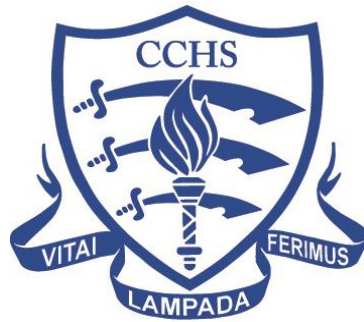


# Chelmsford County High School for Girls



## Admissions Policy for September 2024 Entry

Approved by the Governing Body: 27<sup>th</sup> February 2023

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## Chelmsford County High School for Girls

### Admissions Arrangements for entry to Year 7 for September 2024

*Chelmsford County High School for Girls is a selective, non-denominational girls' school with Academy Status.*

*As an academy, CCHS ('the School') is its own admission authority. However, the school operates its admissions policy and procedures in line with the Local Authority coordinated scheme for school admissions, which in turn follows the Department of Education's School Admissions Code.*

*The School's published admission number is 180 places for admission in Year 7 in 2024.*

#### **1.1 Eligibility for entry**

Only girls whose parents decide that they will take the CCHS Entrance Test, register their daughter at Chelmsford County High School for Girls and who attain the required academic standard (see definitions Appendix 1) in the prescribed arrangements for selection by reference to ability (and who make a formal application through their home local authority) will be eligible to be considered for admission.

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<sup>st</sup> August 2024 whose parents have registered for them to sit the test with the School by the relevant closing date (see below). Parents seeking a place at the School must also make a formal application to their home Local Authority (LA) by the LA's published closing date of 31<sup>st</sup> October each year.

Children studying outside of their normal age group (see definitions Appendix 1) are able to register and make an application. A decision on whether to offer them a place will be made by the School on a case-by-case basis taking into account the child's best interests.

The School acts at all times in accordance with the Equality Act 2010 and will therefore consider a request for all reasonable adjustments from the parents of any child with a disability or Special Educational Need who wishes to sit the Entrance Test. Parents should notify CCHS on the Registration Form if their child will need additional support in order to access the test. This should ideally be provided at least 2 months before the test to enable the School to source any necessary resources for the Test. Any late requests for reasonable adjustments will be considered on a case-by-case basis. Methods of application and the closing date for the receipt of applications will be published in the LA Secondary Education in Essex booklet for all parents of Year 6 girls, and will be available on the Chelmsford County High School for Girls website, the LA website and publicised by other means that the School may choose to employ e.g. direct mailing to primary schools and press advertisement.

## 1.2 The Entrance Test

Chelmsford County High School for Girls will be using a common admissions test for September 2024 entry.

The tests will normally take place early in the Autumn Term. The timeline and registration process are detailed in the Information Guide which is available for download from the School website from March 2023.

A child may only take the test once.

Children are expected to show ability appropriate to the Key Stage 2 curriculum. No additional preparation is necessary. A familiarisation paper will be made available on our website.

Registration for the CCHS Entrance Test will close at **4pm on Friday 23<sup>rd</sup> June 2023**. In ordinary circumstances late registration for the CCHS Entrance Test will not be accepted. Applicants who move to the area after the close of registration, for reasons that could not be foreseen, should contact the Admissions Office to be considered for sitting the entrance test on a later date.

Applicants who wish to attend an entrance test for another school being held on the same day as the CCHS Entrance Test will not be permitted to sit the CCHS Entrance Test on an alternative day. This will not be deemed as an exceptional circumstance.

Full details of how to register with Chelmsford County High School for Girls are available via the School website [www.cchs.co.uk/admissions](http://www.cchs.co.uk/admissions). It is preferable for applicants to register online, however paper registration is available on request.

## 1.3 Demonstrating eligibility

### Permanent Home Address

Only one address can be used for the application. In applying these admission arrangements 'permanent home address' will be defined as the permanent place of residence of the parent with whom the girl spends the majority of the school week (Sunday to Thursday nights inclusive) at the time of application to the home local authority. The exception to this is if the family are returning from abroad to a previous permanent place of residence within the priority area (See definitions Appendix 1) or are members of the Diplomatic Service or Armed Forces. Documentary evidence of this status will be required.

Documentary evidence of permanent home address will be required and will be considered on a case-by-case basis. This evidence can include documents showing owner occupancy or a valid letting contract of a residential property, a UK photocard driving licence showing the address, council tax bills and at least two current utility bills, which must include an electricity bill showing actual usage.

If, in addition to the 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.

In the case of a recent change of address during the admissions process additional evidence will be required. This may be in the form of: a UK photocard driving licence (if applicable), council tax bill and two utility bills, one of which must be the electricity bill showing actual usage.

Where there is reasonable doubt as to the validity of a permanent home address, the School reserves the right to undertake additional checking measures, including home visits, in relation to both current and any previous addresses and any primary school(s) attended.

Looked After and Previously Looked After Child(ren) and Pupil Premium status must be declared by the time of application to the Local Authority (documentary evidence will be required). (See definitions Appendix 1)

Proof of status can be requested at any time. If it is subsequently discovered that an application contains falsely claimed information, then any offer of a place will be withdrawn. Any information that is subsequently proven to have been provided fraudulently may invalidate that application.

The girl 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. (See definitions Appendix 1)

#### **1.4 Allocation of places on over-subscription**

Where applications for admission exceed the number of places available in Year 7, places will be allocated in descending score order from the Ranked List of Applicants (who have not already been offered a place at a higher preference) in the order of priority listed below:

1. The applicant is a Looked After Child or Previously Looked After Child (see definitions Appendix 1) who has achieved the required academic standard (see definitions Appendix 1) as advised in the CCHS Entrance Test result letter posted to parents, irrespective of where they permanently live.
2. The applicant has an Educational Health Care Plan (EHCP) and has reached the required academic standard (see definitions Appendix 1).
3. Of the next 144, places will be allocated as follows:
  - (a) up to 30 places will be made available to applicants in receipt of pupil premium, who have reached the required academic standard (see definitions Appendix 1) as

advised in the CCHS Entrance Test result letter and are living at a permanent home address within the 12.5-mile priority area of the School. The offer of a place is conditional upon the applicant living within the priority area (at their permanent home address) **since 31<sup>st</sup> October in Year 6**, which is the deadline for formal applications to the Local Authority.

b) the remaining places (of the 144) will be allocated to applicants that met the required academic standard in the CCHS Entrance Test and are living at a permanent home address within the 12.5-mile priority area of the School. The offer of a place is conditional upon the applicant living within the priority area (at their permanent home address) **since 31<sup>st</sup> October in Year 6**, which is the deadline for formal applications to the Local Authority.

4. All remaining places (up to 36) will be allocated in descending score order from the Ranked List of Applicants irrespective of where they permanently live until all 180 places are filled.

Definitions of the above are listed in the CCHS Supplementary Information Form (SIF) and Appendix 1.

Parents will have 21 days from the date of the letter of offer to accept or decline the offer in writing. Where an offer has been either declined or not taken up within the 21 day period the Local Authority will offer the place to the next eligible girl on the Ranked List of Applicants (subject to the same conditions and proportions as the preceding paragraphs). Where selected girls decline the offer of a place, the place will be offered to the next qualified girl(s) in rank order whose application expressed a preference for the School (subject to the same conditions and proportions as the preceding paragraphs).

This process will be operated until 31<sup>st</sup> August 2025, when the Ranked List of Applicants waiting list will cease to apply and any further vacancies will be determined through the in-year application process (see para 1.10).

If the applicant's permanent home address changes after 31<sup>st</sup> October 2023 and the change of address would result in a higher ranking, the new address will only be taken into account after the deadline from the Local Authority for accepting or declining a place and then re-ranked, if applicable, on the waiting list on 1<sup>st</sup> September 2024. Applicants will need to provide evidence that the previous home is no longer used by the family, for example, proof that the property has been sold or that it is no longer available for the family to live in or that a rental agreement has ended.

If the applicant's permanent home address changes after 31<sup>st</sup> October 2023 and would result in a lower ranking, the new address will be taken into account immediately and the applicant re-ranked accordingly.

CCHS will also check the child's permanent home address once offers have been made at the time of admission. If it is different from the application address, then further checks will be carried out. This will include consideration as to whether or not the

address used to make an application was purely used to secure a school place, as this may be considered fraudulent or intentionally misleading.

### **1.5 Resolution of a tie**

Where there is a tie for the last available place, due to applicants achieving identical standardised aggregate test scores, preference will first be given to an applicant who lives closest to the School by straight line measurement to the permanent home address (as detailed by the Residency Clause in 1.3 above) by way of electronic measurement. 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.

### **1.6 Applicants who cannot attend the test centre**

Applicants who are ill, or owing to other exceptional circumstances are unable to take the test on the main date, may be permitted to take the test at a later date, subject, in the case of illness, to the provision of sufficient evidence in the form of a medical certificate from the family doctor, hospital consultant or specialist and in any other circumstances to a written explanation of the reason. No applicant will be able to retake, on a subsequent occasion, an individual test which they have started.

### **1.7 Entrance Test result**

The DfE School Admissions Code requires that the results of the selective test are made known to parents **prior** to the closing date for applications to be made to the Local Authority (using the Common Application Form) which is 31<sup>st</sup> October.

CCHS will issue results to parents at least 7 days prior to the Local Authority CAF deadline. This will indicate if she has achieved the required academic standard (see definitions Appendix 1). On the basis of this, you may wish to list CCHS as one of your preferences on the CAF. Achieving the required academic standard does NOT guarantee the offer of a place, as there are likely to be more children with eligible scores than places available.

### **1.8 Appeals**

Any parents whose daughter is not successful in obtaining a place will be notified of their right of appeal to an Independent Appeal Panel.

### **1.9 Recent experience of applications and appeals**

Out of the 965 girls who sat the selection test in 2021 for entry in September 2022, 654 indicated Chelmsford County High School for Girls as a preference. Six appeals against refusal of admission to Year 7 were heard by the Statutory Appeals Panel of the Local Authority, of which none were 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.

### **1.10 Policy, numbers and over-subscription for in-year entries in Years 8 - 11**

In-year applications for places in these years will be tested if and when a place becomes available. Applicants at this stage are placed on our waiting list. Where an in-year vacancy does occur because of a student leaving the roll of the School, all applicants on the waiting list will be invited to sit a test set by the School. The test will not aim to replicate the CCHS Entrance Test but will seek to establish whether the applicant can sustain the pace of the School's classroom education and fit within the ability levels and parameters of achievement of the relevant year group. The place will be offered to the applicant with the highest score. An age-related weighting is applied as some applicants who have taken the test in a previous sitting and not been successful are also considered. There is a right to appeal.

If a number of applicants are tested at the same time for a place or places and results of the tests indicate it is not possible to discriminate between the last two candidates qualifying for a place academically, preference will first be given to an applicant who is a Looked After or Previously Looked After Child and second to any applicant in receipt of pupil premium (evidence will be required). If this does not resolve the matter, then preference will be given to the applicant(s) who live(s) closest to the School by straight line measurement to the permanent home address (as detailed by the Residency Clause above in 1.3) by way of electronic measurement. 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.

Any opportunities for places that may arise in Years 8 -11 will be advertised on the School website.

### **1.12 Resubmission and timing of in-year applications**

If an application for admission is unsuccessful, the applicant will remain in the order of merit for their year group. They will not be entitled to re-sit the entry examination during the key stage but will be considered for any future vacancies alongside any new applicants. An applicant who has taken a test for in-year admission in Key Stage 3 may be retested once they reach Key Stage 4. Further information is available from [www.cchs.co.uk/admissions](http://www.cchs.co.uk/admissions).



## SIXTH FORM ADMISSIONS POLICY

**Chelmsford County High School for Girls intends to admit 30 girls into Year 12 in addition to those progressing from Year 11 at CCHS.**

External applicants will be admitted provided they have met the minimum entry requirements and where the availability of places in subject courses, the availability of teaching staff, the suitability of group sizes and the pastoral capacity of the School permit. Applications will be refused where the School considers the size of teaching sets or tutor groups necessary would prejudice the efficient 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.

The GCSE criteria below apply equally to internal students and to external applicants. However internal students will be offered places (provided they meet these criteria) before places are offered to external applicants.

Admission to the Sixth Form is based on GCSE/IGCSE grades attained in full courses. Students with non-standard qualifications\* will be assessed separately and the equivalency of other qualifications obtained will be taken into consideration.

### **Sixth Form Admissions Criteria:**

#### **2.1 Minimum entry requirements**

The following are the School's minimum requirements for entry into the Sixth Form:

- All candidates are required to have reformed grade 6 or higher, or grade B or higher in GCSE/IGCSE English Language and Mathematics.
- All candidates must achieve an average of at least 6.625 over their best eight GCSE grades, including English Language and Mathematics. This average should be calculated (according to guidance issued by the DfE) by converting the grades for English Language, Mathematics and the six highest GCSE results as follows:

Reformed GCSE Grading	
Grade	Score
9	9
8	8
7	7
6	6
5	5
4	4

Unreformed IGCSE Grading	
Grade	Score
A*	8.5
A	7
B	5.5
C	4

- Short or half courses will not be considered in the above calculation.
- The only dual awards to be considered will be dual award Science and dual award Engineering.
- 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. e.g. the additional science grade.
- Only two qualifications per subject will be accepted e.g. the grades for GCSE Mathematics and GCSE Statistics could be included in the average grade calculation but a third Maths result would not be included.
- In addition to the above entry requirements, students are, in general, expected to achieve reformed grade 7 or higher, or unreformed IGCSE equivalent, in the subjects they intend to study at A level. Requirements for individual subjects are shown in the A level Options Booklet.

## **2.2 Over-subscription**

In the event of over-subscription when there are more external applicants who satisfy the entry requirements above than there are places available priority will be given in the following order:

1. Students who are Looked After or Previously Looked After Children who meet the admission criteria. (See definitions Appendix 1).
2. Other students who meet the admission criteria.

Each individual applicant must meet the same admission criteria, and places will be offered in descending rank order of their average GCSE points score across their best eight GCSE/IGCSE qualifications as outlined above and given the availability of places in the teaching sets for each subject they wish to study. In the case of a tie, the results of GCSEs beyond the eighth subject will be taken into account, using the higher average point score of nine subjects, then ten subjects etc, until the tie is resolved.

## **2.3 Further Requirements**

- The student must be under 17 years of age on 31<sup>st</sup> August of the calendar year of proposed admission.
- The student must be able to demonstrate to the School's satisfaction that she has a Right to Reside in the United Kingdom (see definitions Appendix 1) and is entitled to state education.
- The student will not be admitted to the School until she has provided authentic, valid and bona fide documentation in support of her application, including documentation to confirm her GCSE results.
- The student will need to be a proficient English speaker to cope with the pace of the academic curriculum on offer at this School. With the exception of Modern Foreign Language classes, lessons are taught in English so if a student's first language is not English, the School may require her to demonstrate the fluency, both orally and in writing, necessary for her to participate successfully in the Sixth Form.

## 2.4 Admissions Process

- External students will need to complete the Application Form, while internal students will be required to fill in an Options Form.
- Interviewing does not form part of our admissions process but we may invite students for an options discussion where necessary.
- The closing date for applications is Tuesday 6<sup>th</sup> February 2024.
- All prospective Sixth Formers will be invited to participate in the Induction programme which takes place in June.
- Offers of places in the Sixth Form are made and confirmed when GCSE results are published; for equal consideration students must upload their results to the CCHS admissions website by 1200 BST on GCSE Results Day. If the School is able to offer them a place they will subsequently be contacted by telephone for a verbal offer to be made. They will need to confirm their place by email immediately after this conversation has taken place.

### \* Students with non-standard qualifications

Where students applying to the Sixth Form do not have standard GCSE or IGCSE qualifications, applications are considered on an individual basis and students may be asked to sit specific tests in the School. Student qualifications will be considered along with other information provided by the student's current school, in an attempt to make a fair assessment of the application. This process is entirely at the discretion of the Governing Body. Students may find it helpful to consult NARIC (the national agency responsible for providing information and expert opinion on academic qualifications from overseas) to obtain the necessary information.

## **Appendix 1 - Policy Definitions**

### **1. Required Academic Standard**

The required academic standard is determined by the Entrance Test scores. Candidates must achieve an 'eligible score' which includes minimum standards in each element of the test. This is not a pre-defined pass mark but reflects a candidate's position in the rank order.

The School prioritises places to Looked After Children or Previously Looked After Children who have achieved a score up to 5 marks below an eligible score.

The School prioritises places to children with Pupil Premium who have achieved a score up to 5 marks below an eligible score.

The School introduced a new Entrance Test for 2024 entry which has a new marking scheme therefore data relating to previous banding structures is obsolete.

### **2. Under Age and Over Age**

A girl is "under age" if she will be under 11 years of age on 31 August immediately prior to admission in September. We will normally only accept applications from under aged girls who are registered in year 6 of their primary schools from the first day of the school academic year 2022/23. This effectively requires that the decision to move the girl to the year group above her 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 girl is to sit the test. Confirmation of this will be sought from the Headteacher of the primary school concerned.

A girl is "over age" if she is not under 12 years of age on 31<sup>st</sup> August immediately prior to admission in September. Confirmation of this will be sought from the Headteacher of the primary school concerned.

Consideration will be given on a case-by-case basis to other exceptional circumstances.

### **3. Priority Area**

The priority area is the area with a 12.5-mile radius (measured in a straight line) of the School. All straight-line distances 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 co-ordinates of each individual property and the School and provides address points between which a straight-line distance is measured. Distances are measured to three decimal places in the first instance.

### **4. Right to Reside**

Children who hold full British Citizen passports (not British Dependent Territories or British Overseas passports), or have a passport endorsed to show a right of abode in the UK are deemed to have a Right to Reside. An application for a school place will be accepted for such girls even though they may not be resident in the UK at the time of application.

## **5. Looked After Child and Previously Looked After Child**

A 'Looked After Child' is a child who (a) is in the care of a local authority, or (b) is 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) or (c) was previously in care outside of England. 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) at the time of making an application to a school. This includes children who appear (to the admission authority) to have been in state care outside of England.

## **6. Pupil Premium**

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.

Pupil Premium is allocated to:

- any child currently registered as eligible for free school meals, or
- any child who has been registered as eligible for free school meals at any point in the last 6 years.



## Headteacher

Mr Stephen Lawlor, BA (Hons),  
PGCE, PGCPSE, NPQH

# Chelmsford County High School for Girls

A progressive grammar school community,  
committed to excellence in girls' education and empowerment

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## Supplementary Information Form (SIF) Registration for the CCHS Entrance Test for Year 7 September 2024 Entry

Full Name:	
Date of Birth: (DD/MM/YYYY)	

Daughter's  
photograph  
to be  
affixed here

If you require assistance completing this form, please contact  
[admissions@cchs.co.uk](mailto:admissions@cchs.co.uk).

Registration will open from 9am Wednesday 26<sup>th</sup> April 2023 to 4pm Friday  
23<sup>rd</sup> June 2023.

Please ensure you have the following documents to attach to the Supplementary Information Form:

1. Recent passport style photograph of your daughter.
2. UK photocard driving licence (if applicable).
3. Council tax bill (dated March 2023).
4. Electricity bills showing actual usage, dated within the last 6 months. *If you are on a prepaid meter, please obtain a copy of the usage from your electricity provider.*
5. Additional bill e.g., water, gas, dated within the last 6 months (*bank/mortgage statements, TV licence, Telephone/Broadband/TV will not be accepted as evidence. If your accounts are online, please upload copies of the bills*).
6. If in rented accommodation, a copy of a signed, valid, tenancy agreement.
7. Appropriate evidence to support any request for special arrangements/adjustments.
8. Appropriate evidence to support Pupil Premium eligibility (if the applicant resides within the priority area).
9. Appropriate evidence to support Looked After Child(ren) or Previously Looked After Child(ren) status.

Please do not send originals of the above documents.



Please tick to confirm that you have read, understood, and accept the following documents before completing the Supplementary Information Form (SIF).

I have read, understood and agree to the CCHS Privacy Notices <a href="https://www.cchs.co.uk/about-us/privacy-notice/">https://www.cchs.co.uk/about-us/privacy-notice/</a>	
I have read, understood and agree to the Terms & Conditions (enclosed)	
I have read and understood the CCHS Information Guide <a href="https://www.cchs.co.uk/admissions/admission-to-year-7-september-2024/">https://www.cchs.co.uk/admissions/admission-to-year-7-september-2024/</a>	
I have read and understood the Admissions Policy for Year 7 2024 Entry <a href="https://www.cchs.co.uk/admissions/admission-to-year-7-september-2024/">https://www.cchs.co.uk/admissions/admission-to-year-7-september-2024/</a>	
I have read and understood the CCHS Special Arrangements Guidelines <a href="https://www.cchs.co.uk/admissions/admission-to-year-7-september-2024/">https://www.cchs.co.uk/admissions/admission-to-year-7-september-2024/</a>	

Primary Schools may request details of the Entrance Test and results pertaining to their pupils. **Please indicate if you agree for this information to be shared with your daughter's current school:**

Yes	
No	

- We grant permission for the personal data we have supplied to be shared with the approved Data Processors, Test Providers and other Admission Authorities performing similar testing for any reason deemed necessary to ensure the integrity of the process and the tests. At all times Data Processors, Test Providers and other Admissions Authorities agree to treat all personal data strictly in accordance with the Data Protection regulations currently in force.
- We agree that my daughter's results can be used for research purposes by Data Processors, Test Providers and other Admissions Authorities if required.

### **Daughter's Details**

All details must be entered accurately so as not to invalidate the registration and to avoid any delay with communication relating to test arrangements and results.

If you choose to name CCHS as a preference on your common application form (CAF) to the Local Authority in October 2023, please ensure that you enter your daughter's name accurately and the same as it appears on the SIF.

Daughter's Legal Forename:	
Daughter's Legal Middle Name:	
Daughter's Legal Surname:	
Daughter's Date of Birth:	

**Looked After Child / Previously Looked After Child**

A 'Looked After Child' is a child who (a) is in the care of a local authority, or (b) is 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) or (c) was previously in care outside of England. 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) at the time of making an application to a school. This includes children who appear (to the admission authority) to have been in state care outside of England.

Looked After Child(ren) or Previously Looked After Child(ren) status must be declared by the time of application to the Local Authority (documentary evidence will be required).

**Is your daughter cared for by the Local Authority or is she a Previously Looked After Child?**

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If 'Yes', please provide documentary evidence in the form of a copy of the adoption order, child arrangement order or special guardianship order and a letter from the Local Authority confirming that she was looked after immediately prior to that order being made.

**Pupil Premium / Free School Meals**

**Has your daughter received funding for free school meals at any point in the last 6 years or is currently eligible for free school meals?**

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If 'Yes', please provide documentary evidence in the form of the letter, directly from your daughter's current school, confirming Pupil Premium eligibility.

**Pupil Premium status must be declared by the time of application to the Local Authority.**

**Daughter's Home Address**

Address Line 1:	
Address Line 2:	
Town/City:	
County:	
Postcode:	

Has your daughter previously lived at another address within the last 12 months? If yes, please give details below (include dates of residence).

Address:	Dates of Residence:



### **Priority Area**

The priority area is the area with a 12.5 mile radius (measured in a straight line) of the school. All straight-line distances 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 co-ordinates of each individual property and school and provides address points between which straight line distance is measured. Distances are to three decimal places in the first instance.

Please check whether your daughter's permanent home address is within the 12.5 mile priority area by using the following website:

<https://secureapps.essex.gov.uk/cas/>

**Is your address within the 12.5 mile priority area?**

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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### **Demonstrating Residence**

Only one address can be used for the application. In applying these admission arrangements 'permanent home address' will be defined as the permanent place of residence of the parent with whom the girl spends the majority of the school week (Sunday to Thursday nights inclusive) at the time of application to the home local authority. The exception to this is if the family are returning from abroad to a previous permanent place of residence within the priority area or are members of the Diplomatic Service or Armed Forces. Documentary evidence of this status will be required.

Documentary evidence of permanent home address will be required and will be considered on a case-by-case basis. This evidence can include documents showing owner occupancy or a valid letting contract of a residential property, a UK photocard driving licence showing the address, council tax bills and at least two current utility bills, which must include an electricity bill showing actual usage.

If, in addition to the 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.

In the case of a recent change of address during the admissions process additional evidence will be required. This may be in the form of: a UK photocard driving licence (if applicable), council tax bill and two utility bills, one of which must be the electricity bill showing actual usage.

Where there is reasonable doubt as to the validity of a permanent home address, the School reserves the right to undertake additional checking measures, including home visits, in relation to both current and any previous addresses and any primary school(s) attended.

Proof of status can be requested at any time. If it is subsequently discovered that an application contains falsely claimed information, then any offer of a place will be withdrawn. Any information that is subsequently proven to have been provided fraudulently may invalidate that application.

The girl 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. (See definitions Appendix 1 in our Admissions Policy)

Please attach copies of the following documentation as proof of your daughter's permanent home address:

1. UK photocard driving licence (if applicable).
2. Council tax bill (dated March 2023).
3. Electricity bills showing actual usage, dated within the last 6 months. *If you are on a prepaid meter, please obtain a copy of the usage from your electricity provider.*
4. Additional bill e.g., water, gas, dated within the last 6 months *(bank/mortgage statements, TV licence, Telephone/Broadband/TV will not be accepted as evidence. If your accounts are online, please upload copies of the bills).*
5. If in rented accommodation, a copy of a signed, valid, tenancy agreement.

### **Fair Access & Partnership Plan**

Chelmsford County High School for Girls has made a commitment to deliver a fair access and partnership plan as part of its successful Selective Schools Expansion Bid. Please see below link for more information:

<https://www.gov.uk/government/publications/selective-schools-expansion-fund-successful-applications-2018-to-2019/chelmsford-county-high-school-essex-urn136412>

CCHS works with an established partnership of Primary and Junior Schools within Chelmsford. In order for us to continue with our outreach work, if your daughter attends one of the following schools, please check the relevant box.

- Barnes Farm Junior School, Chelmsford
- Boreham Primary School, Chelmsford
- Kings Road Primary School, Chelmsford
- Larkrise Primary School, Chelmsford
- Lawford Mead Primary & Nursery, Chelmsford
- Maltese Road Primary School, Chelmsford
- Meadgate Primary School, Chelmsford
- Moulsham Junior School, Chelmsford
- Parkwood Academy, Chelmsford
- Springfield Primary School, Chelmsford
- The Bishops' Church of England and Roman Catholic Primary School, Chelmsford
- Trinity Road Primary School, Chelmsford
- Westlands Community Primary School, Chelmsford

**Does your daughter attend any of our partner schools?**

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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**Parent/Guardian Details:****Parent 1 / Guardian 1** (this will be the main contact)

Title:	
Forename:	
Surname:	
Email:	
Home Tel. No.	
Mobile Tel. No.	

**Parent 2 / Guardian 2** (if applicable)

Title:	
Forename:	
Surname:	
Email:	
Home Tel. No.	
Mobile Tel. No.	

**Please state the name of your home Local Authority through which you will apply for a secondary school for your daughter.**

This is the Local Authority in whose area the child lives e.g., Essex.

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## Special Arrangements

Chelmsford County High School for Girls acts at all times in accordance with the Equality Act 2010 and will therefore consider a request for all reasonable adjustments from the parents of any child with a disability or Special Educational Need who wishes to sit the Entrance Test.

Parents should notify CCHS on the Supplementary Information Form (SIF) if their child will need additional support in order to access the test. This should ideally be provided at least 2 months before the test to enable the School to source any necessary resources for the Test. Any late requests for reasonable adjustments will be considered on a case by case basis.

Please indicate below the particular medical need or Special Education Need (SEN) of your daughter and submit evidence to support this request.

**For medical needs**, this will normally take the form of a letter for a hospital consultant or specialist confirming the candidate's medical condition and the need for special arrangements.

**For a student with SEN**, evidence must include a letter from the primary school SENCO confirming that there is a need for the adjustment requested and that such adjustments have been in place as a candidate's normal way of working in primary school. Any details of a formal diagnosis of SEN should also be provided.

Each candidate will be given a bottle of still water (500ml) and one plain biscuit during the break between tests.

If your daughter needs to bring anything to the school on the day of the test that relates to her medical condition eg. epipen, inhaler, diabetes testing kit, own snack or coloured overlays etc, please indicate below. These items must be brought to the test in a clear plastic bag.

The use of test timer watches, dictionaries, electronic calculators of any description (including calculator watches) is not permitted. Mobile phones, iPads, Smart watches or any other electronic aids should not be brought to the test.

For more information, please visit our website:

<https://www.cchs.co.uk/admissions/admission-to-year-7-september-2024/>

**Does your daughter have any medical circumstances (including asthmatic or dietary need), or does she require other special arrangements (for example, wheelchair access, enlarged type papers, supervision support) to be made for the day of the test?**

Yes		No	
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If 'Yes', please provide details below and provide documentary evidence to support your request.

**Religious Objections**

**Do you have any religious objections to your daughter sitting the test on Friday 22<sup>nd</sup> September 2023?**

Yes		No	
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**Other Circumstances**

**Are there any other circumstances that may prevent your daughter attending the test?**

*When you present your daughter for the test it is expected that you are satisfied that there are no other circumstances that have occurred that will prevent her from performing to her best. If anything has occurred that you know may affect her performance, you must advise the Admissions Office prior to the test being taken.*

Yes		No	
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**Completion**

The completion of this form does not constitute an application to Chelmsford County High School for Girls. Parents will need to apply by naming Chelmsford County High School for Girls as one of their preferences on their Local Authority Common Application Form. A place can be offered to your daughter only through the process of application described in your Local Authority's Secondary Education in Essex 2024/2025 booklet.

To avoid any delay with communication relating to the test arrangements and results, please ensure you have entered your daughter's details accurately. This information will appear on all correspondence and test material. Inaccurate details may invalidate the registration.

By completing and signing this Supplementary Information Form to Chelmsford County High School for Girls I declare that the information given is true and correct and that I have parental responsibility for the child named. I understand that if a school place is secured on the basis of false information knowingly provided the place may be withdrawn.

Parent/Guardian signature:	
Date:	