Chelmsford County High School for Girls

Admissions Policy for September 2025 Entry

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Approved by the Governing Body: 27th February 2023

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Chelmsford County High School for Girls

Admissions Arrangements for entry to Year 7 for September 2024

Chelmsford County High School for Girls 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 of Education's School Admissions Code.

The School's published admission number is 180 places for admission in Year 7 in 2024.

1.1 Eligibility for entry

Anyone wishing to name CCHS on their CAF must have registered to sit the Entrance 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 on Wednesday 24th April 2024 and closes at 4pm on Friday 21st June 2024. 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 normally available to girls in Essex and from outside the County aged at least eleven years and under twelve years on 31st August 2025. Children 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 child'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.

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.

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 child with a disability or Special Educational Need who wishes to sit the Entrance Test. Parents should notify CCHS on the Registration Form if their child 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,

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Only girls whose parents decide that they will take the CCHS Entrance Test, register their daughter at Chelmsford County High School for Girls and who attain the required academic standard (see definitions Appendix 1) 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 31st August 2024 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 31st October each year.¶

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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 applicants to register online; however paper registration is available on request.

1.2 The Entrance Test

The Entrance Test consists of 3 elements, English, Mathematics and Creative Writing. Children are expected to show ability appropriate to the Key Stage 2 curriculum. No additional preparation is necessary. A familiarisation paper will be made available on our website.

A child may only take the test once.

The tests will normally take place early in the Autumn Term. The timeline and registration process are detailed in the Information Guide which is available for download from the School website from March 2024.

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.

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.

1.3 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.

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Chelmsford County High School for Girls will be using a common admissions test for September 2024 entry.¶

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A child may only take the test once.¶
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Registration for the CCHS Entrance Test will close at **4pm on Friday 23rd June 2023**. In ordinary circumstances late registration for the CCHS Entrance Test will not be accepted.

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Moved (insertion) [5]: 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.¶

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If, in addition to the rented property, the child'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 child'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

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 31st October.

You will be informed of your daughter's entrance test in mid October. This will indicate if she has achieved an eligible score (see definitions Appendix 1). On the basis of this, you may wish to list CCHS as one of your preferences on the Common Application Form. Achieving an eligible score does NOT guarantee the offer of a place, as there are likely to be more children with eligible scores than places available.

1.5 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:

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You will be informed of your daughter's entrance test in mid October. This will indicate if she has achieved an eligible score (see definitions Appendix 1). On the basis of this, you may wish to list CCHS as one of your preferences on the Common Application Form. Achieving an eligible score does NOT guarantee the offer of a place, as there are likely to be more children with eligible scores than places available.¶
¶
CCHS will issue results to parents at least 7 days prior to the Local Authority CAF deadline. This will indicate if she has achieved the required academic standard (see definitions Appendix 1). On the basis of this, you may wish to list CCHS as one of your preferences on the CAF. Achieving the required academic standard does NOT guarantee the offer of a place, as there are likely to be more children with eligible scores than places available.¶

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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 Educational Health Care Plan (EHCP) and has achieved an eligible score.

3. Of the next 144, places will be allocated as follows:

   (a) up to 30 places will be made available to applicants in receipt of Pupil or Service Premium, who has achieved a score up to 5 marks below an eligible score and are 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 applicant living within the priority area (at their permanent home address) **since 31st October in Year 6**, which is the deadline for formal applications to the Local Authority.

   b) the remaining places (of the 144) will be allocated to applicants that have achieved an eligible score and are 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 applicant living within the priority area (at their permanent home address) **since 31st October in Year 6**, which is the deadline for formal applications to the Local Authority.

4. All remaining places (up to 36) will be allocated in descending score order from the Ranked List of Applicants irrespective of where they permanently live until all 180 places are filled.

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

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 Local Authority 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 31st August 2026, 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 1.9).

If the applicant's permanent home address changes after 31st October 2024 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 Local Authority for accepting or declining a place and then re-ranked, if applicable, on the waiting list on 1st September 2025. Applicants will need to provide evidence that the previous home is no longer used by

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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 2024 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 child'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.

1.6 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.

1.7 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.

1.8 Recent experience of applications and appeals

Out of the 1,279 girls who sat the selection test in 2022 for entry in September 2023, 821 indicated Chelmsford County High School for Girls as a preference. Ten 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.

1.9 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. 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 applicant with the highest score. An age-related weighting is applied as some applicants who have taken the test in a previous sitting and not been successful are also considered.

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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

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If an application for admission is unsuccessful, the applicant will remain in the order of merit for their year group. They will not be entitled to re-sit the entry examination during the key stage but will be considered for any future vacancies alongside any new applicants. An applicant 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.

SIXTH FORM ADMISSIONS POLICY

Chelmsford County High School for Girls intends to admit 30 girls into Year 12 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 Governors 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 candidates are required to have reformed grade 6 or higher, or grade B or higher in GCSE/IGCSE English Language and Mathematics.
- All candidates 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 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 student must be under 17 years of age on 31st August of the calendar year of proposed admission.
- The student 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 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, necessary for her 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 Friday 14th February 2025.
- 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 results are published; 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.

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*** 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 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. Eligible Score

In order to be eligible for admission to the school, candidates must achieve an 'eligible score' which includes minimum standards in each element of the test. This is not a pre-defined pass mark, but reflects a candidate's position in the rank order of standardised scores in the Mathematics and English elements, once a minimum standard for Creative Writing has been achieved.

The Admissions Committee will determine, by reference to performance in the tests, an appropriate eligible score and a rank order of children who should be offered a place.

2. Under Age and Over Age

A girl is "under age" if she will be under 11 years of age on 31 August immediately prior to admission in September. We will normally 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 2023/24. 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 31st August immediately prior to admission in September. Confirmation of this will be sought from the Headteacher of the primary school concerned.
Consideration will be given on a case-by-case basis to other exceptional circumstances.

3. 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 the School and provides address points between which a straight-line distance is measured. Distances are measured to three decimal places in the first instance.

4. Right to Reside

Children 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.

5. Looked After Child and Previously Looked After Child

A 'Looked After Child' is a child who (a) is in the care of a local authority, or (b) is 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) or (c) was previously in care

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The School prioritises places to Looked After Children or Previously Looked After Children who have achieved a score up to 5 marks below an eligible score.¶
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The School prioritises places to children with Pupil Premium who have achieved a score up to 5 marks below an eligible score.¶
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The School introduced a new Entrance Test for 2024 entry which has a new marking scheme therefore data relating to previous banding structures is obsolete.¶
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outside of England. Previously Looked After Children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order) at the time of making an application to a school. This includes children who appear (to the admission authority) to have been in state care outside of England.

6. 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.