

# Chelmsford County High School for Girls



## **CCHS Entrance Test Saturday 12 September 2020**

Information Guide  
for entry to  
Year 7 September 2021

# Introduction

This booklet has been compiled to answer the most frequently raised questions in respect of the Chelmsford County High School for Girls Entrance Test.

If you have a query not covered in this booklet please contact [admissions@cchs.essex.sch.uk](mailto:admissions@cchs.essex.sch.uk).

**Opening hours: 8am – 3pm, Monday to Friday  
(school term time only)**

Chelmsford County High School for Girls  
Admissions Office  
Broomfield Road  
Chelmsford  
Essex CM1 1RW  
Tel: 01245 245740  
Email: [admissions@cchs.essex.sch.uk](mailto:admissions@cchs.essex.sch.uk)  
Website: [www.cchs.co.uk/admissions](http://www.cchs.co.uk/admissions)

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## Timeline and Registration Process for Year 7 2021 Entry

The following dates include our Open Evening, Entrance Test Day and the deadline by which a valid registration must have been received in order for your daughter to be able to sit the Entrance Test for Year 7 September 2021 entry.

Friday 1 May 2020 (9am)	Online registration will open for Chelmsford County High School for Girls Entrance Test for entry to Year 7 September 2021 entry <a href="http://www.cchs.co.uk/admissions">www.cchs.co.uk/admissions</a>
Thursday 18 June 2020 (3.30pm – 8pm)	<b>Chelmsford County High School for Girls Open Evening</b> ( <i>no appointment necessary</i> ) Headteacher's presentation: 4.45pm, 5.30pm, 6.15pm, 7pm, 7.45pm
<b>Wednesday 24 June 2020 (4pm)</b>	<b>Final deadline to register for the Entrance Test</b>
Tuesday 1 September 2020	Letter posted to parents advising them of the arrangements for the day and a registration card to be completed and returned on the day of the test
<b>Saturday 12 September 2020</b>	<b>Entrance Test – Chelmsford County High School for Girls</b>
Mid October 2020	Results of Year 7 Entrance Test posted to parents
Saturday 31 October 2020	The formal/published closing date for the Common Application Form (CAF) to child's home local authority for 2020 entry. <i>(you do not need to submit another copy of the SIF to the Admissions Office)</i>
Monday 1 March 2021	National Offer Day for Local Authorities to send out secondary school offers to parents

# Information about the test

The tests are designed using a range of paradigms to measure comprehension, vocabulary, verbal ability, non-verbal ability and numerical ability. They will be tests for which no additional preparation is necessary. They are administered in approximately two 60 minute papers. Instructions are provided by a prepared audio soundtrack. *(Chelmsford County High School for Girls reserves the right to use a printed transcript instead of the soundtrack. Either form of instructions will be acceptable).*

Practice papers are not available. Familiarisation Guides are available to download via the School's website [www.cchs.co.uk/admissions](http://www.cchs.co.uk/admissions) and available as hard copies at the Open Evening on Thursday 18 June 2020.

Chelmsford County High School for Girls is part of a group of Grammar Schools who will be using a common admissions test for September 2020 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 12 September 2020. 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 the child will take the test at the school closest to their home address and state that school on the CCHS Supplementary Information Form (SIF). 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 24 June 2020. 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 (evidence will be required).

Any consideration for special arrangements must be submitted to [admissions@cchs.essex.sch.uk](mailto:admissions@cchs.essex.sch.uk) along with evidence in advance of the final deadline if possible and no later than 4pm, Wednesday 24 June 2020. **(Please note that it is the responsibility of parents to provide sufficient evidence for their daughter's case to be assessed.)** Adjustments will be made in accordance with the requirements of the Equalities Act (2010) under the regulations governing School Admissions, and with reference to independent specialist advisers whose decision will be binding on the School and candidate. If a child needs to bring anything to the school on the day of the test that relates to her medical condition eg. epipen, inhaler, diabetes testing kit, own snack or coloured overlays etc., please indicate this on the CCHS Supplementary Information Form. These items must be in a clear plastic bag.

If a child is ill, or owing to other exceptional circumstances is unable to take the test on the main date, she 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 child will be able to retake, on a subsequent occasion, an individual test which they have started.

If your religion does not allow your daughter to take the tests on a Saturday and sufficient evidence is provided in the form of an official letter from your place of worship, addressed to the Headteacher, arrangements will be made for her to take the test on Monday 21 September 2020. Evidence will be required by 4pm, Wednesday 24 June 2020.

If your daughter wishes to attend an entrance test for another school being held on the same day as the CCHS Entrance Test she 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.

# Registering your daughter for the Chelmsford County High School for Girls Entrance Test

The Chelmsford County High School for Girls Supplementary Information Form (SIF) can be submitted online at [www.cchs.co.uk/admissions](http://www.cchs.co.uk/admissions). From 9am on Friday 1 May 2020, you will need to request a passcode to access the CCHS admissions area by registering your email address. It is preferable to register for the entrance test online, however, paper registration is available on request by contacting [admissions@cchs.essex.sch.uk](mailto:admissions@cchs.essex.sch.uk).

If registering more than one daughter for the CCHS Entrance Test, you will need to submit a separate Supplementary Information Form (SIF) for each child.

All details must be entered accurately so as not to invalidate the registration and to avoid any delay with communication relating to the test arrangements and results.

## Information that you will receive from the School

Parents who have successfully submitted the Chelmsford County High School for Girls Supplementary Information Form (SIF) will receive three separate communications from the School as detailed below:

### 1. Confirmation that the School has received registration

If you have registered online, you will only receive confirmation by email. If you have applied by post, confirmation will be posted to you (please supply a stamped addressed envelope with your Supplementary Information Form, and ensure you have affixed the correct postage). Please contact [admissions@cchs.essex.sch.uk](mailto:admissions@cchs.essex.sch.uk) if you do not receive confirmation within ten working days.

### 2. Information that you will need on the day of the Entrance Test

If you have indicated that your daughter will attend the test at Chelmsford County High School for Girls, a letter and registration card confirming the date, time and registration desk that your daughter should attend will be sent by post from Tuesday 1 September.

**Please bring these two items with you on the day of the test.**

As there are two sittings for the test and we are unable to confirm whether first or second sittings have been allocated, you are asked to keep the whole day free.

**We are unable to alter test sittings once they have been allocated. If you have exceptional circumstances that prevent you from attending your confirmed sitting please contact [admissions@cchs.essex.sch.uk](mailto:admissions@cchs.essex.sch.uk) immediately.**

### 3. Results will be sent to parents from Mid October 2020

Test results will be posted to parents. Our policy is to only issue letters by post. Please ensure you have entered your postal address correctly at the time of registration and immediately notify the Admissions Office of any changes.

## National Offer Day

Monday 1 March 2021 is National Offer Day when all Local Authorities are required to send letters to parents informing them of the outcome of their applications to secondary schools. Any questions that you may have about this letter's arrival or its contents should be addressed to your Local Authority.

# Questions about the test

**Q. How old should my daughter be when she takes the test?**

A. The test is normally available to girls registered in Year 6 from September and who are aged 11 years but under 12 years on 31 August 2021. Your daughter's date of birth should fall between 1 September 2009 and 31 August 2010.

**Q. What if my daughter is less than 11 years old on 31 August 2021 and I want her to take the test?**

A. The School does not encourage early entry other than in exceptional circumstances. The decision to allow a pupil to take the Entrance Test early will be at the School's discretion. Under age candidates are those who would be less than 11 years old on 31 August 2021 and must be registered in Year 6 at the time of taking the test. No candidate will be permitted to take the test twice. (Please contact [admissions@cchs.essex.sch.uk](mailto:admissions@cchs.essex.sch.uk) for further details).

**Q. What are the tests?**

A. The tests are designed using a range of paradigms to measure comprehension, vocabulary, verbal ability, non-verbal ability and numerical ability. They are administered in two 60 minute papers. Instructions are provided by a prepared audio soundtrack.

*(Chelmsford County High School for Girls reserves the right to use a printed transcript instead of the soundtrack. Either form of instructions will be acceptable).*

**Q. What is the entry fee?**

A. There is no fee required to take the CCHS Entrance Test.

**Q. When do the tests take place?**

A. **Saturday 12 September 2020.** If your religion does not allow your daughter to take the test on a Saturday, arrangements will be made for your daughter to take the test on Monday 21 September 2020. Sufficient evidence will be required in the form of an official letter from your place of worship, addressed to the Headteacher.

**Q. What happens if my daughter is ill on the day of the test?**

A. If you are at all uncertain about your daughter's health on the day of the test please withdraw her by contacting the School Office (tel. 01245 352592). Subject to confirmation from the family doctor, hospital consultant or specialist doctor, she may be permitted to take the test on the alternative date. Should your daughter be taken ill she will be escorted to the medical room where members of the St John's Ambulance will be in attendance.

**NB. if your daughter is too ill to continue and leaves the premises, she will not be allowed to complete any test she has already started.**

**Q. What happens if something else occurs near (or on) the day of the test which prevents my daughter performing to her best?**

A. When you present your daughter for the test it is expected that you are satisfied that there are no other circumstances that have occurred that will prevent her from performing to her best. If anything has occurred that you know may affect her performance, you must advise the Admissions Office prior to the test being taken. (This will not be accepted as grounds for appeal).

**Q. What if my daughter has any medical circumstances, statement or requires other special arrangements to be made for the day of the tests?**

A. Any consideration for special arrangements must be named on the Supplementary Information Form (SIF) along with evidence no later than **Wednesday 24 June 2020 (4pm)**. Requests received after the closing date may not be considered.

**Q. Will my daughter have the opportunity to take practice papers?**

A. Practice papers are not available. Familiarisation papers are available to download from the School's website [www.cchs.co.uk/admissions](http://www.cchs.co.uk/admissions).

**Q. Where does my daughter take the test?**

A. Applicants who have registered for the CCHS Entrance Test will be tested on Saturday 12 September 2020 at Chelmsford County High School for Girls unless they have indicated one of the other designated schools within the group on the Supplementary Information Form.

**Q. What happens if we have difficulty getting to the test centre?**

A. If there are dangerous weather conditions making travel difficult, listen to the local radio where we will make announcements if the test is cancelled. If the bad weather conditions are local to you, please telephone the School Office (tel. 01245 352592).

**Please note that evidence will always be sought.**

**Q. What should my daughter bring with her to the test?**

A. Registration letter and completed registration card, including photo. This will be sent to you in September 2020. Your daughter may not be permitted to take the test without the registration card. **Candidates will only require a HB pencil, rubber and sharpener. Please ensure that it is in a clear pencil case or holder.**

Drinks and snacks are not permitted during the tests unless you have notified the Admissions Office in writing of a specific medical condition in advance of the day of the test. Each candidate will be given a bottle of still water (500ml) and one plain biscuit during the break.

The use of test timer watches, dictionaries, electronic calculators of any description (including calculator watches) is not permitted. Mobile phones, iPads, Smart watches or any other electronic aids should not be brought to the test. Your daughter does not need to wear school uniform.

### **Preference/Admissions/Appeals**

**Q. What advice would you give about the order that I put my preferences on the Local Authority Form?**

A. You should list your chosen schools in your true order of preference. If Chelmsford County High School for Girls is your first preference then you should put it first on your list. This will not prejudice your application to the other schools in your list of preferences.

**Q. What happens if my daughter does not meet the admissions criteria for her first preference school?**

A. The Local Authority will only offer your daughter one school place. This will be the highest placed school in your list of preferences for which your daughter meets the admissions criteria. You will not be offered additional places at the other schools lower on your lists, even if your daughter meets their admissions criteria.

If your daughter does not meet the admissions criteria of your first preference school then your second preference moves up the list and is treated as your new "first preference" by the Local Authority. The Local Authority will apply this school's admission criteria and decide whether or not your daughter meets them and should be offered a place.

**Q. Can I name more than one Grammar School on my Local Authority Common Application form?**

A. Yes, you can name as many Grammar Schools as you like, as long as you do not exceed the number of preferences allowed by your Local Authority.

**Q. Can I appeal against the decision to refuse my daughter a place at one of my chosen schools?**

A. Information about how to appeal against a refusal of a school place will be sent to you by your Local Authority when you receive your secondary school offer in March 2021.

# Application process

## How do I apply for a place at Chelmsford County High School for Girls?

To apply for a place at Chelmsford County High School for Girls you must name the school as one of your preferences on the Local Authority Common Application Form (CAF) and register your daughter to take the Entrance Test at [www.cchs.co.uk/admissions](http://www.cchs.co.uk/admissions).

The Common Application Form can either be completed and submitted online at [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions) or you can complete and return the form at the back of the LA Secondary School Admission booklet.

## Completing your Common Application Form (CAF)

The Local Authority Common Application Form and Guidance Notes will be available to all parents of Year 6 children via their Home Local Authority in early September 2020. This form must be returned to your Home Local Authority.

Application for places must be made on the Common Application Form. Completing only the Chelmsford County High School for Girls Supplementary Information Form does not constitute a valid application for a place at Chelmsford County High School for Girls. Parents must use the Common Application Form of the LA in which they live, even if the schools that they name as preferences on the form are in a different Authority.

## Date for the Return of Local Authority Application Form

The 31 October 2020 is the date for the return of Common Application Forms to the relevant Home Local Authority. This is a national closing date. Please ensure that your form is returned on time as late applications are dealt with after those submitted on time. The School does not require another copy of the SIF.

### Essex Local Authority contact details:

School Admissions

Essex County Council

PO Box 4261

Chelmsford

CM1 1GS

Tel: 0345 603 2200

Email: [admissions@essex.gov.uk](mailto:admissions@essex.gov.uk)

Website: [essex.gov.uk/admissions](http://essex.gov.uk/admissions)



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