



Admissions policy for September 2024 entry

KING EDWARD VI GRAMMAR SCHOOL
BROOMFIELD ROAD CHELMSFORD ESSEX CM1 3SX
APPROVED BY TRUSTEES JANUARY 2023

1. The selection test and eligibility for entry to Year 7

- (a) There will be one selection test for those schools that are members of the CSSE (Consortium of selective schools in Essex). This will save children whose parents or carers express a preference for more than one selective school in the CSSE from taking multiple tests for those schools.
- (b) The number intended to admit to King Edward VI Grammar School (KEGS) is 150.
- (c) Parents or carers must register their child with the CSSE by the closing date for registration to sit the test.
- (d) The test 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 aged 11 years but under 12 years of age on the following 31st August, immediately prior to admission in September. For applicants who are outside of this age range, the school will follow the procedures set out by the CSSE to determine whether or not an 'over age' or 'under age' applicant will be permitted to sit the test. Please contact the CSSE, www.csse.org.uk, for further details.
- (e) Parents or carers must complete both the CSSE registration form and submit this to the CSSE by its closing date (see www.csse.org.uk) as well as submitting a formal Common Application Form to their home local authority. The closing date for applications is 31st October each year. Further information about how to register for the test can be obtained from the CSSE (see www.csse.org.uk).
- (f) Only boys 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 and aptitude will be eligible to be considered for admission to King Edward VI Grammar School in the September of Year 7. The test is available to pupils in Essex and from outside the County.
- (g) The selection process for the standard number of 150 is by two exam papers in English and Mathematics. The papers will be marked by staff employed by the school and a mark aggregated for each applicant. The CSSE will determine what age adjustment, if any, should be applied to the 11+ scores.
- (h) Applicants who are ill, or through other special circumstances are unable to take the test on the main date, will be allowed to sit a test on another stated day at a stated venue as determined by the CSSE, 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. Further details can be found in the Access Arrangements document provided by the CSSE on their website.



- (i) This process is subject to regular review.

2. Venue of the test for Year 7 entry

- (a) The test will be taken at a selective school or other designated centre. Normally applicants for King Edward VI Grammar School will take the test at the school or other local site which the school may use. If maximum candidate capacity at KEGS is reached, the CSSE will offer applicants an alternative test centre, sometimes on a different day. All UK candidates must sit the test at a CSSE centre.
- (b) In the interests of fairness, no applicant will take the test at his own school except as described in (c) below where no alternative is available.
- (c) Applicants intending to move to Essex for the start of their child's Year 7 education, but who currently live abroad, will take the test on the main test date at a place to be decided in consultation with the CSSE and the applicant's parents or carers.

3. Date of the test for Year 7 entry

The main date for the test for the September entry will normally be a Saturday in the first half of the Autumn term except for variations described above.

4. Over-subscription for entry in Year 7

- (a) 150 places are available to those who made KEGS one of their preferences, who have not been offered a place at another school for which they expressed a higher preference, and who qualify to be offered a place at the school under the coordinated admissions arrangements. Where applications for admission exceed the number of places available in Year 7, places will be awarded **in rank order** from the test, using standardised scores (including age standardisation).

Places that are dependent on living continuously in the 'Priority Area'

120 places are reserved for boys who have been **continuously** living within the priority area, i.e. within a distance of 12.5 miles from the school (see section 4(b)-(c) and section 5 below), **since 31st October in Year 6:**¹

- (i) Up to 8 out of the 120 'priority area' places are available to the top performing boys in the selection test who fulfil all the following criteria:
- A. at the time of test registration, are EITHER in receipt of the **Pupil Premium** payment OR are classified as '**looked after**' children or '**previously looked after**' children or '**internationally adopted previously looked after children**'. In each case, this must be declared on the CSSE Supplementary Information Form when registering for the tests (evidence will be required);²
 - B. achieved a final standardised score of at least 340.

¹ 31st October in Year 6: i.e. 31st October in the academic year *before* an applicant would start Year 7 in September at KEGS.

² See Glossary at the end of this policy for definitions of these categories.



- (ii) Further places will be offered in descending rank order of marks to the boys up until 120 places have been awarded to priority area applicants (this total includes any places awarded in 4(i) above).

Places not dependent on living in the 'Priority Area'

Once 120 places have been allocated to boys living inside the 'priority area', the remaining 30 places will be allocated to boys regardless of where they live:

- (iii) Up to 2 of these 30 places are available to the top performing boys in the selection test who fulfil all the following criteria:

- A. at the time of test registration, are EITHER in receipt of the **Pupil Premium** payment OR are classified as '**looked after**' children or '**previously looked after**' children or '**internationally adopted previously looked after children**'. In each case, this must be declared on the CSSE Supplementary Information Form when registering for the test (evidence will be required);³
- B. achieved a final standardised score of at least 368.

- (iv) The remaining places from the 30 will then be offered in descending rank order of marks to the boys scoring highest in the selection test.

(b) The offer of a place made under 4(a)(i) and 4(a)(ii) is conditional upon the pupil being continuously resident within the priority area (at their permanent home address and that of their primary carer) between 31st October in Year 6⁴ and the date of commencing the start of Year 7 at KEGS.

(c) Only one address can be used for application. In applying these admission arrangements, the 'permanent home address' will be defined as the place where the child resides for the majority of the week (Sunday to Thursday nights inclusive) and where their primary carer normally resides. Permanent residency is defined as owner occupancy or valid letting contract of a residential property. If a family purchases a property, rents a property, or lives with relatives temporarily, and uses this address in order to try to gain a priority area school place, whilst retaining ownership or tenancy of an alternative property that the family has previously resided in, then 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 property within the priority area or the other property should be regarded as the child's normal place of residence. For all applications based on residing within the priority area, evidence of residence at the address within the priority area may be required (see section 5 below).

(d) Children of UK service personnel⁵ with a confirmed posting to within the priority area and Crown servants⁶ who are returning from overseas to live in the priority area will be treated as meeting

³ See Glossary at the end of this policy for definitions of these categories.

⁴ 31st October in Year 6: i.e. 31st October in the academic year *before* an applicant would start Year 7 in September at KEGS.

⁵ i.e. UK Armed Forces.

⁶ Officers employed by departments of the United Kingdom Government, such as FCDO, UKVi, DIT.



the residency requirement in 4(b) above in advance of the family arriving in the priority area. Documentary evidence will be required.

- (e) Where selected pupils drop out between the time of publication of offers of places and the start of the following academic year places, then:
- (i) any pupil who drops out who was awarded a place based on categories 4(a)(i) and 4(a)(ii) above (i.e. who lives within the priority area) will be replaced by the next pupil in rank order who lives in the priority area as defined in 4(b)-(c).
 - (ii) any pupil who drops out who was awarded a place based on categories 4(a)(iii) and 4(a)(iv) above will be replaced by the next pupil in the rank order.
- (f) Where there are a number of pupils with equal scores competing for the last available place, due to applicants achieving identical standardised test scores (including age standardisation), preference will first of all be given to “looked after” or “previously looked after” children⁷ or ‘internationally adopted previously looked after children’, then to those in receipt of Pupil Premium⁸ (evidence will be required). Should there still be a tie for the last available place, preference will then be given to the pupil(s) who live closest to the school by straight-line measurement (see section 5 below). In the unlikely event of two applicants with an identical distance competing for a single place, the place will be offered to one applicant on the basis of lots drawn by an independent person.
- (g) A waiting list of the remaining pupils who took the selection test, will be held by the school for one year following admission to Year 7. If a pupil leaves KEGS during Year 7 then an offer of a place will be made according to the procedure in 4(e) above. If an application is received for a place in Year 7 after the normal admissions round, then the school will respond within 15 school days to advise parents of the next available test date or the reason for refusal with information about the right of appeal.
- (h) Parents or carers will have 21 days from the date of the letter of offer to accept or decline the offer in writing. Where an offer has not been taken up within the 21-day period, the school reserves the right to withdraw the offer and to offer the place to the next eligible applicant.

5. Calculation of straight-line distances

All straight-line distances are calculated electronically by the Local Authority using data provided jointly by the Post Office and Ordnance Survey.⁹ 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.

Address checking

The school may ask applicants to provide proof of their home address and also reserves the right to ask for documentation for previous addresses. This must be a copy of the following:

⁷ See Glossary at the end of this policy.

⁸ See Glossary at the end of this policy.

⁹ <https://secureweb1.essex.gov.uk/CAS/Chelmsford-Grammer-Schools.aspx>



- UK driving licence (if applicable);
- Council tax notification; and
- Two utility bills dates within the last six months (gas, electricity, water or landline telephone).

Fraudulent / misleading applications

Regrettably, on occasion some parents or carers give false information about their home address to get a place at a particular school. This is unacceptable and has the effect of denying a place to a child with a genuine claim. The school expects that all applications are made in good faith, giving the correct information.

Where there is reasonable doubt as to the validity of a permanent home address of an applicant, the school reserves the right to undertake additional checking measures, such as asking for further proof of residence, contacting any primary schools attended and, in some cases, unannounced home visits. If a school place is secured through false information regarding a home address, the school reserves the right to withdraw the place and will exercise that right in relevant cases.

6. Policy on numbers and over subscription for casual entries in Year 8-11

- (a) Where applications are received for places in Years 8-11, the school will respond within 15 school days to advise parents of the next available test date or the reason for refusal with information about the right of appeal. The tests used will be the school's own internal tests. The tests will not aim to replicate the 11+ but will seek to establish whether the applicant can sustain the pace of the school's classroom education and fit within the parameters of achievement of the relevant year group. After tests have been taken, a short-list of applicants whose tests show them to be suitable will be established. All short-listed applicants will be rank-ordered and, if there are spaces available in the school, places will be awarded in that order. Successful applicants may start immediately if there is room in the year group or at the beginning of the next academic year if there is no vacancy until then, if that is the parents' and carers' choice. For mid-year applications, a mid-year application form, available from Essex County Council, needs to be completed and returned directly to the school. A copy of the application form is available from the school's website, or can be requested from Essex County Council (admissions@essex.gov.uk; tel.: 0345 603 2200). Further details of the mid-year application process are provided on www.essex.gov.uk/admissions.

- (b) If there is a tie for the last available place, preference is given to a 'looked after' or 'previously looked after' child¹⁰ or 'internationally adopted previously looked after children', then to applicants in receipt of Pupil Premium¹¹ and then to siblings¹². If this does not resolve the matter, preference is given to the applicant living closest to the school, by straight-line distance.

¹⁰ See Glossary at the end of this policy.

¹¹ See Glossary at the end of this policy.

¹² See Glossary at the end of this policy.



7. Sixth Form admissions policy

- (a) External applicants for Sixth Form places comprise all genders without bias. The priority area criterion does not apply to the Sixth Form, i.e. admission is based solely on GCSE results as outlined below. Except in exceptional circumstances, students must be under 17 years of age on 31st August of the calendar year of proposed admission.
- (b) The morning of the day GCSE results are released at the end of Year 11 is the latest time for receipt of an application if the applicant is to be considered equally alongside all other candidates. Applications received after this time may be considered, but it should be noted that, except in exceptional circumstances, the start of the Autumn Term of Year 12 is the latest date for the submission of an application for a place in the KEGS Sixth Form.
- (c) All applicants will be asked to specify their intended subject choices, upon which the school will determine the projected number of teaching groups for each subject. Interviewing applicants or their families for entry to Year 12 will not take place, although meetings can be held to provide advice on options and entry requirements for particular courses.
- (d) Admission by any applicant to the Sixth Form is based on GCSE or IGCSE grades in full courses and AS levels or FSMQ Additional Mathematics at grades A and B only. The equivalency of other qualifications obtained will be taken into consideration.
- (e) The minimum number of external applicants likely to be admitted is 50. The upper limit of Year 12 external applicants will be based, not on total Year 12 numbers projected for the following academic year, but on the projected size of the teaching groups and the pastoral capacity of the school. Taking into account choices for A Level study, applications will be refused where the school considers the size of teaching sets or tutor groups to be detrimental to the education of the group and where it is not financially or educationally desirable for the Governors to alter the balance of the school's staffing or to appoint additional staff.
- (f) The requirements for admission into Year 12 are:
1. An average GCSE/IGCSE points score of at least 6.625 across **the best eight subjects**. This will be calculated as follows:
 - Reformed GCSEs (graded 9 to 1) will score according to the grade i.e. a grade 7 would score 7 points for KEGS admission purposes.
 - Unreformed GCSEs (graded A* to G) will score as follows: A* = 8.5 points, A = 7 points, B = 5.5 points, C = 4 points.
 - AS B grade or above = 8.5 points and FSMQ Additional Mathematics B grade or above = 8.5 points.
 2. Reformed grade 6 or higher **must** be achieved in GCSE Mathematics and English (regardless of whether or not these subjects are being followed to A Level). The English GCSE may be either English Language or English Literature.
 3. A suitably high GCSE grade, **usually** reformed grade 7 or A or better, in each chosen subject of study. An 8 or higher is usually required to study A Level Mathematics; a 9 is usually required to study Further Maths.



4. Reformed grade 4 or higher **must** be achieved at GCSE in a modern foreign language (or Latin).
5. **There need to be available places** in the teaching sets for each subject.
6. Only two qualifications per subject are accepted e.g. FSMQ Additional Maths (of B or above) + Maths GCSE, but not GCSE Statistics + GCSE Maths + FSMQ Additional Maths.
7. Applicants who have previously left KEGS for disciplinary reasons, either through a managed move or a permanent exclusion, will be treated as "external" candidates.

(g) In cases of over subscription, places will be offered first to all internal applicants meeting the criteria, then to external applicants. Each individual applicant must meet the same admission criteria, and places will be offered in descending rank order of their average points score across eight qualifying qualifications. In the event of tied scores, places will be offered first to 'looked after' children or 'previously looked after' children or 'internationally adopted previously looked after children' or those formerly in receipt of Pupil Premium who meet the criteria above. If there is still a tie after applying this criterion, places will be offered on the basis of the average points score across nine qualifying qualifications. If these scores are tied, then the best ten will be compared and so on. The school will also strive to maximize the viability of each pre-published A Level course running and, if appropriate, will occasionally prioritise applications from students who wish to study one or more of the courses with fewer students.

8. Appeals

- (a) Parents or carers whose children do not gain admission will be advised of their statutory rights of appeal.
- (b) Parents or carers wishing to appeal against the refusal of a place should contact the County Council's Statutory Appeals Panel. Parents or carers must communicate their wish to appeal to the Clerk to the Independent Appeal Panel, P.O. Box 11, Chelmsford, Essex, CM1 1LX. The Clerk will then inform parents or carers of the appeals procedure and dates for the appeal hearing.



Glossary

Looked after children or previously looked after children or internationally adopted previously looked after children	<p>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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.</p> <p>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). All references to previously looked after children in this policy mean such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and 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.</p>
Pupil Premium	<p>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.</p> <p>See https://www.gov.uk/guidance/pupil-premium-information-for-schools-and-alternative-provision-settings for more information.</p>
Siblings	<p>A relevant sibling is a child who has a brother, sister, adopted brother or sister or stepbrother or stepsister living in the same family unit in the same family household and address, who attends KEGS in any year group excluding Year 13. Biological and adopted siblings who attend KEGS in any year group excluding Year 13 will also be treated as siblings, irrespective of place of residence. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings.</p>



CSSE Administrative Office, P.O. Box 3087,
Chelmsford, Essex CM1 3SY
Telephone: (01245) 348257 Website: www.csse.org.uk

Please ensure you have read the guide prior to completing this form. This form must be returned to the CSSE office. PLEASE DO NOT USE THIS FORM IF YOU HAVE USED THE ONLINE REGISTRATION FORM.

CSSE Supplementary Information Form to Register a Child for the Essex 11+ Test for Admission to the following Schools in September 2024:

Colchester County High School for Girls*

*(In **addition** to this SIF Colchester County High School for Girls' own Supplementary Information Form (SIF) must also be completed for a pupil in receipt of free school 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 or for a pupil who is or has been in social care (is a looked after child or previously looked after child). You can obtain their SIF from their website, www.cchsg.com.

Colchester Royal Grammar School (Boys), King Edward VI Grammar School (Boys)
Southend High School for Girls, Southend High School for Boys,
Westcliff High School for Girls, Westcliff High School for Boys

...and for selective places at: Shoeburyness High School (mixed)

St. Bernard's High School (Girls)*

*(In **addition** to this SIF St. Bernard's own Supplementary Information Form (SIF) must also be completed. You can obtain their SIF direct from the school.)

St. Thomas More High School (Boys)*

*(In **addition** to this SIF St. Thomas More's own Supplementary Information Form (SIF) must also be completed. You can obtain their SIF direct from the school.)

The CSSE organises the selection tests for admission to the above schools. If you intend to choose one or more of these schools as preferences on your **Local Authority Application Form**, it is essential that you also complete this registration form and return it to the CSSE Office by **30th June 2023**. Forms received after this date will not be accepted. **The main test date is Saturday 23rd September 2023.**

We strongly recommend that you refer to the free familiarisation papers on the CSSE website.

Details of the Child who will sit the 11+ Tests: *(Please complete in block capitals and use the child's official name – ensure you have the same name on your local authority application form.)*

Child's Surname: _____ First Name Only: _____

Date of Birth: _____ Sex: Boy/Girl _____

Home Address for correspondence: _____

_____ Post Code: _____

Name of Parent or Guardian: _____

Preferred Telephone Contact No: _____

Email address: _____

Name and Address of current Primary School: _____

_____ Post Code: _____

The name of your Home Local Authority through which you will apply for a secondary school place for your child. (This is the Local Authority from whom you will receive information in relation to applying for Secondary School Places, usually where you pay council tax.)

Details connected with your child sitting the tests:

1. At which **ONE** of the CSSE named schools listed on page 11 do you wish your child to sit the tests? (Please write the full name of the school in the space provided.) In the case of a single sex school, please select a school that admits children of the same sex as your child. In the event of a CSSE school reaching its maximum capacity for testing, your child will be allocated an alternative test centre by the CSSE. If all schools reach the maximum capacity for main day testing your child will be allocated the Tuesday test date.

Test centres and test sessions cannot be changed at a later date. Once registered, test dates will not be changed to accommodate school trips or test dates arranged by other authorities. If you wish to withdraw your child from sitting the 11+ tests please inform the CSSE office in writing and advise your Local Authority of any changes to your preferences if you have submitted CSSE school choices.

2. Do you have religious objections or exceptional circumstances that prevent your child sitting the tests on a Saturday? Please indicate below. Evidence will be required.

3. Does your child have any medical circumstances, EHCP or other special needs, that will require specific arrangements to be made for the day of the tests? For example, wheelchair access, enlarged type papers, supervision support etc. If so please indicate briefly below the nature of your child's particular needs. **You should also complete the Notification form which can be downloaded from our website or requested from the CSSE office, and send it to the CSSE office with relevant evidence. A copy of our access arrangements guideline can be downloaded from the CSSE website www.csse.org.uk or can be requested from the CSSE office. Any request for special adjustments must be made in writing by 30th June 2023 at the latest.**

Adjustments will be made in accordance with the requirements of the Equality Act (2010), under the regulations governing School Admissions, and with reference to independent specialist advisers whose decision will be binding on the CSSE and the candidates.

4. A number of the CSSE schools give priority to a limited number of pupils who receive free school meals by virtue of their household income, are entitled to Pupil Premium, and those who are or have been in public care (looked after).

Please tick the box if your child is in receipt of free school meals by virtue of their household income

Please tick the box if your child's school receives the Pupil Premium grant (your child has received free school meals by virtue of household income at the agreed government threshold in the last 6 years).

Is your child eligible for Pupil Premium funding? (This information can be obtained from your primary school)

Please tick the box if your child is in public care or has been previously in public care before being adopted, or gained an order by a court. Please make sure you have included this on your form to your local authority. The local authority will undertake checks to verify this.

5. **The completion of this form does not constitute an application to the school you have named above as your child's test centre or any of the CSSE Schools. Parents can apply for school places only by naming them as preferences on their Local Authority Common Application Form. A place can be offered to your child only through the process of application described in your Local Authority's booklet. The above schools, in common with all state schools, make offers of places through the co-ordinated admissions system managed by the Local Authorities.**

I confirm I have read the CSSE Information Guide. The information supplied above is accurate to the best of my knowledge. I understand that in order to apply I must name the CSSE Schools of my choice as preferences on my Local Authority Common Application Form.

Signature of Parent: _____ Date: _____

DATA WILL BE STORED ON PAPER AND COMPUTER FILES.

Where information is provided to the CSSE on this form by one parent it will normally be shared, on request, with the other parent of the named child. If there are legal reasons for not doing so the CSSE must be informed in writing. The CSSE will require the parent requesting information to prove their identity before releasing information to them.

FOR POSTAL REGISTRATIONS ONLY, PLEASE ENCLOSE A STAMPED ADDRESSED ENVELOPE TO RECEIVE CONFIRMATION THAT THE CSSE OFFICE HAS RECEIVED YOUR 11+ REGISTRATION FORM. RETURN THIS FORM TO THE ADDRESS AT THE TOP OF PAGE 11 (NOT TO YOUR LOCAL AUTHORITY) BY 30TH JUNE 2023.

PRIMARY SCHOOL NOTIFICATION FORM

YES NO

Please circle YES or NO to give your permission to the CSSE to share your child's test results with their primary school.

We will not share information unless YES is circled and you have signed below.

Name of child

Address

.....

.....

Date of Birth

.....
Parent's Signature

.....
Date

For postal registrations, please return this form with your completed registration form (SIF).

CSSE PRIVACY NOTICE

The CSSE acts within the law in the handling of your personal data. We hold only the information you supply on application and the subsequent test results. The data is collected with industry-standard encryption and processed securely for the purpose of administering access to the schools which are members of the CSSE.

It is our duty to ensure that the data we hold is accurate, proportionate and retained only for as long as is necessary.

The legal basis for processing your data is public interest.

Your data and your child's data relating to the 11+ examination will be shared with the Local Authorities that administer the admissions process on behalf of the consortium schools and with the schools in the consortium. Information about Access Arrangements can be shared with our Educational Psychologist.

Data will also be processed for the purposes of producing statistical information.

You have the right of access to your own records. You have the right to request that your record is corrected (rectified), if there is any error. If you have an over-riding legitimate reason, you may object and exercise the right to have your data deleted.

The Data Controller is the CSSE. The Data Protection Officer is the *vice-chair* of the CSSE. Contact them: admin@csse.org.uk

Personal 11+ data is retained for no longer than two years after the date of the test for which you have registered. Personal data collected for the purpose of transport enquiries or ticket issue is shared with the bus companies. It is retained for no longer than two years after the date of the last enquiry or ticket expiry.