



## Southend High School for Girls

### Admission criteria and arrangements for entry 2020

1. Southend High School for Girls is a selective single-sex girl's academy grammar school. Admission to the school at age 11 is determined through a selection procedure administered by the Consortium of Selective Schools in Essex (CSSE). These admission criteria are to be read in conjunction with the locally agreed co-ordinated admissions scheme.

2. For the September 2020 intake, the school's published admission number (PAN) is 180

The PAN for each year group (8-11) for 2020 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](http://www.csse.org.uk). Parents intending to seek 'preferential consideration' (see notes) must indicate their reason, at the time of test registration, on the SIF.
4. Tests in English and mathematics will be taken in September each year at a school determined by the CSSE. Parents may identify a preferred venue 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 issue individual results of the tests in October on the date specified annually.
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 31<sup>st</sup> October (subject to confirmation).]
7. Registration to sit the tests is open to children who will be aged 11 on 31<sup>st</sup> August 2020. Younger or older children may, exceptionally, be allowed to sit the tests; but these applications must first be approved by the CSSE's Headteacher panel (note D).
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, in any priority category, will be admitted below this pass mark. In each category, places are allocated in order of the mark achieved, higher passing candidates first.**

9. The school determines admission in the order of priority set out below:

- i) Looked after children and previously looked after children (note A) who have passed the selection tests.
- ii) Children who have a statement of special educational needs or EHCP (note B) in which the school is specifically named. If the child passes the selection tests, the school and the Local Authority have a duty to admit the child.
- iii) **Children whose normal/habitual place of residence (as assessed in the terms provided, annually, in the Southend Local Authority secondary admissions booklet) lies *within* the priority area postcode areas SS0, SS1, SS2, SS3, SS4, SS5, SS6, SS7, SS8 and SS9, subject to their passing the selection tests.** A quota of up to 80% (144 places) of the published admissions number (PAN) is reserved at this school for children in this category. A maximum of 10% (14 places) of *this quota* is designated for children from within the priority area who are entitled to ‘**preferential consideration**’ (see notes).

First, the 10% of places designated for ‘preferential consideration’ (see notes) from within the priority area are allocated, in rank order of marks, to those exceeding the pass mark: candidates who score higher marks will be allocated places before those who pass at a lower level. Then, the remaining places within the quota are allocated, in rank order of marks, to all other applicants in this category who have exceeded the pass mark: candidates who score higher marks will be allocated places before those who pass at a lower level. The school is ‘full’ in this category when the quota has been reached, or when there are no more candidates from within the priority area who have passed and have listed the school as a preference, or the total Pan has been reached.

- iv) **Children whose normal/habitual place of residence (as assessed in the terms provided, annually, in the Southend Local Authority secondary admissions booklet) lies *outside* the postcode areas SS0, SS1, SS2, SS3, SS4, SS5, SS6, SS7, SS8 and SS9, subject to their passing the selection tests.** A maximum of 10% of the places remaining, after the local quota has been deducted from the PAN, is designated for children from outside the priority area who are entitled to ‘**preferential consideration**’ (note A).

First, 10% of places designated for ‘preferential consideration’ (see notes) from outside the priority area are allocated, in rank order of marks, to those exceeding the pass mark: candidates who score higher marks will be allocated places before those who pass at a lower level. Then, any remaining places are allocated, in rank order of marks, to all other applicants in this category who have exceeded the pass mark: candidates who score higher marks will be allocated places before those who pass at a lower level. Places will be offered until the total PAN has been reached.

Section 9 can be summarised as follows:

<b>Priority 1</b>	Looked after children and previously looked after children, who have exceeded the pass mark in rank order of marks
<b>Priority 2</b>	Children who have a statement of special educational needs

	or EHCP, who have exceeded the pass mark in rank order of marks
<b>Priority 3</b>	Pass mark exceeded <u>and</u> resident <b>within</b> SS0-SS9 <u>and</u> entitled to <i>preferential consideration</i> , in rank order of marks
<b>Priority 4</b>	Others resident <b>within</b> SS0-SS9, who have exceeded the pass mark in rank order of marks
<b>Priority 5</b>	Pass mark exceeded <u>and</u> resident <b>outside</b> SS0-SS9 <u>and</u> entitled to <i>preferential consideration</i> , in rank order of marks
<b>Priority 6</b>	Others resident <b>outside</b> SS0-SS9, who have exceeded the pass mark in rank order of marks

10. In the event of pupils achieving the same mark for the last available place, priority will be given to any child entitled to 'preferential consideration' (see notes); then, if this does not differentiate, to the pupil who lives closest to the school as measured in a straight line from the front door of the child's normal/habitual place of residence (as assessed in the terms provided, annually, in the Southend Local Authority secondary admissions booklet) 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).

### **Waiting lists**

11. Waiting lists, based on the test results, are maintained in each category until 31<sup>st</sup> December. Each added child, will require the list to be ranked again in line with the published oversubscription criteria. If a place has been offered and is then declined, a new offer will be made to whichever candidate has the next highest score, exceeding the pass mark, in the same category. If there is no waiting list in the relevant category, the new offer is made from the waiting list in the next priority category.

After 1<sup>st</sup> January, waiting lists are maintained, and places are offered, in accordance with the school's in-year application process. This will include re-testing.

### **Fraudulent applications**

12. If a school place is obtained through fraudulent means, the offer of a place will be withdrawn. This can include the removal of a pupil once started at the school. Details on fraudulent applications are available in the secondary admissions booklet on the Councils website.

### **Appeals**

13. All parents have a statutory right of appeal against non-admission to those schools listed on their LA Single (or Common) Application Form. This right may be exercised only after school places have been offered on National Offer Day on 1<sup>st</sup> March. 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)**

The school maintains waiting lists for vacancies which may arise during Years 7-11. Each added child, will require the list to be ranked again in line with the published oversubscription criteria. Those parents who wish their child to be considered for entry should complete and return an In-Year Application Form, which can be found on the school's website ([www.shsg.org](http://www.shsg.org)). Priority will be consistent with the criteria set out in the admissions arrangements above.

### **Admission to Sixth Form**

Applications are welcome for entry into the school at Sixth Form level. The Sixth Form prospectus and application form are available from the school's website: [www.shsg.org](http://www.shsg.org). Students should complete and submit the online application form by the advertised deadline.

The number of places offered to students from outside the school will depend upon the number of our own Year 11 students who achieve the Sixth Form course entry requirements below. The minimum number to be admitted is 25.

Minimum entry criteria to the Sixth Form are as follows:

- At least 50 points from the student's 8 best GCSE grades (where numerical grades are scored at face value and A\*=9, A=7, B=6). New grades below 4 and old grades below C do not contribute to this points score. Short course GCSEs are not included within this calculation.
- At least GCSE grade 5 in English and Mathematics.
- At least grade 7 (A) in the same subject to study biology, physics, chemistry or maths A level
- At least grade 6 in the subject to be taken at A level or equivalent subjects – see the prospectus for specific subject requirements of new subjects – [www.shsg.org](http://www.shsg.org)

Should there be more candidates applying for a particular course than places in that subject, selection will be based on rank ordering of predicted GCSE point's scores and the combination of subjects a student wishes to study. In the event of pupils achieving the same mark for the last available place, preference will be given to a candidate in public care or in receipt of pupil premium funding.

### **Notes: Preferential Consideration**

Priority admission is available to children who pass the selection tests in any of the following categories:

- (a) Looked after children and previously looked after children (note A); and those children who appear to Southend-on-Sea Borough Council to have been in state

care outside of England and ceased to be in state care as a result of being adopted;

- (b) Children who have a statement of Special educational needs or EHCP (note B)
- (c) Children in receipt of Free School Meals, or identified as recipients of the Pupil Premium Grant (note C), at the time of test registration.

**(A) 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.

**(B) 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.

**(C) Pupil Premium Grant** - The pupil premium is additional funding for publicly funded schools in England. It's designed to help disadvantaged pupils of all abilities perform better, and close the gap between them and their peers. Introduced in April 2011, the pupil premium is allocated to children who are looked after by the local authority, those who have been eligible for FSM at any point in the last six years (also known as Ever 6 FSM) and for children whose parents are currently serving in the armed forces.

**(D) Arrangements for ‘under age’ and ‘over age entry to the Selection Process at CSSE (Consortium) schools**

The selection test for entry to selective places at the ten Consortium schools is normally available to children registered in Year 6 from the start of the academic year in which the test is to be taken and who are between 11 and 12 years of age on the following August 31, immediately prior to admission in September. Any test candidate who is ‘under age’ or ‘over age’ will need to demonstrate that their application is supported by the necessary relevant evidence.

The Governors of the ten Consortium Schools have jurisdiction over admissions to their schools. In the case of age at entry, this may be exercised through an investigation into the reasons for a child to be an under or over aged applicant,

possibly leading to a refusal of admission where, in the Governors' view, the reasons given by parents fail to comply with the published rules. This jurisdiction is retained regardless of decisions made by the LA to accept or refuse under and over age applications.

A panel of Headteachers, selected from the Consortium Schools and with full delegated authority from those schools, will review all 'under age' and 'over age' applications. The panel's decision is binding.

### Over and Underage

Parents wishing to request admission out of the usual age group, should provide the CSSE with their request in writing, for the main transfer from year 6 to 7. For in-year applications the request, in writing, should be made directly to the school. It should be addressed for the attention of the headteacher,

