



Westcliff
High School
for Girls

est. 1920

School Admissions Arrangements 2027/28

Title	Admissions Policy for entry 2027
Author	Miss Emma Matthews
Status	LGB Approved
Shared with	
Date	November 2025
Review Cycle	Annual
Review Date	November 2026

For office use – statutory process: The School Admissions Code 2021

Key Dates	Task
2024 for 2026 arrangements	Last consulted Admission Arrangements
25 October – 6 th December 2024	Public consultation
17 March 2025	Determined Admission Arrangements ratified by Local Governing Board as per scheme of delegation by Board of Trustees
	Provide Determined Admission Arrangements to the LA
	Publication of Determined Arrangements on school website
15 March 2025 to 15 May 2025	Window for any Objections to the School Adjudicator.
First week in July 2025	Final arrangements are published in the Secondary booklet/composite prospectus by the LA

WESTCLIFF HIGH SCHOOL FOR GIRLS



Admission Criteria and Arrangements for Entry 2027

Section A: 11+ Admission to Year 7

1. Westcliff High School for Girls is a selective single-sex Girls' 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 online and accessed through the CSSE website at: www.csse.org.uk. Parents intending to seek 'preferential consideration' (see 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 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. 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 2027 intake, the School's Published Admission Number (PAN) is 192.

Education Health and Care Plans (EHCP)

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 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 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 154 of the Published Admissions Number (PAN) is reserved at this School for children in this category. Up to 15 places *of this quota* are designated for other children from within the catchment area who are entitled to 'preferential consideration' (note A).

First, up to 15 places designated for 'preferential consideration' (note A) 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.

- 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 4 of the places remaining after the full local quota has been deducted from the PAN, are designated for other children from outside the catchment area who are entitled to 'preferential consideration' (note A).

The 4 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' (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 Board).

Waiting Lists

12. **Main round to Year 7**
Waiting lists, based on the test results, are maintained in each category until 31st 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, until the priority category limit is reached and/or the school's overall admission limit is met. Any additional applicants, prior to 31st December, will be added to the waiting list, which will be re-ordered and ranked in line with the published oversubscription criteria. After 1 January, admissions follow the same process as our In-Year Admissions Arrangements.

Section B: Sixth Form Applications

Admission into Sixth Form

This section provides details about entry into our sixth form in Year 12.

Westcliff High School for Girls is an academic Sixth Form that welcomes applications from both boys and girls who are committed to hard-work, self-discipline, achievement, and the development of moral values.

Introduction

We believe that our Sixth Form offers a centre of academic excellence which will help students acquire maturity, confidence, skills, and good examination results. These will open further doors of opportunity to Higher Education and worthwhile careers. Our students come from a variety of backgrounds and schools, but they share a desire to learn, which makes this Sixth Form a stimulating and friendly place in which to spend the next two years of education.

Admissions Number for to Sixth Form

The Admission Number into year 12 is 200. There are 184 places available for internal students, leaving a minimum of 16 places available for external applicants who meet the entry requirements.

The number of external applicants often exceeds the published admissions number of 16 where there are places available in each of the subjects an applicant wishes to study.

In addition to entry requirements, the upper limit of external applicants will take account of the availability of places in subject courses, the availability of teaching staff, the suitability of group sizes and the pastoral capacity of the school. Applications will be refused where the school considers the size of teaching sets or tutor groups 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 Deadline for applications is the end of February 2027.

Admissions Criteria to Sixth Form

Entry into the Sixth Form involves meeting general entry requirements and subject specific requirements.

- The minimum entry requirement for the Sixth Form is 52 points
- A minimum of a GCSE grade 5 in English and Mathematics

Points are calculated using a student's eight best results. For GCSE qualifications, the number of points equals the grade, so a Grade 9 is worth 9 points and a Grade 8 is worth 8 points and so on.

For applicants who apply with non-GCSE equivalent qualifications as part of the best eight subject point calculation, then points will be awarded according to the Secondary Accountability Measures Guide for Maintained Secondary Schools, Academies, and Free Schools, Annex H Scales for 2022 and future years published by the DfE in October 2022

Where points are gained from vocational qualifications including OCR Nationals and BTEC Level 2 Qualifications, all multiple award vocational qualifications will count as one of the eight GCSEs when working out the points total. Only one vocational qualification can be used in the best eight score.

In addition to the overall entry requirements for Sixth Form, each A Level subject has minimum GCSE subject requirements. We recommend you read our Sixth Form Prospectus and the Course Outlines for each subject before making an application.

Where students applying to the Sixth Form have non-UK qualifications, we will require the UK NARIC (the National Agency responsible for providing information and expert opinion on academic qualifications from overseas) to provide a 'Statement of Comparability'.

The student must be under 17 years of age on 31st August of the calendar year of proposed admission.

The student must be able to provide documentation in support of an application, including documentation to confirm GCSE results.

Education Health and Care Plans

Any applicant that meets the entry criteria and has an EHCP that names this school will be admitted even if that means going over the PAN for that year group.

Looked after children and previously looked after children

Looked after children and previously looked after children who meet the academic entry criteria have the highest priority in the oversubscription criteria for sixth form places.

The process and further details are provided in the Sixth Form prospectus, as published on the website.

Section C: General

Fraudulent Applications

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 1 March) for Year 6 applicants for Year 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 and will then be processed in accordance with the timescales outlined in the School Admissions Appeal Code (DfE). Details of how to appeal can be found on the school's website. All appeals are considered by an Independent Appeals Panel.

Statement on admission to single-sex provision

Admission to schools is administered in line with statutory frameworks. The principal regulatory document is the School Admissions Code 2021. Schools are also subject to the provisions of all other relevant legal provisions including current equality legislation. Schools which are recognised by the Department for Education as a 'single sex girls school' or 'single sex boys school' may only make provision for that sex to enter the school into Years 7 to 11. This is a consequence of the legal definition of a 'boy' or 'girl', which as it stands, is a matter of biological sex as at birth. There is no provision in law, under the age of 18, for self-identification to override this prescription. Therefore, schools which are a 'single sex girls school' or 'single sex boys school' are unable, at present, to admit a transgender male/female into Years 7 to 11.

Post 11+ Admission (In-Year Admission)

In-Year applications are made directly to the school and details regarding this process are available on the school's website, along with the dates for testing.

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.

Applicants who are entitled to 'preferential consideration' will be included – at all stages of the admissions process, from the initial allocation of places to the operation of the waiting lists – both on the relevant ranked list for 'preferential consideration' and also on the full ranked list for that area, according to postcode.

- (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 the 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 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.

PRIORITY AREA MAP

