

# Determined Admission Arrangements 2024/25

Southend High School for Girls Academy Trust



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Key Dates	Task
2017	Last consulted Admission Arrangements
31st October – 12th December 2022	Public consultation
31 <sup>st</sup> January 2023	Determined Admission Arrangements ratified by Board of Trustees
2nd February 2023	Provide Determined Admission Arrangements to the LA
2nd February 2023	Publication of Determined Arrangements on school website
15 March – 15May 2023	Window for any Objections to the School Adjudicator.
Week of 1 July 2023	Final arrangements are published in the Secondary booklet/composite prospectus by the LA

# Southend High School for Girls

## Admission criteria and arrangements for entry to the academic year 2024-2025

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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.

## September admission into Year 7

### Admission numbers for Year 7

For the September 2024 intake, the school's published admission number (PAN) is 180.

### Admission Criteria to enter Year 7

Admission is dependent upon passing the Admission Tests.

### 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 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 is 31<sup>st</sup> October. You must apply to your home local authority, therefore if you pay council tax to Southend City Council you apply to Southend City Council.

Registration to sit the tests is open to children who will be aged 11 on 31<sup>st</sup> August 2024. 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. To apply please contact the CSSE via their website.

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 B) 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 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 for September admission into Year 7**

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

1. Looked-after children and previously looked after children (note A) who have passed the selection tests.
- 2) Children whose normal/habitual place of residence 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, **and** who qualify for 'preferential consideration'. A quota of up to 14 places is designated for children in this category
- 3) Children whose normal/habitual place of residence 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 144 places is designated at this school for children in both categories 2 and 3
- 4) Children whose normal/habitual place of residence lies outside the postcode areas SS0, SS1, SS2, SS3, SS4, SS5, SS6, SS7, SS8 and SS9, subject to their passing the selection test and who qualify for 'preferential consideration'. A quota of up to 3 places is designated at this school for children in this category
- 5) Children whose normal/habitual place of residence lies outside the priority area postcode areas SS0, SS1, SS2, SS3, SS4, SS5, SS6, SS7, SS8 and SS9, subject to their passing the selection tests. The remaining places up to the school's PAN at this school for children in this category (minimum 33 places)

## Right of Appeal

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.

## Explanatory notes for September Admission into Year 7:

### Tie Break

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

### Allocation of places

The places designated for 'preferential consideration' 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.

### 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, based on the test results, are maintained in each category until 31<sup>st</sup> December (offer day to the first day of term by the local authority and by the school thereafter). Each added child will require the list to be ranked again in the appropriate category. 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**

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.

### **Arrangements for 'underage' 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 'underage' 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, with full delegated authority from those schools, will review all underage and overage applications. The panel's decision is binding.

Parents wishing to request permission 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 directly for the attention of the headteacher.

### **Preferential Consideration**

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



- 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 because of being adopted.
- Children in receipt of Free School Meals or identified as recipients of the Pupil Premium Grant (note C), at the time of test registration.

**Note 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 arrangement 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.

**Note 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.

**Note C, 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.

## September admission into year 12

### Admission numbers for year 12

There are 190 places available, where year 11 pupils at the school meet the academy requirements for 6<sup>th</sup> form they transfer to year 12 and remaining places up to 190 are allocated to external applicants. External applicants will need to apply using the school's admission form.

### Admission criteria for September entry into Year 12

All applicants must have achieved:

- A minimum of 50 points from the applicants best eight GCSE subjects (only subjects in which 6 or above is scored will be counted)
- A minimum of two GCSE grade 7s
- A minimum of a GCSE grade 5 in English Language and Mathematics

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

Grade 5 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 these 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 subject's 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.
- 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.

### Admission criteria for each A level subject

In addition to meeting the admission criteria to enter year 12 applicants must also meet the admissions criteria for each subject that they choose to study. Admissions criteria for each subject will be published on the school website in October 2023 for 2024 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 be 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.

### Admissions order of priority for September entry into Year 12

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

1. **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. A quota of 180 places is designated for applicants in this category.
2. **External Students.** External applicants that meet the academic criteria (note below). The remaining places up to a maximum of 190 are designated for this category (minimum 10 places).

## **Right of Appeal**

All parents have a statutory right of appeal against non-admission. This right may be exercised after GCSE results day. Appeals must be lodged directly with the school within 20 school days of the date of notification that their applicant was unsuccessful. Panel hearings take place within 40 school days of the deadline for lodging appeals.

## **Explanatory notes for September Admission into Year 12**

### **Oversubscription Criteria for admission into year 12**

Looked after children and previously looked after children who meet the academic entry criteria have the highest priority in the oversubscription criteria for sixth form places.

### **Tie Break**

In the event of pupils achieving the same points for the last place available the place goes 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).