

# Admissions Policy

Southend High School for Girls Academy Trust



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**A = accepted with no amendments**

**B = accepted with amendments**

**C = new edition created**

# **Southend High School for Girls**

## **Admission criteria and arrangements for entry 2022-2023**

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## **Introduction**

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.

### **Section A – 11+ Admission to Year 7 (September admission)**

Southend High School for Girls is a selective single-sex girls academy grammar school. The testing for 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.

Full details of the admission process is published in the secondary booklet available from [www.southend.gov.uk/admissions](http://www.southend.gov.uk/admissions). The application process, in summary, involves five stages:

- i. test registration for your child;
- ii. test attendance by your child;
- iii. receipt of test results for your child;
- iv. application, naming this school as a preference, to your Local Authority; and
- v. the allocation of places at this school by the Local Authority.

This document provides additional detail about each of these steps, waiting lists and appeals.

#### **Admission numbers**

For the September 2022 intake, the school's published admission number (PAN) is 180. The PAN for each year group (8-11) for 2022 is 180.

#### **The Admission Test**

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 online and accessed through the CSSE website at: [www.csse.org.uk](http://www.csse.org.uk). Parents intending to seek 'preferential consideration' (see Section D Notes) must indicate their reason, at the time of test registration, on the SIF.

## Test Attendance

Tests in English and Mathematics will be taken on a date and 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.

## Test Results

The CSSE will issue individual results of the tests on a date specified.

## Selection and allocation of places

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.

Registration to sit the tests is open to children who will be aged 11 on 31<sup>st</sup> August 2022. 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 E).

Children who have an EHCP are admitted under separate statutory procedures, and not under this policy. Any child who passes the selection tests and who has an EHCP (see Note C) that names this school will be admitted prior to the allocation of places to other applicants, and the number of places available to other children within the PAN for Year 7 will be reduced.

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.**

## Admissions order of priority

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

- i) Looked-after children and previously looked after children (note B) who have passed the selection tests.
- ii) 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 catchment 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 catchment area who are entitled to ‘preferential consideration’ (Note A).

First, the 10% of places designated for ‘preferential consideration’ (Note A) from within the catchment 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 catchment area who have passed and have listed the school as a preference, or the total PAN has been reached.

iii) 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 catchment area who are entitled to ‘preferential consideration’ (Note A).

First, 10% of places designated for ‘preferential consideration’ (Note A) from outside the catchment 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.

This can be summarised as follows:

Priority 1	Looked after children and previously looked after children, who have exceeded the pass mark in rank order of marks
Priority 2	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
Priority 3	Others resident <b>within</b> SS0-SS9, who have exceeded the pass mark in rank order of marks
Priority 4	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
Priority 5	Others resident <b>outside</b> SS0-SS9, who have exceeded the pass mark in rank order of marks

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’ (Note A); 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 based on a computerised random allocation process (supervised by someone independent of the Governing Body).

### **Waiting Lists**

Students who pass the test but are unsuccessful in being allocated a place at the school on national offer day will be added to the waiting list for their appropriate category. These waiting lists are maintained from offer day to the first day of term by the local authority and by the school thereafter.

Waiting lists, based on the test results, are maintained in each category until 31<sup>st</sup> December. 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, according to the order of priority (as above) up to the limits determined for each 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. Any additional applicants, prior to 31<sup>st</sup> December, will be added to the waiting list, which will be re-ordered and ranked in line with the published oversubscription criteria. 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 may include re-testing.

## **Section B: Post 11+ Admissions (In-year Admissions - Years 7-11)**

### **What is an in-year admission and when can I make one?**

As permitted by law parents can make an application at any time outside of normal admissions. This is an in-year admission, i.e. an in-year admission is any admission that takes place after the first day of the Autumn term for a student in Year 7 and the last day of the summer term for a student in year 11.

Requests for admission outside of the usual age group ('under age' or 'over age') should be provided in writing to the Headteacher.

Please note: Parents can only apply for the next school year in the summer term of the current school year.

Applicants may also apply to the Sixth Form for in-year admission. Please see the Sixth Form section of the admission policy for more information.

## **Are there any exceptions?**

Applications for in year admission during the autumn term of Year 7 are treated differently to in year admission after the autumn term of Year 7. During this term any vacancies that arise in Year 7 will be filled from the 11+ waiting lists. If the applicant for an in year admission has not sat the CSSE 11+ or did sit the test but did not score more than 303 the application cannot be made until spring term of Year 7. If the applicant did sit the test and scored more than 303 then they will be added to the appropriate ranked order waiting list.

If a vacancy should occur during the autumn term of year 7 the parent of the next eligible applicant will be notified of the offer of the place by post and/or telephone and/or e-mail. They will be asked to accept or reject the offer. This offer will include the second language allocation. This is non-negotiable. If the parent accepts the place, a mutually convenient start date will be agreed. If the school does not receive the acceptance from the parent within 5 school days of this offer being made the offer will be withdrawn and the next eligible applicant on the waiting list will be offered the place. The applicant must start at the school within 10 school days of accepting the offer. The applicant who has had the offer of the place withdrawn will then be removed from the waiting list.

In year admissions after Autumn term of Year 7 will follow the procedure outlined in the next section.

Applications for in year admission into year 11 will not be possible.

## How do in-year admissions (into spring term Year 7 onwards) work?

### Step 1 - Apply for an in-year admission

- Complete the in-year admission application form from the admissions section of the website and return it to the Admissions Administrator at Southend High School for Girls.
- The school will invite the applicant to attend the next available '**in-year testing centre**' within 15 school days of the application being received. The school will operate two **in-year testing centres** per year, one in the autumn term and one in the summer term. Exact dates will be published on the school website and may vary slightly year on year. **It will not be possible to sit the required entrance examinations outside of these dates.**
- If an applicant **does not accept** either of the in-year test centre dates offered, then the in-year admission ends.
- Only one application per academic year can be made for an in-year admission.

### Step 2 – Attend the in-year testing centre

1. Those applicants who accept the invitation to attend the in-year testing centre will receive full instructions at least 5 school days before the scheduled date of the in-year testing centre. The in-year testing centre will consist of a series of tests set, marked and moderated by the school. These tests will be in English, Mathematics and Science. The tests will be aimed at the level of work that is expected from a high ability student at a grammar school in the year group that is being applied for. They will each be 50-60 mins long. Applicants will be allowed 10 mins break between each paper. The school **will not** be able to publish a content list for the test nor will it be able to provide any past papers.

### Step 3 – Evaluate whether the application meets the required standard for entry?

- The application has met the required standard for entry into the school where the mean performance across the three papers (English, Mathematics and Science) is **at least 60%** and the score in each individual paper is **not less than 45%**.
- Applicants will receive confirmation of their scores; however, we are **unable** to provide any feedback or return papers to applicants or their ranked position. In addition we do not offer a paper clerical checking or re-mark service.
- Applicants who have **not met** the appropriate standard for entry into the school will receive confirmation that their application has been unsuccessful and will receive information regarding their right to appeal. They can re-apply in the following academic year following the steps outlined above.

### Step 4- Identify any places available and eligibility of applicants who have reached the required standard for entry for these places

- Firstly, the school will need to identify whether there are any places available and, if so, what type of places these are. The types of potential places in the school are defined earlier in this admissions policy. The types of places available are based on the student who has left the school. For the academic year 2022-2023 these are as follows:

- Type 1 - Preferential consideration (Note A) applicants in priority area when the place was originally offered.
  - Type 2 - Preferential consideration and Non-Preferential consideration applicants in the priority area when the place was originally offered.
  - Type 3 - Preferential consideration applicants out of the priority area when the place was originally offered.
  - Type 4 - Preferential consideration and Non-Preferential applicants out of the priority area when the place was originally offered.
- Depending on the composition of the year group on offer day the school may be full in one, some or all these categories.
  - Applicants are categorised into ‘type’ by their address and pupil premium status as at the time of applying for the in-year entry.
  - Eligibility for places can be summarised in the table below. This table shows the priority for a given type of applicant for a given type of place;

Where year group is full in priority area					Where year group is not full in priority area				
Place type (down)/ Applicant Type (across)	PP and in priority	Non-PP and in priority	PP and out of priority	Non-PP and out of priority	Place type (down)/ Applicant Type (across)	PP and in priority	Non-PP and in priority	PP and out of priority	Non-PP and out of priority
1	1st	2nd	3rd	3rd	1	1st	2nd	3rd	3rd
2	1st	1st	2nd	2nd	2	1st	1st	2nd	2nd
3	No offer	No offer	1st	2nd	3	2nd	2nd	1st	3rd
4	No offer	No offer	1st	1st	4	1st	1st	2nd	2nd

### Step 5 – Offer a place in the appropriate year group

- Following the in-year testing centre, three possible scenarios could arise:
  - The school is full in all categories of place that an applicant is eligible for
  - The school has the exact number of eligible applicants who have met the required standard of entry for the places that it has available
  - The school has more eligible applicants who have met the required standard of entry than the places that it has available
- Scenario 1 - If the school is full in all categories that an applicant is eligible for, the application will be refused. The applicant will be notified within 15 school days of the date of the in-year testing centre and provided information regarding the right to appeal. The applicant will be added to the appropriate waiting list for all eligible categories of place (see later for details regarding waiting lists).
- Scenario 2 - If **one** applicant is deemed to meet the required standard for entry into the relevant year group **and** an appropriate vacancy exists then, within 15 days of the in year testing centre, the Headteacher will offer the place, in writing, on behalf of the Governors' Admissions Committee. This will include any curriculum conditions i.e. agreement of option choices if applicable. If the parent accepts the place, a mutually convenient start date will be

agreed. This must be within 10 school days of accepting the offer. If the school does not receive the acceptance from the parent within 5 school days of this offer being made the offer will be withdrawn and the next eligible applicant on the waiting list will be offered the place. The applicant who has had the offer of the place withdrawn will then be removed from the waiting list.

- Scenario 3 - Where there are **more than one applicant** who has met the required standard for any places that are available:
  - With 15 days of the in year testing centre the Headteacher will offer the place(s), in writing, to the eligible applicant(s) placed highest in the rank order of mean performance across the three papers.
  - In the situation where two or more applicants have the same mean score for the last available place, priority will be given to any child entitled to 'preferential consideration' (Note A); 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).
- Once a place has been offered, if the school does not hear back within 7 days of this offer being made the offer will be withdrawn and the next eligible applicant on the waiting list will be offered the place.
- Waiting lists will operate in the following way:
  - Applicants on each waiting list will be ranked in order of mean performance across the three papers.
  - The waiting lists will remain 'live' until the date of the next in year test centre. The waiting lists are cleared on the date of the next in year test centre.
  - If there is another in-year test centre scheduled within the academic year then all applicants on the waiting lists will be invited to test again. Applicants who do not choose to sit the in-year test centre may re-apply for a place at the school in the following academic year by restarting this process.
  - At the end of the academic year waiting lists are cleared i.e. are not rolled over to the next academic year. Parents wishing to continue on a waiting list for a following year are required to make a fresh application.
- Should a vacancy occur after the allocation of places following the in-year testing centre the highest ranked applicant on the appropriate waiting list for the type of place that has a vacancy will be contacted and offered the place following the process outlined in this section.

## Section C: Admissions to the Sixth Form

### Admission numbers

For the September 2022 intake, the school's published admission number into year 12 (PAN) is 208. There are 180 places available for internal students, leaving a minimum of 28 places available for external applicants.

### Entrance Requirements

#### Current Southend High School for Girls Students

Sixth Form places are reserved for all students who are currently in Year 11 at Southend High School for Girls, provided they meet the admissions criteria for Sixth Form and individual subject requirements which are detailed on the school website.

#### All applicants

All applicants must have achieved:

- A minimum of a GCSE grade 5 in English and Mathematics.
- A minimum of 46 points from their best eight GCSE subjects.
- A minimum of two GCSE grade 7s.

GCSE grades are awarded points as follows: grade 9 = 9 points, grade 8 = 8 points, grade 7 = 7 points, grade 6 = 6 points and grade 5 = 5 points.

Grade 4 and below are not included in the overall points total.

Short courses are not included in the overall points total.

For applicants who are unable to meet this criteria due to the curriculum offered at their current school, Southend High School for Girls will accept one Level 2 applied GCSE or one Level 2 non-GCSE equivalent qualification as part of the best eight subjects points calculation. Points will be awarded as follows:

- For Level 2 qualifications, points will be awarded according to the 2017-2019 points column of the tables on pages 38 of the Secondary Accountability Measures government document. Level 2 qualifications that are awarded less than 5 points will not be included in the total.
- For graded music examinations, points will be awarded such that a Pass, Merit or Distinction at Grade 6 is equivalent to 6 points, a Pass, Merit or Distinction at Grade 7 is equivalent to 7 points and a Pass, Merit or Distinction at Grade 8 is equivalent to 8 points.

Admissions criteria for each subject will be published on the school website in October 2021 for 2022 admissions.

All applicants must begin Year 12 with a minimum of four A level subjects and are expected to finish Year 13 with at least three A level subjects, unless in exceptional circumstance.

Acceptance on courses is dependent on class sizes.

Applicants will only able to study their selected subject combinations if they fit within the timetable for lessons at for Southend High School for Girls.

Southend High School for Girls hopes to run all courses as advertised in the prospectus and on the school website. However, if numbers fall below a minimum threshold, Southend High School for Girls reserves the right to remove courses. In this instance, Southend High School for Girls will notify any affected applicants and provide them with the option to select different subjects.

It is not possible for applicants to study at both Southend High School for Girls and another Sixth Form or college.

### **Non-UK Qualifications**

Students with overseas qualifications may be accepted to study at Southend High School for Girls Sixth Form. We will seek confirmation that the courses the student has studied are congruent with the necessary academic level required to successfully complete A level study at the rigorous standard of Southend High School for Girls. To ensure this, we will require a UK Naric 'Statement of Comparability' conversion, which must be obtained at a cost to the applying student. Further supporting information can be found on the UCAS website. Southend High School for Girls will not accept the qualification of 'English as a foreign language' as a replacement for the minimum grade 5 in GCSE English.

### **Applications**

#### **Current Southend High School for Girls Students**

As students who currently study at Southend High School for Girls have a place reserved for them, provided they meet our admission criteria, they do not need to complete an online application form for Sixth Form. Instead, they are required to complete an A level Options form before 31<sup>st</sup> January 2022 which will be provided to them in school.

#### **Non-Southend High School for Girls applicants**

Applicants must complete and submit the online application form by 31<sup>st</sup> January 2022. The online application form is available on the school's website.

After 31<sup>st</sup> January 2022, a reference will be requested from the student's current school. This reference will ask **only** for details of GCSE estimated grades.

Conditional offers will be made where the reference indicates the applicant will achieve a minimum grade 5 in English and maths, a minimum of two GCSE grade 7s and a total of 46 points from their best eight GCSE subjects.

Where an applicant does not meet the criteria stated above, the applicant will be notified by email.

Applicants may be invited into school if there is need for a discussion about grades and choices. However, this is not an interview.

Where more external applications successfully meet the admissions criteria than there are places, the oversubscription criteria outlined in the 'oversubscription in sixth form' section of this document will be used.

Applicants must inform Southend High School for Girls if they elect to withdraw their application.

Applicants who receive a conditional offer are expected to attend our Sixth Form Induction day in the Summer term.

#### **Offers to external applicants:**

After 31<sup>st</sup> January, applicants who are predicted to achieve a minimum a grade 5 in English and maths, a minimum of two GCSE grade 7s and 46 points from their best eight GCSE subjects will be rank ordered from their best eight GCSE predicted grades as provided by their current school.

The top 300 applicants will be given conditional offers to study at Southend High School for Girls Sixth Form.

Applicants will be notified that they have received a conditional offer by email.

#### **GCSE Results Day**

On GCSE results day, conditional offer holders must present their GCSE results to Southend High School for Girls **in person** to accept their place.

Provided conditional offer holders have achieved a minimum of a grade 5 in English and maths, a minimum of two GCSE grade 7s and a minimum of 46 points from their best eight GCSE subjects, they will have secured a place to study at Southend High School for Girls Sixth Form, i.e the conditional offer then becomes unconditional.

Conditional offer holders will only secure a place on their chosen course, provided they have met the admissions criteria for the course and the maximum class size has not been met before their enrollment.

Places for conditional offer holders are held until midday on GCSE results day.

Offer holders who have met our admissions criteria of a minimum grade 5 in English and maths a minimum of 2 GCSE grade 7s and a minimum of 46 points from the best 8 GCSE subjects but are not able to study their subject choices due to class sizes being at capacity, or because they have not met the subject requirements for that course, will have secured a place at Southend High School for Girls Sixth Form but must then choose alternative subjects to study. Offer holders must choose four subjects based on the admissions criteria (including subject requirements) and places available in subject classes. Students unable to study a subject due to class sizes will be put on a waiting list for their preferred subject and will be notified if a space becomes available.

### **Students who do not hold an offer**

Students without conditional offers but who have met our admission criteria of a minimum of a minimum grade 5 in English and maths, a minimum of two GCSE grade 7s and a minimum of 46 points from their best 8 GCSEs, can apply for a place at Southend High School for Girls on GCSE results day.

These students will be put on a waiting list.

After midday on GCSE results day, non-offer holders who have met our admission criteria will be rank ordered based on their best eight GCSE subjects and then contacted by telephone to be offered a place. Southend High School for Girls is not be able to hold this place beyond the time of the phone call.

### **In Year Admission - Sixth Form**

Applicants can transfer to join Year 12 in the first four full weeks of the new academic year, or by 30<sup>th</sup> September (whichever comes first), provided they have met the admissions criteria (including subjects requirements), and there are spaces on the A level courses they wish to study at Southend High School for Girls.

### **Moving into the Area**

Southend High School for Girls will consider application from students to transfer to Sixth Form during the academic year. In order to be eligible for an in-year admission after the first four full weeks of the new academic year, or by 30th September (whichever comes first), a student must have moved from a non SS0-SS9 postcode into an SS0-SS9 postcode within the current academic year. Students will be asked to provide dated evidence as proof of address for both the previous and current address.

Admission will also be dependent on the following:

- The student must meet Southend High School for Girls entrance criteria and subject admissions criteria.
- Class sizes
- Due to the high volume, pace and level of challenge of the work covered at Southend High School for Girls, we will also consider the examination boards and the content studied at the student's previous Sixth Form or college. This is to ensure Southend High School for Girls is able to support the student effectively with their studies, as well as promote the wellbeing of the student.

### **Repeating Year 12 or Year 13**

Southend High School for Girls will not consider a student who wishes to repeat Year 12 for Year 13 from another Sixth Form or college under any circumstance.

### **Oversubscription in the Sixth Form**

Preference will be given to:

A looked after child (LAC) and previously looked after children who meet the academic entry criteria.

Any application that meets the entry criteria and has an EHCP that names this school will be admitted even if that means going over the PAN for that year group.

The applicant with the highest point score over eight GCSE subjects.

In the event of a tie, distance from home to school will be taken into consideration.

## **Section D: General**

### **Fraudulent applications**

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.

### **Right of Appeal**

All parents have a statutory right of appeal against non-admission to this school if an application for a place has been refused. This right may only be exercised only after school places have been offered, for example after National Offer Day (normally 1<sup>st</sup> March) for Year 6 applicants for 7, following confirmation of 'in-year' test results, or after GCSE results day for

the Sixth Form. 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.

**Notes:**

Note A, 'Preferential Consideration' is available to children who pass the selection tests in any of the following categories:

- Looked after children and previously looked after children (Note B); 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.
- Children in receipt of Free School Meals or identified as recipients of the Pupil Premium Grant (Note D), at the time of test registration.

**Note B, 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 arrangement order or special guardianship order). This also includes 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.

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.

**Note C, Statement of Special Educational Need (SEN) and Education Health and Care Plan (EHCP)** – An education, health and care plan (EHCP) is for children and young people aged up to 25 who need more support than is available through special educational needs support. EHC plans identify educational, health and social needs and set out the additional support to meet those needs. Section 43 of the Children and Families Act 2014 says that all schools, must admit a child if their EHCP names the school. If a school is oversubscribed, the admission of pupils with an Education, Health and Care Plan where the school is named in the Plan, is mandatory, except in those schools where the admissions criteria override this requirement.

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

**Note D, Pupil Premium Grant** - 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. 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.

#### **Note E, 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.

**‘Under age’ applicants:** An applicant is under age if he will be under 11 years of age on 31 August immediately prior to admission in September. Consortium schools will only accept applications from under aged applicants who are registered in Year 6 of their primary schools from the first day of the school academic year prior to secondary transfer. This effectively requires that the decision to promote the child to the year group above his 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 child is to sit the selection test. Confirmation of this is likely to be sought from the Headteacher of the primary school concerned by the Consortium Office.

**‘Over age’ applicants:** An applicant is over age if he is not under 12 years of age on 31 August immediately prior to admission in September. Consortium Schools do not accept over-aged applicants unless there are verified exceptional circumstances, for example of extended illness, for a child to repeat one of the primary school years or to have been admitted ‘late’ at the start of primary school. The Panel will seek verification from the Headteacher of the primary school concerned that an over-aged applicant has medically certifiable reasons or some other justifiable reason for being an over-aged applicant. The Panel will wish to investigate especially thoroughly the circumstances through which any child is found to be studying in Year 6 for the second time, especially if this should involve application to sit the selection tests for a second time. Medical evidence will be required for such applicants. Anyone who has submitted their 11+ registration as ‘confidential’ will need to send the CSSE a written authority to enable them to contact the child’s primary school.

For example, test registration may be refused where an investigation concludes that:

- an over aged child who is repeating Year 6 does not have exceptional reasons for so doing;
- an under aged applicant was not registered in Year 6 from the start of the school year in which the selection test is to be taken.