

# Admission of Pupils to Southend High School for Boys

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## **Admission to Year 7**

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

1. Southend High School for Boys is a selective single-sex boys 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.

#### **Test Registration**

2. 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). Parents intending to seek 'preferential consideration' (note A) must indicate their reason, at the time of test registration, on the SIF.
3. Registration to sit the tests is open to children who will be aged 11 on 31<sup>st</sup> August immediately prior to admission in September. 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).

#### **Test Attendance**

4. 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**

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

## Application to the school

6. All applications will be processed through the Local Authority Co-ordinated Admissions Procedure. 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 (subject to confirmation).]
7. 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.

## Education Health and Care Plans

8. 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 (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.

## Allocation of places

9. 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.
10. 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 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 5/6ths of the published admissions number (PAN) is reserved at this school for children in this category (150). 10% of *this quota* (15 out of 150) is designated for children from within the priority area who are entitled to '**preferential consideration**' (note A).

First, the 10% of places designated for 'preferential consideration' (note A) 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 any applicants from within the priority area 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.

- 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.** 10% of the places remaining after the local quota has been deducted from the PAN (3 out of 30), is designated for children from outside the priority area who are entitled to **‘preferential consideration’** (note A).

The 10% of places designated for ‘preferential consideration’ (note A) from outside 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, all remaining places are allocated, in rank order of marks, to any applicants from outside the priority area 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.

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

### **Waiting lists**

12. 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, 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. 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.

### **Fraudulent applications**

13. 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 Southend Borough Council’s website.

### **Appeals**

14. 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 (normally 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.

## Notes:

- (A) 'Preferential consideration'** is available to children who pass the selection tests, are in any of the following categories and indicated this on the CSSE Supplementary Information Form when registering for the tests:

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

- (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 arrangements 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 schools.

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.

- (C) 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 schools. The school must have been named in the Statement or Plan.

- (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 including those who are, or have been, 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.

- (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.

## **Admission to the Sixth Form**

Applications are also welcomed for entry into the school at Sixth Form level. The Sixth Form brochure and application form are available from the school's website: [www.shsb.org.uk](http://www.shsb.org.uk). Students should complete and submit the online application form by the published deadline.

The number of places offered to students from outside the school will depend upon the number of our own Year 11 students who achieve the Sixth Form course entry requirements below. The minimum number to be admitted is 15.

Minimum entry criteria to the Sixth Form are as follows:

- Applicants will need to accrue at least 52 points from their 8 best GCSE grades (where numerical grades are scored at face value). Grades below 6 do not contribute to this points score. Short course GCSEs may be included within this calculation.
- Applicants must achieve at least GCSE Grade 5 in English and Mathematics.
- Applicants must achieve at least GCSE Grade 6 in subjects to be taken at AS Level (or, in the case of new subjects, in related subject areas).

Preference will be given to looked after children or previously looked after children (note B) who have obtained the minimum entry criteria of 52 points.

Should there be more candidates of the required level than places in a subject, selection will be based on rank ordering of predicted GCSE points scores and the combination of subjects a student wishes to study.

Conditional offers to external applicants will be made on the basis of predicted performance at GCSE. Any offers made during Year 11 are conditional on pupils meeting the grade criteria specified and will only be confirmed upon receipt of GCSE results.

Where applicants do not have a conditional offer, they may ask to be considered on the grades achieved on GCSE 'results day' in August to fill vacancies created by those who do not meet the required entry criteria. In this event, applicants should bring evidence of their results to the school on 'results day'.

## **In-Year Admission (post-11+ admission)**

The school maintains waiting lists for vacancies which may arise during Years 8-11 (and after 31st December of Year 7). Those parents who wish their child to be considered for entry should complete and return an In-Year Application Form, which can be found on the school's website ([www.shsb.org.uk/Admissions](http://www.shsb.org.uk/Admissions)). Parents must submit both Part 1 and Part 2 of the application form. If, upon receipt of the application form, there are no vacant places in the year group concerned, the school will place the applicant on a waiting list.

When a place is available in the relevant year group, the school will arrange, at a time convenient to it, for the applicant, together with any other applicants for the same year group, to sit a series of tests at the school. These tests will be in English, Mathematics, Science and French/German/Spanish. (Please note there are no specimen papers available in advance of the tests.)

If, based on the test performance, an applicant is deemed to meet the required standard for entry into the relevant year group, the Headteacher will offer a place on behalf of Governors. If there are more applicants deemed to have met the required standard than there are places, then places will be awarded according to the school's published Admissions Criteria for that year group.

Ability in English, maths and science is indicative of a pupil's ability to cope with the demands of academic subjects in general; therefore, a candidate must score at least in line with the top 75% of our own pupils in the relevant year group in English, maths and science to be deemed suitable for entry into the year group.

An applicant may only sit the tests once in each academic year. The waiting list does not roll over from one academic year to the next - applicants must complete an in-year application form for each academic year they wish their son to remain on the waiting list.

We do not advise moving schools after September of Year 10 because of the variations between different examination board specifications. Only in exceptional cases will any place be offered in Year 10 or Year 11, even where the Year group is below 180.

We sometimes receive requests from parents who report that their child is unhappy at their current school. We would strongly advise, in the first instance, working with the current school to resolve the problem because a change of school can seriously disrupt a child's education.

## **Appeals**

Where an application is unsuccessful, parents have the right to independent appeal. They should write to the Clerk to the Governing Body at the school, outlining the grounds on which they wish to base their appeal.

**December 2020**