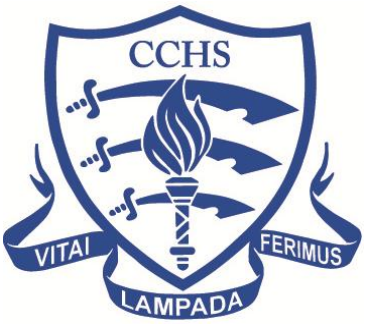
Chelmsford County High School for Girls



Admissions Policy 2028/29

Approved by the Board of Trustees: 3rd November 2027

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Chelmsford County High School for Girls

Admissions Arrangements for entry to Year 7 in 2028/29

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

As an academy, CCHS ('the School') is its own admission authority; however, the School operates its Admissions Policy and procedures in line with the Local Authority coordinated scheme for school admissions, which in turn follows the Department for Education's (DfE) School Admissions Code.

The School's Published Admission Number (PAN) is 180 places for admission in Year 7 in 2028.

All enquiries about admissions should be directed to admissions@cchs.co.uk, with your daughter's full name in the title. Families are expected to read the full Admissions Policy before making contact.

1.1 Eligibility for entry

Anyone wishing to name CCHS on their Common Application Form (CAF) must have registered to sit the Entrance Test ('the test') at CCHS. For a student to sit the Entrance Test, an online registration form via the School website must be completed.

The registration window opens at 9am on Monday 22nd March 2027 and closes at 4pm on Friday 7th May 2027. Registration for the test after the deadline will only be accepted in exceptional circumstances and considered on a case-by-case basis.

The test is available to girls in Essex and from outside the County aged at least eleven years and under twelve years on 31st August 2028. Girls studying outside of their normal age group (see definitions Appendix 1) can register and make an application. A decision on whether to offer them a place will be made by the School on a case-by-case basis taking into account the girl's best interests.

Parents must also make a formal application to their home Local Authority (LA) by the LA's published closing date of 31st October each year.

Candidates 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 test on a later date.

The School acts at all times in accordance with the Equality Act 2010 and will therefore consider a request for all reasonable adjustments from the parents of any girl with a disability or Special Educational Need (SEN) who wishes to sit the test. Parents should notify CCHS on the Registration Form if their daughter will need additional support in order to access the test. This should ideally be provided at least 2 months before

the test to enable the School to source any necessary resources for the test. Any late requests for reasonable adjustments will be considered on a case-by-case basis.

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.

It is preferable for candidates to register online; however, paper registration is available on request.

1.2 The Entrance Test

A girl may only take the test once.

The test will be held on:

- Friday 2nd July 2027 for candidates living **within the catchment area** at the time of registration. The test will be held at Chelmsford County High School for Girls.
- Friday 1st October 2027 for candidates living **outside the catchment area** at the time of registration. The test will be held online.

Candidates must arrive at the test venue at the time specified in their letter. If candidates arrive after registration has closed, arrive late for the test, or arrive for the incorrect session - the candidate will not be permitted to sit the test. In such circumstances, an alternative test date will not be offered.

The test consists of subjects covered in the Key Stage 2 (KS2) curriculum and creativity. Girls are expected to show ability appropriate to the KS2 curriculum. No additional preparation is necessary. There are no 'practice papers', but a familiarisation paper will be made available on our website.

Creativity: The ability to think of new and imaginative ideas, or to solve problems in original and unique ways.

Reference to subjects: The test may assess knowledge and skills from any National Curriculum subject taught up to and including the Year 5 programme of study:

Art & Design	Languages
Computing	Mathematics
Design & Technology	Music
English	Physical Education
Geography	Science
History	

Working with our test provider, we are committed to making the test content accessible to all candidates, regardless of primary school, socio-economic background, disabilities and SEN.

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

Candidates 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. Evidence should be provided within 48 hours of the test date. No candidate will be able to retake, on a subsequent occasion, an individual test which they have started.

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 girl 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) or are members of the Diplomatic Service or Armed Forces**.** Documentary evidence of this status will be required.

Documentary evidence of permanent home address will be required and will be considered on a case-by-case basis. This evidence can include documents showing owner occupancy or a valid letting contract of a residential property, a UK photocard driving licence showing the address, council tax bills and at least two current utility bills, which must include an electricity bill showing actual usage.

If, in addition to the rented property, the girl's parents also own another property and have previously resided in that property, the School will consider whether the application for a school place has been made in good faith. In this situation consideration will be given to whether the rented property or the other property should be regarded as the girl's normal place of residence.

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, including home visits, 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 girl must be able to demonstrate 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 Entrance Test result

All papers, apart from Creativity, are marked, age standardised and awarded a score. A qualifying standard will then be agreed for these papers. Candidates meeting the qualifying standard will then have their Creativity paper judged by a panel of staff from CCHS who have been trained accordingly.

Out of catchment applicants will only have their Creativity paper assessed if places remain unfilled after 1st March 2028 and will be ranked accordingly.

An eligible score is then agreed.

The eligible score for entry in 2028 will be determined by the Admissions Committee, based on performance of the current cohort, comparisons with previous cohorts, the oversubscription criteria, and the PAN. **This is not a pre-defined pass mark.**

You will be notified whether your daughter has achieved an eligible score via email by mid-October 2027. Based on this, you may wish to list CCHS as one of your preferences on the CAF.

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 CAF) which is 31st October.

Please note:

- Achieving an eligible score does not guarantee a place at CCHS.
- More candidates are likely to achieve the eligible score than there are places available.
- The oversubscription criteria will be applied until the PAN is reached.
- Candidates below the eligible score will not be considered for admission to the School and will **not** be ranked according to the oversubscription criteria.

1.5 Allocation of places on over-subscription

Where the number of eligible applicants exceeds the number of available places, offers will be made in the following priority order until the PAN is reached (assuming that an offer from a higher preference school has not already been made by the Local Authority).

1. The applicant is a Looked After Child or Previously Looked After Child (see definitions Appendix 1) who has achieved a score up to 5 marks below an eligible score, irrespective of where they permanently live.

2. The applicant has an Education, Health and Care Plan (EHCP) and has achieved an eligible score, irrespective of where they permanently live.

3. Up to 30 places will be made available to applicants eligible for Pupil or Service Premium, **who live within the School's catchment area (refer to postcodes below)** and achieve a score up to 5 marks below an eligible score. Any offer of a place is conditional on the applicant living at a permanent address within the catchment area on the registration closing date (Friday 7th May 2027) and continuing to do so as their permanent address on National Offer Day.

4. Applicants with an eligible score and whose permanent address (by the June 2027 entrance test day and continues to be so at National Offer Day 2028) is within the following postcodes (catchment area):

CM0 (all sectors)
CM1 (all sectors)
CM2 (all sectors)
CM3 (all sectors)
CM4 (all sectors)
CM5 (all sectors)
CM6 1
CM6 2
CM6 3
CM6 4
CM7 0
CM7 1
CM7 2
CM7 3
CM7 5
CM7 7
CM7 8
CM7 9
CM7 4QX
CM7 4QU
CM7 4QT
CM7 4QY
CM7 4AA

CM8 (all sectors)
CM9 (all sectors)
CM11 (all sectors)
CM12 (all sectors)
CM13 (all sectors)
CM14 (all sectors)
CM15 (all sectors)
CM17 0
CM22 7
CM77 (all sectors)
CO5 0
CO5 9
CO6 1
SS5 (all sectors)
SS6 (all sectors)
SS11 (all sectors)
SS12 (all sectors)
SS13 1
SS14 (all sectors)
SS15 (all sectors)
SS16 5
SS16 6

5. Applicants who have achieved an eligible score but do not meet any of the criteria above, including those whose address is NOT in the catchment area.

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

1.6 Offers of Places and Waiting Lists

Formal offers of school places are made by your Home Local Authority on National Offer Day (1st March 2028)

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 applicant on the Ranked List of Applicants (subject to the same conditions and proportions as the preceding paragraphs). Where selected applicants decline the offer of a place, the place will be offered to the next qualified applicant(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 31st August 2029, 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 1.10).

If the applicant's permanent home address changes after 31st October 2027 and the change of address would result in a higher ranking, the new address will only be taken into account after the deadline from the LA for accepting or declining a place and then re-ranked, if applicable, on the waiting list on 1st September 2028. Applicants will need

to provide evidence that the previous home is no longer used by the family; for example, proof that the property has been sold or that it is no longer available for the family to live in or that a rental agreement has ended.

If the applicant's permanent home address changes after 31st October 2027 and would result in a lower ranking, the new address will be taken into account immediately and the applicant re-ranked accordingly.

CCHS will also check the applicant's permanent home address once offers have been made at the time of admission. If it is different from the application address, then further checks will be carried out. This will include consideration as to whether or not the address used to make an application was purely used to secure a school place, as this may be considered fraudulent or intentionally misleading.

1.7 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 be given to an applicant who lives closest to the School by straight line measurement to the permanent home address (as detailed by the Residency Clause in 1.3 above) 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.

1.8 Appeals

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

1.9 Recent experience of applications and appeals

Out of the 1,225 girls who sat the selection test in 2025 for entry in September 2026, 557 indicated Chelmsford County High School for Girls as a preference. 8 appeals against refusal of admission to Year 7 were heard by the Statutory Appeals Panel of the LA, 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.

1.10 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 are placed on our waiting list. Where an in-year vacancy does occur because of a student leaving the roll of the School, all applicants on the waiting list will be invited to sit a test set by the School. That 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 applicant with the highest score.

In the event of oversubscription, the provisions of paragraph 1.5 will apply.

There is a right to appeal.

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 first be given to an applicant who is a Looked After or Previously Looked After Child and second to any applicant in receipt of pupil premium (evidence will be required). If this does not resolve the matter, then preference will be given to the applicant(s) who live(s) closest to the School by straight line measurement 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.

Any opportunities for places that may arise in Years 8 -11 will be advertised on the School website.

1.10 Resubmission and timing of in-year applications

If an application for admission is unsuccessful, the applicant will remain on the waiting list in rank order for their year group and will be considered for any future vacancies alongside new applicants.

Applicants may only sit the entrance test once for each year group and will not be permitted to re-sit the test for the same year group. Their position on the waiting list will continue to be determined by their original test result.

Where an applicant progresses to the next year group whilst remaining on the waiting list, they may be invited to sit the entrance test for that year group should a vacancy arise. For example, an applicant who has sat the Year 8 entrance test may be invited to sit the Year 9 entrance test if they remain on the waiting list when they become eligible for consideration for Year 9.

Further information is available at www.cchs.co.uk/admissions.

SIXTH FORM ADMISSIONS POLICY

Chelmsford County High School for Girls intends to admit at least 30 girls into Year 12 in 2028/29 in addition to those progressing from Year 11 at CCHS.

External applicants will be admitted provided they have met the minimum entry requirements and where the availability of places in subject courses, the availability of teaching staff, the suitability of group sizes and the pastoral capacity of the School permit. Applications will be refused where the School considers the size of teaching sets or tutor groups necessary would prejudice the efficient education of the group and where it is not financially or educationally desirable for the Trustees to alter the balance of the School's staffing or to appoint additional staff.

The GCSE criteria below apply equally to internal students and to external applicants. However internal students will be offered places (provided they meet these criteria) before places are offered to 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 the School's minimum requirements for entry into the Sixth Form:

- All applicants are required to have reformed grade 6 or higher, or grade B or higher in GCSE/IGCSE English Language and Mathematics.
- All applicants must achieve an average of at least 6.625 over their best eight GCSE grades, including English Language and Mathematics. This average should be calculated (according to guidance issued by the DfE) by converting the grades for English Language, Mathematics and the six highest GCSE results as follows:

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

Unreformed IGCSE 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 unreformed IGCSE equivalent, in the subjects they intend to study at A-level. Requirements for individual subjects are shown in the A-level Options Booklet.
- Students wishing to study two or more of Maths/Biology/Chemistry/Physics require at least one grade 8 in one of those subjects.

2.2 Over-subscription

In the event of over-subscription when there are more external applicants who satisfy the entry requirements above than there are places available priority will be given in the following order:

1. Students who are Looked After or Previously Looked After Children who meet the admission criteria. (See definitions Appendix 1).
2. Other students who meet the admission criteria.

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 and given the availability of places in the teaching sets for each subject they wish to study. In the case of a tie, the results of GCSEs beyond the eighth subject will be taken into account, using the higher average point score of nine subjects, then ten subjects etc, until the tie is resolved.

2.3 Further Requirements

- The applicant must be under 17 years of age on 31st August of the calendar year of proposed admission.
- The applicant must be able to demonstrate to the School's satisfaction that she has a Right to Reside in the United Kingdom (see definitions Appendix 1) and is entitled to state education.
- The applicant 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 applicant 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 an applicant's first language is not English, the School may require her to demonstrate the fluency, both orally and in writing, necessary for her to participate successfully in the Sixth Form.

2.4 Admissions Process

- Applicants new to CCHS will need to complete the Application Form, while returning Year 11 students will be required to fill in an Options Form.
- Interviewing does not form part of our admissions process but we may invite applicants for an options discussion where necessary.
- It is recommended that applicants new to CCHS submit their applications by 31st March 2027.
- All prospective Sixth Formers will be invited to participate in the Induction programme which takes place in June.
- Offers of places in the Sixth Form are made and confirmed when GCSE public examination results are published in August; for equal consideration students must upload their results to the CCHS admissions website by 1200 BST on GCSE Results Day. If the School is able to offer them a place they will subsequently be contacted by telephone for a verbal offer to be made. They will need to confirm their place by email immediately after this conversation has taken place.

*** 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 the 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 Academy Board. 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

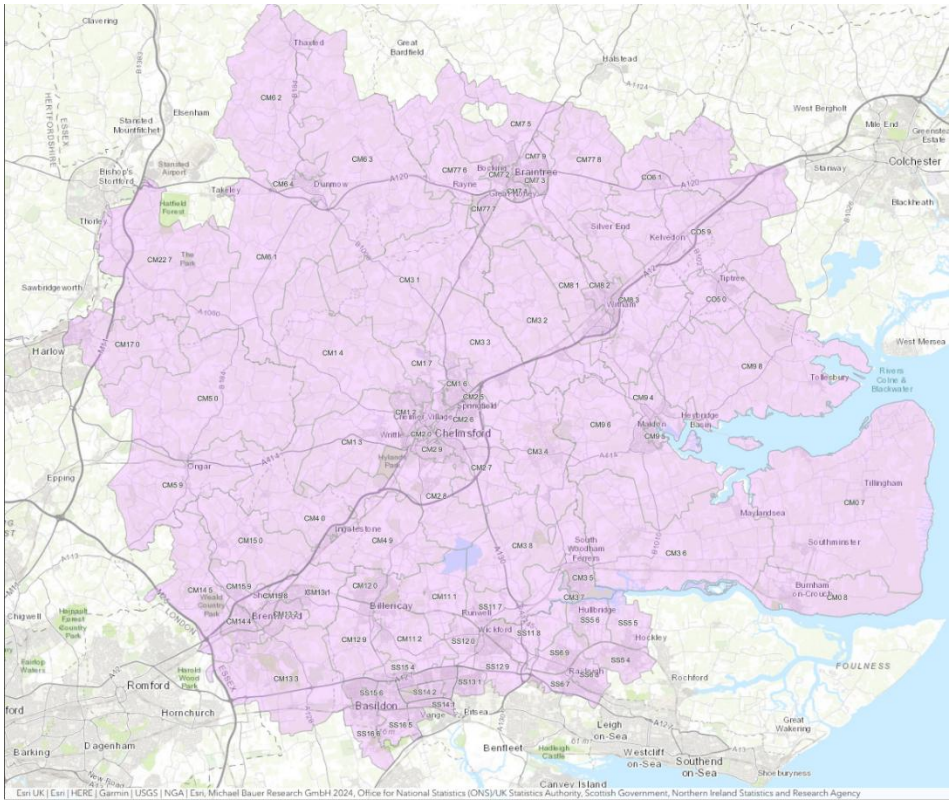
1. Catchment Area

In order to be considered as living within the catchment area, the girl's main address on the June entrance test day will be the address that is used. Their main address must continue to be in catchment area on National Offer Day.

A map of the catchment area is available below (the postcodes supersede the map).

CM0 (all sectors)
CM1 (all sectors)
CM2 (all sectors)
CM3 (all sectors)
CM4 (all sectors)
CM5 (all sectors)
CM6 1
CM6 2
CM6 3
CM6 4
CM7 0
CM7 1
CM7 2
CM7 3
CM7 5
CM7 7
CM7 8
CM7 9
CM7 4QX
CM7 4QU
CM7 4QT
CM7 4QY
CM7 4AA
CM8 (all sectors)
CM9 (all sectors)
CM11 (all sectors)
CM12 (all sectors)
CM13 (all sectors)
CM14 (all sectors)
CM15 (all sectors)
CM17 0
CM22 7
CM77 (all sectors)
CO5 0
CO5 9
CO6 1
SS5 (all sectors)
SS6 (all sectors)
SS11 (all sectors)
SS12 (all sectors)

SS13 1
SS14 (all sectors)
SS15 (all sectors)
SS16 5
SS16 6



Acknowledgements: Esri | HERE | Garmin | FAO | USGS | Esri, Michael Bauer Research GmbH 2024, Office for National Statistics (ONS)/UK Statistics Authority, Scottish Government, Northern Ireland Statistics and Research Agency.
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2. Education Outside Normal Age Group

Girls are usually educated with peers in their chronological age group. However, in exceptional circumstances, parents/carers may request admission outside their daughter's normal age group. They must register for the test and make an application as usual.

- Requests must be noted during registration for the test and supported by evidence, such as: academic, social, and emotional development
- Parent and headteacher views
- Medical history and professional advice
- Previous education outside normal age group

The Admissions Authority will decide whether the girl is eligible to sit the test, based on individual circumstances, in the girl's best interests and in line with sections 2.18–2.20 of the School Admissions Code. Parents will be informed of the outcome before the test.

3. Right to Reside

Girls who hold full British Citizen passports (not British Dependent Territories or British Overseas passports), or have a passport endorsed to show a right of abode in the UK are

deemed to have a Right to Reside. An application for a school place will be accepted for such girls even though they may not be resident in the UK at the time of application.

4. Looked After Child and Previously Looked After Child

A 'Looked After Child' is a child who is in the care of a local authority or who is being provided with accommodation by a local authority in the exercise of its social services functions, as defined by Section 22(1) of the Children Act 1989.

A 'Previously Looked After Child' is a child who was previously looked after but ceased to be so because they became subject to an adoption order, child arrangements order, or special guardianship order. This also includes children who appear to the admission authority to have been in state care outside England and ceased to be in state care as a result of being adopted.

5. Pupil Premium

Pupil Premium is additional funding provided to state-funded schools in England to help improve the educational outcomes of disadvantaged pupils and to reduce attainment gaps between eligible pupils and their peers.

Pupil Premium funding is allocated in respect of pupils who:

- are currently eligible for Targeted Free School Meals; or
- have been eligible for Targeted Free School Meals at any point during the previous six years (commonly referred to as 'Ever 6 FSM').

From September 2026, Free School Meals eligibility has been expanded to include all pupils from households in receipt of Universal Credit. However, pupils who become eligible solely through this expanded entitlement do not attract Pupil Premium funding unless they also meet the criteria for Targeted Free School Meals.