

Secondary School Admissions 2021

Information for admissions to state mainstream schools
for year 7 in 2021
and for in-year admissions during the school year
2021/22



Apply online at
www.southend.gov.uk/admissions by
31st October 2020

Published on the Council's website July 2020

You must apply to Southend-on-sea Borough Council if you are resident in the borough and pay council tax to Southend-on-Sea Borough Council. This is regardless of which primary/junior school your child currently attends.

A summary of this booklet can be provided in alternative formats such as Braille, audio-tape or in large print. Translations of this document in alternative languages are also available

Albanian: Nëse dëshironi një kopje të kësaj fletushke në gjuhën tuaj amtare, ose nëse doni të në kontaktoni, ju lutemi telefononi në numrin e poshtë-shënuar. Ne do të përdorim një përkthyes për mes telefonit të ndihmojmë me kërkesën tuaj.

Czech: Zkrácená verze této publikace je k dostání i v alternativních formátech, konkrétně v Braillu, na audiokazetě a tištěná ve klým typem písma, které je snadno čitelné. Tento dokument byl přeložen i do dalších jazyků a tyto překlady jsou vám také k dispozici.

Ndebele: Lolugwalo luyatholakala njalo lunciphisiwe ngalezi indlela; ngombhalo weziphofu (Braille), kasethi (audio tape), loba lulotshwe ngamabala amakhulu. Luyatholakala njalo lolugwalo lulotshwe ngezihlobo ezitshiyeneyo.

Polish: Streszczenie tej publikacji jest dostępne w innych formach, takich jak pismo Braille'a, taśmy audio lub w dużym druku. Dostępne są także przekłady tego dokumentu na inne języki.

Portuguese: Um resumo desta publicação pode ser fornecida em formatos alternativos tais como Braille, cassete áudio ou em impressão de letras grandes. Também temos disponíveis traduções deste documento em outros idiomas.

Punjabi

ਇਸ ਪੁਸਤਕ ਦਾ ਸਾਰ ਬੋਲ, ਆਡੀਓ-ਟੇਪ ਵਰਗੇ ਬਦਲਵੇਂ ਰੂਪਾਂ ਜਾਂ ਵੱਡੇ ਪਿੰਟ ਵਿੱਚ ਉਪਲਬਧ ਕਰਾਇਆ ਜਾ ਸਕਦਾ ਹੈ। ਇਸ ਦਸਤਾਵੇਜ਼ ਦਾ ਬਦਲਵੀਆਂ ਭਾਸ਼ਾਵਾਂ ਵਿੱਚ ਅਨੁਵਾਦ ਵੀ ਉਪਲਬਧ ਹੈ।

Pfupikiso yegwaro iri inowanika zvakare seBraille (bhuku rinoverengwa nemapofu), tepi yekuteerera nezvakanyorwa nerunyoro runooneka. Gwaro iri rakaturikirwa mune imwe mitauro zvakare, uye magwaro acho aripo

Chinese

如欲索取本雜誌的其他語文或格式版本、或希望訂閱更多份雜誌，請致電下列號碼

Urdu

اس رسالے کی کاپی کسی بھی دیگر زبان یا شکل میں حاصل کرنے یا اس کی مزید کاپیاں آرڈر کرنے کے لیے برائے مہربانی درج ذیل نمبر ڈائل کریں۔

Bengali

অন্য কোন ভাষা, আকারে এই ম্যাগাজিনের কপিও জন্মে, অথবা অতিরিক্ত কপি অর্ডার করার জন্যে অনুগ্রহ করে যে নম্বরে ফোন করবেন সে নম্বর নিচে উল্লেখ করা হলো

Contents

Foreword	1
Applying for school places online	2
Introduction	3
Important dates in the process	4
General information about schools and the admission process	5
General admission criteria	6
Year 7 – Under and over age applicants	11
How allocation of places works	12
Waiting lists and Catchment areas	13
Selective school admissions	14
Schools that allocate places based on aptitude	15
School admission appeals	16
Other admission matters	17
Secondary schools in Southend	18
Atypical Admissions	57
Additional Information & Term Dates 2020/21	58
Frequently Asked Questions	59
Schools in Southend: A comprehensive list	61
Schools in Essex or elsewhere	62
Places offered to outside the borough	63
What happens Post 16?	64
Useful addresses and telephone numbers	65
A guide to further information sources	66
Contact points for parents	67
Glossary of abbreviations and terms	68
Application Checklist	72

Appendices

Map illustrating secondary catchment boundaries

Map illustrating the SS0-SS9 priority area for selective places

Map illustrating St Bernard's priority area for selective places

Foreword

Dear Parent/Carer

We know just how important it is for you to select the right secondary school for your child in order for them to thrive, learn, and become confident and successful in whichever path they may choose. We believe that all young people should have the opportunity to access quality learning opportunities to achieve the best possible outcome for their future.

So when it comes to making that all-important decision about secondary education, the challenge is to find the right school. A school that not only meets your child's academic requirements, but also their social and emotional needs, where they will be happy, safe, secure and ready to learn.

To enable you to make informed preferences we are pleased to provide, in this booklet the school details, admission criteria and the admission process. Starting secondary school is a major event for all children and we hope that the information provided will answer most of your questions. If, however, there is anything further you need to know or if you are unsure what to do at any stage please contact the Customer Service Centre or The School Admissions Team, their contact details can be found in this booklet.

We hope that you find the information in this booklet helpful in making this important decision and wish your children all the very best as they near the end of their time in primary school.

Michael Marks
Executive Director

Applying for a school place online

There are two ways to make your application for a school place; it can be done either:

- Online via our website (see below) or
- On a paper application, copies of which are available from the Council at the Civic Centre, Victoria Avenue.

The online system is quick, secure and confidential. You will be able to create an account and add your application details, view it, make any changes and submit your final version before the closing date, as well as view the offer. It is hoped that as in previous years as many parents as possible will apply online for secondary school places for September 2020. For the September 2020 round of admissions 93% of parents applied online.

The website address is;

www.southend.gov.uk/admissions

The benefits of making your application online are:

- the online facility is available 24 hours a day and 7 days a week from 1 September 2020 until midnight on the closing date of 31 October 2020;
- you can log in and view your application form and you can make changes to the details on the application form up until midnight on the closing date;
- the system is secure and has a series of security procedures which keeps the information provided safe;
- there is no risk that your application will get lost in the post;
- you can log in and view your child's school offer on national offer day, 1 March 2021. The offer will only be sent by email on the offer day to those that request it.

Accessing the website to apply online

It is possible to access the website from anywhere with internet access. Free internet access is available at any Library in the Borough. Please note that you will need an email address to use the online facility.

Where possible, please keep the same email address during the round. Please inform us if you change your email address during these months if you have applied online.

Is your child sitting the 11plus?

You can apply **before** you receive your results and amend your preferences once you have your results
or
you can apply once you have your results

**It's up to you
Just don't forget to apply!**

Introduction

The law requires your Local Authority to co-ordinate year 7 admissions to all secondary schools except independent (fee-paying) or special schools in their area. All secondary schools in the borough have academy status and therefore the academy trust is the admission authority for the school.

The information in this booklet, therefore, details the transfer process between primary and state mainstream secondary schools and is relevant to your child's first year in secondary education. Starting secondary school is a major event for all children and we hope that this booklet will answer most of your questions. If, there is anything further you need to know or if you are unsure what to do at any stage please contact us.

The School Admissions Team at the Council will be pleased to answer any questions you may have regarding catchment areas, online admissions, completion of the Common Application Form, the allocation of places, waiting lists and the appeals process. Details of all the relevant contact points and telephone numbers are shown below. If you feel there is any way that we can improve our service please let us know.

Telephone:

The School Admission Team 01702 212 934
Department for People 01702 215007

Email:

admissions@southend.gov.uk

School Admissions Team

Southend-on-Sea Borough Council
Department for People
Civic Centre
Victoria Avenue
Southend-on-Sea
SS2 6ER

Remember:

Information in this booklet is for admission to state non-special secondary schools only

Information on special schools and on independent schools in the borough is available further in the booklet or on the Councils website



Throughout this booklet, 'parents' should be taken to include all those with parental responsibility, including guardians and carers.

Any reference to parental responsibility is as defined by the Children Act 1989 (also refer to Section 576 Education Act, Section 2 of Children's Act). In making an application for a school place only one parent with parental responsibility is required to do so for the purposes of admissions. Consent by both parents is not required and the LA does not require the details of both parents (section 2.2; The School Admissions Code 2014).

A reminder: You must apply to Southend-on-Sea Borough Council if you are resident in the borough and pay council tax to Southend-on-Sea Borough Council. This is regardless of which primary/junior school your child currently attends.

Important dates in the process

Date	Event
19 May – 1 July 2020	Registration period for those wishing to take the selection test (11+) organised by the Consortium of Selective Schools in Essex (CSSE). Details on www.csse.org.uk
	Secondary school open evenings, days & information check on school websites
1 September 2020	Closing date for parents to register for their child to take either the Sports or Performing Arts aptitude tests at The Eastwood Academy. Complete the Academy SIF form
w/c 9 September (PA) 14, 19, and 20 September (S)	Sports (S) and Performing Arts (PA) aptitude tests to be taken at The Eastwood Academy by those pupils whose parents have registered for them to take the tests.
Details to be advised	Selection test (11+) to be taken by those pupils whose parents have registered for them to take the test with the CSSE – the CSSE to advise
Details to be advised	Those pupils who took the selection test (11+) will be advised of the outcome by CSSE – pending CSSE advise
Before 31 October (exact date TBC)	Those pupils who took either the Sports or Performing Arts aptitude tests at The Eastwood Academy will be advised of the outcome by the school.
31 October 2020	Closing date for Supplementary Information Forms (SIFs) to be returned to St Bernard's High School and St Thomas More High School.
Admission timeline	
1 Sept 2020	Admissions round for transfer to year 7 opens . Applications can be submitted to the Local Authority.
31 Oct 2020	Admissions round for transfer to year 7 closes*
1 March 2021	National offer day**
1 March – 22 Aug 2021	Waiting lists are maintained by the Council for all schools in the Borough.
1 April 2021	Closing date for 'on time' admission appeals to be submitted to schools. Late appeals will be heard within 30 days of submission.
14 June 2021	All on-time appeals completed.
22 August 2021 onwards	Waiting lists become the responsibility of the individual secondary schools and any enquiries should be referred to the school.

***Closing date for the completed Common Application Form to be received by The School Admissions Team (either online or by paper copy).** The website for online applications will close at midnight. Parents/carers apply to the LA that they pay council tax to. Apply to Southend-on-Sea if you pay council tax to Southend-on-Sea Borough Council.

**parents that applied online will be able to view the offer online; Letters will be sent by 1st class post to parents who used the paper application form advising them at which school their child will be offered a place; Regardless of how you applied you can also email admissions@southend.gov.uk to refuse a place, and any other queries. Where parents refuse places details of alternative arrangements must be communicated to the school admissions team via email.

General information about public mainstream schools and the school admissions process

This guide is only for year 7 admission/transfer to state mainstream schools in Southend. The admission criteria and core details will also apply for in-year admissions. There are 12 public mainstream secondary schools in Southend that transfer and these are:

School name	Total on roll Jan 2019 census (excl. 6th Form)	Admission Limit 2020/21	Status	Total number of preferences received for admission in Sept 2020
Belfairs Academy	1,209	292	Academy	941
Cecil Jones Academy	748	220	Academy	244
Chase High School	860	196	Academy	372
Shoeburyness High School	1,454	310	Academy	1425
Southchurch High School	580	168	Academy	451
Southend High School for Boys	892	180	Academy	965
Southend High School for Girls	869	180	Academy	938
St Bernard's High School	722	175	Academy	823
St Thomas More High School	789	180	Academy	730
The Eastwood Academy	985	220	Academy	1709
Westcliff High School for Boys	869	185	Academy	991
Westcliff High School for Girls	906	184	Academy	981

Information on special schools, private schools and alternative provision in the area are provided later in the booklet. Admission to these schools does not form part of coordination to year 7 by the School Admissions Team.

Making an application

Who should make the application?

Parents living in the borough of Southend-on-Sea must apply to Southend-on-Sea Borough Council for their preferred secondary schools. Schools can be in or out the borough. The Southend Common Application Form is the only way you can apply for a secondary school place for your child. The form can either be completed and submitted online at www.southend.gov.uk/admissions or you can complete and return the form available on the website or from the Council customer services desk at the Civic Centre. Please do not complete more than one application. If more than one application is received the authority will process the last one to be submitted. You must submit your application by 31 October.

Where more than one adult shares parental responsibility and lives at a different address, it is important that agreement be reached prior to making the application on which schools to apply for. If different applications are received, these applications will be placed on hold and will not be processed until such time that:

- one joint application is made; or
- written agreement is provided from both parents with one set of preferences; or
- a court order is obtained confirming which parent's application carries precedence.

Parents seeking information should note that the LA will only discuss specific details about your child's application with the person who completes the form (referred to as the applicant).

Where do I apply?

If you pay your Council Tax to Southend-on-Sea Borough Council you must apply to the School Admissions Team at Southend-on-Sea Borough Council

What happens if I apply to the wrong authority?

Your application is not processed.

General Admission Criteria

Before making your application

- Make time to visit the school/s
- Make realistic preferences (refer to school admission criteria)
- Think about how your child will get to school
- It is recommended that one of your preferences is your catchment school (see maps on back of booklet)

Education Health Care Plans (EHCP)

Please note that if your child has an EHCP, you will already have received information from the Special Educational Needs Team regarding the secondary transfer process and you must not complete the Single Application Form. You can access the SEND local offer on <http://www.southendinfopoint.org/kb5/southendonsea/fsd/localoffer.page?familychannel=4>

Selecting Preferences

- You can apply for up to five schools including out of borough schools and selective schools.
- You should put your preferences in the order you would like to gain a place, 1 being your first preference.

The coordinated arrangements mean that the Council will assess which school(s) can offer you a place according to the admission criteria of the school and if there is more than one school that can accommodate you, the Council will offer the school for which you expressed the highest preference. How the allocation of places works is outlined on page 12.

Please be aware that there is no guarantee that any of your preferences will be successful.

As a guide you need to look carefully at how schools offered places in the previous year as indicated in pages 18-56.

Whilst this may not be exactly the same year on year it gives an indication for example that the school was able to admit all catchment pupils or that it had not been able to.

If you use one of your preferences for a selective school and your child did not reach the pass mark you will be refused a place at the selective school. Children can only be on the waiting list for a selective place if they meet the pass mark.

Please check the individual admission arrangements for each school for specific details of how your application will be considered (pages 18-56).

Preferences for schools outside the Borough

Parents wishing to apply to schools that fall into other Local Authorities are reminded to check the relevant LA booklet and the criteria for the school that they are interested in. Details for the closest schools outside of Southend are available on page 62. We remind you to consider that one of your preferences is your catchment school to ensure that you have priority at a local school. As always parents are encouraged to make reasonable preference choices.

Reminder: Your application must be completed by 31 October 2020

Children living in Southend but attending a primary school outside of the Borough

If you live in the Southend-on-Sea Borough and wish to apply for a school outside the Borough you must include all schools (in and out of the Borough) in your preference selections. If you do not live in the Southend-on-Sea Borough you must complete the forms for the local authority where you live.

Supplementary Information Forms (SIF)

The Eastwood Academy, St Bernard's High School and St Thomas More High School require you to complete a SIF. Please also see page 14 & 15 for selective and partially selective school requirements.

These are forms used to provide additional information in support of your application.

However, it is not an application form and parents must name the school on the Local Authority's Common Application Form to be considered as having made a valid application.

SIFs may also be required to apply for places at some schools outside the Borough. The individual

schools concerned will be able to advise you whether a SIF is needed.

Online Applications

You are reminded that:

- All forms must be submitted before midnight on 31 October 2020. All applications forms must be submitted to be considered
- Unsubmitted application forms will not be considered
- Please ensure that you have read the Terms and Conditions before you submit your application
- If you change your application at any time you must ensure that it is resubmitted, otherwise the changes on the application cannot be processed. In this situation your most recently submitted form will be taken into account.
- It is the parents' responsibility to ensure that the sibling details have been provided on your application form. Please double check. You can view the sibling details on your online form and update them before the closing date.

Please inform the School Admissions Team if the sibling changes school during the admission round as this will influence the ranking of the submitted application form.

Sibling details

Please ensure that you have provided us with sibling details on the application form where applicable.

You should check the priority given to siblings in each school's admissions criteria to assess the chances of siblings gaining a place at the same school.

There is no automatic guarantee that siblings can go to the same school. Your chances will be reduced if you do not apply on time.

Please do not assume that the School Admissions Team are aware of any siblings. It is your responsibility to ensure the sibling details are provided on the application form.

Please inform the School Admissions Team if the sibling changes school between Sept and July.

Submitting your application

Please check what you have 'submitted' on the online form as that is the only information used when allocating places. **It is not possible to process un-submitted forms.**

Acknowledging receipt of your application

All applications receive confirmation of receipt.

- If you applied online, once you submit your form, you will receive an email confirmation that your application has been received.
- If you applied by post, a letter confirming receipt will be posted to you.

If you apply on paper and post your form to us we recommend that you obtain proof of postage. If the application form is not received by the closing date, you will need to show evidence that it was posted before the closing date.

Regardless of how you applied you can email the team on admissions@southend.gov.uk with any queries.

Offers of school places

If you made an online application for a school place we will let you know by email on the National Offer Day at which school your child has been offered a place unless you have requested to receive your offer by post.

If you applied on the paper application form, you will be sent a letter by first class post, on National Offer Day advising you at which school your child has been offered a place.

Allocation of school places if all preferences are refused

If you live in the borough and it has not been possible to allocate your child a place at any of your preferred schools, the School Admissions Team will allocate a place to your child at the nearest school in the borough to your home address which has vacancies at that time.

Accepting the offer of a school place

Offers are automatically recorded as 'accepted' and parents that wish to refuse an offer must inform the admission team of alternative arrangements for their child's education. Parents wishing to refuse a place will need to email the admissions team. It is recommended that places are not refused without very careful consideration.

Parents are requested not to contact schools on offer day or before they receive the welcome pack/letter from the school. Contact must be directed to the School Admissions Team at the local authority.

Welcome packs from schools

Many schools send out welcome packs to pupils that have been offered a place soon after National Offer Day. A welcome pack is not an offer of a school place and you must notify the admissions team if you have a welcome pack but no offer letter.

There is no need to worry if you do not receive a welcome pack as schools do not have to send one. You can still decline an offer, even if you have received a welcome pack from the school, providing you have given details of the education arrangements you are putting in place for your child. The School Admissions Team notifies the schools of refusals.

Ongoing offer of places

In the situation where parents make alternative arrangements and refuse an offered school places become available and available places are offered from the respective school waiting list. This applies to out of area schools as well.

See more on waiting lists below.

Withdrawal of school places

Once a school place has been offered this can only be withdrawn by the Council or the school in very limited circumstances.

These may include:

- a) where a parent has failed to respond to requests from schools within a reasonable time and all effort to locate the pupil has been made;
- b) where an offer was made on the basis of a fraudulent or misleading application form, for example, a false claim to residence in the catchment area;
- c) where the Council offered the place in error.

Places can be withdrawn up to the end of December of the round.

New School Applications

Applications from parents moving into the area, who in the view of the LA could not have made an application by the closing date, will be slotted into the system as and when received, where possible. These will be regarded as new applications and will only apply for parents that could not have applied on time such as moving into the country.

If parents, that could not have made an application by the closing date move and are living within the borough before 4 December 2020, they will be slotted into the system and processed with on-time applications where possible.

Any further new applications received after these dates will be considered after the initial allocation of places on offer day.

Late Applications

Applications received from parents after the closing date and who, in the view of the School Admissions Team, could normally have completed an application on-time will be treated as late applications.

Such applications will be considered after all on-time applications have been processed, where possible late applications will receive an offer of a place on National Offer Day. This will only be for preferences at schools that have remaining spaces after all on-time places have been allocated.

Where a late application cannot be offered a place at a preference school, an alternative offer will be made at the next nearest nonselective school/non-faith school with places available within the Borough.

If this is not possible because of a lack of time, parents whose applications are late will be advised at which school their child will be offered a place as soon as possible.

Key Points to Remember

It is very important to remember to:

- **'Submit'** your online form
- Unsubmitted forms will not be accepted by School Admissions.
- An unsubmitted form is not an application
- Obtain a receipt for your paper submission as proof
- Inform the Admissions Team of any change of address

Considering addresses

Information used when considering a child's home address

In all cases the use of any particular address when deciding on the allocation of places would be on the basis that this is your child's normal place of residence during the majority of the school week.

If it is claimed that a child spends an equal amount of time at separate addresses during the school week, the parents will need to provide a signed affidavit, medical registration certificate or other legal document to confirm the child's usual place of residence.

Southend-on-Sea Borough Council takes very seriously any attempt to gain unfair advantage in the admissions process by giving false/misleading information (for example providing a false address).

Moving house/changing address details

If you move address during the admissions process (September to July), you must notify School Admissions immediately by email or letter you should also inform your current school.

You should provide proof of exchange of contracts if you have purchased your new home, or signed tenancy agreement if you are renting. If there are changes to your plans you must let School Admissions know immediately or your child's offer of a place could be withdrawn.

If you know you are moving to Southend Borough before the closing date for applications but are not able to provide evidence by that date, you must apply for Southend schools via your current home authority.

If you make an online application and you have moved house it is not sufficient only to change your address on your online application. You must inform School Admissions in writing, by email or letter, and provide evidence of your move as described. If there are changes to your address details you must let School Admissions know immediately or your child's offer of a place could be withdrawn.

It is your responsibility to provide the Admissions Team with proof of address. Please do not assume that the Admissions Team have access

to other records the Council (eg. housing) may hold about you.

Change of home address after the closing date

Due to the high variations of address policies across the various LAs and own admission authorities, regardless of home LA, addresses for schools in Southend-on-Sea are as per the child's normal place of residence (address) as at the closing date for Secondary Admissions, 31 October 2020. Any addresses after the closing date are updated after offer day and the applications ranked accordingly.

Changes to the order of school preferences

Changes to the order of preferences already expressed, received after the closing date, will not be accepted unless the circumstances are deemed to be exceptional and the changes can be accommodated.

Parents who provide false information in support of their application for a school place

Southend-on-Sea Borough Council takes very seriously any attempt to gain unfair advantage in the admissions process by giving false information (for example providing a false address).

In relation to any application for a school place the Council may ask a sample of applicants to provide proof of their home address. This is likely to include;

- UK driving licence;
- copy of the child benefit letter (see above if child benefit letter cannot be provided);
- council tax notification;
- two utility bills dated within the last 6 months (gas, electricity, water or landline phone)
- Signed Tenancy Agreement
- Exchange of Contracts letter

Renting a property?

If a parent claims to be renting a property, a rental agreement / lease arranged through a letting agency or estate agent will be requested together with written evidence that it is the child's normal place of residence. Informal letting agreements will not be accepted.

If, in addition to the rented property, the child's parents also own another property and have previously resided in that property, the Council will consider carefully whether the application for a school place has been made in good faith. In this situation consideration will be given to whether the rented property or the other property should be regarded as the child's normal place of residence.

What if I own more than one property?

If a parent owns more than one property they must use the address that is the child's usual place of residence (that is: habitual place of residence for the school week). If, the child has resided in another property still owned by the parents, parents must not use this address. In this situation the Council will consider carefully whether the application for a school place has been made in good faith and if the child is currently resident at that address. Consideration will be given to the property that should be regarded as the child's normal place of residence. Parents are reminded that where properties are under renovation and they have future plans to move properties (that they own or don't own), the allocation of a school place cannot be determined on any intended future home arrangements. School allocations will therefore be on the current normal/habitual place of residence for the child.

Can I use a friend/family address?

The use of an address of a friend or relative would not be regarded as the normal place of residence. Please be aware that an address used for before and after-school childcare arrangements will not be considered.

I am moving when will this address be used?

Due to the high variations of address policies across the various LAs and own admission authorities, regardless of home LA, addresses for schools in Southend-on-Sea are as per the child's

normal place of residence (address) as at the closing date for Secondary Admissions, 31 October 2020. Any addresses after the closing date are updated after offer day and the applications ranked accordingly.

What additional checks are carried out?

The School Admissions Team takes steps to verify your child's home address either by cross referencing information held by your child's current school (if in Southend) or by requesting that you provide proof of address.

Checks will also be made with other departments in the Council and, where it is suspected that the family live outside of Southend, contact will be made with the relevant Local Authority.

Where there is reasonable doubt as to the validity of a home address, the School Admissions Team reserves the right to take additional checking measures including, in some cases, unannounced home visits.

From time to time the School Admissions Team also carries out 'blanket' address checks.

What happens if I use a false address?

If, after offers of school places have been made, or the child has started at the school, it is established that fraudulent or intentionally misleading information has been provided in order to gain a place at a secondary school, the School Admissions Team will withdraw any school place offered.

If an offer of a school place is withdrawn the parent can submit a fresh application. All parents must provide proof of change of address if they move any time between September and July. Change of address affects the ranking of the application. Not disclosing a change of address constitutes 'misleading information'.

Remember:

Regardless of your current circumstances, the address used for admissions must be the child's normal place of residence.

Year 7 - Under and over age applicants

Under age

For admissions into year 7, 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. The Admissions Team will only accept applications from under age applicants who are already out of normal age group when they start year 6 in their primary/junior school.

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 applies for a secondary school place (this should be prior to the end of year 5). Confirmation of this is likely to be sought from the headteacher of the primary school concerned, by the LA on behalf of the admission authority.

Over age

An applicant is **over age** if he or she is 12 years of age or over on 31 August immediately prior to admission in September.

The Admissions Team will not accept over age applicants for year 7 admissions unless there are verified and well documented exceptional circumstances, for example, of extended illness, for a child to repeat one of the primary school years.

The Admissions Team will seek verification from the headteacher of the primary school concerned that an over-aged applicant has medically certifiable reasons or some other exceptional reason for being an over-aged applicant. The Admissions Team will wish to investigate especially thoroughly the circumstances through which any child is found to be studying in Year 6 for the second time, especially if this should involve an application to sit the CSSE selection tests for a second time. Medical and any other relevant background evidence will be required from the parent and the school for such applicants.

The admission authority that approved an over or under age request will be required to provide evidence of the following:

- The outcome letter;
- the parent's views;
- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group;
- and whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- views of the head teacher of the school concerned.

Summer Born, over age

In the case of children born prematurely or the late summer months where parents were granted approval for admission at reception outside the normal age group, secondary schools in the borough will honour this agreement (there may be some matters to consider for selective and partially selective schools). In the main therefore children will be permitted to continue to be educated outside normal age group.

Parents wishing to undertake the 11+ for selective or partial selective places must consult the CSSE in regard to the regulations for children out of usual age group.

Parents should consult the admission arrangements for their preferred school in regard to over and under age admissions.

How the allocation of places works

All preferences are treated equally.

If a place is available at each of your preference schools the offer for a place will be made at your highest preference school that has a place available. Places are allocated according to the admission criteria for each of the preferred schools. Parents can list up to but not more than 5 schools.

How places are allocated:

If there are places at your first preference school the place will be offered to you.

If there are no places at your first preference school and there are places at your second preference the place will be offered to you. You will automatically be on the waiting list for the first preference and will be offered your right to appeal for the first preference.

If there are no places at your second preference school and there are places at your third preference the place will be offered to you. You will automatically be on the waiting list for the first and second preference and will have a right to appeal for the first and second preference.

This process continues for your fourth and fifth preferences.

If it has not been possible to allocate your child a place at any of your preferred schools, the School Admissions Team will allocate a place to your child at the nearest non selective school in the Borough to your home address with vacancies at that time. You will automatically be on the waiting list for all the preferences that you have been refused and will have a right to appeal.

Pupils will be held on a waiting list for any schools of higher preference than that offered unless parents inform School Admissions that they no longer wish to be considered for a place. Waiting lists will be maintained by the LA for all schools until the end of August.

If a place becomes available then the child at the top of the waiting list will be offered the place.

Parents are given the right to appeal against all preferences not offered.

Waiting lists and Catchment Areas

How waiting lists work

On offer day the School Admissions Team has a list that ranks on-time preferences for each child according to the admission priority of the school* (Southend Schools only). Where there are more applications than there are places available, the ranked list is used to determine who gets a place at the school in accordance with the published admissions number.

*[*selective schools and schools using selective tests or aptitude tests have more than one list relating to the different numbers allocated to different categories, for example, pupils living in the priority area and those outside the area.]*

Once places have been offered, any remaining pupils on the ranked list form the basis of the initial waiting list. Names are only removed from the waiting list at the parent's request.

Late applications are then placed on the list and the list is re-ranked to take account of the appropriate admission priorities for all applications.

As places can be declined this affects the places available at schools. Any places available are allocated from the waiting list.

General information on waiting lists

Changes to the waiting list occur when other applications for schools are made. This may be families moving into Southend or additional applications from those that did not get their preferred school(s). Each application will be slotted into the waiting list according to the admission criteria relevant to the school. An example of this would be a family moving into the catchment area and having a higher priority than someone already on the waiting list with an out of catchment sibling.

Successful appeals will also impact on a waiting list position. Additional pupils admitted by an Appeal Panel would put the potential number above the Published Admission Number (PAN) of a school. Before anyone else is admitted from a

waiting list the number of pupils must go below the PAN.

It should be noted that if you are applying for a place at a school in another local authority, for example; Essex, then different waiting list systems may apply. You should consult the scheme details for the other local authority.

Waiting lists will be maintained by the School Admissions Team for all Southend schools until August 2020. From September 2020 most waiting lists become the responsibility of individual secondary schools and any enquiries about the waiting list must be referred directly to the school. All waiting lists must be held at least till the end of December. Pupils should check with the school as to the period the waiting list is held. In some cases schools commission the admission team to administer their in-year admissions.

School catchment areas

The maps, at back of the booklet/appendices, provide an illustration of the catchment areas for

- Belfairs Academy, The Eastwood Academy, Chase High School, Cecil Jones Academy, Shoeburyness High School and Southchurch High School.
- the priority areas SS0-SS9 for the selective schools, and selective places at St Thomas More High School.
- priority area for the selective places at St Bernard's High School.

A postcode look up lists is available on the Council website www.southend.gov.uk/admissions (secondary and postcode list)

There is no guarantee of a place at any school even if you live in the catchment or priority area although most schools give a high priority to pupils living in their catchment area. It is recommended that you should use one of your preferences on the Common Application Form for your catchment area school. All schools have a published admission number above which they will not admit. Details of the individual schools admission limits are shown later in this book.

Information about selective school admissions

Admission to some schools in Southend is determined by a selection test (the 11+).

The four grammar schools (Southend Boys, Southend Girls, Westcliff Boys and Westcliff Girls) only admit pupils through the selection test. If you are applying for a place at a grammar school in Southend we recommend that you apply to both grammar schools. Applying to both boys' grammar schools or both girls' grammar schools will improve your chances of being offered a place if your child achieves the pass mark.

Three other schools in Southend (Shoeburyness, St. Bernard's, St. Thomas More & Shoeburyness High School) admit a proportion of their intake through the selection test. Admission to these three schools through the selection test is in addition to admission through their main criteria. This means that if you are applying for a selective place at any of these schools you only need to put one preference for the school on your application. You should indicate on the application form, in the tick box provided, that you are applying for a selective place. You will automatically be considered through the main criteria as well and this does not count as an additional preference.

The allocation of places at each of the schools is determined by the score in the selection test, but how this is applied will vary between the schools and you need to read the admissions criteria carefully for each school. For example the four Southend Grammar schools give preference to those pupils living within a defined geographical area that includes all addresses with a postcode SS0 to SS9 inclusive. A copy of a map detailing the defined area is provided in the appendices.

Further information regarding the selection test arrangements may be obtained from the CSSE as follows:

- Website: www.csse.org.uk
- CSSE Administrative Office, PO Box 3087, Chelmsford, Essex CM1 3SY
- Telephone: 01245 348257
- Email: admin@csse.org.uk

A pass mark for the examination is set annually, which ensures that the entrance standard remains comparable with that obtained in the period 1990 – 1994.

To take part in this year's CSSE test you must register for the selection test. You will need to complete a registration form online at www.csse.org.uk by the closing date 1 July 2020. The Test Registration Form allows parents to choose where they would like their child to sit the selection tests.

Please contact the CSSE for information regarding the test.

Once parents have received the outcome of the selective test they can then submit an application for a school place to the Local Authority which must be done by the closing date.

It is the Local Authority which will identify those to whom places are to be offered, taking into consideration both a pupil's performance in the entrance examination and the expressed sequence of parental preferences. Offers will be sent to pupils on National Offer Day.

11+ test results

- Test results will be sent by first class post to all candidates by the CSSE.
- Accompanying the 11+ test results will be a guidance sheet detailing the likely 11+ score your child will need to attain in order to gain a place at the individual CSSE Schools.
- A look up facility for test results will be available as advised for candidates who have registered online.

The closing date for applications including, selective schools and all schools in and out of the borough is 31 October 2020

Schools that allocate places based on Aptitude

The only school in Southend that admits children based on aptitude is The Eastwood Academy. The school admits up to a limit of 10% of the Published Admission Number (22).

Three schools in Essex which are within a reasonable travelling distance of Southend also admit on aptitude.

- The Appleton School in Benfleet offers places based on an aptitude for modern languages.
- The Deanes School in Thundersley offers places based on an aptitude for sport.
- FitzWimarc School in Rayleigh may allocate up to 5% to pupils who demonstrate an aptitude for PE.
- King John School in Benfleet may allocate up to 15% according to the results of a test of general ability.

Parents should contact the above schools directly for details of registration dates.

School admission appeals

If your child is refused a place at any school that you have put as a higher preference, you have the right to appeal against the decision to an independent admission appeals panel. Even if you are intending to appeal we always advise parents to accept the school place currently being offered. **Most parents are not successful in their appeal and accepting a place gives you the security of a school place.** It should be noted that in all cases the decision of the admission appeals panel is final and binding on all parties.

The School Admission Appeals Code sets out a strict timetable for the hearing of appeals. For secondary admissions, appeals resulting from applications made before the closing date must be heard by **mid June 2020**. Appeals resulting from late applications should ideally be held at the same time as on-time applicants but if this is not feasible they must be heard within 30 school days of the appeal being lodged.

You will be advised in advance of the date of your meeting, called a 'hearing'. Wherever possible the appeal hearings will take place in the area local to the school for which you are appealing.

You are encouraged to attend your appeal in person. If you do not attend, and do not inform the clerk, the panel may consider your appeal in your absence. You should remember that if your appeal is heard in your absence, the panel will be unable to ask further questions about any details of your case, which they may wish to clarify, before reaching a decision. Your appeal will usually be heard in private and as informally as possible. If you wish you may bring a friend, relative or representative. At least seven working days before the hearing you will be sent a written summary of the admission authority's case for not being able to offer your child a place at the referred school.

All Secondary schools in the Borough are responsible for arranging their own appeals. If you wish to appeal you should contact the school directly.

At your hearing

There will normally be three panel members who will be introduced to you. A clerk will also be present to record the panel's decisions and

advise on the law and procedure.

A representative of the admission authority (the school or the LA depending on the type of school) will present the case for not meeting your preference.

The panel will have copies of your appeal (plus any letters or additional information you may have sent in support of your appeal) together with information on why your preference has not been met. If you attend, the hearing will usually follow this pattern:

- the case for not meeting your preference will be presented;
- you, or your representative, may ask questions;
- you, or your representative, will present your case;
- you may be asked questions;
- the reasons for not meeting your preference will be summarised;
- you, or your representative, will be given the opportunity to summarise your case.

The decision

The panel will, firstly, decide whether the school or LA has demonstrated why it cannot admit any more children. If the panel is satisfied that the admission authority has proven this, it will go on to consider all the points you have made. The second part of the hearing is based on balancing the need of the individual child against the effect on the school of admitting another child. The clerk to the panel will write to you, ideally within five working days, although this may not be possible where there are multiple appeals for one school, telling you of the appeal panel decision and the reasons for it. The decision is binding on both parties.

Admission authorities will not consider another application for the same school in the same academic year unless there have been significant and material changes in the circumstances of the applicant. These changes have to relate to the new application and not be connected with the result of the first application.

The Local Government Ombudsman can investigate complaints of maladministration. For Academies, the Education Funding Agency can investigate such complaints.

Other Admission Matters

In-year applications for secondary school

Applications for a secondary school place outside the normal round of admission are referred to as “In-year Admissions”. This is for admission to years 8–11 at any time and during the year for year 7. Parents can apply if their child has already started school and wish to move them to another school or if they are new to the borough and require a school place.

Parents should contact the schools directly for in-year admissions for all secondary schools in Southend and Essex.

In-year Fair Access Protocols

The School Admissions Code requires each Local Authority to have a Fair Access Protocol in place to ensure that access to education is secured quickly for children, especially the most vulnerable, who have no school place, and to ensure that all schools in the area admit their fair share of children who may present challenges to a school. The full policy is available on the website.

Applications for a place in a school 6th Form

All applications for places in a school 6th Form must be made directly to the school concerned. The school will be able to provide information regarding the courses they offer and the academic entry requirements.

Further details for post 16 can be found on page 64.

Pupils in public care requiring a school place outside the normal round

Children in public care that require admission outside the normal round, gain top priority on the oversubscription criteria and where necessary may be admitted over number. The nearest school with places will be considered in the first instance. This may be more complex for admission to faith or selective/partially selective schools as admission criteria will have to be met, such as academic level or faith category.

Enquiries on your application

A request from a parent for information about their child's school admission application is made in line with the requirements of the General Data Protection Regulation (GDPR). A parent who was not the applicant does not have an automatic right to information about his/her child. This also applies to any other family member. If the School Admissions Team are contacted by anyone other than the parent who made the original application.

How we use your information

For details on our Privacy Notice (how we use your information) please see the Council's website.

Applications for children of UK service personnel (UK Armed Forces)

In line with the School Admissions Code, for applications made for children of UK service personnel, the School Admissions Team will allocate a place in advance of the family arriving in the area, provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address. The application will be considered against the school oversubscription criteria.

Applications for children that are young carers

Applicants are encouraged to notify the LA if their child is a young carer, by doing so in the notes on their application. Information provided by the applicant is shared with schools to ensure support once enrolled and does not influence the processing of the form. All applications are ranked according to the respective school admission criteria.

Secondary Schools in Southend-on-Sea

The following few pages give information on the state mainstream secondary schools in the borough.

The following information is provided:

- School Admission Arrangements for state mainstream schools in the borough of Southend-on-Sea;
- school contact details;
- school website address;
- the school admission limit (also known as Published Admission Number – PAN);
- number of places allocated in the last five years to year 7
- Data that is less than 5 children has been suppressed to protect the potential identification of individual children. This is under the GDPR.

Illustrative catchment/priority maps are provided as appendices. The look up postcode list is available on the council's website

A reminder that applications for secondary sector independent/fee paying schools are made directly to the school.

There is one secondary independent/fee paying school in the borough:

Thorpe Hall School which has a nursery, lower and upper school. Further details on www.thorpehall.southend.sch.uk
Telephone: 01702 582 340
Email: sec@thorpehall.southend.gov.uk

Overview

- Full details of the schools' admission arrangements are available directly on their websites or on the Council's website
www.southend.gov.uk/admissions
- Admission arrangements are provided as determined by the admission authority of the respective schools and are as known in June 2020. Any changes would be published in an erratum.
&
- Specific details about the definition of terms used in the admissions policies and how places are allocated can be found in the full arrangements on the Council's website
www.southend.gov.uk/admissions
(under 'Admission Policies and Reports')

Over and Under age applications

All requests for over or under age admission must be made directly with the preferred schools. The common application form must still be completed and submitted to Southend on Sea Borough Council before the 31 October to be processed as 'on-time'.

Any reference to previously looked after children means children who were adopted (or subject to child arrangements or special guardianship orders) immediately following having been looked after. The applicant must provide evidence to confirm the child was previously looked after by the state prior to being adopted/SGO/AO.

Published Admission Numbers

School	Admission Limit
Belfairs Academy	292
Cecil Jones Academy	220
Chase High School	226
Shoeburyness High School	310
Southchurch High School	168
Southend High School for Boys	180
Southend High School for Girls	180
St Bernard's High School	175
St Thomas More High School	180
The Eastwood Academy	220
Westcliff High School for Boys	185
Westcliff High School for Girls	184

When considering the allocation data provided in the table for each school, please note that:

- Data for appeals lodged, heard and successful will be published in September 2020 and will be provided to all year 6 children attending a school in the borough. It will also be published on the Council website.
- Allocation data provided are as at the respective National Offer Day for each year.
- Allocation data changes as parents respond and more offers are made.
- <5 – numbers less than 5 are suppressed as pupils may be identified.

Belfairs Academy

Legra Academy Trust

Legra Multi Academy Trust Chief Executive Officer: Mrs Bev Williams

Belfairs Academy Principal: Mrs Bev Williams

Address: Highlands Boulevard, Leigh-on-Sea SS9 3TG

Tel: 01702 509 000

Email: enquiries@belfairs.southend.sch.uk

Website: www.belfairsacademy.org.uk

Published Admission Number: 292

Admission Arrangements

If at the closing date for applications, there are not enough places for all those who have expressed a wish to have their child admitted to the Academy; places will be allocated using the admission criteria as below. Admission Criteria apply for admission to all year groups for this year.

Admission Criteria will not apply to children with statement of special educational needs (SEN) or Education, Health and Care (EHC) plans as the plan/statement names the school and therefore the child must be admitted to the named school. Refer to glossary for definition of EHCP. The admission criteria are listed below with explanatory notes following:

Admission criteria:

1. Looked after children and previously looked after children;
 2. Pupils who live in the catchment area who have a sibling attending the Academy;
 3. Pupils who live in the catchment area;
 4. Pupils of staff at the school;
 5. Pupils who live outside the catchment area who have a sibling attending the Academy;
 6. Pupils who live outside the catchment area
- for all criteria please see explanatory notes follow:**

Looked after children and Previously looked after children:

Refer to glossary for definition.

Siblings

A sibling is a child who will have an older brother or sister still at the Academy at the time of admission. (A sibling of the same parents, will be considered to be a brother or sister whether living at the same address or not. Fostered and adopted children and step, or half brothers and sisters, living at the same address will all be classed as siblings.)

Pupils of staff at the school

Children will be ranked in admission criteria 4, if they are children of staff at the school in either or both of the following circumstances:

- a) Where the member of teaching staff (including, staff that are at the school in positions, such as: Senior Leadership Team/level, Head of Year Group, Head of Department, Office Manager or SENCO) has been employed at the school for two or more years at the time at which the application for admission to the academy is made; and/or
- b) The member of staff is recruited to fill a vacant post for which there is demonstrable skill shortage.

Distance and Tie Break

In the case of over subscription in any one category "straight line" distance will be used to measure the distance between the pupil's home and the nearest pupil entrance to the school. Distances will be measured using the Local Authority's computerised measuring system for the main round and google maps for in-year admissions. **The pupils living closest will be given priority.** If the pupil's home is a flat the distance will be measured to the main external entrance to the building.

Tie-Break to be used to decide between two applications that cannot otherwise be separated:

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 Council / governing body). In the case were the last child offered is a twin or sibling of a multiple birth sibling both children will be offered and the sibling will be an 'excepted pupil'.

Distance where parents have separated

The distance is measured the same for all applications. Only one application can

be received. The Academy not the LA should not have the details of both parents or know of the marital status of the parents. If more than one application is received from parents, applications will be placed on hold until such time that:

- 'an application is made that both parents agree to; or
- 'written agreement is provided from both parents; or
- 'a court order is obtained confirming which parent's application takes precedence'

Details on address checks and which address is relevant are also provided early in this booklet. In all cases the child's normal place of residence is applicable for the purposes of the application.

Home Address

For all applications the address used will be the child's habitual normal place of residence as at the closing date for applications, i.e., 31 October changes to address will be updated after all on time applications have been processed.

Waiting lists

Children's names will automatically be on the waiting list if they did not receive an offer until the last day of the school year for which they applied, therefore - for year 7 it will be up to the end of the school year for year 7.

Over and Under age applications (children outside the usual age group):

Refer to the requirements earlier in the booklet and in addition the academy will support any over or under age application were the requirements have been met and the Academy is satisfied that the child should continue to be educated out of normal age group. To request admission out of usual age group applicants must write to the local authority with their request. The local authority will share the details of the request with the school. Parents will be notified of the outcome before the allocation of places and must apply during the main round for the usual age group.

Appeals

Parents will also have the opportunity to appeal against the refusal. Parents can apply by submitting an appeal form which available on the Academy web site. Appeals for year 7 are heard according the published timetable and appeals for in-year admissions of 30 days.

In-year applications

Application for admission during year 7 and for years 8-11 must be made using the Academy application form on the website and submitted directly to the Academy

Catchment area

The catchment area is as illustrated on the catchment map in the appendices. A postcode look up table is also available on the Council website: www.southend.gov.uk/admissions

General matters

Prospectuses are available from the Academy. The application form used, relating to entry to the Academy is the Single Application Form used across the Local Authority. Parents wishing for their child to be considered for entry to Belfairs Academy must name the Academy as one of their preferences on the form, which will be returned to the Local Authority by the advertised closing date.

Admission at age 16

Prospective Sixth form students are encouraged to attend an Open Evening held at the Academy in the autumn term. Admission criteria for 6th form are also available on the Council website.

Allocation data for Belfairs Academy 2016-2020 DFE 882-5434

Number of preferences received for admission into Year 7 in September 2020 = 936
 Allocations in line with the published admission criteria for 2020 provided below as well as historical data.

Admission criteria	Number of pupils allocated a place				
	2020	2019	2018	2017	2016
Pupils with an Education, Health and Care Plan	<5	<5	<5	6	<5
Pupils in Public Care and previously in public care	<5	<5	<5	<5	<5
Pupils living in the catchment area with a sibling at the school	74	79	56	81	86
Pupils living in the catchment area	211	204	195	142	140
Pupils living outside the catchment area with a sibling at the school	0	<5	<10	0	0
Pupils living outside the catchment area	0	<5	<10	0	0
Total offered 1st March	292	292	262	232	232

On offer day, for September 2020, the last place offered was to a pupil living in the catchment area, at 1.726 miles from the school.

Appeals	2020	2019	2018	2017	2016
Number of appeals lodged for places in Year 7 group	TBC	23	9	14	15
Number of appeals heard	TBC	17	<10	12	11
Number of successful appeals	TBC	7	<10	<10	<10

Cecil Jones Academy

Loxford School Trust

Loxford School Trust Chief Executive Officer: Mrs Anita Johnson

Executive Headteacher: Mr Richard Micek

Address: Eastern Avenue, Southend-on-Sea, SS2 4BU

Tel: 01702 440 000

Email: enquiries@ceciljones.net

Website: www.ceciljonesacademy.net

Published Admission Number: 220 (Year 7- 8); 200 (Years 9-11)

Admission Arrangements

If at the closing date for applications, there are not enough places for all those who have expressed a wish to have their child admitted to the Academy; places will be allocated using the admission criteria as below. Admission Criteria apply for admission to all year groups for this year.

Admission Criteria will not apply to children with statement of special educational needs (SEN) or Education, Health and Care (EHC) plans as the plan/statement names the school and therefore the child must be admitted to the named school. Refer to glossary for definition of EHCP. The admission criteria are listed below with explanatory notes following:

Admission criteria:

1. Looked after children and previously looked after children;
2. Pupils who live in the catchment area who have a sibling attending the Academy;
3. Pupils who live in the catchment area;
4. Pupils of staff at the school;
5. Pupils who live outside the catchment area who have a sibling attending the Academy;
6. Pupils who live outside the catchment area for all criteria please see explanatory notes follow:

Looked after children and Previously looked after children

Refer to glossary for definition.

Siblings

A sibling is a child who will have an older brother or sister still at the Academy at the time of admission. (A sibling of the same parents, will be considered to be a brother or sister whether living at the same address or not. Fostered and adopted children and step, or half brothers and sisters, living at the same address will all be classed as siblings.)

Pupils of staff at the school

Children will be ranked in admission criteria 4, if they are children of staff at the school in either or both of the following circumstances:

- c) Where the member of teaching staff (including, staff that are at the school in positions, such as: Senior Leadership Team/level, Head of Year Group, Head of Department, Office Manager or SENCO) has been employed at the school for two or more years at the time at which the application for admission to the academy is made; and/or
- d) The member of staff is recruited to fill a vacant post for which there is demonstrable skill shortage.

Distance and Tie Break

In the case of over subscription in any one category "straight line" distance will be used to measure the distance between the pupil's home and the nearest pupil entrance to the school. Distances will be measured using the Local Authority's computerised measuring system for the main round and google maps for in-year admissions. The pupils living closest will be given priority. If the pupil's home is a flat the distance will be measured to the main external entrance to the building.

Tie-Break to be used to decide between two applications that cannot otherwise be separated

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 Council / governing body). In the case were the last child offered is a twin or sibling of a multiple birth sibling both children will be offered and the sibling will be an 'excepted pupil'.

Distance where parents have separated

The distance is measured the same for all applications. Only one application can be received. The Academy not the LA should not have the details of both parents or know of the marital status of the parents. If more than one application is received from parents, applications will be placed on hold until such time that:

- 'an application is made that both parents agree to; or
- 'written agreement is provided from both parents; or
- 'a court order is obtained confirming which parent's application takes precedence'

Details on address checks and which address is relevant are also provided early in this booklet. In all cases the child's normal place of residence is applicable for the purposes of the application.

Address closing date

For all applications the address used will be the child's habitual normal place of residence as at the closing date for applications, i.e., 31 October 2020 changes to address will be updated after all on time applications have been processed.

Waiting lists

Children's names will automatically be on the waiting list if they did not receive an offer until the last day of the school year for which they applied, therefore - for year 7 it will be up to the end of the school year for year 7.

Over and Under age applications (children outside the usual age group)

Refer to the requirements earlier in the booklet and in addition the academy will support any over or under age application were the requirements have been met and the Academy is satisfied that the child should continue to be educated out of normal age group. To request admission out of usual age group applicants must write to the local authority with their request. The local authority will share the details of the request with the school. Parents will be notified of the outcome before the allocation of places and must apply during the main round for the usual age group.

Appeals

Parents will also have the opportunity to appeal against the refusal. Parents can apply by submitting an appeal form which available on the Academy web site. Appeals for year 7 are heard according the published timetable and appeals for in-year admissions within 30 days from receipt of the appeal form.

In-year applications

Application for admission during year 7 and for years 8-11 must be made using the Academy application form on the website and submitted directly to the Academy

Catchment area

The catchment area is as illustrated on the catchment map earlier in the booklet. A postcode look up table is also available on the Council Website www.southend.gov.uk/admissions

General Information

Prospectuses are available from the Academy. The application form used, relating to entry to the Academy is the Common Application Form used across the Local Authority. Parents wishing for their child to be considered for entry must name the Academy as one of their preferences on the form, which will be returned to the Local Authority by the advertised closing date.

Admission at age 16

Prospective Sixth form students are encouraged to attend an Open Evening held at the Academy in the autumn term. Application details, including a prospectus and more specific course and curriculum information is available on this night and via the Academy website.

Allocation data for Cecil Jones Academy 2014-2020 DFE 882-4004

Number of preferences received for admission into Year 7 in September 2020 =152 Allocations in line with the published admission criteria for the past few years are provided below:			
	Number of pupils allocated a place		
Admission criteria	2020	2019	2018
Pupils with an Education, Health and Care Plan	<5	<5	<5
Pupils in Public Care	0	0	<5
Pupils living in the catchment area with a sibling at the school	22	20	31
Selective (removed from 2019)	n/a	n/a	0
Pupils living in the catchment area	38	26	35
Pupils of staff at the school (from 2019 onwards)	0	0	n/a
Pupils living outside the catchment area with a sibling at the school	1	9	14
Pupils living outside the catchment area	89	86	83
Total offered 1st March	152	142	166

On offer day, for September 2020, the last place offered was an alternative offer.

Admission criteria years 2016-2017	2017	2016
Pupils with an Education, Health and Care Plan	5	<5
Pupils in Public Care	0	<5
Selective (removed from 2019)	0	<5
Pupils with a sibling at the school	44	35
Pupils living in the catchment area	77	82
Pupils living outside the catchment area	74	76
Total offered 1st March	200	198

Appeals	2020	2019	2018	2017	2016
Number of appeals lodged for Year 7 group	TBC	0	0	0	0
Number of appeals heard	TBC	0	0	0	0
Number of successful appeals	TBC	0	0	0	0

Chase High School

Brentwood Academies Trust

Brentwood Academy Trust Chief Executive Officer: Mr Mike O'Sullivan

Headteacher: Mr Andrew James

Address: Prittlewell Chase, Westcliff-on-Sea, SS0 0RT

Tel: 01702 354 441

Email: chasehigh.school@chasehigh.org

Website: www.chasehigh.org

Published Admission Number: 226 (Year 7 & 8); 196 (Years 9-11) and 300 (for Sixth Form)

Admission Arrangements:

If at the closing date for applications, there are not enough places for all those who have expressed a wish to have their child admitted to the Academy; places will be allocated using the admission criteria as below. Admission Criteria apply for admission to all year groups for this year.

Admission Criteria will not apply to children with statement of special educational needs (SEN) or Education, Health and Care (EHC) plans as the plan/statement names the school and therefore the child must be admitted to the named school. Refer to glossary for definition of EHCP. The admission criteria are listed below with explanatory notes following:

1. Looked after children and children who were previously looked after;
2. Pupils who live in the catchment area who have a sibling attending the school;
3. Pupils who live in the catchment area;
4. Pupils who live outside the catchment area who have a sibling attending the school;
5. Pupils who live outside the catchment area served by the school.

(For all criteria, catchment area map and additional information please see explanatory notes and catchment map as provided in the appendices)

Looked after children and Previously looked after children

Refer to glossary for definition.

Statement of Special Educational Need (SEN) and Education Health and Care Plan

Refer to glossary for definition.

Distance

In the case of over subscription in any one category "straight line" distance will be used to measure the distance between the pupil's home (including flats) and the nearest pupil entrance to the school. If the pupil's home is a flat the distance will be measured to the main external entrance of the building.

Tie Break

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 body).

Distance where parents have separated

The distance is measured the same for all applications. Only one application per child can be received. The school or LA should not have details of both parents or know of the marital status of the parents. If more than one application is received from parents, applications will be placed on hold until such time that:

- An application is made that both parents agree to; or
- Written agreement is provided from both parents; or
- A court order is obtained confirming which parent's application takes precedence.

In all cases the use of any particular address to determine allocation would be on the basis of the child's normal place of residence during the majority of the school week.

Catchment area

The catchment area is as illustrated on the catchment map. A postcode look up table is also available on the Council Website www.southend.gov.uk/admissions

Waiting list

In accordance with the School Admissions Code, if the school is over-subscribed any application received after the identified closing date will be slotted into the waiting list in the appropriate position (according to the admissions criteria) once the initial offers of places have been made. Waiting lists are held by the school for the school year and cease on the last day of the school year. Parents wishing to stay on the waiting list for the following year must reapply.

Siblings

Siblings are considered to be a brother or sister, half-brother or half-sister, step-brother or stepsister, adopted brother or sister, living at the same address, who attends the school at the time of application with a reasonable expectation that he or she will still be attending at the time of the proposed admission. In the exceptional situation where one twin or one or two triplets are refused a place, in order to keep family members together the additional pupil(s) will be admitted even if this results in the admission limit for the year group being exceeded.

Over and Under age applications (children outside the usual age group)

Refer to the requirements earlier in the booklet and in addition the academy will support any over or under age application where the requirements have been met and the Academy is satisfied that the child should continue to be educated out of normal age group. To request admission out of usual age group applicants must write to the local authority with their

request. The local authority will share the details of the request with the school. Parents will be notified of the outcome before the allocation of places and must apply during the main round for the usual age group.

In-Year Admissions (Years 7-11)

Application forms for in-year admissions can be found on the school website and sent directly to the school.

Arrangements for appeals

If it is not possible to offer your child a place, details of the appeals process can be found on Chase High School website or alternatively will be forwarded to you by the school.

Admission at age 16

Prospective Sixth form students are encouraged to visit the school in the autumn term. Application details, including a prospectus can be obtained online.

Brentwood Academies Trust for; CHASE HIGH SCHOOL DFE 2016-2020 882-4000

Number of preferences received for admission into year 7 in September 2020 = 366 Allocations in line with the published admission criteria for the past few years are provided below:					
Admission criteria	Number of pupils allocated a place				
	2020	2019	2018	2017	2016
Pupils with an Education, Health and Care Plan	<5	<5	<5	<5	<5
Pupils in Public Care	<5	<5	<5	<5	0
Pupils living in the catchment area with a sibling at the school	43	16	27	25	34
Pupils living in the catchment area	42	31	54	50	48
Pupils living outside the catchment area with a sibling at the school	18	14	18	16	24
Pupils living outside the catchment area	118	108	95	101	87
Total offered 1st March	226	173	196	196	195

On offer day, for September 2020, the last place offered was an alternative offer.

Appeals	2020	2019	2018	2017	2016
Number of appeals lodged for places in Year 7 group	TBC	0	0	0	0
Number of appeals heard	TBC	0	0	0	0
Number of successful appeals	TBC	0	0	0	0

Shoeburyness High School

Southend East Community Academy Trust

Southend East Community Academy Trust Chief Executive Officer: Mrs R Brock

Headteacher: Mrs C Costello

Address: Caulfield Road, Shoeburyness, SS3 9LL

Tel: 01702 292 286

Email: schooloffice@shoeburyness.southend.sch.uk

Website: www.shoeburynesshigh.co.uk

Published Admission Number: 310 (Years 7-10); 280 (Years 11)

Admission Arrangements:

Criteria are set out below and apply to all year groups for the year 2021.

If at the closing date for applications there are not enough places for all those who have expressed a wish to have their child admitted to the school; places will be allocated using the admission criteria as below.

This will not apply to children with a statement of special educational needs (SEN) or Education, Health and Care (EHC) plans as the plan/ statement names the school and therefore the child must be admitted to the named school. The admission criteria are listed below by the school with explanatory notes following:

1. Looked After Children and previously Looked After Children;
2. Up to 31 pupils granted preferential admission on the basis of their performance in the selection test procedure organised by the Consortium of Selective Schools in Essex;
3. If any selective places remain unfilled, the Governors should consider whether any of the remaining applicants who took the selection tests are eligible to be awarded a borderline selective place (303 to 298);
4. Pupils who live in the catchment area who have an older sibling attending the school;
5. Pupils who live in the catchment area;
6. Pupils who live outside the catchment area have an older sibling attending the school;
7. Pupils who live outside the catchment area. (For all criteria, catchment area map and additional information please see explanatory notes and catchment map in the appendices)

Explanatory notes, including the catchment map, apply to the admission criteria

Pupils in public care and children that were previously in public care

Refer to glossary for definition.

Pupils with Statement of Special Educational Need (SEN) and Education Health and Care Plans (EHCP)

Refer to glossary for definition.

Borderline Selective Places

The Governors should consider whether any of the remaining applicants who took the selection tests are eligible to be awarded a borderline selective place (303 to 298). In doing so, preference will be given to those students with the highest scores in order of merit (from 302.99 down to 298.00)

Distance

In the case of over subscription in any one category, "straight line" distance will be used to measure the distance between the pupil's home and the nearest pupil entrance to the school. Distances will be measured using the Local Authority's computerised measuring system. The pupils living closest will be given priority. If the pupil's home is a flat the distance will be measured to the main external entrance to the building.

Tie Break

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 body).

Distance where parents have separated

The distance is measured the same for all applications. Only one application per child can be received. The Local Authority should not have details of both parents or know of the marital status of the parents. If more than one application is received from parents, applications will be placed on hold until such time that:

- An application is made that both parents agree to;
or
- Written agreement is provided from both parents;
or
- A court order is obtained confirming which parent's application takes precedence.

In all cases the use of any particular address to determine allocation would be on the basis of the child's normal place of residence during the majority of the school week.

Catchment area

The catchment area is as illustrated on the catchment map in the appendices. A postcode look up table is also available on the Council Website www.southend.gov.uk/admissions

Waiting Lists

Children's names will automatically be on the waiting list for the school if they have been refused a place for the main round to year 7.

In accordance with the School Admissions Code, if the school is over-subscribed any application received after the identified closing date will be slotted into the waiting list in the appropriate position (ranked according to the school's admission criteria) once the initial offers have been made.

Waiting lists for all year groups are closed at the end of each school year. If you would like your child to remain on the waiting list for the following academic year, you will need to reapply to the school in writing or via email to:

schooloffice@shoeburyness.southend.sch.uk

Siblings

Siblings are considered to be an older brother or sister, half-brother or half-sister, step-brother or stepsister, adopted brother or sister, living at the same address, who attends the school at the time of application with a reasonable expectation that he or she will still be attending at the time of the proposed admission.

In the exceptional situation where one twin or one or two triplets are refused a place, in order to keep family members together the additional pupil(s) will be admitted even if this results in the admission limit for the year group being exceeded.

In Year Applications:

To apply for a school place during the academic year (during year 7 and for years 8-11) parents will need to complete an In-Year Secondary School Transfer Application Form, which can be downloaded from our website or collected from school reception and must be submitted directly to the school.

Address closing date:

For all applications the address used will be the child's habitual normal place of residence as at the closing date for applications, i.e., 31 October 2020 changes to address will be updated after all on time applications have been processed.

Over and Under age applications (children outside the usual age group):

To request admission out of usual age group applicants must write to the Head Teacher with their request. The Head Teacher will advise accordingly and will ensure that a formal written outcome is provided.

Refer to the requirements earlier in the booklet and in addition the academy will support any over or under age application were the requirements have been met and the Academy is satisfied that the child should continue to be educated out of normal age group. To request admission out of usual age group applicants must write to the local authority with their request. The local authority will share the details of the request with the school. Parents will be notified of the outcome before the allocation of places and must apply during the main round for the usual age group.

Appeals

Parents also have the opportunity to appeal against the decision to refuse admission of a child. Please see Appeals Process section for details of how to lodge an appeal.

Southend East Community Academy Trust for; SHOEBURYNES HIGH SCHOOL 2016-2020 DFE 882-4034

Number of preferences received for admission into Year 7 in September 2020 = 946 Allocations in line with the published admission criteria for the past few years are provided below:					
Admission criteria	Number of pupils allocated a place				
	2020	2019	2018	2017	2016
Pupils with an Education, Health and Care Plan	15	11	<5	<5	0
Pupils in Public Care	12	10	9	8	9
Selective	31	31	12	9	7
Borderline selective	0	0	13	12	15
Pupils living in the catchment area with a sibling at the school	73	87	82	83	67
Pupils living in the catchment area	178	171	162	147	183
Pupils living outside the catchment area with a sibling at the school	12	0	18	17	0
Pupils living outside the catchment area	0	0	11	0	0
Total offered 1st March	321	310	310	280	281

On offer day, for Admission into Year 7 in September 2020 the last child was admitted under admission criterion, pupil living outside the catchment area with a sibling at the school.

Appeals	2020	2019	2018	2017	2016
Number of appeals lodged for places in Year 7 group	TBC	19	32	20	15
Number of appeals heard	TBC	16	24	16	13
Number of successful appeals	TBC	<5	<5	<5	<5

Southchurch High School

Partnership Learning

Headteacher: Mr S Reynolds

Address: Southchurch Boulevard, Southend-on-Sea, SS2 4XA **Tel:** 01702 900 777

Email: admissions@southchurchschool.com **Website:** www.southchurchschool.com

Published Admission Number: 168 in all year groups

Admission Arrangements:

Students are admitted whatever their ability, up to the number of places available. If there are not enough places for all those who have expressed a wish to have their child admitted to the school; places will be allocated using the admission criteria as below. This will not apply to children with a statement of special educational needs (SEN) or Education, Health and Care (EHC) plans as the plan/ statement names the school and therefore the child must be admitted to the named school.

The admission criteria are listed below by the school with explanatory notes following:

1. Looked After Children and children who were looked after;
2. Pupils who will have siblings at the school;
3. Pupils of staff at the school;
4. Pupils living in the catchment area of the school on the basis of closeness to the school;
5. Pupils living outside the catchment area of the school on the basis of closeness to the school;

Explanatory notes

Pupils in public care and children that were previously in public care

Refer to glossary for definition.

Pupils with Statement of Special Educational Need (SEN) and Education Health and Care Plans (EHCP)

Refer to glossary for definition.

Distance

In the case of over subscription in any one category, "straight line" distance will be used to measure the distance between the pupil's home and the nearest pupil entrance to the school. Distances will be measured using the Local Authority's computerised measuring system. The pupils living closest will be given priority. If the pupil's home is a flat the distance will be measured to the main external entrance to the building.

Tie Break

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 body).

Distance where parents have separated

The distance is measured the same for all applications. Only one application per child can be received. The Local Authority should not have details of both parents or know of the marital status of the parents. If more than one application is received from parents, applications will be placed on hold until such time that:

- An application is made that both parents agree to; or
- Written agreement is provided from both parents; or
- A court order is obtained confirming which parent's application takes precedence.

In all cases the use of any particular address to determine allocation would be on the basis of the child's normal place of residence during the majority of the school week.

Pupils of staff at the school

Children will be ranked in this admission criteria if they are children of staff at the school in either or both of the following circumstances:-

- (a) where the member of teaching staff (including, staff that are at the school in positions, such as: Senior Leadership Team/level, Head of Year Group, Head of Department, Office Manager or Senco) that has been employed at the school (for infant and junior schools it will be staff at either school) for two or more years at the time at which the application for admission to the school is made, and/or
- (b) the member of staff is recruited to fill a vacant post for which there is a demonstrable specialist skill shortage.

Waiting Lists

Children's names will automatically be on the waiting list for the school if they have been refused a place for the main round to year 7. In accordance with the School Admissions Code, if the school is

over-subscribed any application received after the identified closing date will be slotted into the waiting list in the appropriate position (ranked according to the school's admission criteria) once the initial offers have been made. Waiting lists for all year groups are closed at the end of each school year. If you would like your child to remain on the waiting list for the following academic year, you will need to reapply to the school.

Siblings

Siblings are considered to be an older brother or sister, half-brother or half-sister, step-brother or step-sister, adopted brother or sister, living at the same address, who attends the school at the time of application with a reasonable expectation that he or she will still be attending at the time of the proposed admission.

In the exceptional situation where one twin or one or two triplets are refused a place, in order to keep family members together the additional pupil(s) will be admitted even if this results in the admission limit for the year group being exceeded.

Appeals

Parents also have the opportunity to appeal against the decision to refuse admission of a child. Please see Appeals Process section for details of how to lodge an appeal.

In Year Applications:

To apply for a school place during the academic year (during year 7 and for years 8-11) parents will need to complete a school application form, which can be downloaded from our website or collected from school reception and must be submitted directly to the school.

Over and Under age applications (children outside the usual age group):

To request admission out of usual age group applicants must write to the local authority with their request. The local authority will share the details of the request with the school. Parents will be notified of the outcome before the allocation of places and must apply during the main round for the usual age group.

Catchment area:

The catchment area is as illustrated on the catchment map in the appendices. A postcode look up table is also available on the Council Website

www.southend.gov.uk/admissions

SOUTHCHURCH HIGH SCHOOL 2016-2020 DFE 882-4002

Number of preferences received for admission into year 7 in September 2020 = 446

Allocations in line with the published admission criteria for the past few years are provided below:

Admission criteria	Number of pupils allocated a place				
	2020	2019	2018	2017	2016
Pupils with an Education, Health and Care Plan	6	<5	<5	<5	0
Pupils in Public Care	<5	0	0	0	0
Pupils with a sibling at the school	48	38	22	14	26
Pupils living in the catchment area	83	78	58	47	19
Pupils living outside the catchment area	27	50	87	96	59
Total offered 1st March	168	168	168	160	104
On offer day, for Admission into Year 7 in September 2020 the last child was admitted under admission criterion pupils living outside the catchment area; with the last place offered to a pupil living 0.612 miles from the school.					
Appeals	2020	2019	2018	2017	2016
Number of appeals lodged for places in Year 7 group	TBC	25	0	0	0
Number of appeals heard	TBC	31	0	0	0
Number of successful appeals	TBC	<5	0	0	0

NOTES:

- 2019 Appeal data is published with the updated flyer provided to year 6 pupils in September 2019.
- <5 – numbers less than 5 are suppressed as pupils may be identified.
- Data as a snap shot of Offer day for each year (1 March).

Southend High School for Boys

Headteacher: Dr Robin Bevan

Address: Prittlewell Chase, Westcliff-on-Sea, SS0 0RG **Tel:** 01702 606 200

Email: enquiries@shsb.org.uk **Website:** www.shsb.org.uk

Published Admission Number: 180

1. Southend High School for Boys is a selective single-sex boys academy grammar school. The testing for admission to the school at age 11 is determined through a selection procedure administered by the Consortium of Selective Schools in Essex (CSSE). These admission criteria are to be read in conjunction with the locally agreed co-ordinated admissions scheme.

Full details of the admission process is published in the secondary booklet available from www.southend.gov.uk/admissions. The application process, in summary, involves five stages:

- i. test registration for your child;
- ii. test attendance by your child;
- iii. receipt of test results for your child;
- iv. application, naming this school as a preference, to your Local Authority; and
- v. the allocation of places at this school by the Local Authority.

This document provides additional detail about each of these steps, waiting lists and appeals.

Test Registration

2. The CSSE Supplementary Information Form (SIF) must be completed in order to register a child to sit the selection tests and should be returned to the CSSE by the published deadline. It can also be completed on line and accessed through the CSSE website at: www.csse.org.uk. Parents intending to seek 'preferential consideration' (see notes) must indicate their reason, at the time of test registration, on the SIF.

3. Registration to sit the tests is open to children who will be aged 11 on 31 August 2020. Younger or older children may, exceptionally, be allowed to sit the tests; but these applications must first be approved by the CSSE's Headteacher panel (note D).

Test Attendance

4. Tests in English and mathematics will be taken in September each year at a school determined by the CSSE. 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 in October on the date specified annually.

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 2020 intake, the school's published admission number (PAN) is 180. The PAN for each year group (8-11) for 2020 is 180.

8. Education Health and Care Plans

Children who have an EHCP are admitted under separate statutory procedures, and not under this policy. Any child who passes the selection test and who has an EHCP (note C) 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 (Oversubscription criteria):

i) Looked after children and previously looked after children (note A) who have passed the selection tests.

ii) Children whose normal/habitual place of residence (as assessed in the terms provided, annually, in the Southend Local Authority secondary admissions booklet) lies *within* the priority area postcode areas SS0, SS1, SS2, SS3, SS4, SS5, SS6, SS7, SS8 and SS9, subject to their passing the selection tests. A local quota of up to 5/6ths of the published admissions number (PAN) is reserved at this school for children in this category (150). Up to 10% of *this quota* (15 out of 150) is designated for other children from within the priority area who are entitled to 'preferential consideration' (see notes).

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

iv) Children whose normal/habitual place of residence (as assessed in the terms provided, annually, in the Southend Local Authority secondary admissions booklet) lies *outside* the postcode areas SS0, SS1, SS2, SS3, SS4, SS5, SS6, SS7, SS8 and SS9, subject to their passing the selection tests. Up

to 10% of the places remaining after the full local quota has been deducted from the PAN (3 out of 30), is designated for other children from outside the priority area who are entitled to 'preferential consideration' (see notes).

First, the 10% of places designated for 'preferential consideration' (see notes) from outside the priority 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 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. Places will be offered until the total PAN has been reached.

Section 10 can be summarised as follows:

Priority 1	Looked after children and previously looked after children, who have exceeded the pass mark in rank order of marks
Priority 2	Pass mark exceeded <u>and</u> resident within SS0-SS9 <u>and</u> entitled to <i>preferential consideration</i> , in rank order of marks
Priority 3	Others resident within SS0-SS9, who have exceeded the pass mark in rank order of marks
Priority 4	Pass mark exceeded <u>and</u> resident outside SS0-SS9 <u>and</u> entitled to <i>preferential consideration</i> , in rank order of marks
Priority 5	Others resident outside SS0-SS9, who have exceeded the pass mark in rank order of marks

11. Tie Break

In the event of pupils achieving the same mark for the last available place, priority will be given to any child entitled to 'preferential consideration' (see notes); then, if this does not differentiate, to the pupil who lives closest to the school as measured in a straight line from the front door of the child's normal/habitual place of residence (as assessed in the terms provided, annually, in the Southend Local Authority secondary admissions booklet) to the nearest pupil entrance to the school, with those living nearest being given preference. Distances will be measured using the Local Authority's

computerised measuring system. If the same distance is shared by more than one pupil and only one place is available, the place will be awarded on the basis of a computerised random allocation process (supervised by someone independent of the Governing Body).

Waiting lists

12. Waiting lists, based on the test results, are maintained in each category until 31 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. Any additional applicants, prior to 31 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, waiting lists are maintained, and places are offered, in accordance with the school's in-year application process. This may include re-testing.

Fraudulent applications

13. 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 Southend Borough Council's website.

Appeals

14. All parents have a statutory right of appeal against non-admission to those schools listed on their LA Single (or Common) Application Form. This right may be exercised only after school places have been offered on National Offer Day on 1 March. Appeals must be lodged directly with the school within 20 school days of the date of notification that their application was unsuccessful. Panel hearings take place within 40 school days of the deadline for lodging appeals.

15. Post 11+ Admission ('in-year' admission)

The school maintains waiting lists for vacancies which may arise during Years 7-11. Those parents who wish their child to be considered for entry should complete and return an In-Year Application Form, which can be found on the school's website (www.shsb.org.uk)

16. Over or under age admission

Requests for admission outside of the usual age group should be provided in writing to the Head Teacher.

For explanatory notes on preferential consideration, Looked after children, Education Health and Care Plan, Pupil Premium grant and full details for over and under age admission please consult the full policy on the school's website.

SOUTHEND HIGH SCHOOL FOR BOYS 2016-2020 DFE 882-5446

Number of preferences received for admission into year 7 in September 2020 = 966
 Allocations in line with the published admission criteria for the past few years are provided below:

Admission criteria	Number of pupils allocated a place				
	2020	2019	2018	2017	2016
Pupils with an Education, Health and Care Plan	<5	<5	0	<5	<5
Pupils living in the Priority admissions area with preferential admission	3	n/a	n/a	n/a	n/a
Pupils living in the Priority admissions area	129	113	125	117	136
Pupils living outside the Priority admissions area with preferential admission	3	n/a	n/a	n/a	n/a
Pupils living outside the Priority admissions area	44	66	55	61	42
Total offered 1st March	180	180	180	180	180

For Admission into Year 7 in September 2020 the last place offered was to a pupil living outside the priority admissions area (ranking based only on academic achievement).

Appeals	2020	2019	2018	2017	2016
Number of appeals lodged for places in Year 7 group	TBC	26	19	10	19
Number of appeals heard	TBC	24	18	10	18
Number of successful appeals	TBC	<5	0	<10	<10

Southend High School for Girls

Headteacher: Mr Carey

Address: Southchurch Boulevard, Southend-on-Sea, SS2 4UZ **Tel:** 01702 588 852

Email: office@shsg.org

Website: www.shsg.org

Published Admission Number: 180

Southend High School for Girls is a selective single-sex boys academy grammar school. The testing for admission to the school at age 11 is determined through a selection procedure administered by the Consortium of Selective Schools in Essex (CSSE). These admission criteria are to be read in conjunction with the locally agreed co-ordinated admissions scheme.

Admission numbers

For the September 2021 intake, the school's published admission number (PAN) is 180. The PAN for each year group is (8-11) for 2021 is 180.

Admission Test

The CSSE Supplementary Information Form (SIF) must be completed in order to register a child to sit the selection tests and should be returned to the CSSE by the published deadline. It can also be completed on line and accessed through the CSSE website at: www.csse.org.uk. Parents intending to seek 'preferential consideration' (see notes) must indicate their reason, at the time of test registration, on the SIF.

Tests in English and mathematics will be taken in September each year at a school determined by the CSSE. 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.

The CSSE will issue individual results of the tests in October on the date specified annually.

Selection and allocation of places

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.

Children who have an EHCP are admitted under separate statutory procedures, and not under this policy. Any child who passes the selection test and who has an EHCP (note C) 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.

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.**

Admission order of priority (Oversubscription criteria):

Looked after children and previously looked after children (note A) who have passed the selection tests.

- i) 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 priority area postcode areas SS0, SS1, SS2, SS3, SS4, SS5, SS6, SS7, SS8 and SS9, subject to their passing the selection tests. A local quota of up to 5/6ths of the published admissions number (PAN) is reserved at this school for children in this category (150). Up to 10% of *this quota* (15 out of 150) is designated for other children from within the priority area who are entitled to 'preferential consideration' (see notes).

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

- ii) Children whose normal/habitual place of residence (as assessed in the terms provided, annually, in the Southend Local Authority secondary admissions booklet) lies *outside* the postcode areas SS0, SS1, SS2, SS3, SS4, SS5, SS6, SS7, SS8 and SS9, subject to their passing the selection tests. Up to 10% of the places remaining after the full local quota has been deducted from the PAN (3 out of 30), is designated for other children from outside the priority area who are entitled to 'preferential consideration' (see notes).

First, the 10% of places designated for 'preferential consideration' (see notes) from outside the priority 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 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. Places will be offered until the total PAN has been reached.

Summarised as follows:

Priority 1	Looked after children and previously looked after children, who have exceeded the pass mark in rank order of marks
Priority 2	Pass mark exceeded <u>and</u> resident within SS0-SS9 <u>and</u> entitled to <i>preferential consideration</i> , in rank order of marks
Priority 3	Others resident within SS0-SS9, who have exceeded the pass mark in rank order of marks
Priority 4	Pass mark exceeded <u>and</u> resident outside SS0-SS9 <u>and</u> entitled to <i>preferential consideration</i> , in rank order of marks
Priority 5	Others resident outside SS0-SS9, who have exceeded the pass mark in rank order of marks

In the event of pupils achieving the same mark for the last available place, priority will be given to any child entitled to 'preferential consideration' (see notes); then, if this does not differentiate, to the pupil who lives closest to the school as measured in a straight line from the front door of the child's normal/habitual place of residence (as assessed in the terms provided, annually, in the Southend Local Authority secondary admissions booklet) to the nearest pupil entrance to the school, with those living nearest being given preference. Distances will be measured using the Local Authority's computerised measuring system. If the same distance is shared by more than one pupil and only one place is available, the place will be awarded on the basis of a computerised random allocation process (supervised by someone independent of the Governing Body).

Waiting lists

Waiting lists, based on the test results, are maintained in each category until 31 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. Any additional applicants, prior to 31 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, waiting lists are maintained, and places are offered, in accordance with the school's in-year application process. This may include re-testing.

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 Southend Borough Council's website.

Appeals

All parents have a statutory right of appeal against non-admission to those schools listed on their LA Single (or Common) Application Form. This right may be exercised only after school places have been offered on National Offer Day on 1 March. Appeals must be lodged directly with the school within 20 school days of the date of notification that their application was unsuccessful. Panel hearings take place within 40 school days of the deadline for lodging appeals.

In-Year admission)

Those parents who wish their child to be considered for entry should complete and return an In-Year Application Form, which can be found on the school's website (www.shsg.org.uk)

For explanatory notes on preferential consideration, Looked after children, Education Health and Care Plan, Pupil Premium grant and full details for over and under age admission please consult the full policy on the school's website.

Over or under age admission

Requests for admission outside of the usual age group should be provided in writing to the CSSE.

SOUTHEND HIGH SCHOOL FOR GIRLS 2016-2020 DFE 882-5428

Number of preferences received for admission into year 7 in September 2020 = 933

Allocations in line with the published admission criteria for the past few years are provided below:

Admission criteria	Number of pupils allocated a place				
	2020	2019	2018	2017	2016
Pupils with an Education, Health and Care Plan	<5	0	0	0	0
Pupils living in the Priority admissions area with preferential admission	8	n/a	n/a	n/a	n/a
Pupils living in the Priority admissions area	122	129	132	111	109
Pupils living outside the Priority admissions area with preferential admission	3	n/a	n/a	n/a	n/a
Pupils living outside the Priority admissions area	46	51	48	69	71
Total offered 1st March	180	180	180	180	180

For Admission into Year 7 in September 2020 the last place offered was to a pupil living outside the Priority admissions area (ranking based only on academic achievement).

Appeals	2020	2019	2018	2017	2016
Number of appeals lodged for places in Year 7 group	TBC	22	14	14	24
Number of appeals heard	TBC	19	14	14	22
Number of successful appeals	TBC	<5	0	0	0

St Bernard's High School for Girls

Headteacher: Mr A Sharpe

Address: Milton Road, Westcliff-on-Sea, SS0 7JS

Tel: 01702 343 583

Email: office@stbernards.southend.sch.uk

Website: www.stbernardswestcliff.org.uk

Published Admission Number: 175 (year 7-9) 145 (years 10-11)

THE ALLOCATION OF PLACES

Up to 63 selective places will be offered to girls who have passed the 11+ Exam Selective Test as administered by the Consortium of Selective Schools in Essex and whose normal place of residence lies within the priority area (catchment map in the appendices). If two or more girls tie for the final selective place, then it will be awarded using the oversubscription criteria.

To enable the school's Governing Body to apply its admissions criteria, it will be necessary for parents to complete the school's Supplementary Information Form (SIF) in addition to the Local Authority form. Where appropriate, the SIF should be supported by a Certificate of Catholic Practice obtained from the applicant's Parish Priest (or another Priest who knows the family well).

Applications which are not supported by a completed Supplementary Information Form will fall into Category J of the oversubscription criteria.

If at the time of admission there are more applications than there are places the Governors will apply the following oversubscription criteria to rank applications in priority order. Non-Selective places will be offered **to bring the total intake for the year to 175.**

Oversubscription Criteria

- A) Catholic children in public care or who were previously in public care (see explanatory note 1)
- B) Practising* Catholic girls living in the following parishes, whose application is supported by a Certificate of Catholic Practice from their Parish Priest: Our Lady of Lourdes, Leigh-on-Sea; St.Helen's, Westcliff-on-Sea; Sacred Heart, Southend-on-Sea; St. Teresa's, Rochford; St. George's, Shoebury; St. Peter's, Eastwood; St. John Fisher, Prittlewell; Holy Family, South Benfleet; Our Lady of Ransom, Rayleigh and Our Lady of Canvey, Canvey Island.

- C) Other practising Catholic girls whose application is supported by a Certificate of Catholic Practice from their Parish Priest.
- D) Baptised Catholics whose application is not supported by a Certificate of Catholic Practice from their Parish Priest.
- E) Other children in public care or who were previously in public care (see explanatory notes below)
- F) Girls of the Eastern Orthodox Church and whose normal place of residence lies within the priority area (see map in appendices) whose application is supported by their priest.
- G) Practising Christian girls attending Catholic Primary schools, whose application is supported in writing by their Minister.
- H) Practising Christian girls whose normal place of residence lies within the priority area (see map in appendices) and whose application is supported in writing by their Minister.
- I) Non-Christian girls whose normal place of residence lies within the priority area (see map in appendices) and whose application is supported in writing by their local religious leader
- J) Applications from girls who do not fall into the above categories.

Notes:

Preference will be given within each of the above categories according to the following criteria:-

- i) girls with a sibling** at the school or at St. Thomas More High School, Westcliff at the time of admission.
- ii) proximity of the child's home to the school, as measured by the shortest route; those living closest to the school being accorded the highest priority.

Where a child resides at more than one address the distance will be measured using the address where they reside for the majority of the time.

Definitions:

*Practising—to meet the term practising the minister who supplies the letter in support of the application must indicate that the child is practising her faith. For practising Catholic children this is a Certificate of Catholic Practice from their Parish Priest.

**A sibling is defined as the full, half, step, adopted and long term fostered siblings at St Bernard's High School or St. Thomas More High School who reside in the same household at the time of admission. In the case of over subscription in any one category "straight line" distance will be used to measure between the pupil's home and the nearest pupil entrance to the school. If the pupil's home is a flat the distance will be measured to the main external entrance of the building. 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 process (supervised by someone independent of the Governing body).

Proof of Baptism—in order to apply the admissions criteria fairly proof of baptism will be required. Catholic children baptised in parishes other than the named parishes (criteria B) and all other Christian children will be required to include a copy of their Baptismal Certificate, if appropriate, with their application. In the named parishes confirmation of Baptism will be sought from the Parish Priest at the same time as a Certificate of Catholic Practice.

Explanatory notes for admission arrangements:

1. 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 given the appropriate priority for each relevant age group in line with the admission criteria.

2. Statement of Special Educational Need (SEN) and Education Health and Care Plan

(EHCP) – A Statement of Special Educational Need is a statement made by the local authority under Section 324 of the Education Act 1996, specifying the special educational provision required for that child. If the school is oversubscribed, the admission of pupils with a Statement of Special Educational Needs or Education, Health and Care Plan where the school is named in the Statement or Plan, is mandatory.

3. Distance where parents have separated

The distance is measured the same for all applications.

Only one application can be received. The LA should not have the details of both parents or know of the marital status of the parents. If more than one application is received from parents, applications will be placed on hold until such time that:

- an application is made that both parents agree to; or
- written agreement is provided from both parents; or
- a court order is obtained confirming which parent's application takes precedence'.

Details on address checks and which address is relevant are also provided in the admission booklet. In all cases the child's normal place of residence is applicable for the purposes of the application.

4. Waiting Lists

Waiting lists: Lists for each intake year are kept for students wishing to remain on our waiting list. Admission, if a vacancy becomes available, is strictly in the order of the admissions criteria.

6. Over and Under age applications (children outside the usual age group):

To request admission out of usual age group applicants must write to the local authority with their request. The local authority will share the details of the request with the school. Parents will be notified of the outcome before the allocation of places and must apply during the main round for the usual age group

7. Home Address

For all applications the address used will be the child's habitual normal place of residence as at the closing date for applications, i.e., 31 October. Changes to address will be updated after all on time applications have been processed.

7. In-Year Admissions

To apply for a Year 7 school place after the normal admission cycle or for admission into Years 8-11, parents will need to complete an In-Year application form and Supplementary Information Form (both available from the school and school website).

8. Appeals

Appeals against a decision of the Governors should be addressed to the Correspondent to the Governors within 2 weeks of the receipt of the decision. These appeals will be considered by an Independent Appeals Committee, before which parents are entitled to attend.

ST. BERNARD'S HIGH SCHOOL 2016-2020 DFE 882-5465

Number of preferences received for admission into year 7 in September 2020 = 821 Allocations in line with the published admission criteria for the past few years are provided below:					
Admission criteria	Number of pupils allocated a place				
	2020	2019	2018	2017	2016
Catholic girls in Public Care	<5	<5	0	0	<5
Pupils with an Education, Health and Care Plan	<5	<5	<5	0	<5
Selective	<5	<5	47	33	27
Catholic pupils within the area	100	79	80	82	77
Catholic pupils outside the area	21	33	18	11	13
Other baptised Catholics	20	16	0	10	19
Non-Catholic girls in Public Care	0	<5	0	<5	<5
Girls of Eastern Orthodox Church	1	<5	0	<5	<5
Christian pupils attending Catholic primary schools	4	<5	0	<5	0
Other Christian pupils	23	17	0	<5	0
Other Faith pupils	0	16	0	0	0
Pupils not falling into any of the above categories	0	<5	0	0	0
Total offered 1st March	175	175	146	145	145

For Admission into Year 7 in September 2019 the last place offered was to a pupil in Criteria 'other Christian pupils'

Appeals	2020	2019	2018	2017	2016
Number of appeals lodged for places in Year 7 group	TBC	14	43	36	27
Number of appeals heard	TBC	9	36	31	22
Number of successful appeals	TBC	0	<5	<5	<5

St Thomas More High School

Assisi Catholic Trust

Headteacher: Mrs G Ackred

Address: Kenilworth Gardens, Westcliff-on-Sea, SS0 0BW **Tel:** 01702 344 933

Email: office@st-thomasmore.southend.sch.uk **Website:** www.st-thomasmore.southend.sch.uk

Published Admission Number: 180 (years 7-10) and 150 (years 11)

To enable the school's Governing Body to apply its admissions criteria, it will be necessary for parents to complete the school's Supplementary Information Form (SIF) in addition to the Local Authority form. Where appropriate, the SIF should be supported by a Certificate of Catholic Practice obtained from the applicant's Parish Priest (or another Priest who knows the family well).

If at the time of admission there are more applications than there are places the Governors will apply the following oversubscription criteria to rank applications in priority order.

Oversubscription Criteria

- 1) Up to 30 places will be offered to boys who have passed the 11+ Exam Selective Test as administered by the Consortium of Selective Schools in Essex (of which the school is a founder member), and whose normal place of residence lies within the postcode areas of SS0, SS1, SS2, SS3, SS4, SS5, SS6, SS7, SS8 and SS9 (map in appendices). If two or more boys tie for the final selective place, then it will be awarded using the oversubscription criteria.
- 2) "Looked after" boys from Catholic families and boys who were looked after but ceased to be so because they were adopted by Catholic families (or became subject to a child arrangements order or special guardianship order).
- 3) Baptised, practising* Catholic boys living in the parishes of Our Lady of Lourdes, Leigh on Sea; St. Helen's, Westcliff on Sea; Sacred Heart, Southend on Sea; St. Georges, Shoebury; St. Peter's, Eastwood; St. John Fisher, Prittlewell; St. Teresa's, Rochford; Holy Family, South Benfleet; Our Lady of Ransom, Rayleigh and Our Lady of Canvey, Canvey Island.
- 4) Other baptised, practising* Catholic boys.
- 5) Baptised Catholic boys
- 6) Other "looked after" boys and boys who were looked after but ceased to be so because they were adopted by families (or became subject to a residence order or special guardianship order).

- 7) Practising* Christian boys attending Catholic primary schools. In allocating places, the Governors will consider priority to applications that are supported in writing by their Minister.
- 8) Practising* Christian boys whose parents desire for them a Catholic education. In allocating places, the Governors will consider priority to applications that are supported in writing by their Minister.
- 9) Families who desire a Catholic education for their son.

Notes:

Preference will be given within each category to

- i. Boys with a sibling** at the school or at St Bernard's at the time of admission
- ii. Proximity of the child's home to the school as measured by Southend LA; those living closest to the school being accorded the highest priority. In the case of over subscription in any one category "straight line" distance will be used to measure the distance between the pupil's home (including flats) and the nearest pupil entrance to the school. If the pupil's home is a flat the distance will be measured to the main external entrance of the building. 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 Council/Governing body).

Explanatory notes for admission arrangements:

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 given the appropriate priority for each relevant age group in line with the admission criteria.

Statement of Special Educational Need (SEN) and Education Health and Care Plan (EHCP)

A Statement of Special Educational Need is a statement made by the local authority under Section 324 of the Education Act 1996, specifying the special educational provision required for that child. If the school is oversubscribed, the admission of pupils with a Statement of Special Educational Needs or Education, Health and Care Plan where the school is named in the Statement or Plan, is mandatory.

Distance where parents share care

The distance is measured the same for all applications. Only one application can be received. The LA should not have the details of both parents or know of the marital status of the parents. If more than one application is received from parents, applications will be placed on hold until such time that:

- an application is made that both parents agree to; or
- written agreement is provided from both parents; or
- a court order is obtained confirming which parent's application takes precedence'.

Details on address checks and which address is relevant are also provided in the admission booklet. In all cases the child's normal place of residence is applicable for the purposes of the application

Waiting lists

Children's names will automatically be on the waiting list for the school if the school is a higher preference than the offer made and a place has been refused. Waiting lists for all year groups are held for the full school year. Priority must not be given to children based on the date their application was received or their name was added to the list. Looked after children, previously looked after children, and those allocated a place at the school in accordance with a Fair Access Protocol, must take precedence over those on a waiting list.

Over and Under age applications

In circumstances where a child transfers from another school already 'outside of normal age group', the school will support any over or under

age application where the above has been met and the school is satisfied that the child should continue to be educated out of normal age group. To request admission out of usual age group applicants must write to the local authority with their request. The local authority will share the details of the request with the school. Parents will be notified of the outcome before the allocation of places and must apply during the main round for the usual age group.

Home Address

For all applications the address used will be the child's habitual normal place of residence as at the closing date for applications, i.e., 31 October. Changes to address will be updated after all on time applications have been processed.

In-Year Admissions

To apply for a Year 7 school place after the normal admission cycle or for admission into Years 8-11, parents will need to complete an In-Year application form and Supplementary Information Form (both available from the school office).

Appeals

Parents unsuccessful in securing a place for their child have the right to appeal to an Independent Admissions Appeal Panel. Details of how to do this can be found on the Academy's website.

Definitions

*The definition of practising being:

- If your son is a practising Catholic you have enclosed or arranged for a **Certificate of Catholic Practice** to be submitted to the school. (Catholic applicants).
- If your son is a practising Christian you should obtain a letter which states that your son is practising his faith, from your Minister to be submitted to the school. (Non-Catholic applicants).
-

**The definition of sibling being:

Siblings are considered to be a brother or sister, half-brother or half-sister, step-brother or step-sister, adopted brother or sister, living at the same address, who attends St. Thomas More High School or St. Bernard's High School at the time of application with a reasonable expectation that he or she will still be attending at the time of the proposed admission.

ST. THOMAS MORE HIGH SCHOOL 2016-2020 DFE 882-5447

Number of preferences received for admission into year 7 in September 2020 = 727

Allocations in line with the published admission criteria for the past few years are provided below:

Admission criteria	Number of pupils allocated a place	
	2020	2019
Pupils with an Education, Health and Care Plan	12	5
Selective	0	<5
Catholic Pupils in Public Care	0	0
Baptised practising Catholic boys from within the area	80	80
Baptised practising Catholic boys	45	22
Baptised Catholic boys	9	31
Pupils in Public Care	0	<5
Practising Christians attending Catholic Schools	<5	8
Practising Christians who desire for a Catholic education	40	30
Families who desire a Catholic education (Non-practising and other religions)	7	0
Total offered 1st March	195	180

For admissions to Year 7 in September 2020 the last child was admitted under admission criterion: 'Practising Christians who desire for a Catholic education at 5.086miles from the school

ST. THOMAS MORE HIGH SCHOOL DFE 882-5447 - Historical allocation data

Allocations in line with the published admission criteria for the past few years are provided below:

Admission criteria	Number of pupils allocated a place		
	2018	2017	2016
Pupils with an Education, Health and Care Plan	<5	<5	<5
Catholic Pupils in Public Care	19	0	0
Selective	<5	29	24
Baptised practising Catholic boys from within the area	73	80	74
Baptised practising Catholic boys from outside the area	23	19	20
Baptised Catholic boys from within the area	29	<5	16
Baptised Catholic boys from outside the area	0	9	0
Pupils in Public Care	<5	<5	<5
Practising Christians	30	6	14
Non-practising and other religions	0	0	0
Total offered 1st March	180	150	151

Appeals	2020	2019	2018	2017	2016
Number of appeals lodged for places in Year 7 group	TBC	22	24	31	35
Number of appeals heard	TBC	20	23	24	24
Number of successful appeals	TBC	8	6	7	8

The Eastwood Academy

Eastwood Park Academy Trust

Eastwood Park Academy Trust Chief Executive Officer: Mr N Houchen

Headteacher: Mr N Houchen

Address: Rayleigh Road, Leigh-on-Sea, SS9 5UU **Tel:** 01702 524 341

Email: enquiries@eastwood.southend.sch.uk **Website:** www.eastwoodacademy.co.uk

Published Admission Number: 220 (year 7 -9) , 200 (year 10 & 11)

If the number of applications for places at the Academy is within the PAN (undersubscribed), then the Academy will admit all pupils who apply. If the number of applications for places at the Academy exceed the PAN, (oversubscribed), the following criteria will be applied, in priority order, to determine which children will be admitted:

Admissions Criteria

1. Looked after children and children who were previously looked after.
2. Pupils who have a sibling on roll at the Academy at the time of application.
3. Selective admission (aptitude).
4. Children living inside the Academy's catchment area.
5. Children of staff employed by the Academy where the member of staff has been employed for two or more years at the time at which the application is made and/or the member of staff is recruited to fill a vacant post for which there is demonstrable skill shortage.
6. Children living outside the Academy's catchment area.

Children with an EHCP

Children with an EHCP follow a different process for admission. If the Academy is named in the Statement of Special Educational Need or EHCP, it must admit the child.

Click here for further information –

<http://www.southend.gov.uk/info/200225/childrenwithdisabilities/290/specialeducationalneeds>

<http://www.southendinfopoint.org/kb5/southendonsen/a/fsd/localoffer.page>

Catchment Area

The Academy's catchment area covers Eastwood Park and St Lawrence ward and parts of Belfairs,

Blenheim and Prittlewell wards. The catchment map can be found in the appendices and the postcode look up table can be found on the Council website.

Selective Admission (Overview)

The Academy offers selective admission in respect to aptitude in Sport and Performing Arts.

The number of places available is 10% of the PAN i.e. 22 places in total. 11 places are assigned to Sport and 11 places assigned to Performing Arts. Parents of children with an aptitude in these areas are invited to complete a Supplementary Information Form (SIF) for Sport and/or Performing Arts (refer to Appendix).

The SIF is in a Word format and can be downloaded and e-mailed to the Coordinator for Admissions, Admissions@eastwood.southend.sch.uk or posted to: Admissions, The Eastwood Academy, Rayleigh Road, Leigh-on-Sea, Essex, SS9 5UU.

SIFs must be completed and returned to the Academy by the 1 September. SIFs received after this date, will not be considered.

The SIF, in itself, is not an application form. Applicants still need to complete a Common Application Form (CAF) which is accessed via the Southend Borough Council website – www.southend.gov.uk.

Following completion of the SIF, applicants will be required to undertake an assessment of their aptitude (aptitude test).

Aptitude tests take place in September (dates will be published on the website and applicants will be notified). If the applicant is ill or injured on the day of the test, the Academy must be contacted and an alternative day may be offered.

Following completion of the aptitude test, applicants will be informed, in writing, prior to 31st October, of their ranking in Sport and/or Performing Arts.

Selective Admission (Aptitude Tests)

Applicants can do one or both aptitude tests. The tests involve the following:

Performing Arts

Applicants are required to partake in a teacher-led Performing Arts workshop. The workshop will allow applicants to explore a given stimulus and will give them the opportunity to realise their response to this musically, dramatically, vocally or through movement. Applicants will be placed in randomly selected groups on arrival where they will be introduced to a stimulus and, overseen by the workshop leader, devise a short performance. During the workshop, applicants will have the opportunity to work independently and collaboratively to develop a piece which they will perform. During the workshop, staff will interact and feedback to applicants as they move towards their performance. Staff will look for evidence of engagement with the stimulus material, imagination and flair when expressing themselves musically, dramatically, vocally or through movement and how they connect with an audience.

Applicants will be assessed using the grade descriptors below.

Score	Grade Descriptors
1-5	Can respond to stimulus with support. Can respond to feedback. Can perform in front of an audience.
6-10	Can respond to stimulus independently. Can respond to feedback appropriately. Can perform and connect with an audience.
11-15	Can respond to stimulus independently showing imagination and creativity. Can respond to feedback effectively, making modifications independently. Can perform and connect confidently with an audience
16-20	Can respond to stimulus conceptually, creating and expressing ideas using a variety of mediums. Can respond to feedback effectively making modifications, analysing, reflecting and critiquing their own performance. Can perform and connect confidently with an audience demonstrating style and flair.

Each applicant will receive a score from 1-20 based on the grade descriptors. Applicants will be ranked according to their score. The 11 applicants with the highest rank, will be offered a place. If an applicant

with a rank within the 11 places available does not take up a place, the place is awarded to the next highest ranked applicant. Where there is more than one applicant with the same score, the ranked position for these applicants is determined by **random allocation**.

Sport

Applicants are required to take part in 4 sport-related activities.

Area	Test	Test Administration	Attempts
Agility	Zig-Zag Ball Run	The applicant will complete a zig-zag, diagonal run set out by markers, whilst simultaneously dribbling a basketball.	1
Power	Ball Throw	The applicant will throw a rounders ball as far as they can. The distance of that throw will be recorded.	3 (best effort scored)
Speed	50m Dash	The applicant will be timed over a 50 metre straight line sprint.	1
Cardiovascular Fitness	Bleep Test	Markers are placed 20 meters apart and applicants must run in between the markers in time with the bleeps. As the test continues, the time between bleeps is reduced. Should an applicant fail to make the marker in time with the bleep, they will be given a warning. The applicant is removed from the test on the 3rd consecutive warning.	1

Applicants will be assessed on a scale of 1-5 for each activity using the grade matrix below.

Male Applicants

Activity	Unit	5	4	3	2	1
Agility	Time (sec)	Less than 11.0	11.0-11.6	11.7-12.3	12.4-13.0	More than 13.0
Power	Distance (m)	More than 39.0	39.0-35.0	34.0-30.0	29.0-25.0	Less than 25.0
Speed	Time (sec)	Less than 7.3	7.3-7.7	7.8-8.2	8.3-8.7	More than 8.8
Cardiovascular Fitness	Level	More than 12.0	12.0-11.0	10.0-9.0	8.0-7.0	Less than 7.0

Female Applicants

Activity	Unit	5	4	3	2	1
Agility	Time (sec)	Less than 13.1	13.1-13.7	13.8-14.4	14.5-15.1	More than 15.1
Power	Distance (m)	More than 34.0	34.0-30.0	29.0-25.0	24.0-20.0	Less than 20.0
Speed	Time (sec)	Less than 7.6	7.7-8.1	8.2-8.6	8.7-9.1	More than 9.1
Cardiovascular Fitness	Level	More than 10.0	10.0-9.0	8.0-7.0	6.0-5.0	Less than 5.0

Each applicant will receive an aggregate score from 4-20. Applicants will be ranked according to their score. The 11 applicants with the highest rank, will be offered a place. If an applicant with a rank within the 11 places available does not take up a place, the place is awarded to the next highest ranked applicant. Where there is more than one applicant with the same score, the ranked position for these applicants is determined by **random allocation**

Random Allocation

In the case of oversubscription in any one criterion (with the exception of criterion 3) places are allocated **randomly**.

The principle behind random allocation, in the context of oversubscription in any one criterion, is that it provides all applicants with an **equal** chance of obtaining a place.

The random allocation process is organised by the Vice Principal using computer software (the random number function in Excel) and supervised by an individual independent of the Academy.

In the case of criterion 3, applicants are ranked according to their aptitude. The 11 applicants with the highest rank in Sport and Performing Arts are offered a place. If an applicant with a rank within the 11 places available does not take up a place, the place is awarded to the next highest ranked applicant.

Where there is more than one applicant with the same score, the ranked position for these applicants is determined by **random allocation**. On each occasion where one of the 11 places is not taken up, and where there is more than one applicant with the same score, random allocation is applied.

Over and Under Age Applications

For admissions into Year 7, 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.

The Academy will support any over or under age application where the Academy is satisfied that the child should continue to be educated out of the normal age group.

The process for requesting admissions for children outside their normal age group is as follows: Parents should address their request in writing to Admissions, The Eastwood Academy, Rayleigh Road, Leigh-on-Sea, Essex, SS9 5UU or e-mail Admissions@eastwood.southend.sch.uk indicating the reasons for their request with any relevant supporting evidence. The Academy will then make a decision on the basis of the circumstances of each case and in the best interests of the child concerned.

This will include taking account of the parents' views; information about the child's academic, social and emotional development; where relevant their medical history and the views of a medical professional; whether they have been previously educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

Where a request for an out of age group admission is agreed, meaning that the child could be admitted to Year 7, such an application will be processed as part of the main admissions round unless the parental request is made too late for this to be possible, and on the basis of the determined admissions arrangements only, including the application of oversubscription criteria where applicable.

Parents have a statutory right of appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not their preferred age group.

A parent cannot appeal against refusal of an 'out of normal age group' application.

Applications at the normal transition point should be made through the Local Authority – click below. https://www.southend.gov.uk/info/200176/school_admissions_and_home_education/47/secondary_school_admissions

In-year applications should be made through the Academy – click below. <http://www.eastwoodacademy.co.uk/index.php/admissions/in-year-applications>

Waiting Lists

The Academy maintains a waiting list for each year group. Where the Academy receives more applications for places than there are places available, a waiting list will operate until the end of the academic year.

A child's position on the waiting list is determined solely in accordance with the admissions criteria. Excluding criterion 3 (refer to the paragraph below), if a place becomes available, it is offered to the child who is ranked highest in the admissions criteria. Where there is more than one child in the highest ranked criterion, random allocation is applied. Random allocation is applied every time a place becomes available, unless there is only one child in the highest ranked criterion, in which case a place is offered to the child.

Since there is a cap on the selective admissions (aptitude) of a maximum of 10% of the PAN, a child on the Sport or Performing Arts waiting list under criterion 3 would only be offered a place under the following circumstances:

- a) Where there were no children on the waiting list under criterion 1 or 2, in priority order; and
- b) Where a place becomes available as a result of a child leaving the Academy who initially (at the normal transition point) obtained a place through criterion 3.

Children on the waiting lists under criterion 3 will be ranked according to their score. The highest ranked child for the particular aptitude for which a place had become available would be offered a place. Where there is more than one child with the same score, the ranked position for these children is determined by random allocation.

The Academy's waiting list for all year groups is closed at the end of each academic year. If parents wish for their child to remain on the waiting list, they will need to reapply in writing.

Appeals

All applicants refused a place have a right of appeal to an Independent Appeal panel (IAP) constituted and operated in accordance with the School Admission Appeals Code.

Click below for an appeal form and timetable for the appeals process - <http://www.eastwoodacademy.co.uk/index.php/admissions/year-7-applications>

The School Admission Appeal Code prescribes that applicants are entitled to one appeal per academic year per school. Therefore the decision of the IAP applies to the whole of the academic year for those children changing schools in September and the remainder of the academic year in all other cases. However, if there has been a material change of circumstances since the appeal an applicant can apply

again and, if the Academy agrees that there has been a material change of circumstances but still fails to offer a place, that applicant would be permitted a second appeal.

In-Year Admissions

Any application for a school place made on or after the first day of the academic year will be considered as an in-year application.

Click below for an in-year application form - <http://www.eastwoodacademy.co.uk/index.php/admissions/in-year-applications>

Eastwood Park Academy Trust for; THE EASTWOOD ACADEMY 2016-2020 DFE 882-5414

Number of preferences received for admission into year 7 in September 2020 = 1044 Allocations in line with the published admission criteria for the past few years are provided below:					
Admission criteria	Number of pupils allocated a place				
	2020	2019	2018	2017	2016
Pupils with an Education, Health and Care Plan	<5	<5	<5	<5	<5
Pupils in Public Care	8	6	8	6	<5
Pupils with a sibling at the school	81	78	83	72	47
Specialist	22	22	20	20	18
Pupils living in the catchment area	109	110	87	98	102
Pupils of staff employed for more than 2 years	0	0	0	0	0
Pupils living outside the catchment area	0	0	0	0	21
Total offered 1st March	220	220	200	200	190

For Admission into Year 7 in September 2019 the last child was admitted under admission criterion pupils living in the catchment area by random allocation

Appeals	2020	2019	2018	2017	2016
Number of appeals lodged for places in Year 7 group	TBC	30	54	46	16
Number of appeals heard	TBC	23	34	40	16
Number of successful appeals	TBC	2	<5	<5	16

Westcliff High School for Boys

Headteacher: Mr M A Skelly

Address: Kenilworth Gardens, Westcliff-on-Sea, SS0 0BP

Tel: 01702 475 443

Email: office@whsb.essex.sch.uk

Website: www.whsb.essex.sch.uk

Published Admission Number: 185

Admission at 11:

1. Westcliff High School for Boys is a selective single-sex Boys' Academy Grammar School. The testing for admission to the School at age 11 is determined through a selection procedure administered by the Consortium of Selective Schools in Essex (CSSE). These admission criteria are to be read in conjunction with the locally agreed Co-ordinated Admissions Scheme.

Full details of the admission process is published in the Secondary School Booklet available from www.southend.gov.uk/admissions. The application process, in summary, involves five stages:

- i. test registration for your child;
- ii. test attendance by your child;
- iii. receipt of test results for your child;
- iv. application, naming this School as a preference, to your Local Authority; and
- v. the allocation of places at this school by the Local Authority.

This document provides additional detail about each of these steps, waiting lists and appeals.

Test Registration

2. The CSSE Supplementary Information Form (SIF) must be completed in order to register a child to sit the selection tests and should be returned to the CSSE by the published deadline. It can also be completed on line and accessed through the CSSE website at: www.csse.org.uk. Parents intending to seek 'preferential consideration' (see notes) must indicate their reason, at the time of test registration, on the SIF.
3. Registration to sit the tests is open to children who will be aged 11 on 31 August 2021. Younger or older children may, exceptionally, be allowed to sit the tests; but these applications must first be approved by the CSSE's Headteacher Panel (note D).

Test Attendance

4. Tests in English and Mathematics will be taken in September each year at a school determined by the CSSE. 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 in October on the date specified annually.

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 2021 intake, the School's Published Admission Number (PAN) is 185. The PAN for each Year group (8-11) for 2021 is 185.

8. Children who have an EHCP are admitted under separate statutory procedures, and not under this Policy. Any child who passes the selection tests and who has an EHCP that names this School will be admitted prior to the allocation of places to other applicants, and the number of places available to other children within the PAN for Year 7 will be reduced.

Allocation of Places

9. The offer of a place is dependent upon passing the selection tests. However, passing the selection tests is not a guarantee of being offered a place. A pass mark for the tests is set annually, which ensures that the entrance standard remains comparable to that which was applied in the period 1990 to 1994. No pupil, in any priority category, will be admitted below this pass mark. In each category, places are allocated in order of the mark achieved, higher passing candidates first.

10. The School determines admission in the order of priority set out below:

- i) Looked after children and previously looked after children (note A) who have passed the selection tests.
- ii) **Children whose normal/habitual place of residence (as assessed in the terms provided, annually, in the Southend Local Authority secondary admissions booklet) lies *within* the priority area postcode areas SS0, SS1, SS2, SS3, SS4, SS5, SS6, SS7, SS8 and SS9, subject to their passing the selection tests (see Appendix 1).** A local quota of up to 80% of the Published Admissions Number (PAN) is reserved at this School for children in this category (148). Up to 10% of *this quota* (15 out of 148) is designated for other children from within the priority area who are entitled to '**preferential consideration**' (see notes).

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

- iii) **Children whose normal/habitual place of residence (as assessed in the terms provided, annually, in the Southend Local Authority's Secondary Admissions Booklet) lies *outside* the postcode areas SS0, SS1, SS2, SS3, SS4, SS5, SS6, SS7, SS8 and SS9, subject to their passing the selection tests.** Up to 10% of the places remaining after the full local quota has been deducted from the PAN (4 out of 37), is designated for other children from outside the priority area who are entitled to '**preferential consideration**' (see notes).

The 10% of places designated for 'preferential consideration' (Note A) from outside the priority 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 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. Places will be offered until the total PAN has been reached.

Section 10 can be summarised as follows:

Priority 1	Looked after children and previously looked after children, who have exceeded the pass mark in rank order of marks
Priority 2	Pass mark exceeded <u>and</u> resident within SS0-SS9 <u>and</u> entitled to <i>preferential consideration</i> , in rank order of marks
Priority 3	Others resident within SS0-SS9, who have exceeded the pass mark in rank order of marks
Priority 4	Pass mark exceeded <u>and</u> resident outside SS0-SS9 <u>and</u> entitled to <i>preferential consideration</i> , in rank order of marks
Priority 5	Others resident outside SS0-SS9, who have exceeded the pass mark in rank order of marks

11. In the event of pupils achieving the same mark for the last available place, priority will be given to any child entitled to 'preferential consideration' (see notes); then, if this does not differentiate, to the pupil who lives closest to the School as measured in a straight line from the front door of the child's normal/habitual place of residence (as assessed in the terms provided, annually, in the Southend Local Authority Secondary Admissions Booklet) to the nearest pupil entrance to the School, with those living nearest being given preference. Distances will be measured using the Local Authority's computerised measuring system. If the same distance is shared by more than one pupil and only one place is available, the place will be awarded on the basis of a computerised random allocation process (supervised by someone independent of the Governing Body).

Waiting Lists

12. Waiting lists, based on the test results, are maintained in each category until 31 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.

After 1 January, waiting lists are maintained, and places are offered, in accordance with the School's Mid-Year application process.

Fraudulent Applications

13. Any application that places a candidate in a priority to which they are not entitled may be deemed fraudulent. If a School place is obtained through fraudulent means, the offer of a place will be withdrawn. This can include the removal of a pupil once started at the School. Details on fraudulent applications are available in the Secondary Admissions Booklet on the Council's website.

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

Appeals

14. All parents have a statutory right of appeal against non-admission to those schools listed on their LA Single (or Common) Application Form. This right may be exercised only after school places have been offered on National Offer Day on 1 March. Appeals must be lodged directly with the School within 20 school days of the date of notification that their application was unsuccessful. Panel Hearings take place within 40 school days of the deadline for lodging appeals.

Post 11+ Admission (In-Year Admission)

The School maintains waiting lists for vacancies which may arise during Years 7-11. Those parents, who wish their child to be considered for entry, should complete and return an In-Year Application Form, which can be found on the School's website (www.whsb.essex.sch.uk).

For explanatory notes on preferential consideration, Looked after children, Education Health and Care Plan, Pupil Premium grant and full details for over and under age admission please consult the full policy on the school's website.

WESTCLIFF HIGH SCHOOL FOR BOYS 2016-2020 DFE 882-5401

Number of preferences received for admission into year 7 in September 2020 = 991

Allocations in line with the published admission criteria for the past few years are provided below:

Admission criteria	Number of pupils allocated a place				
	2020	2019	2018	2017	2016
Pupils with an Education, Health and Care Plan	0	0	<5	<5	<5
Pupils living in the Priority admissions area with preferential admission	10	n/a	n/a	n/a	n/a
Pupils living in the Priority admissions area	128	139	110	89	83
Pupils living outside the Priority admissions area with preferential admission	4	n/a	n/a	n/a	n/a
Pupils living outside the Priority admissions area	43	46	74	95	101
Total offered 1st March	185	185	185	185	185

For Admission into Year 7 in September 2019 the last child was admitted under admission criterion pupils living outside the Priority admissions area (ranking based only on academic achievement).

Appeals	2020	2019	2018	2017	2016
Number of appeals lodged for places in Year 7 group	TBC	14	12	7	13
Number of appeals heard	TBC	14	8	5	13
Number of successful appeals	TBC	0	0	<5	<5

Westcliff High School for Girls

Headteacher: Dr P Hayman

Address: Kenilworth Gardens, Westcliff-on-Sea, SS0 0BS

Tel: 01702 476 026

Email: generalenquiries@whsg.info

Website: www.whsg.info

Published Admission Number: 184

1. Westcliff High School for Girls is a selective single-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 booklet available from www.southend.gov.uk/admissions. The application process, in summary, involves five stages:

- i. test registration for your child;
- ii. test attendance by your child;
- iii. receipt of test results for your child;
- iv. application, naming this school as a preference, to your Local Authority; and
- v. the allocation of places at this school by the Local Authority.

This document provides additional detail about each of these steps, waiting lists and appeals.

Test Registration

2. The CSSE Supplementary Information Form (SIF) must be completed in order to register a child to sit the selection tests and should be returned to the CSSE by the published deadline. It can also be completed on line and accessed through the CSSE website at: www.csse.org.uk. Parents intending to seek 'preferential consideration' (see notes) must indicate their reason, at the time of test registration, on the SIF.

3. Registration to sit the tests is open to children who will be aged 11 on 31 August 2020. Younger or older children may, exceptionally, be allowed to sit the tests; but these applications must first be approved by the CSSE's Headteacher panel (note D).

Test Attendance

4. Tests in English and mathematics will be taken in September each year at a school

determined by the CSSE. 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 in October on the date specified annually.

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 2020 intake, the school's published admission number (PAN) is 184. The PAN for each year group (8-11) for 2020 is 184.

8. Education Health and Care Plans

Children who have an EHCP are admitted under separate statutory procedures, and not under this policy. Any child who passes the selection test and who has an EHCP (note C) 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 (Oversubscription criteria):

- i) Looked after children and previously looked after children (note A) who have passed the selection tests.
- ii) Children whose normal/habitual place of residence (as assessed in the terms provided, annually, in the Southend Local Authority secondary admissions booklet) lies *within* the priority area postcode areas SS0, SS1, SS2, SS3, SS4, SS5, SS6, SS7, SS8 and SS9, subject to their passing the selection tests. A local quota of up to 5/6ths of the published admissions number (PAN) is reserved at this school for children in this category (147). Up to 10% of *this quota* (15 out of 147) is designated for other children from within the priority area who are entitled to 'preferential consideration' (see notes).

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

- iii) Children whose normal/habitual place of residence (as assessed in the terms provided, annually, in the Southend Local Authority secondary admissions booklet) lies *outside* the postcode areas SS0, SS1, SS2, SS3, SS4, SS5, SS6, SS7, SS8 and SS9, subject to their passing the selection tests. Up to 10% of the places remaining after the full local quota has been deducted from the PAN (4 out of 37), is designated for other children from outside the priority area who are entitled to 'preferential consideration' (see notes).

First, the 10% of places designated for 'preferential consideration' (see notes) from outside the priority 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 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. Places will be offered until the total PAN has been reached.

Section 10 can be summarised as follows:

Priority 1	Looked after children and previously looked after children, who have exceeded the pass mark in rank order of marks
Priority 2	Pass mark exceeded <u>and</u> resident within SS0-SS9 <u>and</u> entitled to <i>preferential consideration</i> , in rank order of marks
Priority 3	Others resident within SS0-SS9, who have exceeded the pass mark in rank order of marks
Priority 4	Pass mark exceeded <u>and</u> resident outside SS0-SS9 <u>and</u> entitled to <i>preferential consideration</i> , in rank order of marks
Priority 5	Others resident outside SS0-SS9, who have exceeded the pass mark in rank order of marks

11. Tie Break

In the event of pupils achieving the same mark for the last available place, priority will be given to any child entitled to 'preferential consideration' (see notes); then, if this does not differentiate, to the pupil who lives closest to the school as measured in a straight line from the front door of the child's normal/habitual place of residence (as assessed in the terms provided, annually, in the Southend Local Authority secondary admissions booklet) to the nearest pupil entrance to the school, with those living nearest being given preference. Distances will be measured using the Local Authority's computerised measuring system. If the same distance is shared by more than one pupil and only one place is available, the place will be awarded on the basis of a computerised random allocation process (supervised by someone independent of the Governing Body).

Waiting lists

12. Waiting lists, based on the test results, are maintained in each category until 31 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. Any additional applicants, prior to 31

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, waiting lists are maintained, and places are offered, in accordance with the school's in-year application process. This may include re-testing.

Fraudulent applications

13. 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 Southend Borough Council's website.

Appeals

14. All parents have a statutory right of appeal against non-admission to those schools listed on their LA Single (or Common) Application Form. This right may be exercised only after school places have been offered on National Offer Day on 1 March. Appeals must be lodged directly with the school within 20 school days of the date of

notification that their application was unsuccessful. Panel hearings take place within 40 school days of the deadline for lodging appeals.

15. Post 11+ Admission ('in-year' admission)

The school maintains waiting lists for vacancies which may arise during Years 7-11. Those parents who wish their child to be considered for entry should complete and return an In-Year Application Form, which can be found on the school's website (www.shsb.org.uk)

16. Over or under age admission

Requests for admission outside of the usual age group should be provided in writing to the Head Teacher.

For explanatory notes on preferential consideration, Looked after children, Education Health and Care Plan, Pupil Premium grant and full details for over and under age admission please consult the full policy on the school's website.

South East Essex Academy Trust for; WESTCLIFF HIGH SCHOOL FOR GIRLS 2016-2020 DFE 882-5423

Number of preferences received for admission into year 7 in September 2020 = 977

Allocations in line with the published admission criteria for the past few years are provided below:

Admission criteria	Number of pupils allocated a place				
	2020	2019	2018	2017	2016
Pupils with an Education, Health and Care Plan	0	0	0	0	0
Pupils living in the Priority admissions area with preferential admission	5	n/a	n/a	n/a	n/a
Pupils living in the Priority admissions area	139	138	110	93	97
Pupils living outside the Priority admissions area with preferential admission	4	n/a	n/a	n/a	n/a
Pupils living outside the Priority admissions area	36	46	74	91	87
Total offered 1st March	184	184	184	184	184

For Admission into Year 7 in September 2019 the last child was admitted under admission criterion pupils living outside the priority admissions area (ranking based only on academic achievement).

Appeals	2020	2019	2018	2017	2016
Number of appeals lodged for places in Year 7 group	TBC	17	11	16	8
Number of appeals heard	TBC	15	9	16	7
Number of successful appeals	TBC	0	0	<5	<5

Atypical Admissions – for year 9 parents

Atypical age admissions refer to school admissions outside of standard school transition points.

Where there is a school with an atypical age of admission in a local authority area or within reasonable travelling distance of the local authority area the local authority must provide the name of the school/s to the parent/carer of children registered at a school within the local authority area **transferring into year 10 in September 2021**.

Provided below is a list of the schools within a reasonable travelling distance, which you may wish to look into and consider whether your child would want to apply for a place in September. You should also look at the GCSE curriculum at your child's current school, to help consider what the best option is for the next two years of your child's education.

University Technical Colleges (UTCs) are set up by universities and businesses and specialise in one or two technical subjects. At GCSE they offer a similar curriculum to a typical 11-18 secondary school, including the basics of English and Maths, as well as their specialist subject.

Studio Schools are similar to UTCs in that they have employer involvement in the curriculum and focus on developing the skills needed for employment, involving personal coaching and work experience, alongside a similar curriculum to a typical 11-18 secondary.

All schools have a statutory duty to secure impartial careers guidance for all Year 8 to Year 13 students to inspire young people to fulfil their potential and to make them aware of all opportunities open to them. We strongly recommend that your child discuss their options with a Careers Adviser in their current school or college.

If you decide that you would like to apply for a place at any of schools listed below for your child, you will need to complete an application form. This can be done either via the school or through your local council. The list of schools are within an hour's travelling time of Southend on Sea, there are other schools you can apply for.

University Technical Colleges and Studio Schools within a reasonable travelling distance

Name and Address	Contact Details	Local Authority Area	How to apply
Bmat Stem Academy UTC	Web: www.bmatstemacademy.org Telephone: 01279 621570	Essex County Council	Direct to school
Elutec East London UTC	Web: www.elutec.co.uk/ Telephone: 020 3773 4670	Barking & Dagenham Borough Council	Direct to school
London Design and Engineering UTC	Web: www.ldeutc.co.uk/ Telephone: 07714 255 193	Newham Borough Council	Direct to school
Mulberry UTC	Web: www.mulberryutc.co.uk/ Telephone: 0207 790 6327	Tower Hamlets Borough Council	Direct to school
The Leigh UTC	Web: www.theleightuc.org.uk Telephone: 01322 626 600	Kent County Council	Home LA
Elstree UTC	Web: www.elstreeutc.co.uk Telephone: 020 8386 6220	Hertfordshire County Council	Home LA
Watford UTC	Web: www.watfordutc.org Telephone: 01923 905 240	Hertfordshire County Council	Direct to school

Additional Information & Term Dates 2021/22

School term and holiday dates for the academic year 2021/22

These dates are generally followed by all schools in Southend but you should check with the individual school. All schools will also have a number of non-pupil days when children will not be expected to attend. These vary from one school to another. The day when certain schools begin a new term may also vary. Please contact the school office for more details.

You should avoid taking your child out of school for holidays, as this will inevitably disrupt the child's education. Absence without the approval of the headteacher is regarded as unauthorised absence. Parents should be aware that unauthorised absence may lead to Penalty Notices (anything from £60), and prosecution at Magistrates Court.



Autumn Term:	Wednesday 1 September 2021 – Friday 17 December 2021 <i>Half Term 25 October – 29 October</i>
Spring Term:	Tuesday 4 January 2022 – Friday 1 April 2022 <i>Half Term 14 February - 18 February</i>
Summer Term:	Tuesday 19 April 2022 – Friday 22 July 2022 <i>Half Term 31 May – 3 June, and May Bank Holiday, 2 May</i>

Full copy on www.southend.gov.uk (search school term dates)

We know that parents have lots of questions about their options for a secondary school for their child so we've provided responses to questions that are asked most often in the following pages.



Frequently Asked Questions

We know that parents/carers have lots of questions about their options for a secondary school for their child so we've listed below some of the ones that are asked most often.

How do I find out more about the secondary schools in Southend-on-Sea?

School websites are a great starting point. You may find information on the school's admission arrangements, virtual tours of the school, messages from the leadership, or past pupils and other very important information. You can also find information as outlined on page 66.

When can I apply for my child's secondary school and if I apply early will I be more likely to get my 'first' choice?

School places are NOT offered on a 'first come first served' basis, but are considered in line with the admission criteria for each school.

Do I have to pay to go to any of the Southend schools featured in this guide?

There are no fees for the twelve schools that are listed within this leaflet. There are some costs and examples of the cost that parents would need to cover are uniform, stationery and trips. There is one fee paying, independent secondary school in the area: Thorpe Hall School. Further details on www.thorpehall.southend.sch.uk

What if my child has a statement of SEN or EHC Plan?

Parents will receive information from the special educational needs team in September 2020 regarding the secondary school application process and do not need to complete the standard application form.

If I want my child to take the 11+ test how do I do this?

Your child's primary school will be able to advise you about the 11+ test and will provide you with relevant information about the entry process. Children take the test in the September of Year 6 and parents/carers receive the results before the end of the application period so that all parents/carers can make an informed choice for their child. More information can be found from The Consortium of Selective Schools in Essex (who run the 11+ test) on www.csse.org.uk

Can my child still have free school meals at secondary school?

Yes. It is really easy to apply either in person at the school or using our online service at www.southend.gov.uk/fsm. If you are eligible for free school meals you will save between £12 and £15 per week. Some schools will also provide a free or lower cost uniform if you are registered for free school meals.

Can my child attend any school?

Every school has their own set of admission criteria. This may depend on, for example, where you live, whether your child has a sibling at the school, whether they excel in a particular field, for example, Performing Arts or whether the school has an entrance test. Admission arrangements for schools are available on the school and Council website.

When and how will I find out my child has a secondary school place?

Parents/carers will be informed on **1 March 2021** via email or first class post (depending on whether the application was made online or on paper) of the school place that their child is being offered.

Will the Council pay the transport costs of getting my child to school?

Parents are responsible for ensuring their child gets to school and the majority walk, cycle or use public transport. Please take into account the location of the school when making your choices. In a few cases transport may be provided using specific criteria on distance and/or specific benefits. Full details can be found at www.southend.gov.uk/etc

Where can I find out about school uniform?

All of the schools have uniform suppliers listed on their website. If you do not have internet access then please contact the school directly who will be able to give you more information.

How do I contact the team who are responsible for school admissions at the Council?

The School Admissions Team on 01702 212934 will be able to answer your enquiries. You can contact the team by email at admissions@southend.gov.uk

Admission of children from overseas

All children of compulsory school age (5 to 16 years) in the UK have a right of access to education. However, where a child is in the UK for a short period only, for example less than half a term, it may be reasonable to refuse admission to a school.

Children who hold full British Citizen passports (not British Dependent Territories or British Overseas passports), have a passport endorsed to show a right of abode in the UK or are European Economic Area nationals normally have unrestricted entry to the UK. An application for a school place will be accepted for such children even though they may not be resident in the UK at the time of application. The application may however be processed on the basis of the overseas address.

If an applicant meeting the above criteria owns a property in the borough of Southend-on-Sea but is not living in it, perhaps because they are working abroad at the time of application but they intend to take up residency at the Southend home before the start of the autumn term, the application will be processed using the Southend address. Any offer of a school place will then be conditional upon receipt of evidence of taking up residency at that property in Southend.

Other children from overseas do not generally have automatic right of entry to the UK. An application for a school place will not therefore be accepted until they are resident in the UK. Proof of residency such as an endorsed passport or entry visa will be required with the application.

Any change in legislation must be taken into account when processing applications. Updates are announced on the Department for Education

<https://www.gov.uk/guidance/schools-admissions-applications-from-overseas-children>

Schools in Southend

Public Mainstream

School	Type of school and age range	Admissions process
Belfairs Academy	Academy 11-18	As provided in this booklet
Cecil Jones Academy	Academy 11-18	
Chase High School	Academy 11-18	
Shoeburyness High School	Academy 11-18	
Southchurch High School	Academy 11-16	
Southend High School for Boys	Academy 11-18	
Southend High School for Girls	Academy 11-18	
St Bernard's High School	Academy 11-18	
St Thomas More High School	Academy 11-18	
The Eastwood Academy	Academy 11-16	
Westcliff High School for Boys	Academy 11-18	
Westcliff High School for Girls	Academy 11-18	

Private/Independent

School	Type of school and age range	Admissions process
Alleyn Court Preparatory	Independent 2-11	Contact the school/s directly
Saint Pierre School	Independent 2-11	
St Michaels CofE Preparatory	Independent 3-11	
Thorpe Hall School	Independent 2-16	

Specialist Provision

School	Type of school and age range	Admissions process
Estuary High School	Independent 13-18	Admission for specialist provision is for children who have an Education, Health and Care Plan (EHCP). An EHC needs assessment can lead to an EHC plan, a legal document that details the child's needs, their aspirations and desired outcomes and the provision that they need in order to achieve those outcomes. You can access the SEND local offer on http://www.southendinfopoint.org/kb5/southendonsea/fsd/localoffer.page?familychannel=4 Telephone: 01702 215246 Email: SENTeam@southend.gov.uk
Kingsdown School	Academy 3-14	
Lancaster School	Academy 14-19	
Ocean Lodge Independent School	Independent 7-16	
St Nicholas School	Academy 11-16	
Sutton House Academy	Academy 5-16	
The St. Christopher School	Academy 3-19	

Registered Alternative Provision

School	Type of school and age range	Admissions process
Southend YMCA Community School	Free School 14-18	Alternative provision is not usually possible and most arrangements are between schools and the provider for children on a school roll.
Victory Park Academy (PRU)	Academy 5-16	

Schools in Essex or elsewhere

Applying to schools outside of Southend-on-Sea

Parents can express preferences for schools in and out of the area. The following table shows details of schools in the Castle Point & Rochford area of Essex which are within a reasonable travelling distance of Southend. Parents are encouraged to seek information from the Local Authority for the school.

Secondary school admissions are fully co-ordinated across the country. This means that if you are resident in Southend-on-sea you only need to fill out one form, the CAF, even if some, or all, of your preferred secondary schools are outside Southend.

You can either apply online at www.southend.gov.uk/admissions or complete and return the form. Please do not do both.

Useful contacts for neighbourhood secondary schools, this list is not exhaustive and only for guidance purposes.

School Name & Address	Phone number	Website
Castle View School, Foksville Road, Canvey Island SS8 7FH	01268 696811	www.castleview.essex.sch.uk
Greensward Academy, Greensward Lane, Hockley SS5 5HG	01702 202571	www.greenswardacademy.org
The Appleton School, Croft Road, South Benfleet SS7 5RN	01268 794215	www.theappletonschool.org
The Cornelius Vermuyden School & Arts College, Dinant Avenue, Canvey Island SS8 9QS	01268 685011	www.corneliusvermuyden.com
The Deanes School, Daws Heath Road, Thundersley, Benfleet SS7 2TD	01268 773545	www.deanesschool.co.uk (Southend bus service)
The FitzWimarc School, Hockley Road, Rayleigh SS6 8EB	01268 743884	www.fitzwimarc.essex.sch.uk
The King Edmund School, Vaughan Close, Rochford SS4 1TL	01702 545771	www.kes.essex.sch.uk
The King John School, Shipwrights Drive, Thundersley SS7 1RQ	01702 558284	www.thekjs.essex.sch.uk
The Sweyne Park School, Sir Walter Raleigh Drive, Rayleigh SS6 9BZ	01268 784721	www.sweynepark.com

A list of all schools in the borough of Southend-on-Sea can be found on <http://apps.southend.gov.uk/learning/schools.asp>

Places offered to Southend residents to schools outside the borough

Allocations in line with the published admission criteria:

Name of School	Offers as on National Offer day				
	2020	2019	2018	2017	2016
Alec Hunter Academy	<5				
Anglo European	0	0	<5	0	<5
Brentwood Ursuline Convent	<5	0	<5	0	0
Chelmer Valley	0	0	0	<5	0
Chelmsford County High for Girls	0	0	0	0	<5
Chislehurst School for Girls	0	0	0	0	<5
Churston Ferrers Grammar School Academy	0	<5	0	0	0
Colchester County High School for Girls	<5	<5	<5	0	<5
Cornwallis Academy	<5				
Colchester Royal Grammar	0	0	0	0	0
De La Salle School and Language College	0	<5	0	0	0
Greensward Academy	58	80	72	55	48
Humphry Davy	0	0	0	<5	0
King Edward, Chelmsford	0	0	0	<5	0
Lancaster Royal Grammar	0	0	0	0	<5
Old Swinford Hospital	0	0	<5	0	0
St Olave's and St Saviour	0	0	0	<5	0
The Appleton School	<5	<5	0	<5	0
The Coopers' Company and Coborn School	0	<5	0	<5	0
The Deanes	19	33	14	13	13
The FitzWimarc	44	52	41	28	32
The King Edmund	95	91	100	85	73
The King John	37	28	36	41	46
The Sweyne Park	7	8	6	10	24
Wilmington Grammar	0	0	0	<5	0
Yavneh college	0	0	0	0	<5
Total:	267	298	274	239	243

Please note: <5: suppressed data as it might identify individual children

What happens post 16?

The Government introduced changes so young people, following Year 11, are now required to remain in learning until at least their 18th birthday. Your child's school will supply information to your son or daughter in Year 11 on the opportunities available in the local area or to find out more visit www.gov.uk/know-when-you-can-leave-school

Young people will, have a range of options they can consider including;

Remain in full time education

Stay in full-time education, such as school with a Sixth Form, College or a Sixth Form College. All education establishments will publish their entry criteria for a place in their sixth form or college within their prospectus or on their website.

Find an Apprenticeship

Start work based learning, such as an Apprenticeship or Traineeship. If your son or daughter is interested in an Apprenticeship or Traineeship there are a wide range of Training Providers working with employers, in Southend-on-Sea, to deliver these programmes.

Work or Volunteer while studying part-time

Spend 20 hours or more a week working or volunteering, while in part-time education or training

To find out more about the next steps and all the options available to young people, please contact the Connexions service;

Connexions offer advice and guidance on career choices, training and support in finding employment for young people up to 19.

The connexion service works in partnership with schools, colleges and training providers to ensure the best support is available. Connexions Personal Advisers also offer one to one support to help young people overcome any barriers that are preventing them moving into learning, training or work.

Telephone: 01702 534300

Email: Connexionsservice@southend.gov.uk or Connexions2@southend.gov.uk

More information is available on the Southend Information Point (SHIP)
www.southendinfopoint.org/kb5/southendonsea/fsd/service.page?id=6Cv9T2wFJHE

Useful addresses and telephone numbers

Education offices for Essex and Thurrock

Essex County Council

School Planning and Admissions, Schools,
Children and Families Directorate,
Essex County Council,
PO Box 4261,
Chelmsford CM1 1GS.
Telephone: 0345 603 2200
Fax: 01245 436 739
admissions@essex.gov.uk

Thurrock Council

Admissions Team
Learning and Universal Outcomes
PO Box 118
Civic Offices
New Road
Grays RM17 6GF
Telephone: 01375 652883
school.admissions@thurrock.gov.uk

Education Offices of neighbouring local authorities

Cambridgeshire County Council

Admissions Team
OCT1221
The Octagon
Shire Hall Site
Cambridge CB3 0AP
Telephone: 0345 045 1370
admissions@cambridgeshire.gov.uk

London Borough of Havering

Admissions Team
c/o Town Hall
Main Road
Romford RM1 3BD
Telephone: 01708 434600
schooladmissions@haverling.gov.uk

Hertfordshire County Council

Admissions and Transport Team CHR102 County
Hall
Pegs Lane
Hertford SG13 8DF
Telephone: 0300 123 4043
transfer.admissions@hertfordshire.gov.uk

London Borough of Newham

Pupil Services PO Box 69972 London
E16 9DG
pupil.services@newham.gov.uk

London Borough of Barking and Dagenham

School Admissions Team 5th Floor, Roycraft
House 15 Linton Road
Barking IG11 8HE
Telephone: 020 8215 3004
admissions@lbbd.gov.uk

London Borough of Redbridge

Admissions & Awards
Lynton House
255–259 High Road
Ilford IG1 1NN
Telephone: 0208 708 3562/3055
admissionsandawards@redbridge.gov.uk

London Borough of Enfield

Enfield Schools Admission Service
Civic Centre
Silver Street
Enfield EN1 3XA
Telephone: 020 8379 5501
enfield.school.admissions@enfield.gov.uk

London Borough of Waltham Forest

School Admissions Service
Harvey House
1A Harvey Road
London E11 3DB
Telephone: 020 8496 3000
secondary.admissions@walthamforest.gov.uk

A guide to further information sources

Essex County Council

Website: www.essex.gov.uk
 Tel: Contact Essex 0345 743 0430
contact@essex.gov.uk
 03457 585592 (for those with hearing difficulties)

Secondary Education in Essex booklet.
 Contact details of all primary and secondary schools in Essex.
 Information about admissions for schools in Essex.

Department for Education (DfE)

Website: www.gov.uk/government/organisations/department-for-education
 Tel: 0370 000 2288

Information regarding national standards and curriculum.
 Performance tables and research statistics.
 Details of Local Authorities
 Various publications

Ofsted

Website: www.gov.uk/government/organisations/ofsted
 Tel: 0300 123 4234

School inspection reports
 Details of Local Education Authorities
 Details of post 16 Education

Independent Schools Council – ISC

Website: www.isc.co.uk
 Tel: 020 7766 7070

Information about independent schools
 Various publications.
 Information for parents e.g. fees and contact details

The Consortium of Selective Schools in Essex – CSSE

Website: www.csse.org.uk
 Tel: 01245 348257
 Email: admin@csse.org.uk

Parents and children's guides to the selection process.
 Dates of the selection test results.
 Information about selective schools 11+ queries/email correspondence

ACE Education

Website: www.ace-ed.org.uk

Information about appeals, exclusion and bullying
 General educational advice
 Various publications
 Links to other organisations

Contact points for parents

<p>Enquiries about all Southend-on-Sea Borough Council services should be made to the Borough Customer Service Centre</p> <p>Tel: 01702 215000</p>	<p>Details of all Southend-on-Sea Borough Council Services are also available on the Council website</p> <p>www.southend.gov.uk</p>
<p>Enquiries about services provided by the Department for People should be made to:</p> <p>Tel: 01702 215 007 or 01702 212 934</p>	<p>Specific enquiries about admissions issues can be made by email to:</p> <p>admissions@southend.gov.uk</p>

Applications for transfer to state mainstream schools for Year 7 can be made online at:

www.southend.gov.uk/admissions

Parents must apply to their home local authority (the LA they pay council tax to)

Glossary of abbreviations and terms:

Academies – Schools that have the status of ‘Academy’ are funded directly by Central Government and are independent of local authority. Academy schools must meet the requirements of section 1A of the Academies Act 2010 <https://www.legislation.gov.uk/ukpga/2010/32/section/1A>.

Admission Authority - The body responsible for setting and applying a school’s admission arrangements. For community or voluntary controlled schools, this body is the local authority. For foundation or voluntary aided schools, this body is the governing body of the school. For Academies, this body is the Academy Trust.

Admission Arrangements

The overall procedure, practices and oversubscription criteria used in deciding the allocation of school places including any device or means used to determine whether a school place is to be offered.

Admission Number (or Published Admission Number – (PAN))

The number of school places that the admission authority must offer in each relevant age group of a school for which it is the admission authority. Admission numbers are part of a school’s admission arrangements.

Additional applications – An application from a parent who has already submitted an application and is requesting an additional school(s). This will normally be after the initial offer of places in March.

Admission authority – The official body that determines the criteria on how pupils will be admitted to a school and are responsible for deciding who is admitted using the published criteria.

CAF – Common Application Form – The form parents complete, listing their preferred choices of schools, and then submit to local authorities when applying for a school place for their child as part of the local co-ordination scheme, during the normal admissions round. Parents must be allowed to express a preference for a minimum of three schools on the relevant common application form as determined by their local authority. Local authorities may allow parents to express a higher number of preferences if they wish.

Catchment area – A defined geographical area served by a particular school.

Changes in preference – Changes in the order of preferences already expressed (ie not an additional application) unless this is due to a change of address. Changes of preference are only considered after the National Offer Day.

Child Benefit – Until recently child benefit was a universal credit and could be produced as confirmation of a child’s usual place of residence. Where a child benefit letter cannot be provided parents will need to provide a signed affidavit or other legal document to confirm child’s usual place of residence

Council – Southend-on-Sea Borough Council who are the Local Authority. In most cases the function of the Council will be undertaken by The School Admissions Team within the Department for People.

CSSE – The Consortium of Selective Schools in Essex – a group of schools that are responsible for the selection test (11+) arrangements. The 10 schools operate a consortium whereby only one test needs to be taken even though an application is being made to several schools.

DfE – (Department for Education) – Central government department responsible for education matters.

EHCP – See definition under; statement of special educational needs on page 53

Essex – Essex County Council who are the local authority. In most cases the function of the Council in relation to school admissions will be undertaken by the Planning & Admissions Team.

FAP – Fair Access Protocol.

Foundation schools – Schools funded by the Council where the governing body employs the staff and is the admissions authority.

FTT – Facilities and Transport Team

General Data Protection Regulation (GDPR) – We are committed to protecting your privacy when you use our services. It is important to us that you can trust us to keep your information safe and to use it in ways that you will think are reasonable and ethical. Southend-on-Sea Borough Council are the data controller for the information we have about you, this means we control how your personal information is processed and for what purposes.

The Privacy Notice, available in full on the council website http://www.southend.gov.uk/downloads/file/5542/privacy_notice_may_2018 explains how we use information about you and how we protect your privacy. We have a Data Protection Officer who makes sure we respect your rights and follow the law. If you have any concerns or questions about how we look after your personal information, please contact the Data Protection Officer at Dataprotection@southend.gov.uk or by calling 01702 215000.

Governing Body – It is the responsibility of the admission authority to ensure that admission arrangements are compliant with the School Admissions Code. Here a school is the admission authority, this responsibility falls to the governing body or Academy Trust. School governing bodies are corporate bodies responsible for conducting schools with a view to promoting high standards of educational achievement. Governing bodies have three key roles: setting strategic direction, ensuring accountability, and monitoring and evaluation.

Independent Appeal Panel – A group of 3 or 5 people who decide whether a child that has already been turned down for a school place by the admission authority should be given a place.

Late applications – Applications received after the closing date from those who could have made an application on time.

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 given the highest priority for each relevant age group unless specified.

Ranking for Faith and Selective schools differ slightly in that:

For selective schools: Looked after and previously looked after children are required to meet the academic level before they can be considered for admission to a selective and partially selective school. Priority is given to these children if they tie for a place with another applicant.

For faith schools: Looked after and previously looked after children are given the appropriate priority for each relevant age group in line with the admission criteria.

New applications – Parents moving into the area who, in the view of Southend-on-Sea Borough Council, could not have made an application by the closing date of 31 October will have their application slotted into the system as and when received.

National Offer Day – The day (1 March) on which all offers of places will be made.

Non-selective places – school places offered without reference to the selective (11+) procedure.

Normal round of admissions – Under the Southend Co-ordinated Secondary Admissions Scheme, the normal round of admissions refers to admissions to Year 7 up to the end of the first week of the autumn term. The Council co-ordinates all admissions during this period.

PAN – (Published Admission Number) – the number of pupils that the admission authority has decided it can admit. Also recorded as admission limit.

Parent – throughout this booklet, 'parent' should be taken to include all those with parental responsibility for a child, this includes guardians and carers.

Parental Responsibility – As defined by the Children Act 1989 (also refer to Section 576 Education Act, Section 2 of Children's Act and The School Admissions Code 2014). In making an application for a school place only one parent with parental responsibility is required to do so. Consent by both parents is not required and the LA should not have details of both parents in processing the application (The School Admissions Code 2014).

A request from a parent for information about their child's school admission application is made under the Data Protection Act and as such a parent does not have an automatic right to information about his/her child. This also applies to any other family member. If The School Admissions Team are contacted by anyone other than the parent who made the original application we must not provide any information unless we have the agreement in writing from the parent who made the application.

SAT – School Admissions Team at the Council

Selective place – School place offered at certain schools as a result of a pupil's performance in the selection (11+) procedure.

SIFs – Supplementary Information Forms – forms on which parents are asked to provide additional information in support of their applications in order to enable the school to apply their admission criteria. It is not an application form and parents must always complete the Council's Common Application Form. SIF forms are available from the CSSE for the 11+ selective testing and from the schools for Bernard's high School, St Thomas More High school and The Eastwood Academy.

SEN or EHCP or Statement of Special Educational Need (SEN) and Education Health and Care Plan (EHCP) – A Statement of Special Educational Need is a statement made by the local authority under Section 324 of the Education Act 1996, specifying the special educational provision required for that child. If the school is oversubscribed, the admission of pupils with a Statement of Special Educational Needs or Education, Health and Care Plan where the school is named in the Statement or Plan, is mandatory. Children with an EHCP/Statement are required to meet the required academic level before they can be considered for admission to selective and partially selective schools. The school must have been named in the Statement or plan.

Ranking for Selective/partially selective schools differ slightly in that children with an EHCP/Statement are required to meet the required academic level before they can be considered for admission to selective and partially selective schools. The school must have been named in the Statement or Plan.

Suppression of Data

When working with data, and the publication of it, it is important to ensure that the requirements of data protection are met within the requirements of the current legislation. In order to ensure that the risk of identification of an individual through data is minimised it is best practice to suppress data especially where the numbers are small. The Department for Education (DfE) will often suppress or round to 5 and the NHS will suppress where numbers are below 7 or 5 depending on the circumstances. Further suppression techniques are used depending on the circumstances. The local authority aims to be as transparent as possible with published data, but in line with best practice where numbers are small the local authority will state that they are below 5 (<5) rather than publish the actual number. The local authority applies this generically so that this is a consistent approach to its methodology and risk management. The local authority can of course reconsider this in specific cases and in doing so would consider the purpose and the risk.

Under and Over age - 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. 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. **In all cases requests must be discussed or submitted directly to preferred schools.**

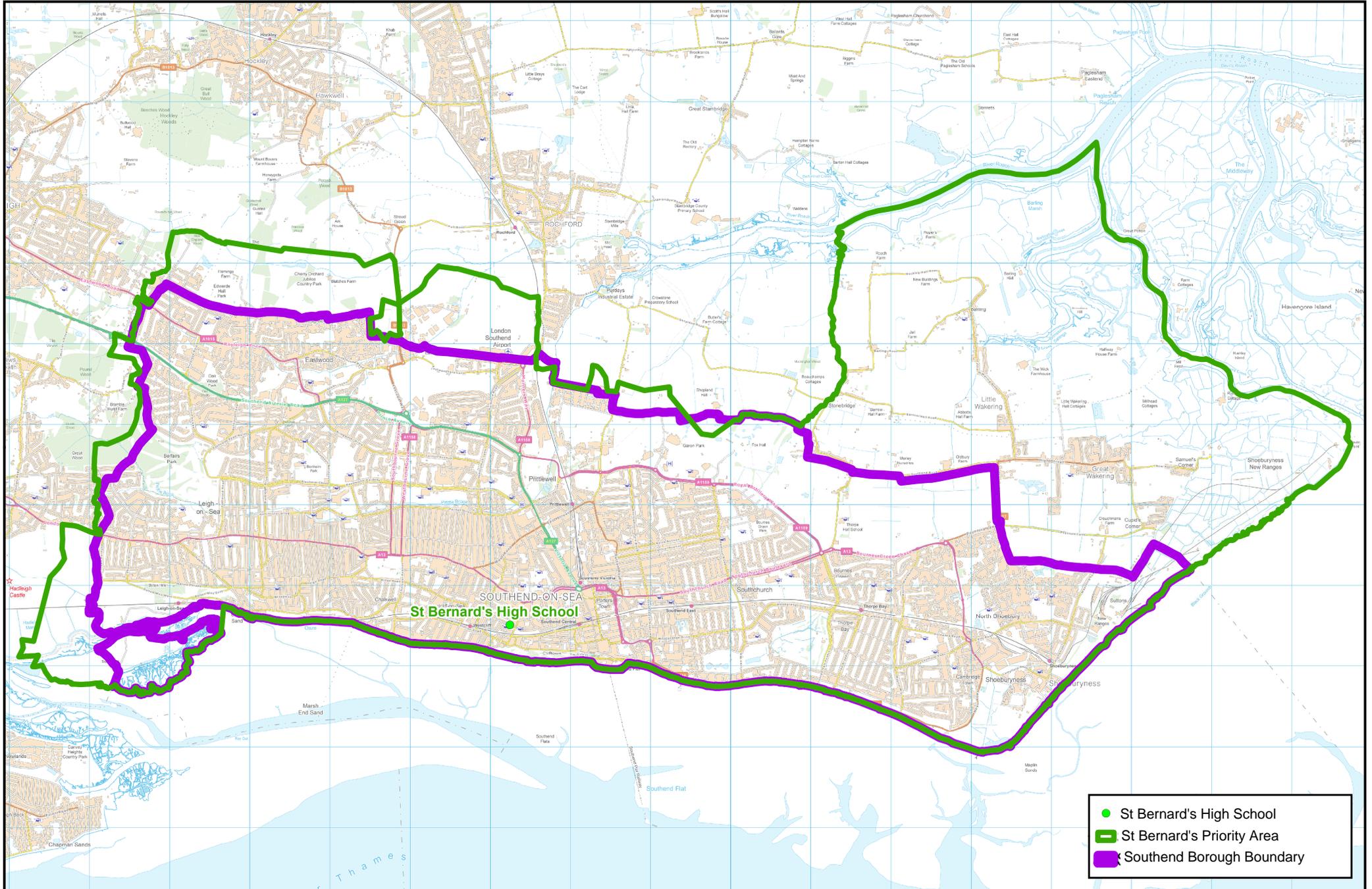
Usual Age of admission - (also referred to as Normal age of admission) - This is the age group at which pupils are or will normally be admitted to the school e.g. reception, year 7 and year 12 where the school admits external applicants to the sixth form. (Section 142 of the SSFA 1998) (The School Admissions Code 2014).

Young Carer

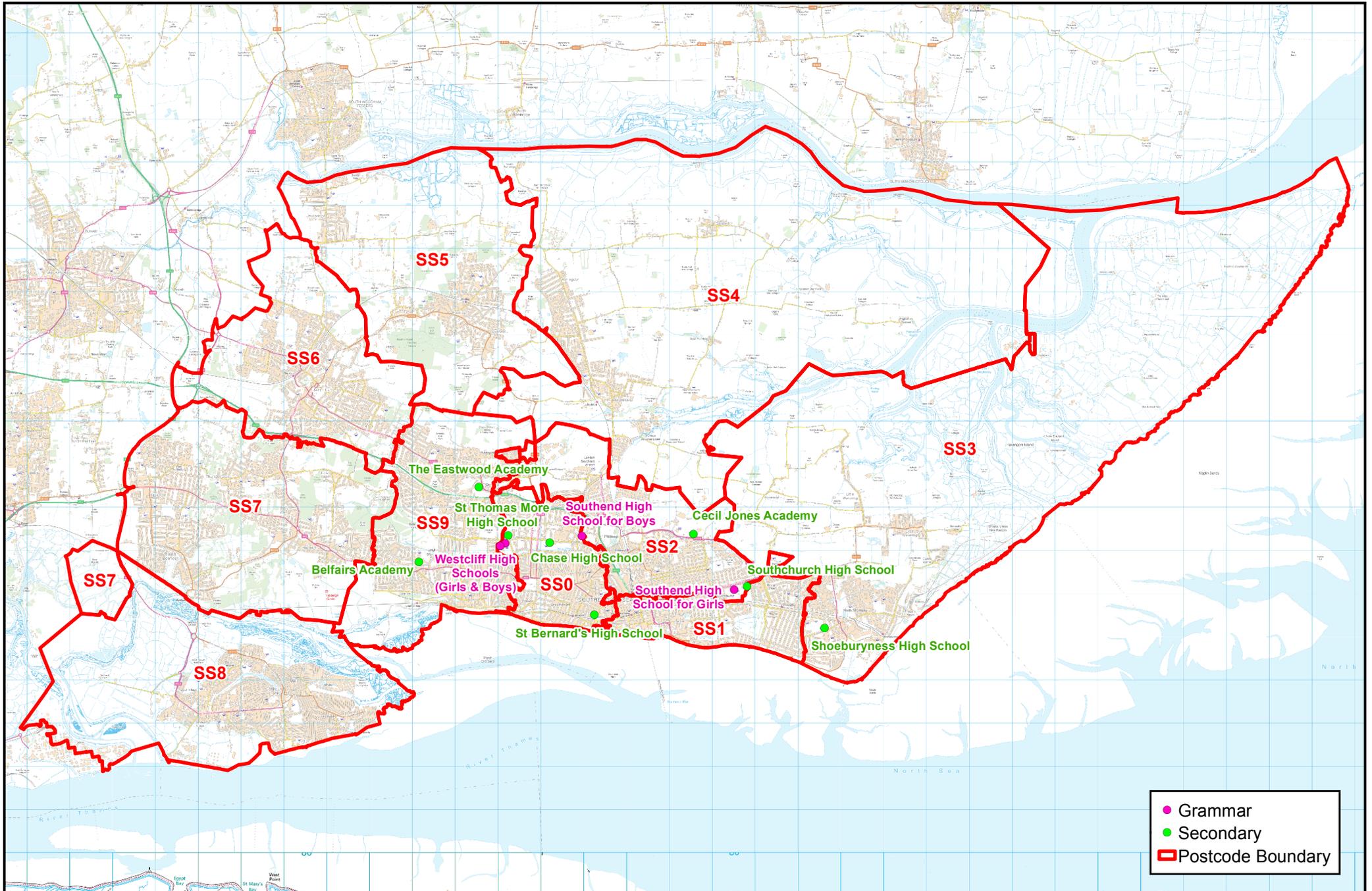
A young carer is under 18 years of age and helps to look after a family member who is disabled, physically or mentally ill or has a substance misuse problem. Caring can involve physical or emotional care, or taking responsibility for someone's safety or wellbeing. The level of responsibility assumed by a young carer is often inappropriate to their age and at a level beyond simply helping out with jobs at home, which is a normal part of growing up. Information shared via the admissions process, between the LA and the school is highly confidential and is not shared school wide. However, information shared on school enrollment forms, post admission would be at the discretion of the school and covered in the schools data protection (GDPR) policies.

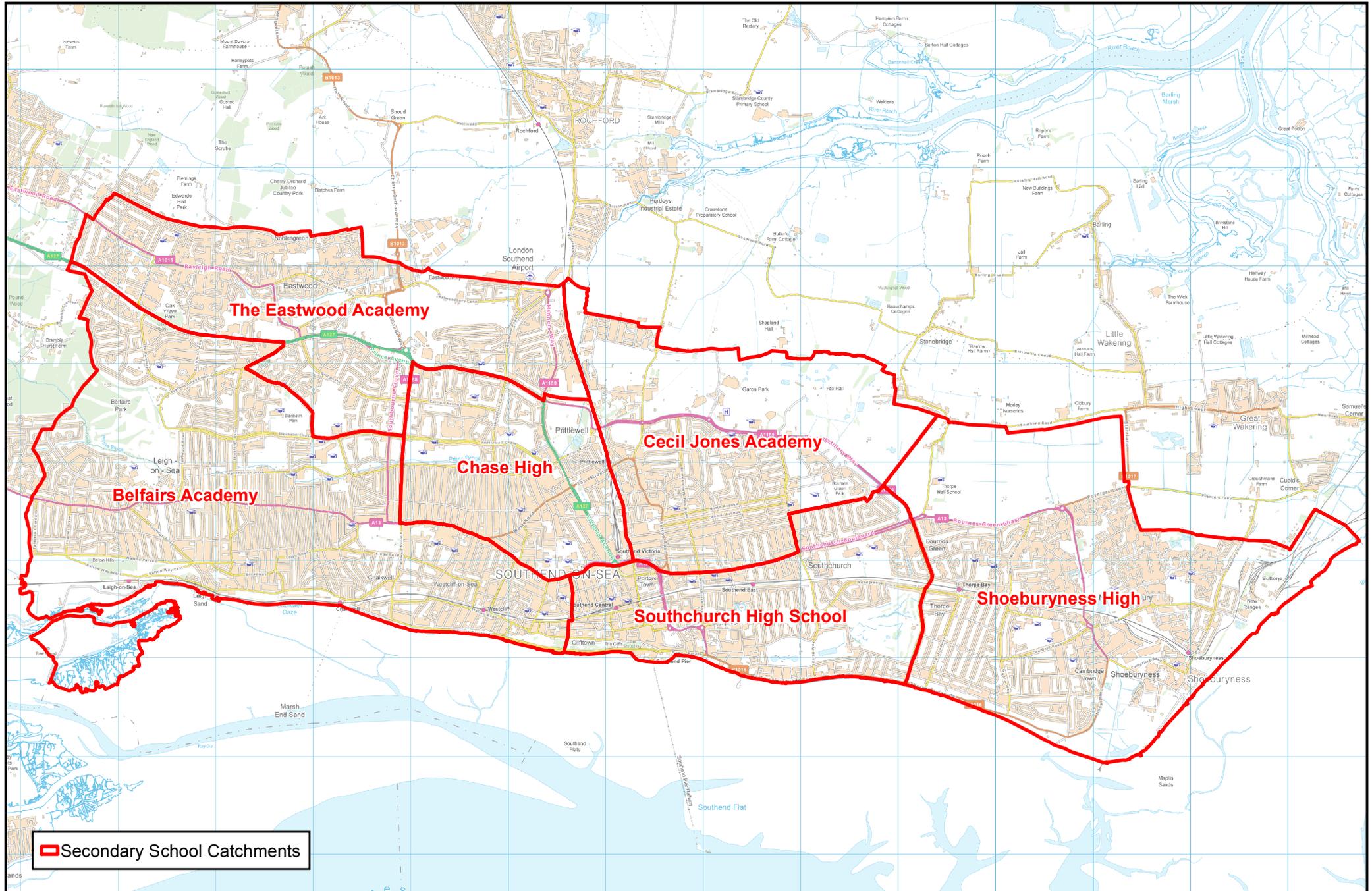
For further information please visit

https://www.southend.gov.uk/info/200386/help_and_advice_for_carers/234/young_carers



- St Bernard's High School
- St Bernard's Priority Area
- Southend Borough Boundary





Application Checklist

The below list is for your use and does not have to be provided to The School Admissions Team.

Online Application (Citizen Portal) Login Details

Email address: _____

Password: _____

Security Answer: _____

To Do	Tick to show done
Consider which school you prefer by <ul style="list-style-type: none"> Online tour/ webpage searches 	<input type="checkbox"/> We visited/considered/researched the following schools 1. _____ 2. _____ 3. _____ 4. _____ 5. _____
Consider how your child will get to school	<input type="checkbox"/> Get to school by: _____
I pay my Council Tax to Southend-on-Sea Borough Council and have applied to them. Please make sure you apply to the correct authority and have confirmation within 10 days that your application has been received. Please apply to the correct local authority – your home local authority	<input type="checkbox"/> I pay my council tax to: _____ If I don't pay Council Tax to Southend-on-Sea Borough Council I need to apply to my home Local Authority
I completed my application form and returned it to The School Admissions Team so that it is received by 31 October 2019 Or I applied online on www.southend.gov.uk/admissions (on the link on this web page) and remembered to press SUBMIT by 31 October 2019	<input type="checkbox"/> I posted the form on: __/__/_____ <input type="checkbox"/> I applied for the following schools and this was the same on the submission confirmation I received; 1. _____ 2. _____ 3. _____ 4. _____ 5. _____
I have received either an email acknowledgement for my online application or a letter within 10 working days of sending my paper application.	<input type="checkbox"/> I received my acknowledgement on: __/__/_____
I have a sibling at the school	<input type="checkbox"/> I added the siblings name on the form
I am moving/changing address during Sept-July. I will provide the School Admissions Team at Southend-on-Sea Borough Council a copy of my exchange of contract or tenancy agreement.	<input type="checkbox"/> I provided proof of new address to Southend-on-Sea Borough Council, School Admissions Team on: __/__/_____
I submitted my application and have proof <ul style="list-style-type: none"> Electronic copy of form Or if posted, a copy of the form and proof of postage/submission at the Civic Centre 	<input type="checkbox"/> My copy is saved on _____ <input type="checkbox"/> My receipt of post is on _____ <input type="checkbox"/> I am sure I have submitted my form
I let the admission team at Southend-on-Sea Borough Council know of any changes during the round June 2019-August 2020 (example address change or sibling change)	<input type="checkbox"/> I did this on: __/__/_____ and their response was _____ _____

This booklet is mainly for

Parents; Schools; School admission authorities; Local Authorities; Independent appeal panels

Overview

Admission policies and processes for all admissions to Southend-on-Sea secondary schools for the admission to and during the school year 2021/22.

Statutory reference:

School Admission Code 2014

School Admission Appeals Code 2012

Department for Education – GOV.UK

<https://www.gov.uk/government/organisations/department-for-education>

EU Exit: no deal preparations for schools in England

<https://www.gov.uk/government/publications/eu-exit-no-deal-preparations-for-schools-in-england/eu-exit-no-deal-preparations-for-schools-in-england#school-places>

Consultation and Determination references:

The co-ordinated Admission Scheme for 2021/22 and

Determined Admission Arrangements for September 2021 – composite document

Available from: www.southend.gov.uk/admissions (select 'Admission Policies and Reports')

Published by

Southend-on-Sea Borough Council July 2020

School Admissions Team

Southend-on-Sea Borough Council Department
for People Civic Centre, Victoria Avenue
Southend-on-Sea, SS2 6ER

Tel: 01702 215000

Customer Service Centre

Tel: 01702 215007 / 01702 212934

Department for People / School Admissions
Team

Email: admissions@southend.gov.uk