

**Admissions Arrangements for  
Community Schools  
for September 2019 round of  
admissions**

Publication: 15<sup>th</sup> March 2018

**For office use – statutory process: The School Admissions Code 2014**

26 <sup>th</sup> September 2017	Arrangements for Admission forum
10 <sup>th</sup> October 2017	Cabinet draft consultation proposals, updated map 5/10/2017
19 <sup>th</sup> Sept – 31 <sup>st</sup> October 2017	PAN consultation with Governing Bodies
6 <sup>th</sup> November – 15 <sup>th</sup> December 2017	Consultation ( 6 weeks)
19 <sup>th</sup> January 2018	Admission Forum
29 <sup>th</sup> January 2018	Admission arrangements to Cabinet for Determination
28 <sup>th</sup> February 2018	Final Determined Admission Arrangements
15 <sup>th</sup> March 2018	Publication of Composite Prospectus of Determined Arrangements
16 <sup>th</sup> March – 15 <sup>th</sup> May 2018	Window for Objections to the School Adjudicator.
12 <sup>th</sup> September 2018	Final arrangements for 2019 are published

## CONTENTS

1. Introduction .....	3
2. Community Schools Published Admissions Number 2019/20* .....	3
3. Oversubscription criteria for community schools.....	3
Barons Court Primary School & Nursery .....	3
Chalkwell Hall Infant School.....	4
Chalkwell Hall Junior School.....	4
Earls Hall Primary School .....	4
Edwards Hall Primary School.....	4
Fairways Primary School .....	4
Heycroft Primary School .....	5
Leigh North Street Primary School.....	5
Temple Sutton Primary School.....	5
West Leigh Infant School .....	5
5. Explanatory notes, including maps, apply to all community schools in Southend-on-Sea.....	5
5.1 Pupils in public care and children that were previously in public care.....	5
5.2 Pupils with Education, Health and Care Plans.....	6
5.3 Pupils eligible for pupil premium (West Leigh Infant and West Leigh Junior Schools) .....	6
5.4 Pupils of staff of the school .....	6
5.5 Distance:.....	6
5.5.1 Tie-Break .....	6
5.6 Distance where parents have separated .....	6
5.7 Infant to partner Junior admissions .....	7
5.8 Siblings .....	7
5.9 Waiting lists.....	7
5.10 Over and Under age applications.....	7
5.11 Admission of children below compulsory school age and deferred entry to school.....	8
5.13 In-year admissions.....	9
5.14 Home Address .....	9
6. Catchment Map .....	10

## 1. Introduction

Southend-on-Sea Borough Council is the admission authority for all community schools in the borough. This document sets out the formal policies for all borough community. It is the formal document to ensure Council approves the Determined Policy and not the document that is used for any consultation. The arrangements for 2019 proposed significant change to the current arrangements and catchment areas and appropriate documentation with full explanatory notes were provided to the public during the consultation period (6<sup>th</sup> Nov- 15<sup>th</sup> Dec 2017).

The arrangements below, including the explanatory notes, are in line with government legislation and guidance (School Admissions Code 2014) and designed to ensure there is a fair, clear and reasonable admissions procedure for all applicants, and to help guide parents through the application process.

These arrangements apply to all admissions, including in-year admissions for the admission year 2019.

## 2. Community Schools Published Admissions Number 2019/20\*

<b>Community Primary Schools</b>	<b>Proposed admission limit for 2019/20, for each year group</b>
Barons Court Primary School & Nursery	35
Chalkwell Hall Infant School	120
Chalkwell Hall Junior School	120
Earls Hall Primary School	90
Edwards Hall Primary School	60
Fairways Primary School	60
Heycroft Primary School	60
Leigh North Street Primary School	90
Temple Sutton Primary School	120
West Leigh Infant School	120

Community Schools as at publication. Should more schools convert to Academy status this list will be updated.

\*consultation with schools on PAN 19<sup>th</sup> September – 31<sup>st</sup> October 2017. Cabinet approved 19<sup>th</sup> Sept 2017.

## 3 Oversubscription criteria for community schools

**Criteria are set for each individual school below and apply to all year groups for the year 2019. Explanatory notes, item 5, apply to all community school arrangements. The published admission limit for community schools is provided above.**

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 a community 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 school with explanatory notes following:

### **Barons Court Primary School & Nursery**

1. Looked after children and previously looked after children;
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 of staff at the school;
6. Pupils who live outside the catchment area.  
(for all criteria, catchment area map and additional information please see explanatory notes and maps below)

### **Chalkwell Hall Infant School**

1. Looked after children and previously looked after children;
2. Pupils who live in the catchment area who have a sibling attending the school or Chalkwell Hall Junior School;
3. Pupils of staff at the school;
4. Pupils who live in the catchment area;
5. Pupils who live outside the catchment area who have a sibling attending the school;
6. Pupils who live outside the catchment area.  
(for all criteria, catchment area map and additional information please see explanatory notes and maps below)

### **Chalkwell Hall Junior School**

1. Looked after children and previously looked after children;
2. Pupils attending year 2 at Chalkwell Hall Infant School;
3. Pupils who live in the catchment area who have a sibling attending the school or Chalkwell Hall Infant School;
4. Pupils of staff at the school;
5. Pupils who live in the catchment area;
6. Pupils who live outside the catchment area who have a 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 maps below)

### **Earls Hall Primary School**

1. Looked after children and previously looked after children;
2. Pupils who live in the catchment area who have a sibling attending the school;
3. Pupils of staff at the school;
4. Pupils who live in the catchment area;
5. Pupils who live outside the catchment area who have a sibling attending the school;
6. Pupils who live outside the catchment area .  
(for all criteria, catchment area map and additional information please see explanatory notes and maps below)

### **Edwards Hall Primary School**

1. Looked after children and previously looked after children;
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 of staff at the school;
5. Pupils who live outside the catchment area who have a sibling attending the school
6. Pupils who live outside the catchment area  
(for all criteria, catchment area map and additional information please see explanatory notes and maps below)

### **Fairways Primary School**

1. Looked after children and previously looked after children;
2. Pupils who have a sibling attending the school;
3. Pupils who live in the catchment area;
4. Pupils of staff at the school;
5. Pupils who live outside the catchment area .  
(for all criteria, catchment area map and additional information please see explanatory notes and maps below)

### **Heycroft Primary School**

1. Looked after children and previously looked after children ;
2. Pupils who live in the catchment area and have a sibling attending the school;
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 school;
6. Pupils who live outside the catchment area.  
(for all criteria, catchment area map and additional information please see explanatory notes and maps below)

### **Leigh North Street Primary School**

1. Looked after children and previously looked after children;
2. Pupils who live in the catchment area who have a sibling attending the school;
3. Pupils of staff at the school;
4. Pupils who live in the catchment area ;
5. Pupils who live outside the catchment area who have a sibling attending the school;
6. Pupils who live outside the catchment area.  
(for all criteria, catchment area map and additional information please see explanatory notes and maps below)

### **Temple Sutton Primary School**

1. Looked after children and previously looked after children;
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 of staff at the school;
6. Pupils of the school attending Temple Sutton Nursery;
7. Pupils who live outside the catchment area  
(for all criteria, catchment area map and additional information please see explanatory notes and maps below)

### **West Leigh Infant School**

1. Looked after children and previously looked after children;
2. Pupils who live in the catchment area who have a sibling attending the school or West Leigh Junior School;
3. Pupils of staff at the school;
4. Pupils eligible for pupil premium who live in the catchment area ;
5. Pupils who live in the catchment area ;
6. Pupils who live outside that catchment area who have a sibling attending the school or attending West Leigh Junior School;
7. Pupils who live outside the catchment area .  
(for all criteria, catchment area map and additional information please see explanatory notes and maps below)

## **5. Explanatory notes, including maps, apply to all community schools in Southend-on-Sea**

Parents must make a separate application for transfer from nursery to primary school and from infant to junior school. Parents must complete a Southend-on-sea Common Application Form (CAF) for applications to year reception and year 3 between 14<sup>th</sup> September and 15<sup>th</sup> January.

- 5.1 Pupils in public care and children that were previously in public care** Any reference to looked after children refers to 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'. Any reference to previously looked after children means children who were adopted (or subject to residence or special guardianship orders) immediately following having been looked after. Looked after and previously looked after children are given the highest priority for each relevant age group and in all ranking.

- 5.2 Pupils with Education, Health and Care Plans** All children whose statement of special educational needs (SEN) or Education, Health and Care (EHC) plan names the school must be admitted. Children with a statement or a plan will follow a different process for admission. Further information can be found on  
[http://www.southend.gov.uk/info/200225/children\\_with\\_disabilities/290/special\\_educational\\_needs](http://www.southend.gov.uk/info/200225/children_with_disabilities/290/special_educational_needs)  
<http://www.southendinfopoint.org/kb5/southendonsea/fsd/localoffer.page>
- 5.3 Pupils eligible for pupil premium (West Leigh Infant and West Leigh Junior Schools)** Schools are given a pupil premium for children who have qualified for free school meals at any point in the past six years. Parents will need to tick on the application form and/or supplementary information form or notify the Local Authority in writing if they are eligible or registered for pupil premium. Any disclosure for pupil premium will be used only to rank applications against the admission criteria and will not be held for any other purpose.  
 Parents can check their eligibility by filling out the LA online form on:  
<https://southend.firmstep.com/default.aspx/RenderForm/?F.Name=ofyiMHFi7J8&<span%20id= or www.southend.gov.uk/fsm>  
 Parents that are in receipt of one of the following may be eligible for pupil premium:
  - Income Support
  - Income-based Job Seekers Allowance
  - Income-related Employment and Support Allowance
  - Support under Part VI of the Immigration and Asylum Act 1999
  - The Guaranteed Element of State Pension Credit
  - Child Tax Credit (if they not entitled to Working Tax Credit and have an annual income under £16,190)
  - Working Tax Credit 'run-on' - the payment someone may get for another 4 weeks after they stop qualifying for Working Tax Credit and Universal Credit
- 5.4 Pupils of staff of 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.
- 5.5 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.
- 5.5.1 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 where the last child offered is a twin or sibling of a multiple birth sibling both/all children will be offered and the sibling will be an ‘excepted pupil’.
- 5.6 Distance where** 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

- parents have separated** 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.
- 5.7 Infant to partner Junior admissions** Parents must apply in the main round to transfer from an infant school to the junior school. Parents must use the Council common application form (CAF) and submit the application between 14<sup>th</sup> September to 15<sup>th</sup> January. The Council offers a full coordinated process for admission to year 3.
- 5.8 Siblings** 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 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 and in line with the School Admissions Code 2014, the additional pupil(s) will be admitted even if this results in the admission limit for the year group being exceeded.
- 5.9 Waiting lists** Children's names will automatically be on the waiting list for schools that are higher on the rank list and for which they do not receive an offer (for years Reception and year 3). Parents will also have the opportunity to appeal against the refusal for schools for which they did not receive an offer. Appeals must be lodged within 20 school days of the date of the letter. Parents can access the information on appeals and also submit an appeal online on the council's web site [www.southend.gov.uk/admissions](http://www.southend.gov.uk/admissions) or email [admissions@southend.gov.uk](mailto:admissions@southend.gov.uk) to request an appeal application form. All appeals are considered by an Independent Appeals Panel.
- Waiting lists for all year groups for community schools are closed at the end of each school year.
- 5.10 Over and Under age applications** Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.
- Details are provided in the Admission Scheme 2019/20 for the main rounds and requests submitted from parents are coordinated by the LA and follow the requirements in the School Admissions Code. Applications for over or under age applications in-year will be handled in line with the School Admissions Code 2014, 2.17 (a & b).
- Such requests for Schools in Southend-on-sea are directly to the school and the school advises the LA of their decision. Requests for year 6 must have been submitted by the parent and considered by the admission authority before the closing date for applications to year 7, i.e. 31<sup>st</sup> October of any given year. Admission authorities must make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.

This will include documenting the following:-

- 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.
- They must also take into account the views of the head teacher of the school concerned.
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When informing a parent of their decision on the year group the child should be admitted to, the admission authority must set out clearly the reasons for their decision. (2.17a School Admissions Code 2014)

In circumstances where a child transfers from another school already 'outside of normal age group', community schools and the LA will support any over or under age application where the above has been met and the LA is satisfied that the child should continue to be educated out of normal age group.

#### **5.11 Admission of children below compulsory school age and deferred entry to school.**

Most children start school on a full time basis, however parents can request that their child attends part time until reaching compulsory school age (the term after their 5th birthday). Once parents receive an offer and accept a place for their child during the normal admission round they can ask to defer the admission until later in the same academic year. Schools must accommodate these requests where it appears to be in the best interest of the child. Parents wishing their child to attend part time they must discuss this with the headteacher of their allocated school. The approved deferred means that the place is held open and is not offered to another child and the parents must take up the place full time by the start of the Summer Term in April. Part-time agreements should include core teaching.

In the case of children born prematurely or the late summer months parents may request admission outside the normal age group. There is no statutory barrier to children being admitted outside their normal year group (DfE Guidance, Dec 2014). Due to the impact on future years for a child's schooling, requests to delay admission are very carefully considered by both the admitting authority and the parents. The decision to admit outside of a child's normal age group is made on the basis of the circumstances of each case. Any decision will seek a decision in the best interest for the child and be considered by a Panel of relevant persons. Parents applying for schools outside the Borough of Southend will need to consult the respective LA's policy in this regard. Parents submitting a request for admission outside the normal age group must also complete the Single application Form during the main admission round, 14<sup>th</sup> September – 15<sup>th</sup> January for the 'usual age group for their child'.

Requests for deferment of admission to community schools should be sent to the Council and for Academy and Voluntary aided schools directly to the school. Parents will need to provide the detailed reasons for their request including any supporting evidence from relevant professionals to enable their request to be given proper consideration. For community schools, parental requests to be addressed and sent to the Pupil Access Manager, School Admissions Team, Southend Borough Council.

The Pupil Access Manager will constitute a panel to consider the submission and the panel will only consider 'admission outside the normal age group', that is, whether or not a child can start school in the Reception year the year after they turn 5 years of age and not in year 1.

The panel will not consider requests for deferment within the reception year as requests can be made by parents directly to the Headteacher of the allocated school (School Admissions code 2012 section 2.16).

The panel will meet by the last week in February to consider applications from parents of children born prematurely or in the last summer months for admission outside the normal age group.

Admission authorities must make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.

This will include documenting the following:-

- 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.
- They must also take into account the views of the head teacher of the school concerned.

When informing a parent of their decision on the year group the child should be admitted to, the admission authority must set out clearly the reasons for their decision. (2.17a School Admissions Code 2014)

In circumstances where a child transfers from another school already 'outside of normal age group', community schools and the LA will support any over or under age application where the above has been met and the LA is satisfied that the child should continue to be educated out of normal age group.

- 5.12 Pupils of the Nursery (Temple Sutton Primary only)** Children will be ranked in this admission category for Temple Sutton Primary School if they are on roll in Temple Sutton Nursery which is part of the school during the year before admission for reception. In regard to the main round children must be part of Temple Sutton Nursery before the application closing date of 15<sup>th</sup> January of any given year. This is to enable the admission authority to rank applications accordingly. Children admitted to the nursery after 15<sup>th</sup> January will be ranked under these criteria after the national offer day (16<sup>th</sup> April). This criteria will not be relevant for in year admissions years 2-6.
- 5.13 In-year admissions** As permitted by law parents can make an application at any time to any school outside the normal admissions. Parents can submit applications for community schools to the Admissions Team at the Council. Where places are available at preferred schools places will be offered. Where there are no places applicants will be refused and have the opportunity to join the waiting list for the schools. Waiting lists are ranked according to the admission criteria for schools. In some cases where a child is already on a school roll locally the place may be offered for the start of the next term.
- 5.14 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., 15<sup>th</sup> January (reception and year 3). Changes to address will be updated after all on time applications have been processed.

**The relevant Coordinated Admissions Scheme and Primary Admission booklets should be read in conjunction to the Determined Admission Arrangements for all schools in the Borough of Southend-on-Sea. The Primary Admission booklet contains further details, provides more information and is written to support parents through the rounds.**

