

CSSE

The Consortium of Selective Schools in Essex

11+ Selective Test

Information Guide
2020 Entry

Saturday 21st
September 2019

SUPPLEMENTARY INFORMATION FORM
enclosed – see pages 11-12

PRIMARY SCHOOL NOTIFICATION
CONSENT FORM
page 13

PRACTICE PACK ORDER FORM
enclosed – see pages 15-16

GUIDE TO COMPLETING THE
ONLINE REGISTRATION FORM
page 17

Free familiarisation papers can be
downloaded from the CSSE website
www.csse.org.uk

To gain entry to the following
selective schools **ONLY**:

- Colchester County High School for Girls
- Colchester Royal Grammar School
- King Edward VI Grammar School
- Shoeburyness High School
- Southend High School for Boys
- Southend High School for Girls
- St. Bernard's High School for Girls
- St. Thomas More High School for Boys
- Westcliff High School for Boys
- Westcliff High School for Girls

Contents

Checklist	See overleaf
Introduction/CSSE Background	1
List of Important Dates	2
Essex 11+ Selection Test Application Process – 2020 Entry	3
Useful Information for Parents	4
Most Frequently Asked Questions	5-6
Open Days/Evenings Summer Term 2019	7
CSSE Schools – Age Range 11-18 Published Admission Numbers:	
Colchester County High School for Girls – Girls Grammar	8
Colchester Royal Grammar School – Boys Grammar	8
King Edward VI Grammar School – Boys Grammar	8
Shoeburyness High School – Mixed Comprehensive	9
Southend High School for Boys – Boys Grammar	9
Southend High School for Girls – Girls Grammar	9
St. Bernard’s High School (<i>Girls R.C. Bi-Lateral Voluntary Aided</i>)	10
St. Thomas More High School for Boys (<i>Boys R.C. Bi-Lateral Voluntary Aided</i>)....	10
Westcliff High School for Boys – Boys Grammar	10
Westcliff High School for Girls – Girls Grammar	10
Supplementary Information Form	11-12
Primary School Notification Consent Form	13
Order Form and Payment Form for CSSE Practice Packs	15-16
Guide to completing Online Registration	17

Checklist

Have you completed the Supplementary Information Form (SIF) correctly? Please check the following before submitting your form.

- Child's surname followed by first name.
- Correct date of birth.
- Address: The address should be where your child resides most of the school week. If you move house, please notify the CSSE office by email.
- Home Local Authority – the Authority in which you live.
- Test Centre – nominate only one of the CSSE schools as a test centre.
- Religious objections/exceptional circumstances – please notify us if you have a religious objection or exceptional circumstances that may prevent your child sitting the test on Saturday 21st September.
- Medical circumstances/Special Needs – Please refer to the CSSE Guideline and Notification Form on the CSSE website or request by phoning the CSSE office. Any request for special adjustments must be made in writing by the 1st July 2019.
- Primary School Notification. Please tick the box if you give permission for the CSSE to share your child's test results with their Primary School.
- A number of the CSSE schools reserve places for pupils who receive free school meals, are entitled to Pupil Premium, and those who are or have been in social care. Please tick any box that applies to your child on the SIF.

- Postal forms must be signed and dated.
- Postal forms – please ensure you pay the correct postage when sending your forms. Underpaid items will not be delivered to the CSSE office.

Forms can be completed online OR by post. Please complete only one CSSE SIF for each child being registered.

CONFIRMATION OF RECEIPT OF YOUR FORM.

Postal registrations – Please enclose a stamped addressed envelope with your completed SIF. A copy of your completed form will be sent to you as acknowledgement of receipt.

Online registrations – You will have the facility to look up and print off your submitted registration/ candidate number. You will NOT receive email confirmation.

Please note that by completing the CSSE Supplementary Information Form you are registering your child to sit the CSSE 11+ Examination to gain entry into the ten CSSE Schools listed in this booklet. The SIF is not an application to the schools. You can only make an application by completing your Home Local Authority Application Form.

Introduction

Welcome to the CSSE.

This CSSE booklet has been compiled to answer the most frequently raised questions in respect of the selective procedure.

If you have a query not covered in this booklet please contact the CSSE Office on telephone number:

01245 348257

CSSE postal address:

**PO Box 3087, Chelmsford
Essex CM1 3SY**

Email: **admin@csse.org.uk**

Website: **www.csse.org.uk**

Opening Hours: (school term time only)

**AUTUMN TERM – CSSE OFFICE OPENS FROM
5TH SEPTEMBER 2019.**

9.30am-3.30pm (Monday-Friday)

FREE ENGLISH AND MATHS FAMILIARISATION PAPERS CAN BE DOWNLOADED FROM THE CSSE WEBSITE: www.csse.org.uk

PRACTICE MATERIAL CAN BE PURCHASED FROM THE CSSE OFFICE. PLEASE SEE PAGE 15 OF THIS GUIDE FOR A PRACTICE PACK ORDER FORM.

THE CSSE OFFICE IS CLOSED DURING SCHOOL HOLIDAYS. ALL PRACTICE PACK ORDERS RECEIVED DURING OUR HOLIDAY CLOSURE PERIOD WILL BE PROCESSED AND DESPATCHED WHEN THE OFFICE REOPENS.

BACKGROUND

The CSSE was formed in 1993 as a voluntary association. The same selective test is utilised by ten CSSE selective schools and saves children, whose parents express a preference for more than one selective school, having to take multiple tests.

TESTING

Your child will take two separate tests, one in English and one in Mathematics.

Your child will take the tests in the selective school you as parents have nominated as your preferred test centre. **In the event of a test centre reaching its maximum capacity for testing an alternative CSSE school test centre will be allocated by the CSSE office. If all schools reach the maximum capacity for main day testing, your child will be allocated the Tuesday test date.** Once registered, test dates will not be changed to accommodate school trips or test dates arranged by other authorities. Please ensure you check all other commitments **prior** to registering with the CSSE office. We suggest you register as early as possible.

IMPORTANT DATES

Date	Event
14th May 2019	CSSE SIF registration will open for 2020 Entry.
June/July 2019	CSSE Schools Open Days/Evenings Summer Term 2019.
1st July 2019	Any request for special adjustments must be made in writing by the 1st July 2019 at the latest.
1st July 2019	Absolute CSSE deadline to register online OR by post.
July 2019	Test centre letters will be despatched from mid July. By the 26th July all candidates should have received (by post) their test centre information.
21st September 2019	11+ Tests take place.
1st October 2019 *	Tuesday test day for religious, illness or exceptional circumstances only.
14th October 2019	Results will be sent out by first class post to all candidates on Monday 14th October. A look up facility for test results will be available from Tuesday 15th October at 9am for candidates who were registered online. Please allow until Thursday 17th October for receipt of postal results.
Sept-end of October 2019	Parents make an application for secondary school place/s to their Local Authority.
31st October 2019	Closing date for the return of your completed Local Authority Application form to your home Local Authority.
2nd March 2020	National Offer Date for Local Authorities to send out secondary school offers to parents.

* If your religion does not allow your child to take the tests on a Saturday or your child is ill and you can supply a Doctor's certificate, arrangements will be made for your child to take the test on Tuesday 1st October 2019. If you have other exceptional circumstances please contact the CSSE office to discuss. Evidence will be required.

APPLICATION FOR SELECTIVE PLACES AT THE TEN CSSE SCHOOLS

How do I Apply for a Place at a CSSE School?

To apply for a place at a CSSE School for your child you must name the school as one of your preferences on your Local Authority Common Application Form and register your child to sit the 11+ tests by completing the CSSE's Supplementary Information Form. Please make every effort to ensure your child's personal details are the same on both forms. If you change your address before completing your Local Authority form, please notify the CSSE Office in writing.

Naming your Selective School Preferences on the Common Application Form.

Your Local Authority Common Application Form and Guidance Notes will be available to all parents of Year 6 children in September 2019. All CSSE Schools that you wish to apply for must be named as preferences on this form. This form must be returned to your Home Local Authority.

The Secondary Schools Admission booklet for 2020 Entry is available to download from your Local Authority's website or by requesting a copy to be posted to you.

Stating a Preference on the Local Authority Common Application Form is the only way of Applying for a Place at a CSSE School.

Application for places must be made on your Local Authority Common Application Form. Completing only the test registration form does not constitute a valid application for a place at a CSSE School. Parents must use the Common Application Form of the Local Authority in which they live, even if the schools that they name as preferences on the form are in a different Authority.

Date for the Return of your Local Authority Application Form.

The 31st October 2019 is the date for the return of Common Application Forms to the Essex Local Authority and to the Southend Local Authority. There can be penalties for late application imposed by Local Authorities, so please ensure that your form is returned on time. If you live in a different Local Authority then you should adhere to that Authority's deadline for the return of your Common Application Form.

1. Below are the addresses for the Essex and Southend Authorities:

School Admissions
Essex County Council
County Hall
Market Road
Chelmsford CM1 1QH
Tel: 0345 6032200
Email: admissions@essex.gov.uk
Website: www.essex.gov.uk/admissions

Schools Admissions Team
Southend Borough Council
Civic Centre
Victoria Avenue
Southend-on-Sea SS2 6ER
Tel: 01702 212934
Email: admissions@southend.gov.uk
Website: www.southend.gov.uk/admissions

2. The CSSE Office, which supplies this booklet can be contacted to answer queries about 11+ registration. If you are registering by post your child's Test Registration Form (pages 11, 12 and 13 in this booklet) must be returned to the CSSE office at the following address:

CSSE Administrative Office,
P.O. Box 3087, Chelmsford,
Essex CM1 3SY
Telephone: (01245) 348257
Fax: (01245) 350522
Website: www.csse.org.uk
Email: admin@csse.org.uk

Registering Your Child to Sit the 11+ Tests.

From 14th May 2019 parents can complete the registration form online or on paper. Online registration is provided via our website www.csse.org.uk. Alternatively, please complete the forms on pages 11, 12 and 13 of this booklet and return them to the CSSE Office (address on page 1).

The absolute deadline to register your supplementary information form online **OR** by post is 1st July 2019.

Information that you will receive from the CSSE Office.

Parents who have completed a valid Supplementary Information Form will receive communications from the CSSE Office as detailed below.

Confirmation that the Office has received your child's test centre registration form.

If you have applied by post, confirmation will be posted to you. Please supply a stamped self-addressed envelope with your CSSE Registration Form, **and ensure you have affixed the correct postage, underpaid items will NOT be delivered to the CSSE office.** Please email the CSSE Office: admin@csse.org.uk if you do not receive confirmation within ten working days.

If you have applied online you will have the facility to look up and print off your submitted registration. Your candidate number will be shown on your child's registration record. **YOU WILL NOT RECEIVE EMAIL CONFIRMATION.**

Photographing of Candidates on the 11+ Test Day at CSSE Test Centres

CSSE test centres will be photographing each candidate (with their name label on them) at the time of registration for the 11+. The photographs will be kept until the end of the Autumn term in which the candidates would be in Year 7 and then destroyed. Further details will be sent with your child's test centre letter.

Information that you need on the 11+ test day.

From mid July a letter will be posted to you by 1st class mail confirming where you should take your child for the selection test on **Saturday 21st September 2019 and at what time you should arrive.** You should receive this letter by 26th July. In some cases a school may need to have more than one sitting to accommodate the number of candidates. **In the event of a test centre reaching its maximum capacity for testing an alternative CSSE school test centre will be allocated by the CSSE office. If all schools reach the maximum capacity for main day testing, your child will be allocated the Tuesday test date.** We suggest you register as early as possible. As we are unable to confirm whether morning or afternoon sittings have been allocated, you are asked to keep the whole day free.

We are unable to alter test sittings once they have been allocated. If you have exceptional circumstances that prevent you from attending your confirmed sitting please contact the CSSE immediately.

11+ Test Results.

Test results will be sent by first class post to all candidates on the 14th October 2019. Accompanying the 11+ test results will be a guidance sheet detailing the likely 11+ score/s your child will need to attain to gain a place at the individual CSSE Schools.

A look up facility for test results will be available from the 15th October from 9am for candidates who have registered online. **Please allow until Thursday 17th October 2019 for receipt of postal results before contacting the CSSE office.**

Place Offers will be sent to you by your Local Authority.

March 2nd 2020 is National Offer Day when all Local Authorities are required to inform parents of the outcome of their applications to secondary schools. Any questions that you may have should be addressed to your Local Authority.

Most frequently asked questions about the Selective Tests:

Q How old should my child be when he/she sits the test?

A – The test is normally available to children registered in year 6 from September 2019 and who are aged 11 years but under 12 years on the 31st August 2020. Your child's date of birth should fall between 1st September 2008 and 31st August 2009. Many children will be 10 when he/she sits the tests but they should be 11 by the time they start secondary school.

Q Should my child sit the tests even if I don't intend to name a Selective School on the Local Authority form?

A – No. The purpose of the tests is to gain entry into one of the CSSE schools.

Q What if my child is less than 11 years old on 31st August 2020 and I want him/her to sit the test?

A – The CSSE does not encourage early entry other than in exceptional circumstances. The decision to allow a pupil to take the 11+ examination early lies with the admissions committees of the school/s for which a parent expresses a preference. Under-age pupils are those who would be less than 11 years old on 31st August 2020 and must be registered in Year 6 at the time of sitting the test. Please contact the CSSE for further details on "under-age" entry arrangements.

Q What are the tests?

A – Candidates will sit two tests. One in English and one in Mathematics. The English paper will last sixty minutes with ten minutes additional reading time. The Mathematics paper will last sixty minutes. The final scores for the individual papers are mathematically standardised and 'weighted', each being worth 50% of the marks. The results of all candidates will be analysed, by date of birth, to determine if a statistical age-adjustment is required.

Q When do the tests take place?

A – **The tests will take place on Saturday 21st September 2019.** If your religion does not allow your child to take them on a Saturday or your child is ill and you can supply a Doctor's certificate, arrangements will be made for your child to take the tests on Tuesday 1st October 2019. If you have other exceptional circumstances please contact the CSSE office to discuss.

Q Will my child have the opportunity to take practice papers?

A – Your child's present school may help you with this, but remember that children only need a limited amount of practice to familiarise themselves with the types of questions and timing. The Mathematics and English tests will be based on Key Stage 2 of the National Curriculum. Suitable practice material is available commercially from major booksellers. However, please note that these are tests based at a similar level but are not of the same format as the 11+ papers. Please refer to our website www.csse.org.uk for free familiarisation papers that you can download. Other practice material can be purchased from the CSSE office. Please see page 15 of this guide for a practice pack order form.

Q Where does my child take the tests?

A – Your child will usually take the tests in the selective school you have nominated for the test. In the event of a test centre reaching its maximum capacity for testing an alternative CSSE school test centre will be allocated by the CSSE office. We suggest you register as early as possible.

Important: Once your nominated test centre has been confirmed we will be unable to alter it.

Your child will take the tests either in a large hall or classroom. There will be adults in charge of each room overseeing the conduct of the tests who will answer any questions the candidates have before the tests start. It is important to arrive in time for your child to be shown where the toilets are and for him/her to settle into the test room well before the tests begin.

Q What should I do if my child has a medical condition or requires access arrangements for the test?

A – A copy of our Access Arrangements Guideline and Notification Form can be downloaded from our website or requested from the CSSE office. You should complete the relevant section on the registration form and the notification form. The deadline for receipt of requests for adjustments is 1st July 2019.

Q What happens if something else occurs near (or on) the day of the test which prevents my child performing at their best?

A – When you present your child for the test it is expected that you are satisfied that there are no other circumstances that have occurred that will prevent him/her from performing to their best. If anything has occurred that you know may affect their performance you must advise the test centre prior to the test being taken.

Q What happens if my child is ill on the day of the test?

A – If you are at all uncertain about your child's health on the day of the test please withdraw your child by contacting the test centre direct. **Subject to confirmation from your doctor**, we will arrange for the test to be taken on an alternative date.

Where a candidate becomes indisposed during the test day, the test centre will make appropriate arrangements to care for the child and to inform his/her parents.

These arrangements may include allowing the candidate to leave the test room for a short period under supervision; returning to finish the tests. Candidates who leave the room during the tests will not be given extra time. If the candidate is too ill to continue and leaves the premises then he/she will not be allowed to finish any test that he/she has already started.

Q What happens if we have difficulty getting to the test centre?

A – Please ensure you plan your journey to your child's test centre and allow sufficient time to get there. The test centres will not test any child who arrives late. There will be congestion on the roads, particularly near the test centres and you are advised to listen to the weather and traffic reports on Essex Radio, BBC Essex or BBC Suffolk prior to starting your journey. Cancellation of the tests due to atrocious weather conditions will also be announced on these radio stations. If the bad weather conditions are local to you, telephone the CSSE Office. In all other circumstances you should telephone the school where you are taking the test for advice.

Q What should my child bring with them to the test centre?

A – Your child need only bring a pen, pencil, ruler and eraser. Your child does not need to wear school uniform. **Please note that the use of dictionaries, electronic calculators of any description or smart watches (eg Fitbit) is not permitted. Please do not allow your child to bring them to the examination. Mobile phones should not be brought to test centres by children.**

Drinks and snacks are not permitted during the tests unless you have notified us in writing of a specific medical condition. Refreshment break arrangements will be confirmed with your test centre letter.

Questions in relation to Preference/Admissions/Appeals

Q What advice would you give about the order that I put my preferences on the Local Authority Form?

A – Our advice is that you should list your chosen schools in your true order of preference. If your first choice is one of the CSSE Schools then you should put it first on your list. This will not prejudice your application to the other schools in your list of preferences.

Q Will the Local Authority offer my child one school place only or offers at all my chosen schools for which my child has met the Admissions Criteria?

A – The Local Authority will only offer your child one school place. This will be the highest placed school in your list of preferences for which your child meets the Admissions Criteria. You will not be offered additional places at the other schools lower on your list, even if your child meets their Admissions Criteria.

If your child does well enough in the 11+ tests to be offered a place at one of your chosen CSSE Schools and you have placed this school as your first preference then a place will be offered to him/her at that school. If, however, you place another school above the CSSE School and your child meets the Admission Criteria for this other school, then the Local Authority will offer your child a place at the other school.

Q What happens if my Child does not meet the Admissions Criteria for my First Preference School?

A – If your child does not meet the Admissions Criteria of your first preference school then your second preference moves up the list and is treated as your new "first preference" by the Local Authority. The Local Authority will apply this school's Admission Criteria and decide whether or not your child meets them and should be offered a place.

Q Can I name more than one CSSE School on my Local Authority Common Application Form?

A – Yes, you can name as many CSSE Schools as you like, as long as you do not exceed the number of preferences allowed by your Local Authority.

Q Can I appeal against the decision to refuse my child a place at one of my chosen schools?

A – Information about how to appeal against a refusal of a school place will be sent to you by your Local Authority when you receive your secondary school offer in March 2020.

Where any applicant has not been admitted to a preferred school, any parental appeal will be heard by an independent appeal panel established for that school.

OPEN DAYS/EVENINGS SUMMER TERM 2019

Opportunities for Year 5 Pupils & Parents to visit CSSE Schools

(For marked events * it is essential that you contact the school to make an appointment; further details are available on the school websites)

CSSE

Colchester County High School for Girls	Executive Principal: Mrs. G. E. Marshall Norman Way, Colchester, Essex CO3 3US. Tel: 01206 576973 Website: www.cchsg.com	School Tours: 8th-12th July 2019 Tours: 9.10-11.30am and 1.30-2.30pm Headteacher's talk 15th July 7pm* *Please telephone the school in the Summer Term to book a place on a tour or for the Headteacher's talk.
Colchester Royal Grammar School	Headteacher: Mr. J. Russell Lexden Road, Colchester, Essex CO3 3ND. Tel: 01206 509100 Website: www.crgs.co.uk	25th June 2019 6pm-9pm
King Edward VI Grammar School	Headteacher: Mr. T. Carter Broomfield Road, Chelmsford, Essex CM1 3SX. Tel: 01245 353510 Website: www.kegs.org.uk	School Tours: 2nd-5th July 2019 Please book online via the school's website
St Bernard's High School (Girls)	Headteacher: Mr. A. Sharpe Milton Road, Westcliff on Sea, Essex SS0 7JS. Tel: 01702 343583 Website: www.stbernards.southend.sch.uk	3rd July 2019 6pm-9pm Headteacher's talks 7pm & 8pm
St Thomas More High School (Boys)	Headteacher: Mrs. G. Ackred Kenilworth Gardens, Westcliff on Sea, Essex SS0 0BW. Tel: 01702 344933 Website: www.st-thomasmore.southend.sch.uk	11th July 2019 6pm-9pm Headteacher's talk 7pm
Shoeburyness High School	Headteacher: Clare Costello Caulfield Road, Shoeburyness, Essex SS3 9LL. Tel: 01702 292286 Website: www.shoeburynesshigh.co.uk	13th June 2019 6pm-7.30pm
Southend High School for Boys	Headteacher: Robin M. Bevan Prittlewell Chase, Southend on Sea, Essex SS0 0RG. Tel: 01702 606200 Website: www.shsb.org.uk	27th June 2019 4.30pm-8pm No appointment necessary. Headteacher's talks 5.45pm, 6.45pm & 8pm
Southend High School for Girls	Headteacher: Ms. F. J. Brierley (Mr. J. Carey from September 2019) Southchurch Boulevard, Southend-on-Sea, Essex SS2 4UZ. Tel: 01702 588852 Website: www.shsg.org	4th July 2019 5pm-8pm Open Day Visits: 8th, 9th & 15th July 9.00-10.50am. No appointment necessary.
Westcliff High School for Boys	Headmaster: Mr MA Skelly M.A. Kenilworth Gardens, Westcliff on Sea, Essex SS0 0BP. Tel: 01702 475443 Website: www.whsb.essex.sch.uk	25th June 2019 5pm-9pm Headmaster's talks 6.30pm & 7.30pm
Westcliff High School for Girls	Headteacher: Dr. Paul Hayman Kenilworth Gardens, Westcliff on Sea, Essex SS0 0BS. Tel: 01702 476026 Website: www.whsg.info	9th July 2019 5.45pm -9pm Headteacher's talk 6pm, 7pm & 8pm

Colchester County High School for Girls

Executive Principal and CEO (Alpha Trust): Mrs. G. E. Marshall

Norman Way
Colchester
Essex CO3 3US
Tel: 01206-576973
Fax: 01206-769302
Website: www.cchsg.com
E-mail: office@cchsg.com
School Number: 881 5454



Wisdom Giveth Life

Published Admission Number for 2020

192

“Colchester County High School for Girls aims to prepare resilient and responsible leaders, who are able to compete in a global economy. We provide a broad, well-balanced and personalised curriculum which promotes high aspiration and excellence, whilst enabling students to develop the skills for life with outstanding pastoral care and wider opportunities. We are unashamedly ambitious for the future success of our students.”

– Colchester County High School for Girls

Colchester Royal Grammar School

Headteacher: Mr. J. Russell

Lexden Road
Colchester
Essex CO3 3ND
Tel: 01206 509100
Fax: 01206 509101
Website: www.crgs.co.uk
E-mail: office@crgs.co.uk
School Number: 881 5443



Faith is the Crown of Life

Published Admission Number for 2020

128

“Colchester Royal Grammar School is committed to providing a first-class education for its students, and aims at excellence in all that it does. High standards and expectations shall permeate every aspect of school life and be evident in the achievement, behaviour, attitude and appearance of its students.”

– Colchester Royal Grammar School

King Edward VI Grammar School

Headteacher: Mr. T. Carter

Broomfield Road
Chelmsford
Essex CM1 3SX
Tel: 01245 353510
Website: www.kegs.org.uk
E-mail: office@kegs.org.uk
School Number: 881 5411



Published Admission Number for 2020

150

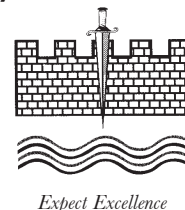
“Our core purpose is to nurture all of our students as uniquely talented individuals and principled global citizens, maximising their academic outcomes, the scope of their personal development and their capacity to be independent, autonomous learners.”

– King Edward VI Grammar School

Shoeburyness High School A Community Academy

Headteacher: Clare Costello

Caulfield Road
Shoeburyness
Essex SS3 9LL
Tel: 01702-292286
Fax: 01702-292333
Website: www.shoeburynesshigh.co.uk
E-mail: schooloffice@shoeburyness.southend.sch.uk
School Number: 882 4034



Published Admission Number for 2020

31

“Behaviour is outstanding because pupils conduct themselves impeccably. Their attitudes are exceptionally positive and they work very well with their teachers and their classmates in learning activities.” – OFSTED November 2017

Southend High School for Boys

Headteacher: Robin M. Bevan

Prittlewell Chase
Southend on Sea
Essex SS0 0RG
Tel: 01702 606200
Fax: 01702 606257
E-mail: enquiries@shsb.org.uk
Website: www.shsb.org.uk
School Number: 882 5446



Published Admission Number for 2020

180

“Attitudes to learning and relationships between staff and students are exemplary. Parents, staff and students are all extremely positive about all aspects of the school. Students talk about their school with pride and describe the care and commitment of staff in helping them achieve well. Students thrive in lessons because teachers have very high expectations. Students excel academically, but also contribute extremely well to society.”

– “Outstanding” OFSTED Report 2015

Southend High School for Girls

Headteacher: Ms. F. J. Brierley (Mr. J. Carey from September 2019)

Southchurch Boulevard
Southend-on-Sea
Essex SS2 4UZ
Tel: 01702-588852
Fax: 01702-587181
Website: www.shsg.org
E-mail: office@shsg.org
School Number: 882 5428



Published Admission Number for 2020

180

“In December 2011, Ofsted found SHSG ‘OUTSTANDING in all aspects of its work’. Our aim is that the girls love learning and achieve highly. Teaching is innovative and challenging, in an environment conducive to learning. GCSE and A level results are excellent and beyond these there is an extraordinary range of extra-curricular activities, including sport at national level. We expect that the girls will contribute positively to the school community and work well with others.”

– Southend High School for Girls “Outstanding” OFSTED 2011

St. Bernard's High School (Girls)

A Catholic Academy for Arts and Science

Headteacher: Mr. A. Sharpe

Milton Road
Westcliff on Sea
Essex SS0 7JS

Tel: 01702-343583
Fax: 01702-390201
E-mail: office@stbernards.southend.sch.uk
School Number: 882 5465

"The commitment to ensure that all pupils achieve as well as they can is evident in the purposeful atmosphere that pervades every aspect of school life." – (Ofsted Inspection 2016); "St Bernard's is an outstanding Catholic school, manifestly enabling its students to grow and flourish." (Diocesan Inspection 2017)



Published Admission Number for 2020

63

If St. Bernard's High School is one of your choices, you must complete the school's own Supplementary Information Form (SIF) to enable the Governing Body to apply its admissions criteria. This will be available on the Open Evening or can be downloaded from our website.

St. Thomas More High School (Boys)

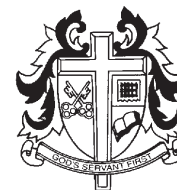
Headteacher: Mrs. G. Ackred

Kenilworth Gardens
Westcliff on Sea
Essex SS0 0BW

Tel: 01702-344933
Website: www.st-thomasmore.southend.sch.uk
E-mail: admissions@st-thomasmore.southend.sch.uk
School Number: 882 5447

A Catholic School in the Brentwood Diocese

"The fundamental purpose of the school today is to provide the very best education for all of our pupils so that boys, and in the Sixth Form, boys and girls, can become confident young men and women who are spiritually, culturally and socially fulfilled and achieve their full potential." – St. Thomas More High School



God's Servant First

Published Admission Number for 2020

30

If St. Thomas More High School is one of your choices, you must complete the school's own Supplementary Information Form (SIF) to enable the Governing Body to apply its admissions criteria. This will be available on the Open Evening or can be downloaded from our website.

Westcliff High School for Boys

Headmaster: Mr M A Skelly, M.A.

Kenilworth Gardens
Westcliff on Sea
Essex SS0 0BP

Tel: 01702-475443
Website: www.whsb.essex.sch.uk
E-mail: office@whsb.essex.sch.uk
School Number: 882 5401

"Westcliff enjoys the distinctive record of having been designated 'outstandingly successful' by OFSTED on four occasions. But we have not achieved this by a narrow focus on examination results. Those matter and are excellent but our concern for the broader personal, cultural and moral development of young people is what defines the School. These things are reflected in our daily life."

– Westcliff High School for Boys



By Faith and Perseverance

Published Admission Number for 2020

185

Westcliff High School for Girls

Headteacher: Dr. Paul Hayman

Kenilworth Gardens
Westcliff on Sea
Essex SS0 0BS

Tel: 01702-476026
Fax: 01702-471328
Website: www.whsg.info
School Number: 882 5423

"In this outstanding school, students achieve both academic excellence and develop exceptional personal qualities so that when they leave the girls are confident, responsible and compassionate citizens."

"Students get on very well together, they value the diversity that students from minority ethnic backgrounds bring to the school and consequently the school is a safe and harmonious community."

– 'OUTSTANDING' OFSTED REPORT 2010



By Fidelity and Fortitude

Published Admission Number for 2020

184



CSSE Administrative Office, P.O. Box 3087,
Chelmsford, Essex CM1 3SY
Telephone: (01245) 348257 Fax: (01245) 350522
Website: www.csse.org.uk
Selective Schools' Secretary: Mrs. G. Coe

Please ensure you have read the guide prior to completing this form. This form must be returned to the CSSE office.

CSSE Supplementary Information Form to Register a Child for the Essex 11+ Test for Admission to the following Schools in September 2020:

King Edward VI Grammar School (Boys)

Southend High School for Girls

Colchester County High School for Girls*

Southend High School for Boys

*(In **addition** to this SIF Colchester County High's own Supplementary Information Form (SIF) must also be completed. You can obtain their SIF direct from the school.)

Westcliff High School for Girls

Colchester Royal Grammar School (Boys)

Westcliff High School for Boys

...and for selective places at:

Shoeburyness High School (mixed)

St. Bernard's High School (Girls)*

St. Thomas More High School (Boys)*

*(In **addition** to this SIF St. Bernard's own Supplementary Information Form (SIF) must also be completed. You can obtain their SIF direct from the school.)

*(In **addition** to this SIF St. Thomas More's own Supplementary Information Form (SIF) must also be completed. You can obtain their SIF direct from the school.)

The CSSE organises the selection tests for admission to the above schools. If you intend to choose one or more of these schools as preferences on your **Local Authority Application Form**, it is essential that you also complete this registration form and return it to the CSSE Office by **1st July 2019**. Forms received after this date will not be accepted. **The main test date is Saturday 21st September 2019.**

We strongly recommend that you refer to the free familiarisation papers on the CSSE website.

Details of the Child who will sit the 11+ Tests: *(Please complete in block capitals.)*

Child's Surname: _____ First Name Only: _____

Date of Birth: _____ Gender: Boy/Girl _____

Home Address for correspondence: _____

_____ Post Code: _____

Name of Parent or Guardian: _____

Telephone Number (daytime): _____ (home): _____

Name and Address of current Primary School: _____

_____ Post Code: _____

The name of your Home Local Authority through which you will apply for a secondary school place for your child. (This is the Local Authority from whom you will receive information in relation to applying for Secondary School Places.)

Details connected with your child sitting the tests:

1. At which **ONE** of the CSSE named schools listed on page 11 do you wish your child to sit the tests? (Please write the full name of the school in the space provided.) In the case of a single sex school, please select a school that admits children of the same gender as your child. In the event of a CSSE school reaching its maximum capacity for testing, your child will be allocated an alternative test centre by the CSSE. If all schools reach the maximum capacity for main day testing your child will be allocated the Tuesday test date.

Test centres and test sessions cannot be changed at a later date. Once registered, test dates will not be changed to accommodate school trips or test dates arranged by other authorities. If you wish to withdraw your child from sitting the 11+ tests please inform the CSSE office in writing and advise your Local Authority of any changes to your preferences if you have submitted CSSE school choices.

2. Do you have religious objections or exceptional circumstances that prevent your child sitting the tests on a Saturday? Please indicate below. Evidence will be required.

-
3. Does your child have any medical circumstances, EHCP* or other special needs, that will require specific arrangements to be made for the day of the tests? For example, wheelchair access, enlarged type papers, supervision support etc. If so please indicate briefly below the nature of your child's particular needs. **You should also complete the Notification form which can be downloaded from our website or requested from the CSSE office, and send it to the CSSE office with relevant evidence.**

A copy of our access arrangements guideline can be downloaded from the CSSE website www.csse.org.uk or can be requested from the CSSE office. Any request for special adjustments must be made in writing by 1st July 2019 at the latest.

Adjustments will be made in accordance with the requirements of the Equality Act (2010), under the regulations governing School Admissions, and with reference to independent specialist advisers whose decision will be binding on the CSSE and the candidates.

**Education, Health and Care Plans (EHC plans) have replaced Statements. Any reference to EHC Plans also applies to statements.*

-
4. A number of the CSSE schools reserve places for pupils who receive free school meals, are entitled to Pupil Premium, and those who are or have been in social care.

Please tick the box if your child is entitled to free school meals.....

Is your child eligible for Pupil Premium funding? (This information can be obtained from your primary school)

Please tick the box if your child is, or has been, in social care ("looked after").

5. **The completion of this form does not constitute an application to the school you have named above as your child's test centre or any of the CSSE Schools. Parents can apply for school places only by naming them as preferences on their Local Authority Common Application Form. A place can be offered to your child only through the process of application described in your Local Authority's booklet. The above schools, in common with all state schools, make offers of places through the co-ordinated admissions system managed by the Local Authorities.**

I confirm I have read the CSSE Information Guide. The information supplied above is accurate to the best of my knowledge. I understand that in order to apply I must name the CSSE Schools of my choice as preferences on my Local Authority Common Application Form.

Signature of Parent: _____ Date: _____

DATA WILL BE STORED ON PAPER AND COMPUTER FILES.

Where information is provided to the CSSE on this form by one parent it will normally be shared, on request, with the other parent of the named child. If there are legal reasons for not doing so the CSSE must be informed in writing. The CSSE will require the parent requesting information to prove their identity before releasing information to them.

FOR POSTAL REGISTRATIONS ONLY, PLEASE ENCLOSE A STAMPED ADDRESSED ENVELOPE TO RECEIVE CONFIRMATION THAT THE CSSE OFFICE HAS RECEIVED YOUR 11+ REGISTRATION FORM. RETURN THIS FORM TO THE ADDRESS AT THE TOP OF PAGE 11 (NOT TO YOUR LOCAL AUTHORITY) BY 1ST JULY 2019.

PRIMARY SCHOOL NOTIFICATION FORM

Please tick this box if you give your permission for the CSSE to share your child's test results with their primary school.

Name of child

Address

.....

.....

Date of Birth

.....
Parent's Signature *Date*

For postal registrations, please return this form with your completed registration form (SIF).

CSSE PRIVACY NOTICE

The CSSE acts within the law in the handling of your personal data. We hold only the information you supply on application and the subsequent test results. The data is collected with industry-standard encryption and processed securely for the purpose of administering access to the schools which are members of the CSSE.

It is our duty to ensure that the data we hold is accurate, proportionate and retained only for as long as is necessary.

The legal basis for processing your data is public interest.

You have the right of access to your own records. You have the right to request that your record is corrected (rectified), if there is any error. If you have an over-riding legitimate reason, you may object and exercise the right to have your data deleted.

The Data Controller is the CSSE. The Data Protection Officer is the *vice-chair* of the CSSE. Contact them: admin@csse.org.uk

Personal 11+ data is retained for no longer than two years after the date of the test for which you have registered. Personal data collected for the purpose of transport enquiries or ticket issue is retained for no longer than two years after the date of the last enquiry or ticket expiry.

ORDER FORM FOR CSSE PRACTICE PACKS

PACKS AVAILABLE	PRICE PER PACK includes UK postage	QUANTITY	TOTAL COST
OPTION 1 (2 papers) Actual English and Maths papers sat for 2019 Entry.	£15.50		
OPTION 2 (2 papers) Actual English and Maths papers sat for 2018 Entry.	£15.50		
OPTION 3 (2 papers) <i>Subject to stock availability</i> <i>* Please see note below.</i> Actual English and Maths papers sat for 2017 Entry.	£15.50		

** If your child receives free school meals, you can receive Option 3 free of charge. Please include a note from your child's primary school confirming their entitlement, with this order form.*

**PLEASE SUPPLY THE NAME AND ADDRESS WHERE YOU WANT THE PRACTICE PAPERS SENT.
(If paying by card the delivery address must be the same as the cardholder's address.)**

Please complete in block capitals.

Contact Name:.....

Address:

.....

.....

Post Code:.....

Telephone No. (in case of query):

Please be advised that the CSSE Office is closed during School Holidays.

We are unable to process orders received by email.

Practice pack price includes postage and packing within the UK.

OVERSEAS POSTAGE IS ADDITIONAL:

£3.00 EUROPE

£10.00 OUTSIDE EUROPE

Please add this cost to your payment if you want us to send your order overseas.

Please refer to the next page for methods of payment.

CSSE MEMBERS

Colchester County High School for Girls, Colchester Royal Grammar School, King Edward VI Grammar School
Shoeburyness High School, Southend High School for Boys, Southend High School for Girls, St. Bernard's High School for Girls
St. Thomas More High School for Boys, Westcliff High School for Boys, Westcliff High School for Girls

ORDER FORM FOR CSSE PRACTICE PACKS PAYMENT FORM

Please send your order form and payment to: **CSSE Office**
PO Box 3087
Chelmsford
Essex CM1 3SY

PLEASE BE ADVISED that the CSSE Office is closed during all school holidays.

We accept debit cards only.

We do not accept payment by credit card, BACS or through internet banking.

Please do not send orders by email.

Method One: **Payment by Cheque or Postal Order**

Cheques must be drawn on a UK bank and payable in sterling only. Please make cheques out for the total amount of your order including the cost of overseas postage if appropriate. Cheques should be made payable to CSSE and sent with your order form to the address above.

Method Two: **Payment by debit card**

Please complete the following payment details and send this with your order form to the above address.

We are unable to accept payment by credit card or American Express.

Start date shown on card: /

Card security code: *

Expiry date shown on card: /

Issue No (where applicable):

* The card security code is the last three numbers on the magnetic strip located on the back of your card.

Card number:

Card provider:

Name as shown on card (block capitals please):

Cardholder's address including full postcode:

Telephone Number: Cardholder's signature:

GUIDE TO COMPLETING THE ONLINE REGISTRATION FORM

Please ensure you have read the Information Guide before you register your child for the examination.

Click on the CSSE Registration Link (Blue box on Homepage of CSSE website www.csse.org.uk)

Read the Welcome Message which contains instructions on how to register.

Click on the blue Log In button.

Click on the New Users button.

Enter your email address.

You will be sent a verification code by email. This code is not a password. Its purpose is to verify your email address prior to registration and can only be used once. Once you have clicked on the code, you will be asked to create a password. The verification code has no further use.

Click on the verification code and you will be taken back to the log in page. Create an eight character password and you will be taken back to the login page. Type in your email address and password as an existing user to access the registration page.

Complete all relevant boxes.

Tip: When completing your child's primary school section, it is quicker to type in the postcode.

If your child is Home Educated, type in Home Educated. This will appear on the list with the CSSE Office postcode.

When choosing the test centre, start typing the school name to bring up the school, click on the school to enter it into the box. The test centre must be one of the CSSE schools. If the test centre is at capacity for testing, the school name will not appear.

If your child has any special educational needs or medical condition, indicate this briefly in two or three words in the box. *Eg Nut Allergy, Dyslexia etc.* You will need to download the special adjustments guidelines and notification form from the website. The deadline for requesting special adjustments is 1st July 2019. Documentation can be emailed to SEND@csse.org.uk

Read through your registration to ensure you have completed all information correctly.

Check the box to confirm you have read the terms and conditions.

Press **Save**.

Read the message in the pop up box and click on **Complete Registration**.

Your registration will now be processed by the CSSE Office. You will not receive email confirmation. Please allow up to three working days, then log back into your registration to view your child's candidate ID number. It is recommended you print the summary page for your records. If your candidate ID number does not appear after three working days, please contact the CSSE Office. You can register outside of office hours but registrations will only be processed when the CSSE Office is open.

If you need to amend your registration, please email the CSSE Office on admin@csse.org.uk You should only complete one registration form for each child and name only one test centre. Completing multiple registrations may slow down the process.

Test centre letters will be sent out by first class post in mid July and should be received by Friday 26th July.

BLANK FOR YOUR OWN NOTES



CSSE Administrative Office
P.O. Box 3087
Chelmsford
Essex CM1 3SY

t: (01245) 348257

f: (01245) 350522

e: admin@csse.org.uk

www.csse.org.uk

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