

Chelmsford County High School for Girls

Admissions Arrangements for entry to Year 7 for September 2013

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

The School published admission number is 120 places for admission in Year 7 in 2013.

1.1 Eligibility for entry

Only children whose parents decide that they will take the test and who attain the required standard in the prescribed arrangements for selection by reference to ability 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 August following the taking of the test, who make application to their LA by the LA's published cut-off date. No children who will be younger than eleven years of age on 31 August following the taking of the test will be eligible for admission unless they fulfil the LA's criteria for early entry - i.e. they are following the full Year 6 curriculum in the year in which they take the test. No children who will be twelve years of age or over on 1st September following the test date will normally be allowed to take the test and gain admission to Year 7 at Chelmsford County High School.

Methods of application and the closing date for the receipt of applications will be published in the LA booklet which is distributed to all parents of Year 6 girls, and will be available on the Chelmsford County High School website (www.cchs.co.uk), the LA website (www.essex.gov.uk) and publicised by other means that the CSSE may choose to employ e.g. direct mailing to primary schools and press advertisement.

Applicants whose move to the area could not be foreseen in time to meet application deadlines, will be permitted to take the 11+ Test. The applicant will be placed in rank order with the rest and the details passed to the LA. If 120 offers of places have already been made by the LA, but the applicant's result would have earned her a place then the applicant will be placed on a waiting list by the Governing Body. If a place then becomes available within the number intended to admit it will be offered (via the LA) to the late applicant by virtue of having a higher qualifying score than the next child on the rank order. If a place does not become available within 4 weeks the parents will be advised of their statutory right of appeal. This same process will apply to other late applicants. No changes of preference will be allowed after the date when the Order of Merit List is passed by the CSSE to the LA.

1.2 Nature of the tests

The selection process will be by tests to be confirmed

1.3 Demonstrating residence

Only one address can be used for 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 date of application. This address must also normally be the address to which Child Benefit is paid. Permanent residency is defined as owner occupancy or long-term letting contract of a residential property where child benefit and occupied community charge is paid (evidence may be required).

In the case of a recent change of address, additional evidence will be required in the form of evidence of exchange of contracts or a signed tenancy agreement. This is in addition to the child benefit statement and evidence of occupied community charge. Families whose first home is outside the catchment area and/or who are only living in short-term rented property (12 months or under) or temporarily with friends or relatives in the area will not qualify to be considered as resident at that address.

Proof of residence may be requested at any time throughout the admissions process. If it is subsequently discovered that an application contains a falsely claimed or dated address, then any offer of a place will be withdrawn.

1.4 Over-subscription

The CSSE which operates a co-ordinated testing system providing access to selective places for twelve schools listed in Appendix A via a set of tests. The LA will be notified of the Order of Merit score of all candidates who have expressed a preference for this school so that it can decide whether to offer a place on the basis of result and distance (using the geographical divisions set out below) as well as satisfying the highest preference of school indicated by the candidate on the LA's application form. Places will be allocated in descending score order from the Order of Merit List (who have not already been offered a place at a higher preference school) until all 120 places are filled.

Where applications for admission exceed the number of places available in Year 7, places will be awarded in rank order until the Published Admission Number is reached using the following geographical divisions.

The first 80% of places (96) will be allocated in rank order from the order of merit (i.e. rank by academic score) following the 11+ examination, to girls living at a permanent address within a 12.5 miles radius of the centre of Chelmsford. The centre will be measured as the crow flies from the front door of the permanent place of residence (see Clause 1.3) to post code CM1 1JE (the War Memorial

situated outside the Chelmsford Borough Offices, a point central to the town of Chelmsford), using a computerised measuring system.

The next 20% of places (24) will be allocated in rank order from the order of merit (i.e. rank by academic score) to girls irrespective of distance to the School.

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 order of merit list (using the geographical divisions above). Where selected girls drop out after the offer of a place is made, places 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 as the preceding paragraph). This process will be operated until the end of the first week of the Autumn Term, when the order of merit waiting list will cease to apply and any further vacancies will be treated as in year vacancies (see para 2.1).

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. Following this, preference will be given to siblings. 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 residence address (as detailed by the Residency Clause above in 1.3) by way of electronic measurement.

1.6 Venue of the tests

Tests will be taken at either Chelmsford County High School for Girls or Colchester High School for Girls whichever is deemed by the parent as most convenient. Usually this will be their first choice. In the interests of fairness, no applicant will take the test in her own school except as described in the next paragraph where no alternative is available.

1.7 Applicants who cannot attend the test centres

Applicants who are ill, or owing to other exceptional circumstances are unable to take the papers on the main date, will be allowed to sit any of the papers they have not started on another stated day at a stated venue, subject, in the case of illness to the provision of a medical certificate, and, in any other circumstances to a written explanation of the circumstances. No applicant will be able to retake, on a subsequent occasion, an individual paper which they have started

Applicants intending to move to Essex for the start of their child's Year 7 education, but who currently live abroad or in areas of the country which make it

impractical to attend a local test centre, will take the tests on the main test date at a place to be decided by the CSSE in consultation with the applicant's parents.

1.8 Date of tests

When the DfE Admissions Code of Practice comes into operation in 2012 parents will receive the results of the selective test **prior** to making their formal application through the means of their Local Authority CAF (Common Application Form). The tests will be taken on a date to be finalised by the CSSE in September each year; the results will be posted to parents on 17 October. Alongside the results parents will be provided with the cut off mark which applied the previous year (2012 entry). 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

749 of the students who took the selection test in 2010, for entry in September 2011, had indicated Chelmsford County High School as their preference. Four 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 Year 7 and 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 the Entrance Tests (as prescribed from time to time by the School. The Entrance Tests will not aim to replicate the 11+ 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.

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 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.

SIXTH FORM ADMISSIONS POLICY

At Chelmsford County High School, we have approximately 150 places in Year 12. We welcome applications from external candidates and a minimum of 30 places will be offered each year to suitably qualified applicants from outside the school. 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 grade B or higher in GCSE/IGCSE English Language and Mathematics and grade C or higher in a Modern Foreign Language at GCSE.
- All candidates must achieve an average of at least 6.8 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:

A*	=	8
A	=	7
B	=	6
C	=	5

- 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 Maths 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 expected to achieve an A or A* at GCSE in the subjects they intend to study at IB Higher Level or at A level. Requirements for individual subjects are shown in the IB and A level Subjects Booklets.

2.2 Oversubscription

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 31st 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 Wednesday 1st February 2013.
- 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 may involve testing 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 (www.naric.org.uk), the National Agency responsible for providing information and expert opinion on academic qualifications from overseas, to obtain the necessary information

Appendix A. A list of the Consortium Schools, Headteachers and Addresses.

Mrs N Chapman, Headteacher, Chelmsford County High School for Girls, Broomfield Road, Chelmsford, Essex CM1 1RW (Telephone: 01245 352592).

Mr T Sherrington, Headmaster, King Edward VI Grammar School, Broomfield Road, Chelmsford, Essex CM1 3SX (Telephone: 01245 353510 Fax 01245 344741)

Mrs G Marshall, Headteacher, Colchester County High School for Girls, Norman Way, Colchester, Essex CO3 3US (Telephone: 01206 576973).

Mr K L Jenkinson, Headmaster, Colchester Royal Grammar School, Lexden Road, Colchester, CO3 3ND (Telephone: 01206 577971/2/3).

Mrs A Clewlow, Headteacher, Southend High School for Girls, Southchurch Boulevard, Southend-on-Sea, Essex SS2 4UZ (Telephone: 01702 588852).

Mr R Bevan, Headmaster, Southend High School for Boys, Prittlewell Chase, Southend-on-Sea, Essex SSO ORG (Telephone: 01702 343074 Fax. 01702 300028)

Dr P Hayman, Headteacher, Westcliff High School for Girls, Kenilworth Gardens, Westcliff-on-Sea, Essex SS0 OBS (Telephone: 01702 476026)

Mr A J Baker, Headmaster, Westcliff High School for Boys, Kenilworth Gardens, Westcliff-on-Sea, Essex SSO OBP (Telephone: 01702 475443).

Mrs P Barron, Headteacher, St. Bernard's High School for Girls, Milton Road, Westcliff-on-Sea, Essex SS0 7JS (Telephone: 01702 343583).

Mr P Travis, Headmaster, St Thomas More High School for Boys, Kenilworth Gardens, Westcliff-on-Sea, Essex SS0 OBW (Telephone 01702 344933).

Mrs P Harris, Headmaster, Cecil Jones High School, Eastern Avenue, Southend-on-Sea, Essex SS2 4BU (Telephone: 01702 468000).

Mr M Schofield, Headmaster, Shoeburyness Comprehensive School, Caulfield Road, Southend-on-Sea, SS3 9LL (Telephone 01702 292286).