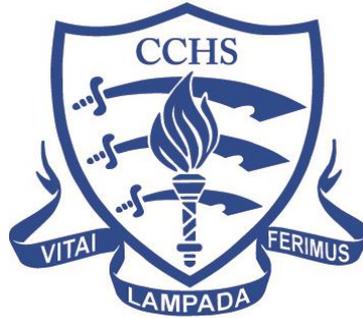


# Chelmsford County High School for Girls



## Admissions Policy for September 2019 Entry

*Re-Approved by the Governing Body: 26<sup>th</sup> January 2019  
(Post OSA Adjudication ADA3350)*

# Chelmsford County High School for Girls

## Admissions Arrangements for entry to Year 7 for September 2019

*Chelmsford County High School for Girls is a selective, non-denominational girls' school with Academy Status.*

*The School's published admission number is 150 places for admission in Year 7 in 2019.*

### **1.1 Eligibility for entry**

Only children whose parents decide that they will take the CCHS Entrance Test, register their child at Chelmsford County High School for Girls and who attain the required standard in the prescribed arrangements for selection by reference to ability (and who make a formal application through their home local authority) will be eligible to be considered for admission.

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<sup>st</sup> August 2019 whose parents have registered for them to sit the test with the School by the relevant closing date (see below). Parents seeking a place at the School must also make a formal application to their home Local Authority (LA) by the LA's published closing date of 31<sup>st</sup> October each year.

Under age and over age applications (See definitions Appendix 1) are only considered in exceptional circumstances. Any child who is "under age" or "over age" will need to be registered for the CCHS Entrance Test in writing directly with the School Admissions Officer. The Admissions Officer will then request the relevant information to support the case and obtain the views of the child's primary school headteacher at the time of registration to sit the test. Please note that the final decision to allow an under age or over age child to sit the test is at the discretion of the Headteacher of CCHS. Children may only sit the CCHS Entrance Test once.

Methods of application and the closing date for the receipt of applications will be published in the LA Secondary Education in Essex booklet for all parents of Year 6 girls, and will be available on the Chelmsford County High School for Girls website, the LA website and publicised by other means that the School may choose to employ e.g. direct mailing to primary schools and press advertisement.

### **1.2 Nature and Timing of the tests**

Chelmsford County High School for Girls is part of a group of grammar schools who will be using a common admissions test for September 2019 entry.

The group includes Chelmsford County High School for Girls, Woodford County High School for Girls, the Slough Consortium of Grammar Schools, Reading and Kendrick. In addition, there are other schools in the wider geographical area who will be using the same test on the same day. The tests will take place on Saturday 15<sup>th</sup> September 2018. Applicants for any of these schools may only take the test once;

the raw marks from the test will be passed to the other schools for inclusion in the appropriate standardisation sample but only if you have registered with each school in accordance with their admissions policy. The responsibility to complete this process accurately lies wholly with the parent/guardian. If it is found that an applicant has taken the test more than once, the raw scores for the first attempt will be used for the standardisation process.

It is expected that an applicant will take the test at the school closest to their home address and state that school on the CCHS Supplementary Information Form. Please note that once a test venue has been selected and submitted on the registration form, no change can be made. Test results will only be shared with those schools within the group who hold a valid registration for that child, in accordance with the school's admissions policy. Registration for the CCHS Entrance Test will close at 4pm, Wednesday 27<sup>th</sup> June 2018. In ordinary circumstances late registration for the CCHS Entrance Test will not be accepted. Applicants who move to the area after the close of registration, for reasons that could not be foreseen, should contact the Admissions Office to be considered for sitting the entrance test on a later date.

Applicants who wish to attend an entrance test for another school being held on the same day as the CCHS Entrance Test will not be permitted to sit the CCHS Entrance Test on an alternative day. This will not be deemed as an exceptional circumstance.

Full details of how to register to Chelmsford County High School for Girls are available via the School website [www.cchs.co.uk/admissions](http://www.cchs.co.uk/admissions). It is preferable for you to register online, however, paper registration is available on request.

### **1.3 Demonstrating Eligibility**

#### Permanent Home Address

Only one address can be used for the application. In applying these admission arrangements 'permanent home address' will be defined as the permanent place of residence of the parent with whom the pupil spends the majority of the school week (Sunday to Thursday nights inclusive) at the time of application to the home local authority. The exception to this is if the family are returning from abroad to a previous permanent place of residence within the priority area (See definitions Appendix 1) are members of the Diplomatic Service or Armed Forces. Documentary evidence will be required.

Permanent residency is defined as owner occupancy or valid letting contract of a residential property; evidence will be required in the form of a UK photocard driving licence (if applicable), council tax bill and two utility bills, one of which must be the electricity bill showing actual usage. The Governing Body may refuse to base an allocation on an address which might be considered only a temporary address.

In the case of a recent change of address during the admissions process, additional evidence will be required this may be in the form of: a UK photocard driving licence (if applicable), council tax bill and two utility bills, one of which must be the electricity bill showing actual usage.

Where there is reasonable doubt as to the validity of a permanent home address, the School reserves the right to undertake additional checking measures in relation to both current and any previous addresses and any primary school(s) attended.

Looked After and Previously Looked After Child(ren) and Pupil Premium status must be declared by the time of application to the Local Authority (documentary evidence will be required). (See definitions Appendix 1)

Proof of status can be requested at any time. If it is subsequently discovered that an application contains falsely claimed information, then any offer of a place will be withdrawn. Any information that is subsequently proven to have been provided fraudulently may invalidate that application.

The student must 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. (See definitions Appendix 1)

#### **1.4 Allocation of places on over-subscription**

Where applications for admission exceed the number of places available in Year 7, places will be allocated in descending score order from the Ranked List of Applicants (who have not already been offered a place at a higher preference) in the order of priority listed below. *The Cut-Off Mark for category 1 and 2(a) will be determined as the score 2% lower than the last score offered on National Offer Day in the preceding year of entry.*

1. The applicant is a looked after child or previously looked after child who has achieved a score at or above the Cut-Off Mark, irrespective of where they permanently live.
2. Of the next 120, places will be allocated as follows:
  - (a) up to 10 places will be made available to applicants in receipt of pupil premium, who have achieved a score at or above the Cut-Off Mark and live at a permanent home address within the 12.5 mile priority area (See definition Appendix 1) of the school. The offer of a place is conditional upon the pupil being continuously resident within the priority area (at their permanent home address) between 1<sup>st</sup> September of Year 6 and the start of Year 7 at CCHS.
  - (b) the remaining places (of the 120) will be allocated to applicants living at a permanent home address within the 12.5 mile priority area of the school. The offer of a place is conditional upon the pupil being continuously resident within the priority area (at their permanent home address) between 1<sup>st</sup> September of Year 6 and the start of Year 7 at CCHS.

3. All remaining places will be allocated in descending score order from the Ranked List of Applicants irrespective of where they permanently live until all 150 places are filled.

Definitions of the above are listed in the CCHS Supplementary Information Form (SIF) and Appendix 1.

The offer of a place in Para 2 above is conditional upon the child being continuously resident within the priority area as her permanent home address between 1<sup>st</sup> September of Year 6 and the start of Year 7 at CCHS. Notification of a change of address received after this period will always be investigated.

Parents will have 21 days from the date of the letter of offer to accept or decline the offer in writing. Where an offer has been either declined or not taken up within the 21 day period the LA will offer the place to the next eligible girl on the Ranked List of Applicants (subject to the same conditions and proportions as the preceding paragraphs). Where selected girls decline the offer of a place, the place will be offered to the next qualified girl(s) in rank order whose application expressed a preference for the school (subject to the same conditions and proportions as the preceding paragraphs).

This process will be operated until the end of the Academic Year, when the Ranked List of Applicants waiting list will cease to apply and any further vacancies will be determined through the in-year application process (see para 1.11).

### **1.5 Resolution of a tie**

Where there is a tie for the last available place, due to applicants achieving identical standardised aggregate test scores, preference will first of all be given to any applicants who are 'looked after' or have previously been looked after by a local authority and second to any applicant in receipt of pupil premium (evidence will be required). Following this, preference will be given to siblings. (See definitions Appendix 1). Should there be no siblings, or should there be more applicants with siblings at the school than there are places available, then preference will be given to the student(s) who live closest to the school by straight line measurement from the school to the permanent home address (as detailed by the Residency Clause above in 1.3) by way of electronic measurement. In the unlikely event of two applicants with an identical distance competing for a single place, the place will be offered to one applicant on the basis of lots drawn by an independent person (usually a Governor).

### **1.6 Confirmation of test date**

Applicants who have registered for the CCHS Entrance Test will take the test on Saturday 15<sup>th</sup> September 2018 at Chelmsford County High School for Girls unless one of the other designated schools within the group is indicated on the Supplementary Information Form (SIF).

## **1.7 Applicants who cannot attend the test centre**

Applicants who are ill, or owing to other exceptional circumstances are unable to take the test on the main date, may be permitted to take the test at a later date, subject, in the case of illness, to the provision of sufficient evidence in the form of a medical certificate from the family doctor, hospital consultant or specialist and in any other circumstances to a written explanation of the reason. No applicant will be able to retake, on a subsequent occasion, an individual test which they have started.

## **1.8 Testing before application**

The DfE School Admissions Code requires that the results of the selective test are made known to parents **prior** to the closing date for applications to be made to the Local Authority (using the Common Application Form) which is 31<sup>st</sup> October. The tests will be taken on a date to be finalised by the school in September each year; the results will be posted to parents at least 7 days prior to the Local Authority CAF deadline. Alongside the results parents will be provided with information about this score. This will indicate for parents the likelihood that their daughter will be deemed suitable for selective education at CCHS, however, a result above that cut off mark is no guarantee of a place as results fluctuate each year and distance plays a part in the process as detailed at Paragraph 1.4 above.

## **1.9 Appeals**

Any parents whose child is not successful in obtaining a place will be notified of their right of appeal to an Independent Appeal Panel.

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

Out of the 1,127 girls who sat the selection test in 2017, for entry in September 2018, 697 indicated Chelmsford County High School as a preference. Thirteen appeals against refusal of admission to Year 7 were heard by the Statutory Appeals Panel of the Local Authority, of which none were 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.

## **1.11 Policy, numbers and over-subscription for in-year entries in Years 8 - 11**

In-year applications for places in these years will be tested if and when a place becomes available. Applicants at this stage who are not allocated a place will be refused admission and placed on our waiting list. They have the right to appeal. Where an in-year vacancy does occur because of a student leaving the roll of the School, all students on the waiting list will be invited to sit a test set by the School. The test will not aim to replicate the CCHS Entrance Test but will seek to establish whether the applicant can sustain the pace of the school's classroom education and fit within the ability levels and parameters of achievement of the relevant year group. The place will be offered to the student with the highest score. An age-related

weighting is applied as some students who have taken the test in a previous sitting and not been successful are also considered.

If a number of applicants are tested at the same time for a place or places and results of the tests indicate it is not possible to discriminate between the last two candidates qualifying for a place academically, preference will be given to an applicant who has a sibling currently in the school. If this does not resolve the matter, then preference will be given to the student(s) who live/s closest to the school by straight line measurement.

### **1.12 Resubmission and Timing of In-Year Applications**

If an application for admission is unsuccessful, the student will remain in the order of merit for their year group. They will not be entitled to resit the entry examination during the key stage but will be considered for any future vacancies alongside any new applicants. A student who has taken a test for in-year admission in Key Stage 3 may be retested once they reach Key Stage 4. Further information is available from [www.cchs.co.uk/admissions](http://www.cchs.co.uk/admissions).

## SIXTH FORM ADMISSIONS POLICY

At Chelmsford County High School, we have approximately 150 places in Year 12. The GCSE criteria below apply equally to internal and external applicants. Admission to the Sixth Form is based on GCSE/IGCSE grades attained in full courses. Students with non-standard qualifications\* will be assessed separately and the equivalency of other qualifications obtained will be taken into consideration.

### Sixth Form Admissions Criteria:

#### 2.1 Minimum entry requirements

The following are our minimum requirements for entry into the Sixth Form:

- All candidates are required to have reformed grade 6 or higher, or grade B in GCSE/IGCSE English Language and Mathematics and reformed grade 4 or higher, or grade C in a Modern Foreign Language at GCSE.
- All candidates must achieve an average of at least 6.4 over their best eight GCSE grades, including English Language and Mathematics. This average should be calculated by converting the grades for English Language, Mathematics and the six highest GCSE results as follows, 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

- Short or half courses will not be considered in the above calculation.
- The only dual awards to be considered will be dual award Science and dual award Engineering.
- 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. e.g. the additional science grade.
- Only two qualifications per subject will be accepted e.g. the grades for GCSE Mathematics and GCSE Statistics could be included in the average grade calculation but a third Maths result would not be included.
- In addition to the above entry requirements, students are, in general, expected to achieve reformed grade 7 or higher, or an A or A\* at GCSE in the subjects they intend to study at A level. Requirements for individual subjects are shown in the A level Subjects Booklets.

## **2.2 Over-subscription**

In the case of over-subscription, places will be offered first to all internal applicants then to external applicants. Each individual applicant must meet the same admission criteria, and places will be offered in descending rank order of their average GCSE points score across their best eight GCSE/IGCSE qualifications as outlined above. Students are admitted based on the availability of places in the teaching sets for each subject. In the case of a tie, the results in GCSEs beyond the eighth subject will be taken into account.

## **2.3 Further Requirements**

- The student must be under 17 years of age on 31 August of the calendar year of proposed admission.
- The student must 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. Overseas applicants must hold a full British or EU passport.
- The student will not be admitted to the school until she has provided authentic, valid and bona fide documentation in support of her application, including documentation to confirm her GCSE results.
- The student will need to be a proficient English speaker to cope with the pace of the academic curriculum on offer at this school. With the exception of Modern Foreign language classes, lessons are taught in English so if a student's first language is not English, the school may require her to demonstrate the fluency, both orally and in writing, required to participate successfully in the Sixth Form.

## **2.4 Admissions Process**

- External students will need to complete the Application Form, while internal students will be required to fill in an Options Form.
- Interviewing does not form part of our admissions process but we may invite students for an options discussion where necessary.
- The closing date for applications is Tuesday 6<sup>th</sup> February 2018.
- All prospective Sixth Formers will be invited to participate in the Induction programme which takes place in July.
- Offers of places in the Sixth Form are confirmed when GCSE results are published.

### **\* Students with non-standard qualifications**

Where students applying to the Sixth Form do not have standard GCSE or IGCSE qualifications, applications are considered on an individual basis and students may be asked to sit specific tests in school. Student qualifications will be considered along with other information provided by the student's current school, in an attempt to make a fair assessment of the application. This process is entirely at the discretion of the Governing Body. Students may find it helpful to consult NARIC, (the National Agency responsible for providing information and expert opinion on academic qualifications from overseas), to obtain the necessary information.

## **Appendix 1 - Policy Definitions**

### **1. Under Age and Over Age**

A girl is “under age” if she will be under 11 years of age on 31<sup>st</sup> August immediately prior to admission in September. We will only accept applications from under aged girls who are registered in Year 6 of their primary schools from the first day of the school academic year 2018/19. This effectively requires that the decision to move the girl to the year group above her 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 girl is to sit the test. Confirmation of this will be sought from the Headteacher of the primary school concerned.

A girl is “over age” if she is not under 12 years of age on 31<sup>st</sup> August immediately prior to admission in September. We do not accept over-aged girls unless there are verified exceptional circumstances, for example of extended illness, for a girl to repeat one of the primary school years or to have been admitted late at the start of primary school. We will seek verification from the Headteacher of the primary school concerned that an over-aged girl has medically certifiable reasons or some other exceptional reason for being over-aged.

Test registration may be refused where an investigation concludes that:

- an over aged girl who is repeating Year 6 does not have exceptional reasons for so doing;
- an over aged girl starting primary school late has remained in the “wrong year” and there is no verifiable medical reason or other exceptional circumstance;
- an under aged girl was not registered in Year 6 from the start of the school year in which the test is to be taken.

### **2. Priority Area**

The priority area is the area with a 12.5 mile radius (measured in a straight line) of the School. All straight line distances are calculated electronically by the Local Authority using data provided jointly by the Post Office and Ordnance Survey. The data is used to plot the co-ordinates of each individual property and school and provides address points between which straight line distance is measured. Distances are to three decimal places in the first instance.

### **3. Right To Reside**

Children who hold full British Citizen passports (not British Dependent Territories or British Overseas passports), have a passport endorsed to show a right of abode in the UK or are European Economic Area nationals normally have unrestricted entry to the UK. An application for a school place will be accepted for such children even though they may not be resident in the UK at the time of application.

#### **4. Looked After Child**

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).

#### **5. Previously Looked After Child**

A 'previously looked after child' is a child who was looked after, but ceased to be so because she was adopted (or became subject to a child arrangement order or special guardianship order).

#### **6. Sibling**

A sibling is defined in these arrangements as a child who lives as a sister in the same house including: natural sisters, half-sisters, adopted sisters, step-sisters and foster sisters. The sibling can be a current or former student of the School.

#### **7. Pupil Premium**

The pupil premium is additional funding for publicly funded schools in England. It is designed to help disadvantaged pupils of all abilities perform better, and close the gap between them and their peers.

Pupil premium is allocated to:

- any child currently registered as eligible for free school meals, or
- any child who has been registered as eligible for free school meals at any point in the last 6 years.