



# **COLCHESTER COUNTY HIGH SCHOOL FOR GIRLS**

A Selective Girls' Grammar School with  
Academy Status

## **A1 Admissions Policy**

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Approved by the Full Governing Body on 01 February 2017

## **1. ADMISSIONS POLICY FOR ENTRY INTO YEAR 7 SEPTEMBER 2018**

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

The number intended to admit into Year 7 in September 2018 is **160**.

### **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. Only girls who have been entered for the selection test, administered by the CSSE will be considered for admission. There will be one selection test for the CSSE which includes Colchester County High School for Girls, Colchester Royal Grammar School, King Edward VI Grammar School, the four Southend Grammar Schools, the two Southend Roman Catholic Bilateral Schools and one Southend Comprehensive school which has a selective stream of entry.

### **1.3 Entry & Eligibility**

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

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 students in Essex and from outside the county. All will be given equal consideration.

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 Headteacher and sent via the CSSE with supporting documents. The CSSE deadline date for submitting the SIF for September 2018 entry is 21 July 2017.

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 is 30 June 2017.

Methods of application and the closing date for the receipt of secondary school applications will be published on Essex County Council website [www.essex.gov.uk/admisisions](http://www.essex.gov.uk/admisisions) and in the Secondary Education In Essex 2017/2018 Local Authority booklet or successor document on secondary education which is distributed to parents of Year 6 girls. 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 mathematically standardised and aggregated for each applicant. A rank order of merit of all girls seeking a selective place will be created.

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

Tests will be taken at the selective school indicated by the parent as most convenient. Usually this will be their first choice. In the interests of fairness, no applicant will take the test in her own school except as described in the next section where no alternative is available.

The main test date for September 2018 entry will be Saturday 23 September 2017 at Colchester County High School for Girls

#### **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.

The School will hold short Information Appointments with senior staff in October 2017 for parents of potential applicants who have achieved a test score which suggests that they may be successful or are close to the lowest cut off score for admissions in previous years.

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. Copies of this booklet will be distributed by Essex Local Authority to all parents, via primary schools in early September 2017. 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 descending score order from the Order of Merit List until all PAN places are filled.

Where there are a number of girls with equal aggregated test scores competing for the last available place(s), preference will first be given to the girl who is looked after\*.

#### *\*Looked after Children Definition*

*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 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 (see the definition in the section 22(1) of the Children Act 1989).*

Should this not resolve the allocation, then the preference will be given to the 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.

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 (see also Section 4). A parent can only appeal against non-admission where an application for admission has been made.

#### **1.11 Recent experience of applications and appeals**

There were 526 applicants in 2016 for entry in September 2017, following the testing of 566 candidates at CCHSG in September 2016. 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 5 Appeals heard in 2016, none of which were successful. In recent years no appeals have been upheld. Appeals are considered on the merits of each individual case and any particular year's experience is not necessarily a guide to likely success.

## 2. ADMISSIONS POLICY FOR ENTRY INTO YEAR 12 SEPTEMBER 2018

The school plans to admit up to a maximum of 50 students joining from other schools in addition to those progressing from Colchester County High School 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 **18 January 2018**.

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 centered 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 four A Levels in Year 12. Students may also study Further Mathematics in addition to the four A Level programme.

v. Students applying to take the A Level Further Mathematics course will be required to take a test on 4 July 2018 which will be set by the Mathematics Department. The test will aim to support students in making the correct choice of Mathematics course due to the fast pace of the Further Mathematics programme of study.

vi. 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.

vii. 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.

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 2.4 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 for 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 (or Grade B unreformed GCSE). Students will be required to achieve at least a Grade 7 in each GCSE subject they wish to study at A Level (or grade equivalent score of at least 7 for unreformed GCSE's as shown below as stated by the DfE.)

Reformed GCSE Grading	
Grade	Score
9	9
8	8
7	7
6	6
5	5
4	4

Unreformed GCSE Grading	
Grade	Score
A*	8.5
A	7
B	5.5
C	4

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 7 in GCSE English
- for Psychology a Grade 7 in GCSE English and Grade 7 in Mathematics

- for Further Mathematics a Grade 8 or above in GCSE Mathematics. Students applying to take the A Level Further Mathematics course will be required to take a test on 04 July 2018 which will be set and marked by the Mathematics Department. The test will aim to support students in making the correct choice of Mathematics course due to the fast pace of the Further Mathematics option.

If Economics, Psychology or Religious Education has 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 her 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 she has 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 her 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 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.

### **2.3 Students joining Colchester County High School for Girls**

In 2016 the Governing Body admitted 41 students from other schools to join the Sixth Form having met the entry requirements.

### **2.4 Oversubscription**

In the case of over-subscription, places will be confirmed to internal applicants who have met the entry requirements first, then any applicants who are currently Looked After Children or previously Looked After Children\* who meet the minimum entry requirements and then to students applying to join the school.

#### *\*Looked after Children Definition*

*A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence 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 (see the definition in the section 22(1) of the Children Act 1989).*

Places will be confirmed in descending rank order of students average GCSE points score 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\* ≡ 8.5 points, A ≡ 7 points, B ≡ 5.5 points, C ≡ 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 measurements, 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.

## **2.5 Late applications up to 1 September 2018**

Late applications up to 1 September 2018 will be considered only after all of the on time applications are processed.

## **2.6 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) .

A parent/carer can only appeal against non-admission where an application for admission has been made.

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

The PAN for Year 7, 8 & 9 in academic year 2017- 2018 is 160 in each year, 140 in Year 10 and 112 students in Year 11. The PAN for Years 7, 8, 9 and 10 in 2018-2019 is 160 and 140 in Year 11.

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 a girl who is looked after. 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) 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 Special Educational Needs and Disability Act 2001. 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) .*