submitted to the pupil's home LA by the published deadline of 31st October in the year prior to admission.

### Admissions Priority 1

Up to 12 places will be offered to boys who have named CRGS as a preferred school and who qualify to be offered a place at the school under the coordinated admissions arrangements, who achieve a score greater than 320 in the selection tests and who fall into either of the following categories:

- a 'looked after child' or previously looked after child (see note below);
- a child in receipt of the Pupil Premium Grant (i.e. one who is in receipt of Free School Meals currently, or has received Free School Meals in the previous six years, whose primary school receives the Pupil Premium Grant) at the time of registration for the 11+ test (i.e. the CSSE registration period in the Summer Term prior to the main 11+ test date).

Priority will be given to applicants who are a 'looked after child' or previously looked after child (see note below). The places will be allocated based on descending rank order of marks, until either 12 places have been allocated or there are no more boys who fall into this category and have achieved a score greater than 320.

The remaining places (of the 12 earmarked for Admissions Priority 1) will be allocated to applicants who are in receipt of the Pupil Premium Grant who meet the aforementioned conditions. The places will be allocated based on descending rank order or marks, until either a total of 12 places have been allocated or there are no more boys who fall into this category and have achieved a score greater than 320.

In both of these cases, the information must be declared on the CSSE registration form for the tests; evidence to confirm eligibility will subsequently be sought.

## Admissions Priority 2

The remaining places will then be offered in descending rank order of marks to the boys scoring highest in the selection tests who have named CRGS as a preferred school and who qualify to be offered a place at the school under the coordinated admissions arrangements until the PAN of 128 is reached.

If there are applicants with an equal ranking competing for the last available place in either Admissions Priority category, preference will be given to:

- a 'looked after child' or a child who was previously looked after (see note below)
- followed by a child in receipt of the Pupil Premium Grant at the time of registration for the 11+ test (i.e. one who is in receipt of Free School Meals currently, or has received Free School Meals in the previous six years, whose primary school receives the Pupil Premium Grant);
- followed by the applicant living closest to the school by straight line distance as defined by the LA and set out in the Secondary Education in Essex Booklet.

The published admission number for Year 7 is 128. Application to CRGS is open to boys registered in Year 6 and under twelve years of age on the following 31st August, immediately prior to admission in September. The test can only be taken once by any pupil.

The school does not normally admit 'over age' applicants. Any test candidate who is 'under age' or 'over age' will need to demonstrate that their application is supported by the necessary relevant evidence. A panel of Headteachers, selected from the Consortium Schools and with full delegated authority from those schools, will review all 'under age' and 'over age' applications. The panel's decision is binding.

'Under age' applicants: An applicant is 'under age' if he will be under 11 years of age on 31st August immediately prior to admission in September. Consortium schools will only accept applications from 'under aged' applicants who are registered in Year 6 of their primary schools from the first day of that school academic year. This effectively requires that the decision to promote the child to the year group above his chronological age group must be taken by the primary school prior to the end of the summer term in the calendar year in which the child is to sit the selection test. Confirmation of this is likely to be sought from the Headteacher of the primary school concerned by the Consortium Office.

'Over age' applicants: An applicant is 'over age' if he is not under 12 years of age on 31st August immediately prior to admission in September. Consortium Schools do not accept 'over aged' applicants unless there are verified exceptional circumstances, for example of extended illness, for a child to repeat one of the primary school years or to have been admitted 'late' at the start of primary school. The Consortium will seek verification from the Headteacher of the primary school concerned that an 'over aged' applicant has medically certifiable reasons or some other exceptional reason for being an 'over aged' applicant. The panel will wish to investigate especially thoroughly the circumstances through which any child is found to be studying in Year 6 for the second time, especially if this should involve application to sit the selection tests for a second time. Medical evidence will be required for such applicants.

For further information on 'under age' and 'over age' applicants, please see the CSSE document 'Arrangements for 'under age' and 'over age' entry to CSSE schools' that is available on the CSSE website ([www.csse.org.uk](http://www.csse.org.uk)).

If a place has been offered, but is then subsequently declined, a new offer will be made to whichever applicant has the next highest score in the same Admissions Priority category, provided the conditions outlined above are met. If there are no more applicants who meet the conditions for Admissions Priority category 1, then the place will be offered to the next highest scoring applicant from Admissions Priority category 2.

The school will hold a waiting list for the Autumn Term following the September entry.

### Years 8 to 10

Occasionally vacancies occur in other years, for example due to family relocation. Applications should reach the school by 1st February in the academic year prior to admission. Where vacancies occur, a recent report is sought on all pupils who have applied for a place. Those who apply are tested in the school on a set date in the Spring or Summer Term. The tests seek to establish whether the applicant can sustain the pace of the school's classroom education and has sufficient knowledge and understanding to undertake the relevant year group's existing programmes of study. The tests are in English, Mathematics and Science.

Places will be allocated on the basis of performance in the tests. 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 show that it is not possible to discriminate between them, preference is given to a 'looked after child' or a child who was previously looked after (see note below). If this does not resolve the matter, preference is given to the applicant living closest to the school, by straight line distance as defined by the LA.

### Mid-year Applications

For mid-year applications, a mid-year application form, available from Essex County Council, needs to be completed and returned directly to the school. A copy of the application form is available from the school, or can be requested from School Planning and Admissions, at Essex County Council [admissions@essex.gov.uk](mailto:admissions@essex.gov.uk) (Tel: 0345 603 2200). Full details of the mid-year application process are provided on [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions).

### Sixth Form

In addition to those who progress from the Colchester Royal Grammar School Year 11 cohort, a number of external students, both boys and girls, are admitted into Year 12 each year. A number of additional places are reserved for boarders.

All students must be under 17 years of age on 31st August of the calendar year of proposed admission, or be progressing directly from Year 11 to Year 12. Students from overseas, who do not follow the National Curriculum and whose age might fall outside this limit due to the educational system followed, will be considered on an individual basis.

Offers of places are made subject to satisfactory performance at GCSE or equivalent examination. The minimum requirement for entry into the Sixth Form is at least 38 points across the best five

subjects.

Reformed GCSEs will score according to their numerical grade; unreformed GCSEs will score as follows:

A\*  $\equiv$  8.5 points, A  $\equiv$  7 points, B  $\equiv$  5.5 points, C  $\equiv$  4 points. Grades below a C are not considered. AS grade B or above  $\equiv$  8.5 points.

A grade 7 (or above) is required in the subjects to be studied at A level.

A reformed grade 5 or above must be achieved in GCSE (or GCSE equivalent, as defined by the DfE) English Language and Mathematics, regardless of whether or not these subjects are being followed at A level.

A reformed grade 8 in GCSE Mathematics is required for anyone wishing to study Further Mathematics at A level.

Priority will be given to existing CRGS students transferring from Year 11 who meet the admissions criteria stated above.

External students must complete and submit the school's official application form by 1st December, which can be found on the school's website. Predicted GCSE grades will be requested from the applicants' schools. Where predicted grades are not provided by the school, performance in trial examinations will be considered instead of the predicted grades, and the professional judgement of the CRGS staff will be used to make an assessment of the data provided. Applicants who are predicted high grades at GCSE or in equivalent single subject examinations will be invited to the school to discuss their subject choices, although this meeting will not form part of the selection process. Where some GCSE grades have already been achieved, the actual grades will be taken into account.

Students from overseas who do not follow the National Curriculum are admitted on the basis of their academic performance in their current school and, where appropriate, their performance in the school's entrance tests. The professional judgement of the CRGS staff will be used to compare this information with the information provided on other applicants. Students from overseas, who do not follow the National Curriculum and who do not have reformed GCSEs (or GCSE equivalent, as defined by the DfE) in English Language and Mathematics, will be expected to study towards and pass these qualifications before the end of their A level courses, unless taking a higher level equivalent at A level.

Conditional places will then be offered to those students with the highest average points score, based on predicted grades, in their best 8 GCSEs or equivalents, including English and Mathematics. If students have an equal average points score, the number of grade 9s (or A\* grades for unreformed GCSEs), predicted or achieved will be used to differentiate between candidates if necessary. Taking into account choices for A level study, applications will be declined or placed on a waiting list where the school considers the size of teaching sets to be detrimental to the education of the group and where it is not financially or educationally desirable for the Governors to alter the balance of the school's staffing or to appoint additional staff. In these situations, where an individual subject's capacity is deemed to be 'full' but there are still places available in the Sixth Form, places may be

offered to lower ranked students who wish to study subjects where there is capacity in order to maximise the viability of pre-published courses.

In cases of oversubscription, and if further discrimination is necessary, first preference will be given to a 'looked after child' or a child who was previously looked after (see note below) who meets the grade requirements. Following this, preference will be given to the applicant living closest to the school by straight line distance as defined by the LA.

Decisions will be made and communicated to applicants by the end of February Half Term. Applications received after 1st December will be considered after the first tranche of offers have been made. Any vacancies arising in the Summer Term will be filled in August on the basis of the actual GCSE results achieved, following the same criteria as detailed above.

In the case of boarding applicants, an interview will be held to seek to establish whether the applicant is suitable for a boarding place.

Overseas applicants must be considered to be, at the time of starting their schooling, residing legally in the UK who are British (or Irish) citizens or those whose passports have been endorsed to either show they have the right of abode in this country or to show that they have no restrictions on working in the UK, or must meet one of the other published eligibility for funding conditions. For further information, please see "Funding Regulations for Post-16 Provision 2021-22" published on the <https://www.gov.uk> website.

## Appeals

Parents wishing to appeal against the refusal of a place should submit a Notice of Appeal form that can be found on the Essex County Council website by following this link - [www.essex.gov.uk/EducationSchools/Schools/Admissions/Pages/Appeals.aspx](http://www.essex.gov.uk/EducationSchools/Schools/Admissions/Pages/Appeals.aspx) . The Clerk will then inform parents of the appeals procedure and dates for the appeal hearing.

Note: 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 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).

For Office use only:

Candidate No:



CSSE Administrative Office, P.O. Box 3087,  
Chelmsford, Essex CM1 3SY  
Telephone: (01245) 348257 Website: www.csse.org.uk

**Please ensure you have read the guide prior to completing this form. This form must be returned to the CSSE office. PLEASE DO NOT USE THIS FORM IF YOU HAVE USED THE ONLINE REGISTRATION FORM.**

## **CSSE Supplementary Information Form to Register a Child for the Essex 11+ Test for Admission to the following Schools in September 2024:**

**Colchester County High School for Girls\***

\*(In **addition** to this SIF Colchester County High School for Girls' own Supplementary Information Form (SIF) must also be completed for a pupil in receipt of free school 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). You can obtain their SIF from their website, www.cchsg.com.

**Colchester Royal Grammar School (Boys), King Edward VI Grammar School (Boys)**

**Southend High School for Girls, Southend High School for Boys,**

**Westcliff High School for Girls, Westcliff High School for Boys**

**...and for selective places at: Shoeburyness High School (mixed)**

**St. Bernard's High School (Girls)\***

\*(In **addition** to this SIF St. Bernard's own Supplementary Information Form (SIF) must also be completed. You can obtain their SIF direct from the school.)

**St. Thomas More High School (Boys)\***

\*(In **addition** to this SIF St. Thomas More's own Supplementary Information Form (SIF) must also be completed. You can obtain their SIF direct from the school.)

The CSSE organises the selection tests for admission to the above schools. If you intend to choose one or more of these schools as preferences on your **Local Authority Application Form**, it is essential that you also complete this registration form and return it to the CSSE Office by **30th June 2023**. Forms received after this date will not be accepted. **The main test date is Saturday 23rd September 2023.**

***We strongly recommend that you refer to the free familiarisation papers on the CSSE website.***

**Details of the Child who will sit the 11+ Tests:** *(Please complete in block capitals and use the child's official name – ensure you have the same name on your local authority application form.)*

Child's Surname:

First Name Only:

Date of Birth:

Sex: Boy/Girl

Home Address for correspondence:

Post Code:

Name of Parent or Guardian:

Preferred Telephone Contact No:

Email address:

Name and Address of current Primary School:

Post Code:

The name of your Home Local Authority through which you will apply for a secondary school place for your child. (This is the Local Authority from whom you will receive information in relation to applying for Secondary School Places, usually where you pay council tax.)

CSSE MEMBERS

**PLEASE TURN OVER >**

Colchester County High School for Girls, Colchester Royal Grammar School, King Edward VI Grammar School  
Shoeburyness High School, Southend High School for Boys, Southend High School for Girls, St. Bernard's High School for Girls  
St. Thomas More High School for Boys, Westcliff High School for Boys, Westcliff High School for Girls





## Details connected with your child sitting the tests:

- At which **ONE** of the CSSE named schools listed on page 11 do you wish your child to sit the tests? (Please write the full name of the school in the space provided.) In the case of a single sex school, please select a school that admits children of the same sex as your child. In the event of a CSSE school reaching its maximum capacity for testing, your child will be allocated an alternative test centre by the CSSE. If all schools reach the maximum capacity for main day testing your child will be allocated the Tuesday test date.

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**Test centres and test sessions cannot be changed at a later date.** Once registered, test dates will not be changed to accommodate school trips or test dates arranged by other authorities. If you wish to withdraw your child from sitting the 11+ tests please inform the CSSE office in writing and advise your Local Authority of any changes to your preferences if you have submitted CSSE school choices.

- Do you have religious objections or exceptional circumstances that prevent your child sitting the tests on a Saturday? Please indicate below. Evidence will be required.

- Does your child have any medical circumstances, EHCP or other special needs, that will require specific arrangements to be made for the day of the tests? For example, wheelchair access, enlarged type papers, supervision support etc. If so please indicate briefly below the nature of your child's particular needs. **You should also complete the Notification form which can be downloaded from our website or requested from the CSSE office, and send it to the CSSE office with relevant evidence.**

**A copy of our access arrangements guideline can be downloaded from the CSSE website [www.csse.org.uk](http://www.csse.org.uk) or can be requested from the CSSE office. Any request for special adjustments must be made in writing by 30th June 2023 at the latest.**

Adjustments will be made in accordance with the requirements of the Equality Act (2010), under the regulations governing School Admissions, and with reference to independent specialist advisers whose decision will be binding on the CSSE and the candidates.

- A number of the CSSE schools give priority to a limited number of pupils who receive free school meals by virtue of their household income, are entitled to Pupil Premium, and those who are or have been in public care (looked after).

Please tick the box if your child is in receipt of free school meals by virtue of their household income

Please tick the box if your child's school receives the Pupil Premium grant (your child has received free school meals by virtue of household income at the agreed government threshold in the last 6 years). .....

Is your child eligible for Pupil Premium funding? (This information can be obtained from your primary school) .....

Please tick the box if your child is in public care or has been previously in public care before being adopted, or gained an order by a court. Please make sure you have included this on your form to your local authority. The local authority will undertake checks to verify this. ....

- The completion of this form does not constitute an application to the school you have named above as your child's test centre or any of the CSSE Schools. Parents can apply for school places only by naming them as preferences on their Local Authority Common Application Form. A place can be offered to your child only through the process of application described in your Local Authority's booklet. The above schools, in common with all state schools, make offers of places through the co-ordinated admissions system managed by the Local Authorities.

**I confirm I have read the CSSE Information Guide. The information supplied above is accurate to the best of my knowledge. I understand that in order to apply I must name the CSSE Schools of my choice as preferences on my Local Authority Common Application Form.**

Signature of Parent:

Date:

**DATA WILL BE STORED ON PAPER AND COMPUTER FILES.**

Where information is provided to the CSSE on this form by one parent it will normally be shared, on request, with the other parent of the named child. If there are legal reasons for not doing so the CSSE must be informed in writing. The CSSE will require the parent requesting information to prove their identity before releasing information to them.

**FOR POSTAL REGISTRATIONS ONLY, PLEASE ENCLOSE A STAMPED ADDRESSED ENVELOPE TO RECEIVE CONFIRMATION THAT THE CSSE OFFICE HAS RECEIVED YOUR 11+ REGISTRATION FORM. RETURN THIS FORM TO THE ADDRESS AT THE TOP OF PAGE 11 (NOT TO YOUR LOCAL AUTHORITY) BY 30TH JUNE 2023.**





**PRIMARY SCHOOL NOTIFICATION FORM** **YES NO**

Please circle YES or NO to give your permission to the CSSE to share your child’s test results with their primary school.

We will not share information unless YES is circled and you have signed below.

Name of child .....

Address .....

.....

.....

Date of Birth .....

.....  
Parent's Signature

.....  
Date

**For postal registrations, please return this form with your completed registration form (SIF).**

**CSSE PRIVACY NOTICE**

The CSSE acts within the law in the handling of your personal data. We hold only the information you supply on application and the subsequent test results. The data is collected with industry-standard encryption and processed securely for the purpose of administering access to the schools which are members of the CSSE.

It is our duty to ensure that the data we hold is accurate, proportionate and retained only for as long as is necessary.

The legal basis for processing your data is public interest.

Your data and your child’s data relating to the 11+ examination will be shared with the Local Authorities that administer the admissions process on behalf of the consortium schools and with the schools in the consortium. Information about Access Arrangements can be shared with our Educational Psychologist.

Data will also be processed for the purposes of producing statistical information.

You have the right of access to your own records. You have the right to request that your record is corrected (rectified), if there is any error. If you have an over-riding legitimate reason, you may object and exercise the right to have your data deleted.

The Data Controller is the CSSE. The Data Protection Officer is the *vice-chair* of the CSSE. Contact them: [admin@csse.org.uk](mailto:admin@csse.org.uk)

Personal 11+ data is retained for no longer than two years after the date of the test for which you have registered. Personal data collected for the purpose of transport enquiries or ticket issue is shared with the bus companies. It is retained for no longer than two years after the date of the last enquiry or ticket expiry.

