



**COLCHESTER COUNTY HIGH SCHOOL FOR GIRLS**

A Selective Girls' Grammar School with Academy Status

**A1 Admissions Policy for the academic year 2025-2026**

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<b>COMMITTEE</b>	Curriculum & Student Matters Committee
<b>SLT RESPONSIBLE</b>	Sinéad Hughes Associate Vice Principal
<b>REVIEW</b>	Annually
<b>POLICY REVIEWED</b>	April 2023
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<b>APPROVED BY THE LOCAL GOVERNING BODY</b>	February 2024

## 1. ADMISSIONS POLICY FOR ENTRY INTO YEAR 7 SEPTEMBER 2025

### 1.1 Published Admission Numbers (PAN) for entry into Year 7

The number intended to admit into Year 7 in September 2025 is **192**

### 1.2 Admission arrangements

The School operates selection arrangements jointly with the Consortium of Selective Schools in Essex (known as the CSSE). The CSSE acts as agent for the School in undertaking the administration of the test. There will be one selection test for those schools who are members of the CSSE. This will save children whose parents express a preference for more than one selective school in the CSSE from taking multiple tests for those schools. Only girls who have been entered for the selection test, administered by the CSSE will be considered for admission to Colchester County High School for Girls (CCHSG) in September 2025.

### 1.3 Entry & Eligibility

To enter for the test a Supplementary Information Form (SIF) must be obtained from, completed and returned online or to The Secretary to the Consortium of Selective Schools in Essex, King Edward VI Grammar School, Broomfield Road, Chelmsford, Essex, CM1 3XS (01245 348257).

An additional form for those candidates in receipt of free school meals by virtue of their household income at the agreed government threshold<sup>1</sup> or for whom their primary school receives the pupil premium<sup>2</sup> or receive the Service Pupil Premium (SPP)<sup>3</sup> must be completed and returned to Colchester County High School for Girls by 31 October 2024. The School will seek written verification of this information from each candidate's primary school, with parental permission. The eligibility will be taken to be as on the date the test is taken.

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<sup>1</sup>this does not apply to girls who receive free school meals only due to the universal free school meals policy by the Local Authority.

<sup>2</sup>Students eligible for the pupil premium:

1. Looked after children
2. Previously looked after children
3. Children currently eligible for free school meals by virtue of their household income at the agreed government threshold
4. Children who are known to have been eligible for free school meals by virtue of their household income at the agreed government threshold at any point in the last 6 years from the date the test is taken.

<sup>3</sup>Students attract Service Pupil Premium (SPP) at CCHSG if they meet one of the following criteria:

- one of their parents is serving in the regular armed forces (including pupils with a parent who is on full commitment as part of the full time reserve service)
- they have been registered as a 'service child' on a school census since 2016
- one of their parents died whilst serving in the armed forces and the pupil receives a pension under the Armed Forces Compensation Scheme or the War Pensions Scheme

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 via the CSSE by the published cut-off date. No girls 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 student who will be twelve years of age or over on 1 September following the test date will be allowed to take the test and gain admission to Year 7 at Colchester County High School for Girls, unless there are verified exceptional circumstances. Written requests should be addressed to the Principal and sent via the CSSE with supporting documents.

The CSSE deadline date for submitting the SIF for September 2025 entry will be published on the CSSE website, [CSSE – 11+](#).

Applicants who wish to request for any special adjustments to be considered should refer to the additional notification information on CSSE website. The deadline for submission of this request in writing to CSSE by the published deadline.

Methods of application and the closing date for the receipt of secondary school applications will be published on Essex County Council website [Admissions | Essex County Council](#) and in the Secondary Education in Essex 2025- 2026 Local Authority booklet or successor document on secondary education. Admissions information may be publicised by other means that the CSSE or the School may choose to employ e.g. direct mailing to primary schools and press advertisement.

Only girls who have been entered for the test, are of the appropriate age, and who attain the required standard in the prescribed arrangements for selection by reference to ability will be eligible to be considered for entry to the school in the September of Year 7.

The applicant must be able to demonstrate to the school's satisfaction that she has a right to reside in the United Kingdom and is entitled to state education.

### **Oversubscription Criteria**

If the school is oversubscribed after the admission of children with an Education, Health and Care Plan (EHCP) which names Colchester County High School for Girls on the EHCP who score 320 or above admission will be given to those children who meet the criteria set out below in order:

1. Looked After Children<sup>4</sup> (LAC) or Previously Looked After Children<sup>4</sup> (PLAC) who score 320 or above. <sup>4</sup> See Appendix 1 for definitions of these categories
2. Up to 20 places will be available to the highest scoring applicants who are eligible for the pupil premium (i.e. those in receipt of free schools meals by virtue of their household income at the agreed government threshold either currently or have received free school meals by virtue of their household income at the agreed government threshold in the previous 6 years, for whom their primary school receives the pupil premium) who achieve a test score of 320 or more.
3. Up to 10 places will be available to the highest scoring applicants who are eligible for the Service Pupil Premium (SPP)<sup>3</sup> who achieve a score of 320 or above and live at a permanent home address within the priority area as defined below<sup>5</sup>.
4. Places will then be allocated in descending score order from the Rank Order of Merit List, highest scoring first, for girls who permanently live within the priority area as

defined below<sup>5</sup> until 154 places have been allocated from the combination of the above criteria in 1-4.

5. The remaining 38 places will then be allocated in descending score order from the Rank Order of Merit List, highest scoring first, regardless of where the girls live.

#### **<sup>5</sup>Demonstrating eligibility via residence in the priority area.**

The priority area for CCHSG is defined as 25 miles from the school. All straight line distances, from the school's front door, are calculated electronically by the Local Authority using data provided jointly by the Post Office and Ordnance Survey. The data is used to plot the coordinates of each individual property and school and provides the address points between which straight line distance is measured. Distances are reported in miles to three decimal places in the first instance.

The offer of a priority area place is conditional upon the applicant continuously living in their permanent home address in the priority area between the dates of 31 October 2024, which is the deadline for applications to the Local Authority (LA), and the start date for Year 7 at CCHSG in September 2025. A permanent home address is defined as a residence in which the student and a parent spends the majority of the school week (Sunday to Thursday nights inclusive). Whilst a property being occupied by an applicant on an informal letting arrangement does not preclude the residence from being considered a permanent home address, those occupying a property in the priority area on that basis should inform CCHSG when applying and give reasons why the property is being occupied under such arrangements. If CCHSG considers, acting reasonably, that on the balance of probabilities (more than 50% likely), that the property being occupied on an informal letting arrangement is so occupied predominantly for the purpose of increasing the applicant's chances at gaining a place at CCHSG, then CCHSG reserves the right to refuse admission or withdraw a school place. As below, the school reserves the right to undertake additional checks to establish the permanent home address of an applicant.

If, in addition to a rented property, the child's parents also own another property and have previously resided in that property, the School will consider whether the application for a school place has been made in good faith. In this situation consideration will be given to whether the rented property or the other property should be regarded as the child's normal place of residence

The school reserves the right to ask an applicant's parents/carers to provide proof of their home address. Evidence requested will include a UK photocard driving licence (if applicable), council tax bill and one utility bills within the last six months (gas, electricity, water or landline phone). The school also reserves the right to undertake additional checks to establish the permanent home address of an applicant. This could include contacting the applicant's primary school (if applicable) and undertaking an unannounced home visit.

If an applicant's parent/carer is a Member of the Armed Forces and Crown Servants with automatic right of entry to the UK who are able to provide evidence of their relocation, in the form of an official government letter, of forthcoming residence in the priority area, at the time of application to the Local Authority by 31 October 2024 we will deem the applicant to have a permanent residence in priority area.

The information provided must be accurate. The school reserves the right to withdraw a school place that has been offered on the basis of a fraudulent application.

**1.4 Tie-break**

Where there are a number of students with equal aggregated test scores competing for the last available place(s), preference will first be given to the girl eligible for the pupil premium if they have not already been offered a place, followed by the girl living closest to the school by straight line measurement, measured from the school main entrance front doors.

**1.5 Order of Merit Lists**

When selected students withdraw between the time of publication of offers in March 2025 and 31 December 2025, places will be offered to the next qualified girl(s) from the Order of Merit Lists, (subject to the same conditions as outlined in the preceding paragraphs) up to the limits determined for each category.

**1.6** The Order of Merit Lists for entry of the academic year 2025-2026 will be kept by the Local Authority (LA) until the end of the first week of the autumn term 2025 and thereafter by the school until 31 December 2025. The Order of Merit Lists will cease to apply from the second term in Year 7 and any further vacancies will be treated as per the In Year Admissions Policy (Section 3 below.)

**1.7 Nature of the tests**

The selection process is by two tests, in English (50%) and Mathematics (50%). The English paper will comprise of comprehension, grammar and vocabulary, creative/extended writing, and applied reasoning (literacy and verbal). The Mathematics paper will comprise of questions consistent with KS2 National curriculum and applied reasoning (mathematical/non-verbal). The English and Mathematics tests will be set by the Consortium or anybody they choose to act on their behalf. Practice papers are available from the CSSE. The tests will be marked by staff employed by the selective schools and the marks from the two tests will be aggregated and mathematically standardised for each candidate. A rank order of merit of all candidates seeking a selective place will be created.

**1.8 Venue of the tests**

Tests will be taken at a selective school or other designated centre. Normally applicants for Colchester County High School for Girls will take the test at the school or other local site which the school may use. If maximum candidate capacity is reached at CCHSG, the CSSE will offer applicants an alternative test centre. In the interests of fairness, no applicant will take the test in her own school except as described in section 1.8 where no alternative is available.

The test can only be taken once by any candidate.

The main test for September 2025 entry will take place at a date arranged by the CSSE.

**1.9 Applicants who cannot attend the test centres**

Applicants who are ill, or owing to other exceptional circumstances are unable to take the two papers on the main date, will be allowed to sit any of the two 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 any 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 in the UK, must travel to take the test at a CSSE test centre. Applicants who live overseas should contact the CSSE regarding arrangements to take the tests on the main test date at a place to be decided by the CSSE in consultation with the applicant's parents.

#### **1.10 Applicants moving to the area**

Applicants, whose move to the area could not be foreseen in time to meet application deadlines, will be permitted to take a test at a later date decided by CSSE.

The applicant will be placed in the Rank Order of Merit List containing candidates regardless of where the girls live and the details passed to the LA. If offers of places up to the PAN have already been made by the LA. 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 student on the rank order. The Local Authority will inform late applicants of their statutory right of appeal if a place is refused.

#### **1.11 LA Applications**

Following the tests, parents will be sent the test results for their daughter and information regarding the lowest cut off score for admission in previous years. However these scores are not a final indicator of applicant admission success as they may vary from year to year.

Application for a place should be made to the LA. Application forms and detailed guidance notes on how to complete the application form are available on the Essex LA website [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions) and in the Secondary Education in Essex booklet. <https://www.essex.gov.uk/admissions-booklets-policies-and-forms/admission-booklets>. This application form must be completed and returned to the LA by the National Closing Date for secondary school applications.

#### **1.12 Appeals**

All unsuccessful applicants will be advised of their rights of appeal when they receive school application information on National Offer Day. Information about how to appeal can be found via the following link:

[www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions). A parent/carer can only appeal against non-admission where an application for admission has been made.

#### **1.13 Recent experience of applications and appeals for September Entry in Y7**

There were 715 applicants in 2022 for entry in September 2023. 624 candidates were tested at CCHSG in September 2022 for September 2023 entry, some candidates may have taken the test at other CSSE schools. A number of candidates who took the test did not apply due to their test score, which is sent to parents before the secondary school application deadline.

All appeals are heard by the Independent Appeals Panel. There were 7 appeals heard in 2022 for September 2023 entry, none of which was 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.

*The school is committed to safeguarding and promoting the welfare of children and young people. Our first priority is the welfare of every student and therefore there may*

*be occasions when our concern about a student means that we have to consult other agencies before we contact parents. The procedures we follow have been laid down by the Essex Safeguarding Children Board. A copy of our Safeguarding & Child Protection Policy is available from the school office and published on the school website.*

*The school complies with the recommendations of The Education Act 2011, The Equality Act 2010, and The Children & Families Act 2014. The school's Special Educational Needs Policy and Disability Accessibility Policy are available on request from the school and published on the School website [www.cchsg.com](http://www.cchsg.com).*

## **2. ADMISSIONS POLICY FOR ENTRY INTO YEAR 12 SEPTEMBER 2025**

**2.1** The school plans to admit up to a maximum of 50 girls joining from other schools (including Alpha Trust schools) in addition to those progressing from Colchester County High School for Girls provided they have met the minimum entry requirements and there is availability of places in subject courses, teaching staff and group sizes. The priority area criteria does not apply to the Sixth Form. Section 2.3 outlines the minimum entry criteria and eligibility.

### **2.2 Admission arrangements**

i. The deadline for submitting applications for sixth form places will be published on the school website.

ii. The School will acknowledge receipt of applications from external applicants and will request a reference, including predicted GCSE grades or any GCSE grades already achieved, from the applicant's current school. Where predicted grades are not provided by the school, performance in trial/mock examinations will be considered and the professional judgement of staff at Colchester County High School will be used to make an assessment of the information provided.

iii. Applicants may be invited into school to have a discussion centred around their future career plans and to confirm their final requested A Level subject choices, although the meeting will not form part of the selection process.

iv. The programme of study in the Sixth Form is that students will study three, four or five A Levels in Year 12. Students may study Further Mathematics within the four course choices or in addition to a four A Level programme.

v. Offers of conditional places will be made after the closing application date. The school will determine the projected number of teaching groups based on the applicant subject choices and conditional offers will be based on these choices.

vi. More conditional places will be offered than places available as some applicants will not achieve the minimum entry criteria or will decide to attend an alternative Sixth Form provider. Taking into account subject choices for A Level study, applications will be declined or placed on a waiting list where the school considers the size of teaching groups to be detrimental to the education of the group (or groups) as a whole and where it is not financially or educationally desirable for the Governing Body to alter the balance of the school's staffing or appoint additional staff to create additional groups.

vii. Subjects may not run where the school considers the size of teaching groups not to be financially viable

viii. GCSE results will be verified on results day for both internal and external applicants; external candidates will be required to bring their results to the school on results day. Places in the Sixth Form will be confirmed by email within five working days after the GCSE results are published.

ix. Places in the Sixth Form and course choices are confirmed on the basis of GCSE results and meeting the entry criteria, the availability of places in subject courses, group sizes and availability of teaching staff. In the case of over subscription the criteria in Section 2.3 will be applied.



x. Students offered a confirmed place after results day will be required to confirm their acceptance of their place in the Sixth Form within 48 hours of the confirmed offer being made after which the offer of place will be withdrawn. Places are confirmed on the basis of GCSE results published on results day and are unable to be held whilst awaiting the outcome of an Enquiry About Results submission.

### 2.3 Minimum entry criteria and eligibility

i. The minimum entry requirement is 4 GCSEs at Grade 7 or above and 2 GCSEs at Grade 6 including English Language and Mathematics at a minimum of Grade 6. Students will be required to achieve at least a Grade 7 in each GCSE subject they wish to study at A Level.

Those students wishing to take A Level Music will also require Associated Board Grade 5 Music Theory and Associated Board Grade 5 Music Practical in addition to the GCSE grade requirements outlined above.

For A Level subjects not studied at GCSE, each subject has a specified GCSE entry qualification:

- for Classical Civilisation, Economics or Religious Education a Grade 6 in GCSE English Language or GCSE English Literature
- for Psychology a Grade 7 in GCSE English Language or English Literature and Grade 6 in Mathematics
- for Further Mathematics a Grade 8 or above in GCSE Mathematics
- for PE a Grade 7 in Biology. The practical assessment in A Level PE is not part of the taught course. It is therefore expected that students are competing at a high level in an AQA recognised sport (see AQA website) outside school
- for Computer Science, an equivalent level 2 IT or Computer Science qualification.

If Economics, Psychology, Religious Education, Computer Science or PE, have been studied at GCSE then the entry requirement will be a Grade 7 in the subject to be taken at A Level.

ii. The criteria in 2.1 are minimum entry requirements. Achievement of the GCSE grades specified does not guarantee a place on any course or combination of courses as this is dependent on numbers in the teaching groups.

iii. In addition to the GCSE requirements set out, where a candidate's first language is not English, the school may require them to demonstrate sufficient fluency in English, both orally and in writing, to participate successfully in the Sixth Form. The candidate must also be able to show to the school's satisfaction that they have a right to reside in the United Kingdom and is entitled to State Education. The school will refuse admission to any candidate who fails to provide authentic, valid and bona fide documentation in support of their application.

iv. Where students applying to the Sixth Form do not have GCSE or IGCSE

qualifications, applications are considered on an individual basis and will involve the candidate taking a test for each A Level subject set by the Head of Department. Student qualifications will be considered along with other information provided by the student's current school.

v. Students must be under 17 years of age on 31 August of the calendar year of admission.

#### 2.4 **Oversubscription**

If the school is oversubscribed admission will be given to those children who meet the entry requirements in order:

- i) applicants who are currently Looked After Children<sup>4</sup> or Previously Looked After Children<sup>4</sup>. <sup>4</sup> See Appendix 1 for definitions of these categories
- ii) internal applicants
- iii) applicants from the Alpha Trust secondary schools
- iv) all other applicants

Places will then be confirmed in descending rank order of students average GCSE grade across their highest grades for their **best eight full course GCSE subjects including English and Mathematics**. 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 for example the additional science grade.

Grades from unreformed GCSE's will be treated as follows:  
A\* ≡ 8.5 points, A ≡ 7 points, B ≡ 5.5 points, C ≡ 4 points.  
Grades below C or 4 points are not considered.

If there is a tie then GCSEs in addition to the eighth subject will be taken into account. Short or half courses will not be taken into account. In the event of a tie for one remaining place to study a particular combination of subjects between students with the same average GCSE points score across all of their subjects, the place will be offered to the student who lives nearest to the school by straight line measurement, measured from the school main entrance front doors.

An applicant considering joining from another school would not be offered a place if the school considered that their addition to a teaching group (or groups) would increase the size of it (or them) to the detriment of the group (or groups) as a whole and it is not financially or educationally desirable for the Governors to alter the balance of the school's staffing or appoint additional staff to create additional groups.

In order to support the viability of an A Level course the school reserves the right to prioritise applications for such a course.

#### 2.5 **Late applications up to 1 September 2025**

Late applications up to 1 September 2025 will be considered only after all of the on time applications are processed.

#### 2.6 **Appeals**

Applicants who are not awarded a place have the right to appeal. Information about how to appeal can be found via the following link: [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions) . An appeal against non-admission can only be made where an application for admission has been submitted.

### 3. **IN YEAR ADMISSIONS POLICY FOR ENTRY 2025-2026 INTO YEARS 7 TO 11 (Other than for the start of Year 7)**

For the academic year 2025-2026 the PAN for Years 7-11 is 192 in each year.

Applications for places other than for the start of Year 7 should be made directly to the school on the published Application Form.

Applicants for places other than for the start of Year 7 will be tested **if and when a place becomes available**. The school holds an 'enquiry list' for applicants who wish to be considered for testing should a place become available.

Where a vacancy does occur, all applicants on the enquiry list will be contacted and invited to sit the entrance tests. The tests are held at the discretion of the school. The tests and assessments will not aim to replicate the 11+ selection tests but will seek to establish whether the applicant can sustain the pace of the school's classroom education, fit the levels of achievement of the relevant year group, and has sufficient knowledge and understanding to undertake the relevant year group's existing programmes of study. An academic reference may also be sought from the applicant's current school. The school reserves the right not to fill a place if the candidates are not judged to be of the required academic standard.

If a number of applicants are tested at the same time for a single place and the results of the tests indicate it is not possible to discriminate between them academically, preference will be given to a girl who is looked after. Should this not resolve the allocation then preference will be given to a girl on free school meals, followed by the girl living closest to the school by straight line measurement, measured from the school main entrance front doors. All unsuccessful applicants will be advised of their rights of appeal.

**Applicants who are unsuccessful following testing will remain on an Order of Merit List for their year group during the academic year in which the test was taken only.** They will be reconsidered should a place become available, alongside any other new applicants who have been tested.

Applicants will not be entitled to re-sit the entrance tests again during the same year, but can request to be placed on the enquiry list for the following year to be retested if a place becomes available.

#### 4. APPEALS

Parents/carers are advised that they have the right of appeal against any decision by the school not to admit their daughter. To make an appeal, parents/carers should see the Essex LA website [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions) and submit an online appeal or write to the Clerk to the Independent Appeals Panel, PO Box 11, Chelmsford, Essex, CM1 1 LX, who will send the relevant documentation. A parent/carer can only appeal against non-admission where an application for admission has been made.

*The school is committed to safeguarding and promoting the welfare of children and young people. Our first priority is your daughter's welfare and therefore there may be occasions when our concern about your daughter means that we have to consult other agencies before we contact you. The procedures we follow have been laid down by the Essex Safeguarding Children Board. A copy of our Safeguarding & Child Protection Policy is available from the school office and published on the School website.*

*The school complies with the recommendations of The Education Act 2011, The Equality Act 2010, and The Children & Families Act 2014. The school's Special Educational Needs Policy and Disability Equality Policy are available on request from the school and published on the School website [www.cchsq.com](http://www.cchsq.com) .*

Appendix 1

**Definition of Looked After Children (LAC) and Previously Looked After Children**

A Looked After Child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (as defined in section 22(1) of the Children Act 1989) at the time an application to the school is made.

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).

A Looked after Child or a Child who was Previously Looked After (PLAC), includes those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.