

WESTCLIFF HIGH SCHOOL FOR BOYS



Admission Criteria and Arrangements for Entry 2023

Section A: 11+ Admission to Year 7

1. Westcliff 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 School Booklet available from 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. Parents intending to seek 'preferential consideration' (see notes) 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 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 D).

Test Attendance

4. Tests in English and Mathematics will be taken on a date and at a school determined by the CSSE. The test dates are provided alongside the policy. 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 the 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 October (subject to confirmation).]
7. For the September 2023 intake, the School's Published Admission Number (PAN) is 185. The PAN for each Year group (8-11) for 2023 is 185.
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 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 A) 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 catchment area postcode areas SS0, SS1, SS2, SS3, SS4, SS5, SS6, SS7, SS8 and SS9, subject to their passing the selection tests (see Appendix 1).** A local quota of up to 80% of the Published Admissions Number (PAN) is reserved at this School for children in this category (148). Up to 10% of this quota (15 out of 148) is designated for other children from within the catchment area who are entitled to '**preferential consideration**' (see notes).

First, the 10% of places designated for 'preferential consideration' (see notes) from within the catchment 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 catchment area who have passed and have listed the School as a preference, or the total PAN has been reached.

- iii) **Children whose normal/habitual place of residence (as assessed in the terms provided, annually, in the Southend Local Authority's 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.** Up to 10% of the places remaining after the full local quota has been deducted from the PAN (4 out of 37), is designated for other children from outside the catchment area who are entitled to '**preferential consideration**' (note A).

The 10% of places designated for 'preferential consideration' (Note A) from outside the catchment 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 catchment 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' (see notes); 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 Board).

Waiting Lists

12.a Main round to Year 7

Where pupils meet the pass mark and are not offered, due to the priority category limit being met and the overall admission limit being met, they are placed on appropriate waiting list/s. Waiting lists, based on the test results, are maintained in each category until 31 December 2023. Waiting lists are kept in respective priority categories. In some cases pupils may be on two waiting lists, for example, on the 'Out of Priority with Preferential Consideration' category and also on the 'Out of Priority' list. However, pupils cannot be on the 'In Priority Area' and the 'Out of Priority Area' lists and cannot be on waiting lists if they have not met the pass mark.

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 according to the order of priority (as above) up to the limits determined for each 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, until the priority category limit is reached and the schools overall admission limit is met. Any additional applicants, prior to 31 December, will be added to the waiting list which will be reordered and ranked in line with the published over subscription criteria.

12.b In Year Admission

After 1 January, waiting lists are maintained, and places are offered, in accordance with the School's In-Year application process and held in line with the criteria process outlined in section 12.a. This may include re-testing

Section B: Post 11+ Admission (In-Year Admission)

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.whsb.essex.sch.uk) a hard copy may also be requested by contacting the School Office. The procedure for applications into Year 7, prior to 1 January, is detailed in Section A of this policy.

Requests for admission outside of the usual age group ('under age' or 'over age') should be made in writing to the Headmaster.

The dates when testing takes place for each academic year are published in advance on the School's website. No more than one application can be made in any one academic year. On receipt of an application, applicants will be written to within 15 school days.

Applicants for the Lower School will sit tests in Mathematics, English, Science and two of the following languages (French, German or Spanish). Applicants to the Middle School will sit tests in the 11 GCSE subjects which will form their programme of study. Please note there are no specimen papers available in advance of the tests. Places are offered to those applicants who have reached the required standard in the tests on the basis of the School's published Admissions criteria, until the planned admission

number for that year group is reached again. Applicants must achieve at least a combined percentage in the tests equal to that of the average (the performance of the top 50% of pupils as determined by the School's internal assessments) in the Year group which they intend to join.

Applicants will be notified of the outcome of their application within 15 school days of taking the tests. All in-year applications and the outcome are reported to the Local Authority within 2 days of the outcome letter to the parent/s however, all unplaced pupils are referred to the Local Authority immediately to ensure access to education.

Section C: Sixth Form Applications

Applications are also welcomed for entry into the School at Sixth Form level. The Sixth Form prospectus and application form are available from the School's website: <https://www.whsb.essex.sch.uk/>. Our planned admission number for the intake of students (admitted to the School for the first time) is 30. Boys and girls wishing to join the Sixth Form should complete and submit the online application form by the published deadline.

Conditional offers are generally made and students are expected to obtain at least 52 points drawn from their best eight GCSE subjects. Each grade is worth the equivalent number of points (a grade '9' is worth 9 points, a grade '8' is worth 8 points and so forward). Applicants are also required to achieve a minimum of grade '5' in GCSE English and Mathematics. Certain Advanced Level subjects require a minimum grade in that subject at GCSE and details of this, together with a full explanation of the entry requirements, are provided on the School's website.

Should there be more candidates of the required standard than places available, selection will be based on rank order of predicted GCSE points scores and the combination of subjects a student wishes to study. In the event of students achieving the same mark (at least 52 points) for the last available place, preference will be given to looked after or previously looked after children (note B). An applicant that meets the entry criteria and has an EHCP that names this School will be admitted.

Section D: General

Fraudulent Applications

Any application that places a candidate in a priority to which they are not entitled may be deemed fraudulent. 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 the Council's website.

Appeals

All parents have a statutory right of appeal against non-admission to this school if an application for a place has been refused. This right may only be exercised only after school places have been offered, for example after National Offer Day (normally 1st March) for Year 6 applicants for 7, following confirmation of 'in-year' test results, or after GCSE results day for the Sixth Form. Appeals must be lodged directly with the school within 20 school days of the date of notification that their application was unsuccessful.

Main round: Panel hearings take place within 40 school days of the deadline for lodging appeals.

In Year and Sixth Form applicants: Appeals must be heard within 30 school days of the appeal being lodged.

Details of how to appeal can be found on the Academy's website. All appeals are considered by an Independent Appeals Panel.

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) **Education Health and Care Plan (EHCP)**

An education, health and care plan (EHCP) is for children and young people aged up to 25 who need more support than is available through special educational needs support. EHC plans identify educational, health and social needs and set out the additional support to meet those needs. Section 43 of the Children and Families Act 2014 says that all schools, must admit a child if their EHCP names the school. If a school is oversubscribed, the admission of pupils with an Education, Health and Care Plan where the school is named in the Plan, is mandatory, except in those schools where the admissions criteria override this requirement.

Specifically, children with an EHCP 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 Plan.

- (D) **Pupil Premium Grant** - The Pupil Premium is additional funding for publicly funded schools in England. It's 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 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 eleven and twelve 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 Local Authority 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 or she 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/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 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 or she 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 thoroughly the circumstances through which any child is found to be studying in Year 6 for the second time, especially if this involves an application to sit the selection tests for a second time. Medical evidence will be required for such applicants. **If an applicant has made their 11+ registration confidential then the applicant will need to send the Consortium written authority to enable them to contact the applicant'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.

TEST DATES for AUTUMN 2023

Date	Session	Registration	Test
Saturday 17 September 2022	Session 1	7.45am-8.00am	8.30am-11.10am
Saturday 17 September 2022	Session 2	11.10am-11.25am	12.05pm-2.40pm

PRIORITY AREA MAP

