

## Publication Scheme for the CSSE Administration Office

### Who we are and what we do

The CSSE was formed in 1993 as a voluntary association. The ten schools that are currently members of the CSSE are as follows:

Colchester County High School  
Colchester Royal Grammar School  
King Edward VI Grammar School  
Shoeburyness High School  
Southend High School for Boys  
Southend High School for Girls  
St Bernards High School  
St Thomas More High School  
Westcliff High School for Boys  
Westcliff High School for Girls

Each of the above schools is an academy and acts as its own admissions authority. Local Authorities manage admissions on behalf of the schools.

Requests for information relating to the schools should be made direct to the school(s) in question.

The CSSE is an administrative body only and the CSSE Office administrates the CSSE 11+ Examination on behalf of the schools. Our role is to process registrations, provide examination materials and process examination results. The CSSE Office does not deal with admissions or appeals.

In line with our data retention policy, data sets will be archived or securely destroyed two years after the date of the examination.

### What we Publish

The following information will be routinely published on the CSSE website [www.csse.org.uk](http://www.csse.org.uk) :

Information	Expected date of Publication
<b>The 11+ Selective Test Information Guide</b> – information on how to register for the selective test.	April
<b>Special Access Arrangements Guidelines</b> – guidelines on arrangements made for candidates with special educational needs/disability	April
<b>Historical Guidance Sheet</b> – this sheet will show the cut off scores required over the previous four years to gain entry into the CSSE schools. An individual copy of the Guidance Sheet will also be sent out with the results.	October

<b>Total Number of CSSE 11+ Examination Candidates since 2010</b>	Updated October
<b>11+ Standardisation Report</b> – the mathematical formula for standardising raw examination marks.	October
<b>The following Data Sets:</b>	
<b>Raw Scores sorted by Gender and Date of Birth</b>	December
<b>Overall Standardised Scores</b>	December

Information is published free of charge. The CSSE Office may make a charge for disbursements such as photocopying and postage and packaging. Any charges that we may wish to make will be notified to you prior to us making the information available.

Information that is not published under this scheme can be requested in writing. Requests will be considered in accordance with the provisions of the Freedom of Information Act.

Email: [admin@csse.org.uk](mailto:admin@csse.org.uk)

Postal Address:  
 CSSE Admin Office  
 PO Box 3087  
 Chelmsford  
 CM1 3SY

### **Complaints**

If you wish to make a complaint regarding the CSSE Administration Office, please write to the above address or email [admin@csse.org.uk](mailto:admin@csse.org.uk) and your complaint will be forwarded to the Office Manager.

If your communication or complaint relates to the individual schools, appeals or admissions, please contact the individual school(s).

If you are unhappy with a response given in respect of a Freedom of Information Request you can write to the ICO at the following address:

Information Commissioner's Office  
 Wycliffe House  
 Water Lane  
 Wilmslow  
 SK9 5AF