

# Admission Arrangements – For September 2018

## Admission at the age of eleven

Westcliff High School for Girls is a selective girls' school. Admission to the school at age 11 is determined through a selection procedure administered by the Consortium of Selective Schools in Essex (CSSE).

## How do I apply for my child to take the 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 on line and accessed through the CSSE website at: [www.csse.org.uk](http://www.csse.org.uk).

## CSSE test papers

Tests in English and mathematics will be taken in September each year.

Sample practice papers are available free-of-charge on the CSSE website along with full details of the application process.

## Test dates

The CSSE selection tests will take place on Saturday, 23 September 2017. Where possible, the test will be sat in the school parents have identified on the SIF.

## When will I get the results?

The CSSE will send the results of the tests by first-class post in October on the date specified annually by the CSSE.

## To be considered for a place parents must express a preference for this school on the Local Authority (LA) Single Application Form (or Common Application Form).

The deadline for completing this form if you live within the Southend or Essex Local Authorities is 31 October 2017 (subject to confirmation).

## School's Admission Criteria

The school's published admission number for the academic year 2018/19 is 184.

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 will be admitted below this pass mark.** The school determines admission in the order of priority set out below:

- I. Where the school is named in a child's statement of special educational needs or Education Health Care Plan and the child passes the selection tests, the school and the Local Authority have a duty to admit the child.
- II. **Priority is given to those candidates whose parents' primary residence** (as assessed by receipt of Child Benefit or a signed affidavit or other legal document to confirm the child's usual place of residence) **lies within the postcode areas SS0, SS1, SS2, SS3, SS4, SS5, SS6, SS7, SS8 and SS9, subject to their passing the entrance examination.** For the academic year 2016/17 a maximum of 115 places is reserved at this

school for children in this category. For 2017/18 a maximum of 75% of the published admission number is reserved at this school for children in this category. Places are allocated in order of the mark achieved, higher passing candidates first. The school is 'full' within the priority area when it has taken its full quota of pupils from within that area or when there are no more passing candidates who have listed the school as a preference.

- III. **Priority will be given thereafter to those candidates whose parents' primary residence** (as assessed by receipt of Child Benefit or a signed affidavit or other legal document to confirm the child's usual place of residence) **lies outside the postcode areas SS0, SS1, SS2, SS3, SS4, SS5, SS6, SS7, SS8 and SS9, subject to their passing the entrance examination.** In the case of children applying in this category, places will be offered according to the order of merit of those who sit and pass the entrance examination. The candidates who score higher marks will be allocated places before those who pass at a lower level. This process will continue until all available places have been filled.

In the event of pupils achieving the same mark for the last available place, preference will be given on the following basis:

- I. Where the candidate is a child in public care (looked after child), and children who were looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order) their case will be considered ahead of candidates not in public care.
- II. Where a child is not in public care preference will be given to the pupil who lives closest to the school as measured in a straight line from the front door of the child's home address (including flats) 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). (If a child lives with different parents for part of a week, the 'home' address will be deemed to be the child's residence for the major part of that week, and in the event of this being equal, the deciding factor will be the address to which child benefit would be payable.)

Pupils may only take the selection tests once for entry to Year 7 at Westcliff High School for Girls.

### **Under-age entry**

Children under the age of 11 on 31<sup>st</sup> August 2018 may, exceptionally, be allowed to sit the tests. The application to sit the tests must be approved by the Governing Body of any one of the CSSE schools to which they intend to apply. However, admission to each of those schools is at the discretion of the individual Governing Bodies. The application will be processed through the Local Authority Co-ordinated Admissions Procedure.

### **Fraudulent Applications**

If a school place is obtained through fraudulent means, the offer of a place would be withdrawn. This can include the removal of a pupil once started at the school.

### **Appeals against non-admission**

All parents have a statutory right of appeal against non-admission, which may be exercised only after school places have been offered. 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.

### **Entry higher up the school**

The School maintains waiting lists for Years 7 to 11. Parents should complete an admission application form (available from the school or on the website [www.whsg.info](http://www.whsg.info)) if they are interested in gaining admission for their daughter. When a place becomes available in a particular year group (i.e. when numbers drop below the Standard Number) all applicants on the waiting list for that year are invited to take the entrance tests.

- Applicants must be in the top 25% of the ability range as confirmed by confidential reports from their current school.
- Applicants for entry in Years 7, 8 and 9 will sit tests in Mathematics, English and a mixed verbal and non-verbal reasoning test.
- Applicants for entry in Years 10 and 11 will sit tests in English, Mathematics, Science and either French or Spanish.
- Applicants must achieve a combined percentage in the tests equal to that of the average in the Year group which they intend to join; places are then offered to the highest scoring pupils, achieving the required mark, until the planned admission number for that year group is again reached.
- No more than one application can be made in any one academic year.
- At all stages in the process parents/guardians have the statutory right of Appeal to an independent Appeals Panel.

Students interested in joining the Sixth Form should contact the School Office for further information about the admission procedure.

### **Prospectus**

Our Prospectus is also available to view on the school's website: [www.whsg.info](http://www.whsg.info).

Information on admission to the school will also be found in the Southend Borough Council booklet on Secondary School Admissions.

### **Statutory Consultation on Admission Arrangements**

Admission Authorities are required to publish details of their proposed admission arrangements and to give parents and other groups the opportunity to respond to the proposals. The admission arrangements include the proposed school admission limits, any changes to catchment areas and the criteria to be used should the school be oversubscribed.

Image courtesy of Google Maps  
This map is provided as a guide.

The exact priority area is defined by postcodes SS0, SS1, SS2, SS3, SS4, SS5, SS6, SS7, SS8 and SS9



