



# Admissions policy for September 2027 entry

**KING EDWARD VI GRAMMAR SCHOOL**  
BROOMFIELD ROAD CHELMSFORD ESSEX CM1 3SX  
*APPROVED BY TRUSTEES DECEMBER 2025*

## **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 31<sup>st</sup> 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](http://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](http://www.csse.org.uk)) as well as submitting a formal Common Application Form to their home local authority. The closing date for applications is 31<sup>st</sup> October each year. Further information about how to register for the test can be obtained from the CSSE (see [www.csse.org.uk](http://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. Places are first offered to students for whom the school is named on their EHCP. Where applications for admission exceed the number of places available in Year 7, all further places will then be awarded **in rank order** from the test, using standardised scores (including age standardisation), and in accordance with the criteria set out below.

### *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 12.5 miles from the school (see section 4(b)-(c) and section 5 below), **since 10<sup>th</sup> October in Year 6:**<sup>1</sup>

- (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);<sup>2</sup>

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<sup>1</sup> 10<sup>th</sup> October in Year 6: i.e. 10<sup>th</sup> October in the academic year *before* an applicant would start Year 7 in September at KEGS.

<sup>2</sup> See Glossary at the end of this policy for definitions of these categories.



B. achieved a final standardised score of at least 330.

- (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 EHCP places have been allocated and a further 120 places have been allocated to boys living inside the 'priority area', the remaining places<sup>3</sup> will be allocated to boys regardless of where they live:

- (iii) Up to 2 of these remaining 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);<sup>4</sup>
- B. achieved a final standardised score of at least 350.

- (iv) The remainder of the remaining places 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 10<sup>th</sup> October in Year 6<sup>5</sup> 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

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<sup>3</sup> As stated in 1(b), the school intends to offer 150 places in total. Remaining places, therefore, means the number of spaces that can be offered to bring the overall total up to 150, after the EHCP places and 120 priority area places have been offered.

<sup>4</sup> See Glossary at the end of this policy for definitions of these categories.

<sup>5</sup> 10<sup>th</sup> October in Year 6: i.e. 10<sup>th</sup> October in the academic year *before* an applicant would start Year 7 in September at KEGS.



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 personnel<sup>6</sup> with a confirmed posting to within the priority area and Crown servants<sup>7</sup> who are returning from overseas to live in the priority area will be treated as meeting 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” children<sup>8</sup> or ‘internationally adopted previously looked after children’, then to those in receipt of Pupil Premium<sup>9</sup> (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 based on 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.<sup>10</sup> The data is used to plot the coordinates of each

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<sup>6</sup> i.e. UK Armed Forces.

<sup>7</sup> Officers employed by departments of the United Kingdom Government, such as FCDO, UKVi, DIT.

<sup>8</sup> See Glossary at the end of this policy.

<sup>9</sup> See Glossary at the end of this policy.

<sup>10</sup> <https://secureweb1.essex.gov.uk/CAS/Chelmsford-Grammer-Schools.aspx>



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 reserves the right to ask for documentation for previous addresses. This must be a copy of the following:

- 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. Applications must be received at least 10 school days before a test to be allowed to sit the test. 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](mailto:admissions@essex.gov.uk); tel.: 0345 603 2200). Further details of the mid-year application process are provided on [www.essex.gov.uk/admissions](http://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' child<sup>11</sup> or 'internationally adopted previously looked after children', then to applicants in receipt of Pupil Premium<sup>12</sup> and then to siblings<sup>13</sup>. If this does not resolve the matter, preference is given to the applicant living closest to the school, by straight-line distance.

## 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 16 years of age on 31<sup>st</sup> 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:
    - GCSEs (graded 9 to 1) will score according to the grade i.e. a grade 7 would score 7 points for KEGS admission purposes.
    - GCSEs (graded A\* to G) will score as follows: A\* = 8.5 points, A = 7 points, B = 5.5 points, C = 4 points.

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<sup>11</sup> See Glossary at the end of this policy.

<sup>12</sup> See Glossary at the end of this policy.

<sup>13</sup> See Glossary at the end of this policy.



- AS B grade or above = 8.5 points and FSMQ Additional Mathematics B grade or above = 8.5 points.
2. 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** grade 7 or A or better, in each chosen subject of study. An 8 or higher in GCSE Maths, or an A or B in the FSMQ Additional Maths, is usually required to study A Level Mathematics; a 9 in GCSE Maths, or an A in the FSMQ Additional Maths, is usually required to study Further Maths.
  4. **There need to be available places** in the teaching sets for each subject.
  5. 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.
  6. 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) All qualifications to be considered in (f) above must have been completed and graded by the end of GCSE Results Day immediately before entering the Sixth Form.
- (h) 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 based on 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

<b>Looked after children or previously looked after children or internationally adopted previously looked after children</b>	<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>
<b>Pupil Premium</b>	<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 <a href="https://www.gov.uk/guidance/pupil-premium-information-for-schools-and-alternative-provision-settings">https://www.gov.uk/guidance/pupil-premium-information-for-schools-and-alternative-provision-settings</a> for more information.</p>
<b>Siblings</b>	<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>