

# Southend-on-sea Borough council

## Summary of proposed changes to the Co-ordinated Admission Scheme 2022/23

**Cabinet** Due September 2020

The following provides an updated summary of proposed changes from the Coordinated Admission Scheme 2021/22

Item on scheme	Proposed addition or change
1.2 3.7 4.1.6 4.1.16	For clarity only
3.8	New Admission authorities must confirm by 1 Feb of each year if appeals are designated to SBC.
4.1.9a	New The CSSE to provide lists of pupils that qualify under preferential admission to SBC, early Sept and end of Oct.
4.1.7	Clarity
4.1.8	New for clarity The Primary and Secondary Booklets are available electronically and can be provided in print on request from parents. Hardcopies of the booklets are provided to core partners eg. Primary schools, secondary schools, independent schools, CSSE, PRU, SENT and Virtual School.
4.1.10b	New The CSSE to provide lists of pupils that qualify under preferential admission to SBC, early Sept and end of Oct.
4.1.18	New Ranked lists for own admission authority schools remain the responsibility of the admission authority.
4.1.20	For clarity It is a parental responsibility to inform SBC of a sibling at the school and any change of circumstance during the round, such as change of address. (1 Sept to 22 Aug)
4.1.25	Change Offers are automatically recorded as 'accepted'.
4.1.28	Allocated schools must refer children that do not take up places, respond to further tracing in early Sept and have not taken ownership of the pupil's education via the CME process, to Early Help.
4.1.29	SBC will refer pupils as appropriate, to the elective home education team where parents have confirmed they will be electively home educating.
4.2	Section updated in full – Summer born delay starting school
4.3.3	New – for clarity in practice for many years SBC will write to all year 2 parents advising them of the requirement to apply from Infant the

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	junior school; that they do not need to apply if they wish to remain in the current primary school and they must apply via the main round if they wish to move to a different school between year 2 and year 3. This is usually by mid October at the latest.
4.3.8	New Ranking must only be based on the highest qualifying admission criterion, and not all criteria as this skews the ranking.
4.4.2	Clarity
4.5.4	Clarity
4.9.3	Clarity
4.9.6	Clarity
4.10	New Own admission authorities must inform SBC no later than 1 October before main round allocations if it requires SBC to present their appeals for the main round. SBC might decline where notification has not been provided and arrangements agreed.
11.	New – for clarity, been in operation for years

END