

Approved at Governing Board Date:



Southend High School for Girls Admission criteria and arrangements for entry September 2019

December 2017	Trust Governors reviewed admissions procedure. No changes. Rolled over from 2018
February 2018	2019 admission sent to LA
15 th March 2018	School publication on website of determined arrangements and LA Publication of Composite Prospectus of Determined Arrangements
16 th March – 15 th May 2018	Window for Objections to the School Adjudicator
12 th September 2018	Final arrangements for 2019 are published by LA in booklets and on school websites (note: draft Secondary booklet published at risk 1 st July)

1. Southend High School for Girls is a selective girls' school. Admission to the school at age 11 is determined through a selection procedure administered by the Consortium of Selective Schools in Essex (CSSE).
2. For the September 2019 intake, the school's published admission number is 180.

The PAN for each year group for 2019 is 180
3. The CSSE Supplementary Information Form (SIF) must be completed in order to register a child to sit the selection tests and should be returned to the CSSE by the published deadline. It can also be completed on line and accessed through the CSSE website at: www.csse.org.uk.
4. Tests in English and mathematics will be taken in September each year at the school parents have identified on the SIF. Sample practice papers are available free-of-charge on the CSSE website along with full details of the application process.
5. The CSSE will send the results of the tests by first-class post in October on the date specified annually by the CSSE.
6. Parents must express a preference for this school on their Local Authority (LA) Single Application Form (or Common Application Form) in order for their child to be considered for a place. [The deadline for completing this form if you live within the Southend or Essex Local Authorities is Friday 31st October 2018 (subject to confirmation).]
7. Children under the age of 11 on 31st August 2018 may, exceptionally, be allowed to sit the tests. The application to sit the tests must be approved by the Governing Body of any one of the CSSE schools to which they intend to apply. However, admission to each of those schools is at the discretion of the individual Governing Bodies. The application will be processed through the Local Authority Co-ordinated Admissions Procedure.

8. The offer of a place is dependent upon passing the selection tests. However, passing the selection tests is not a guarantee of being offered a place. A pass mark for the tests is set annually, which ensures that the entrance standard remains comparable to that which was applied in the period 1990 to 1994. **No pupil will be admitted below this pass mark.** The school determines admission in the order of priority set out below:
- i) Where the school is named in a child's statement of special educational needs and the child passes the selection tests, the school and the Local Authority have a duty to admit the child.
 - ii) **Priority is given to those candidates whose parents' primary residence** (as assessed by receipt of Child Benefit or a signed affidavit or other legal document to confirm the child's usual place of residence) **lies within the postcode areas SS0, SS1, SS2, SS3, SS4, SS5, SS6, SS7, SS8 and SS9, subject to their passing the entrance examination.** A maximum of 75% of the published admission limit (PAN) is reserved at this school for children in this category. Places are allocated in order of the mark achieved, higher passing candidates first. The school is 'full' within the priority area when it has taken its full quota of pupils from within that area or when there are no more passing candidates who have listed the school as a preference.
 - iii) **Priority will be given thereafter to those candidates whose parents' primary residence** (as assessed by receipt of Child Benefit or a signed affidavit or other legal document to confirm the child's usual place of residence) **lies outside the postcode areas SS0, SS1, SS2, SS3, SS4, SS5, SS6, SS7, SS8 and SS9, subject to their passing the entrance examination.** In the case of children applying in this category, places will be offered according to the order of merit of those who sit and pass the entrance examination. The candidates who score higher marks will be allocated places before those who pass at a lower level. This process will continue until all available places have been filled. Children under the age of 11 on 31st August 2018 may, exceptionally, be allowed to sit the tests. The application to sit the tests must be approved by the Governing Body of any one of the CSSE schools to which they intend to apply. However, admission to each of those schools is at the discretion of the individual Governing Bodies. The application will be processed through the Local Authority Co-ordinated Admissions Procedure.
9. In the event of pupils achieving the same mark for the last available place, preference will be given on the following basis:
- i) Where the candidate is a child in public care (looked after child), and children who were looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order) their case will be considered ahead of candidates not in public care.
 - ii) Where a child is not in public care preference will be given to the pupil who lives closest to the school as measured in a straight line from the front door of the child's home address (including flats) to the nearest pupil entrance to the school, with those living nearest being given preference. Distances will be measured using the Local Authority's computerised measuring system. If the same distance is shared by more than one pupil and only one place is available, the place will be awarded on the basis of a computerised random allocation process (supervised by someone independent of the Governing Body). (If a child lives with different parents for part of a week, the 'home' address will be deemed to be the child's residence for the major part of that week, and in the event of this being equal, the deciding factor will be the address to which child benefit would be payable).

10. If a school place is obtained through fraudulent means, the offer of a place would be withdrawn. This can include the removal of a pupil once started at the school.
11. All parents have a statutory right of appeal against non-admission, which may be exercised only after school places have been offered. Appeals must be lodged directly with the school within 20 school days of the date of notification that their application was unsuccessful. Panel hearings take place within 40 school days of the deadline for lodging appeals.

IN-YEAR ADMISSIONS PROCEDURE

(For entry outside the normal CSSE 11+ selection procedure)

11. Parents who wish to apply for a place in Years 7 – 11 at Southend High School for Girls (after the first week of the autumn term in the case of new year 7 students) should contact the school to request an application form or obtain a copy of the application form from the school web site.
12. On receipt of the application form, if there are vacant places in the year group concerned we will invite the applicant together with any other applicants for the same year group to sit a series of tests at the school. These tests will be in English, Mathematics and Science.
13. If upon receipt of the application form, there are no vacant places in the year group concerned, the applicant is placed on a waiting list. The waiting list will be kept for two years.
14. If a place subsequently becomes available in the year group concerned, the applicants for the particular year group will be invited in to sit the tests. No more than one application can be made in any one academic year.
15. If, based upon her performance, an applicant is deemed to meet the required standard for entry into the relevant year group; the Headteacher will offer a place on behalf of the Governors' Admissions Committee.
16. If there are more applicants deemed to have met the required standard than there are places; then places will be awarded strictly according to the rank order based upon the overall performance of the applicants.
17. Ability in English, Mathematics and Science is indicative of a pupil's ability to cope with the demands of academic subjects in general; therefore, where a candidate scores below the bottom quartile of our own students in these subjects; that candidate will be deemed to be unsuitable for entry into the relevant year group.
18. In year selection criteria and priorities are the same as at the 11+ entrance examination – see above.
19. Parents of an unsuccessful applicant have a right of appeal to an independent appeal panel.

The school's prospectus can be viewed on the website: www.shsg.org

Definitions

Looked after children and Previously looked after children – Children who are in the care of local authorities as defined by Section 22 of the Children Act 1989. In relation to school admissions legislation a 'looked after child' is a child in public care at the time of application to the school'. 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).

Looked after and previously looked after children are required to meet the required academic level before they can be considered for admission to selective and partially selective schools. Priority is given to these children if they tie for a place with another applicant.

Statement of Special Educational Need (SEN) and Education Health and Care Plan

(EHCP) – A Statement of Special Educational Need is a statement made by the local authority under Section 324 of the Education Act 1996, specifying the special educational provision required for that child. If a school is oversubscribed, the admission of pupils with a Statement of Special Educational Needs or Education, Health and Care Plan where the school is named in the Statement or Plan, is mandatory, except in those schools where the admissions criteria override this requirement.

Specifically, children with an EHCP/Statement are required to meet the required academic level before they can be considered for admission to selective and partially selective schools. The school must have been named in the Statement or Plan.



SOUTHEND HIGH SCHOOL FOR GIRLS
Admission to the Sixth Form for September 2019

INTERNAL STUDENTS

Places are available to all our year 11 students who would like to join the sixth form and meet the admissions criteria for entry.

ADMISSIONS CRITERIA (Applicable to all applicants)

- a. All *internal* applicants should attend an advisory meeting with the Head of Careers or Connexions staff. These will be arranged during school time and will provide independent advice and guidance.
- b. The options form should be returned by the deadline.
- c. All applicants must meet the individual requirements for any subject they wish to study as detailed in the 6th form prospectus.
- d. Applicants for biology, chemistry or physics must have achieved at least a grade 7 at GCSE in additional science or in the relevant discipline. Applicants for mathematics or further mathematics must have gained at least grade 7 at GCSE. Applicants for other subjects must achieve a B/6 grade or above in the subject they wish to study, or similar in the case of subjects new at A level. Prospective sixth formers are expected to attend SHSG's induction days at the end of June.
- e. All applicants must start on a minimum of 3 subjects (excluding general studies) in year 12 and study at least 3 A level subjects (or equivalent) in year 13.
- f. Applicants will not be accepted for entry after the timetable has been written if their choice of 4 subjects do not fit.
- g. All applicants must have at least a grade 5 in mathematics and English at GCSE level.
- h. The overall entry requirement is 50 points from eight full GCSE subjects. Which equates to a minimum of 2 A's or 2 x 7 and 6 B's or 6 X 6.

Calculating points;

Alphabetic grades A* = 8, A = 7 B = 6, C= 5 grades below C are not counted

Numerical grades are as given eg 9, 8, 7, 6, 5. Grades below 4 are not accepted.

For *external* candidates who cannot meet this criterion because of the curriculum offered at their school, SHSG will count **one** applied GCSE or non-GCSE course

For example:

A double award Applied GCSE equates to a full course GCSE.

A double award intermediate GNVQ or equivalent, gains 7 points for a distinction and 6 points for a merit and will count as one subject.

BTEC 1st certificate or equivalent counts as 7 for a distinction and 6 for a merit and counts as 1 of the 8 subjects.

BTEC 1st diploma gains 7 points for a distinction and 6 points for a merit. This diploma counts as 2 of the 8 subjects.

All multiple award level 2 courses count as one of the 8 GCSE's.

GUIDANCE FOR EXTERNAL STUDENTS

Prospective Sixth form students are encouraged to visit the school in the Autumn term. An evening in the Autumn term is set aside for visits of prospective candidates. Application details, including a prospectus, can be obtained via the school office. The closing date for applications is the end of the Autumn term. However, late applicants can be considered any time up to April. Prospective Sixth Formers are expected to attend SHSG's induction days at the end of June.

Students should complete the appropriate application form (which is available on-line or as a hard copy from the school) and return it to the school.

The number of external students varies from year to year according to the number of our year 11s who wish to take up places and the group size of subjects (group size maximum is 24 for most subjects and 20 for practical subjects). We expect at least 25 external students each year.

- 3.1 On receipt of the application form, a reference will be requested from the student's current school. This reference will ask **only** for details of GCSE estimates and the suitability of the student for A' level study.
- 3.2 Offers will be made where the reference justifies this. Where estimated grades are below SHSG's admission requirement the student will be informed.
- 3.3 Applicants may be invited into school if there is need for a discussion about grades and choices. However, this is not an interview.
- 3.4 Where more external applications successfully meet the admissions criteria than there are places, the oversubscription criteria in section 4 will apply.
- 3.5 Changes to choices are possible after the closing date for applications but these are subject to the option blocks, spaces and the timetable.
- 3.6 The number of external applicants may exceed the published number when there are spaces available in each of the subjects the applicant wishes to study.
- 3.7 Applicants must inform SHSG if their plans change and they elect to withdraw their application.
- 3.8 Applicants must inform SHSG of their grades on the day of GCSE results, preferably in person. If they cannot attend personally they should send a copy of their GCSE results, to the school within 2 days.

Section 4

OVERSUBSCRIPTION

Preference will be given to:

- 4.1 A student in Public Care (Looked After Child) and children who were looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
- 4.2 The applicant with the highest point score over 8 GCSE subjects.
- 4.3 In the event of a tie, distance from home to school will be taken into consideration (as defined in the policy for the Main School).

The sixth form prospectus can be viewed on SHSG's website: www.shsg.org