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## Southend-on-Sea Borough Council Proposed Co-ordinated Admissions Scheme 2022/23

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Approval Route	Key Dates
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*1Table \_Office Use table with key dates for the process*

## 1. Introduction

The [School Admissions Code 2014](#) requires a single arrangement for co-ordinating all applications to state schools from parents in their area. In the Borough of Southend-on-Sea, the scheme applies to admissions into reception, year 3 and year 7. This document must be published by 1 January of each year.

## 2. Aims and scope of the scheme

2.1 To assist the offer of one school place to each pupil.

2.1 To simplify the admission process for parents.

2.2 To co-ordinate with other local authorities.

## 3. Key Aspects of the Scheme

3.1 The Council processes applications for all schools in the area.

3.2 The Council will send offers of places to Southend residents even if the school is in another local authority.

3.3 Only the Council will know the ranking of the parental preferences. Parental preferences may be shared with Admission Authorities for the purposes of admission appeals. This will be after offer day.

3.4 The Council will provide each school with a breakdown of preferences for their own school as on offer day.

3.5 In all cases admission authority schools are responsible for applying the admission criteria. Schools are responsible for appeals unless they agree with the Council otherwise.

3.6 Admission authorities must confirm by 1 February of each year if they wish for the Council to run appeals.

## 4. General details of the scheme

4.1 Primary and secondary admissions up to the offer date.

4.1.1 Parents will complete a Common Application Form on which they will be able to put forward

- 3 primary schools in order of priority; or
- 5 secondary schools in order of priority

4.1.2 Parents will be advised to apply on-line for a school place at [Southend Admissions](#) but will be able to complete a paper form if they wish.

4.1.3 All application forms must be sent to the Council.

4.1.4 Lists of pupils that have not applied will be made available. School or early years providers that do not share data with the Council will need to provide the admissions team with a list of pupils. The team can then check on who has not yet applied.

4.1.5 Parents can add schools in another local authority on their application form. The offer of a place at a school in another local authority will be made by the Council. Similarly, other local authorities will offer places to their residents on behalf of Southend schools.

4.1.6 The Council considers all preferences against the admissions criteria for each school.

4.1.7 Supplementary Information Forms must be sent back to the school. These forms are not application forms and parents must complete the application form.

4.1.8 The Primary and Secondary Booklets are available electronically and can be provided in print on request from parents.

4.1.9 There is a national closing date for application forms. The deadline for receipt of any Supplementary Information Forms is set by individual schools and the Consortium of Selective Schools in Essex. Supplementary Information Forms submitted after the closing date may not be used until after national offer day.

4.1.10 Parents must ensure these additional forms are provided in good time to the school or the consortium.

4.1.11 Initial lists will be shared with voluntary aided schools. These can be used to check application forms against Supplementary Information Forms submitted.

4.1.12 On-line applications will be imported to the admissions database. The Council will input into the admissions database all information shown on any paper application forms, including any reasons for the application, and will provide details to all schools.

4.1.13 The Council will share files with other local authorities as required.

4.1.14 Schools and the Consortium, are required to rank in order of the schools' criteria all pupils who have applied to their school. Ranked lists must be returned to the Council by the agreed date. Applications that do not have a Supplementary Information Form must still be ranked.

4.1.15 Pupils with plans will be accommodated if the named school is in the final Education, Health and Care Plan by 8 February for Secondary and 18 March for Primary (or next working day) of any given year.

4.1.16 Certain pupils may need to be admitted over number and the Council will manage the school back to the admission limit until the last week of August. The Council will match the parental preferences against the rank order lists returned by Southend schools.

4.1.17 Ranked lists for own admission authority schools remain the responsibility of the admission authority.

4.1.18 The scheme works with the order in which parents select preferences. The order of preferences should reflect the order parents wish to be offered a place. If for example parents are unsuccessful in gaining a place for the first preference school, they are not disadvantaged in obtaining their second preference or their third preference etc. The process will continue until all preferences are used.

4.1.19 It is a parental responsibility to inform the Council of a sibling at the school and any change of circumstance during the round, such as change of address (1 Sept to 22 Aug).

4.1.20 The Council will provide any other local authorities with details of any pupils resident in their area who can be offered places at schools in the Borough (and vice versa).

4.1.21 Where possible the Council will share allocation lists to schools and the Consortium as appropriate before offer day. This will be dependent on the process being complete before offer day. Schools will be notified if it is not possible to send the lists to them. When lists can be sent, schools will be reminded of section 2.10 of [The School Admissions Code 2014](#). School must not contact parents about the outcome of the applications until after these offers have been received.

4.1.22 The Council will send an offer of a single place to pupils applying for a school places on the offer day.

4.1.23 Parents who completed an online application will be advised of the outcome of their application by email on offer day, unless they indicate on the application form that they would prefer a response by letter.

4.1.24 Parents who completed a paper application form will be advised of the outcome of their application by 1st class post on offer day.

4.1.25 Offers are automatically recorded as 'accepted'.

4.1.26 Refusals must be received in writing from the applicant to the Council, refusals sent to the schools cannot be actioned by the Council until confirmation is received by the parent or the home LA if an out of area pupil.

4.1.27 the Council will not log a refusal unless the parents can provide details of the educational arrangements, they are putting in place for their child.

4.1.28 Schools must refer children that do not take up places, and that have not responded to further tracing, in early September as children missing education.

4.1.29 The Council will not accept refusal of places without information. The Council will refer pupils as appropriate, to the elective home education team where parents have confirmed they will be electively home educating. This will only be where the parent has confirmed this in writing.

4.1.26 Where no offer is possible the Council will offer a place at a school in the Borough nearest to the home address with vacancies at that time. Such offers will not be made to selective or faith schools (unless arranged with the school/s).

4.1.26 Offer letters for the main round to years R, 3 and 7 will remind parents not to call schools on offer day and to call the Council.

4.1.27 Only the Council will inform parents of offers and waiting list positions to parents until the last week in August. As lists are updated schools might not have accurate information.

4.1.28 Schools that send welcome letters/packs will only do so four weeks after offer day to provide parents with the opportunity to consider offer and allow for any post offer day activity at the Council.

4.1.29 Any places will be reallocated if parents advise the Council that they no longer require a place. The Council will ensure child is tracked and monitor parents that choose to home educate.

## 4.2 Summer Born Children

4.2.1 In the case of children born prematurely or late summer months parents may ask for admission to reception a year later. The child would be aged 5.

4.2.2 The decision to admit outside of a child's normal age group is made based on the circumstances of each case. Parents must submit requests directly to schools and schools must decide.

4.2.3 Parents submitting a request for admission outside the normal age group must also complete the Common Application Form. Parents can decide which admission year they wish to apply for once they have an outcome from schools. Admission cannot be delayed further than the term after the child turns 5. Parents that apply a year later will need to use a paper application form.

## 4.3 Co-ordination of pupil admissions to Year 3 of Southend junior schools 2022/23

4.3.1 Applications will not be necessary for children moving from Year 2 to Year 3 in their existing primary school. However, parents of children in Year 2 of an infant school must apply for transfer to year 3.

4.3.2 The closing date for completing a common application form for a Year 3 place is 15 January 2022

4.3.3 The Council will write to all year 2 parents advising 4.3.1.

4.3.4 The Council will work with infant schools in the area to assist the transfer of pupils to the Junior school.

4.3.5 the Council will provide an initial list of application received via common applications forms to all junior schools by 26 January 2022

4.3.6 the Council will provide a list of all applications received via common application forms to all junior schools by 9 February 2022

4.3.7 Schools must rank applications according to their admission criteria and return the ranked list to the Council on the agreed dates. 26 February 2022.

4.3.8 Ranking must only be based on the highest qualifying admission criterion, and not all criteria as this skews the ranking.

4.3.9 For all applications received by the closing date, from parents of Year 2 children (including children attending year 2 in an infant school), the Council will inform parents of the outcome of that application on 16 April.

4.3.10 There is full co-ordination for admission to year 3 as a normal admission round. This is because we have infant and junior schools in the borough and additional places at Bournes Green Junior School and West Leigh Junior School.

4.3.10 Applications submitted for children that are in the primary school that wish to remain in the same school will be withdrawn and parents will be advised that no application is required.

## 4.4 Co-ordinated arrangements between the offer date and start of autumn term.

4.4.1 The council will continue to coordinate admissions until the last week in August of each year.

4.4.2. Late and new preferences/applications will be slotted into the waiting lists by the Council in line with school admission arrangements. This will include using new address details where relevant and re-ranking applications to appropriate positions.

4.4.2 Where parents have refused the offer of the place then the vacant place will be offered in strict order of the waiting list until the place is accepted. This does not apply to Eastwood Academy, who advise on place to be offered due to their admission arrangements.

4.4.3 The offer of school places as they become available will continue to be made by the Council.

4.4.4 Once the final list is sent to schools on 22 August the coordination procedures for reception year, year 3 and year 7 will close. The Council will continue to administer waiting lists and in-year admissions for all Community and identified Own Admission Authority schools as agreed. Admission Authorities wishing to manage their own waiting lists will do so from 22 August onwards. Waiting lists must be held at least until the end of the first term (December 2022).

#### 4.5 Year 7 - Under and over age applicants

4.5.1 Parents must direct their request for under or over age matters directly to the school.

4.5.3 Any decisions made must be well documented and meet the requirements of the [School Admission Code](#) in that they are in the 'best interest of the child'.

Once a child, has started the year and completed at least one term as an out of normal age group, they cannot apply for a second opportunity to year 7. Admission mid-year to move from year 7 back to year 6 is not usually in the best interest of a child.

4.5.4 Schools must keep a record of the decision to admit out of normal age group and be able to provide reasons for decision to the Council.

#### 4.6 Applications from children whose parents are living abroad

4.6.1 Parents who are living abroad and who wish their child to apply for a Southend school have no home authority. They can apply through what is a proxy home authority (i.e., the Council area in which they intend to buy a house or settle the child with relatives). However, although they may apply in this way, no place will be offered until they can provide clear evidence of residency.

#### 4.7 New applications, late applications, changes of preferences and additional applications

4.7.1 New applications:

Applications from parents moving into the area, who in the view of the Council could not have made an application by the closing date, will be slotted into the system when received. These applications might only be processed after all on time offers are made. 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.

Exceptional circumstances will be considered at the discretion of the Council.

4.7.2 Change of address

Addresses for schools in Southend-on-Sea are as per the child's normal place of residence on 30 November, for Secondary Admissions. And for Infant, Junior and Primary Admissions as at the closing date, 15 January. Any change of addresses that could not have reasonably been made by these dates would be at the discretion of the Council. Any addresses after these dates are updated after offer day for

the transfer group (i.e., 1 March or 16 April) and the applications re-ranked accordingly. Parents that could not have applied by the deadlines for the main rounds will be considered under 4.7.1.

#### 4.7.3 Late applications

Applications received after the closing date, will be regarded as late. They will not be considered until all “on time” applications have been considered. The Council will be the final arbiter, under the coordinated scheme, as to whether an application is late or not.

#### 4.7.4 Changes in preference

Changes in the order of preferences already expressed will not be accepted after the closing dates unless, the circumstances are deemed to be exceptional and the changes can be accommodated. Change of preference for schools under another local authority will be consulted on with the appropriate local authority. Changes received after the closing date will be considered after the appropriate national offer date.

#### 4.7.5 Additional preferences

Any additional preferences received after the closing dates will be considered after the offer date.

4.7.6 Checks will be made with other departments in the Council and, where it is suspected that the family live outside Southend, contact will be made with the relevant Council. Where there is reasonable doubt as to the validity of a home address, the Council reserves the right to take additional checking.

4.7.7 Changes of address between offer day and the last week of August will be checked by the Council. Parents will need to provide proof of the home address in the form of; a house purchase; exchange of contracts, or a long-term letting agreement. In all situations, the Council must be satisfied that it is the child’s normal/habitual place of residence.

4.7.8 Places can be withdrawn up to the end of December / or first term in the situation where an offer is made in error or the application has been found to be fraudulent. Admission Authorities must inform the Council of any places withdrawn for the coordinated round up to December of each year and vice versa.

4.7.9 Schools must inform the Council of address, sibling, or any other differences in ranking lists.

4.7.10 Unsubmitted forms will not be processed.

### 4.8 Supplementary Information Forms

4.8.1 In order that they may seek further information to apply their admission criteria, the following schools require parents to complete a Supplementary Information form.

Primary School	Details
Our Lady of Lourdes Catholic Primary	For all applications
Sacred Heart Catholic Primary	For all applications
St George’s Catholic Primary	For all applications
St Helen’s Catholic Primary	For all applications
St Mary’s, Prittlewell, C of E Primary	For all applications

Secondary School	Details
St Bernard’s High School	For all applications
St Thomas More High School	For all applications

Shoeburyness High School	For year 7 applications for selective places
Southend High School for Boys	For all applications for selective places
Southend High School for Girls	For all applications for selective places
The Eastwood School	For year 7 applications for Sport / Performing Arts places
Westcliff High School for Boys	For all applications for selective places
Westcliff High School for Girls	For all applications for selective places

## 4.9 Waiting lists

4.9.1 On offer day the Council will have a waiting list for each Southend school. In most cases the Council will be able to rank pupils that apply late, for example using distance. Depending on the admission criteria a new application would be added into the waiting list.

4.9.2 The Council will maintain the waiting list as ranked by schools. Where any new pupil, such as a late application, is added to the waiting list the Council should be advised within 10 working days of where such pupils fit in relation to other pupils on the waiting list.

4.9.3 Where a vacancy does arise the place will be offered by the Council to the pupil at top of the waiting list.

4.9.4 A parent of a child at the top of the waiting list offered a place must confirm, within 10 working days, whether they wish to accept the place. During the 10 days the child would hold two offers.

4.9.5 The Council will keep waiting lists for all community schools in the Borough for the full school year. Waiting lists will be maintained strictly in accordance with the admission criteria of the school concerned.

4.9.6 The Council will remove pupils from the waiting list who are offered and accept a place at a school that is a higher preference.

4.9.7 The Council will rank pupils with address changes, late and new applications after all on time offers are made or on the waiting list as appropriate.

4.9.8 All admission authorities must specify, in their arrangements, the period a child remains on a waiting list for each school year.

## 4.10 Appeals

4.10.1 Parents have the right of appeal against a refusal.

4.10.2 Own admission authorities must inform the Council no later than 1 October before a main round if it requires the Council to present their appeals. The Council might not be able to support schools with appeals without agreement. The Council does not present appeals for in year processes where it is not the administrator.

4.10.6 Schools will send lists of submitted appeals to the Council. The Council will record the appeal against the admission record and provide the school with all relevant documentation.

4.10.7 School must inform the Council within 5 school days of the outcome of any appeal.



4.10.8 Having received notification from the school, parents will have 5 school days to confirm in writing to the Council which place they wish to accept following the outcome of any appeals. Once a place is released that place will be reallocated.

4.10.9 Admission authorities must comply with the [School Admissions Appeals Code 2012](#) and must record all appeals and provide the data to the Council after all appeals are heard.

## 5. Annual Review of the Scheme

5.1 Each year all local authorities must formulate and publish on their website a scheme by 1 January in the relevant determination year to co-ordinate admission arrangements for all publicly funded schools within their area.

5.2 Local Authorities must consult admission authorities for schools affected by the scheme and other Local Authorities every 7 years as a minimum.

5.3 A local authority must inform the Secretary of State whether they have agreed a scheme by 15 April. If this is not achieved the Secretary of State may impose a scheme.

## 6. List of schools

The list of schools that are included in this agreement

### Secondary Schools

School Name	Number
Belfairs Academy	5434
Cecil Jones Academy	4001
Chase High School	4000
Shoeburyness High School	4034
Southchurch High School	4002
Southend High School for Boys	5446
Southend High School for Girls	5428
St Bernard's High School	5465
St Thomas More High School	5447
The Eastwood Academy	5414
Westcliff High School for Boys	5401
Westcliff High School for Girls	5423

*Table 2 Secondary School*

### Primary Schools

School Name	Number
Barons Court Primary School & Nursery	2124
Blenheim Primary School	2387
Bournemouth Park Academy	3822
Bournes Green Infant School	2128
Bournes Green Junior School	2123
Chalkwell Hall Infant School	2022
Chalkwell Hall Junior School	2019

Darlinghurst Academy	2127
Earls Hall Primary School	2023
Eastwood Primary School	3825
Edwards Hall Primary School	3826
Fairways Primary School	2407
Friars Primary School & Nursery	3824
Greenways Primary School	2104
Hamstel Infant School	2093
Hamstel Junior School (partner school)	2092
Heycroft Primary School	2126
Hinguar Community Primary School	2094
Leigh North Street Primary School	2096
Milton Hall Primary School and Nursery	5273
Our Lady of Lourdes Catholic Primary School	2002
Porters Grange Primary School & Nursery	2001
Prince Avenue Academy	2000
Richmond Avenue Primary School	3823
Sacred Heart Catholic Primary School & Nursery	3326
St George's Catholic Primary School	3329
St Helen's Catholic Primary School	3327
St Mary's Prittlewell Church of England Primary School	3325
Temple Sutton Primary School	2132
Thorpedene Primary School	5225
Westborough Academy	2004
West Leigh Infant School	2109
West Leigh Junior School (partner school)	2108

*Table 3 Primary Schools*

## 9. Key dates – Infant, Primary and Junior admissions September 2022

1st January 2021	Date for formulation of scheme
1 September to 11 September 2021	Publish Admissions Information Advertisements, fliers, and letters to registered parents of early years children
14 September 2021	Admission round opens for applications
Early October 2021	Distribution of year 3 “letter/fliers” to year 2 pupils
Mid December 2021 14 September – 22 January	Preliminary lists to faith schools for Supplementary Information Form follow up the Council admissions team verifying applications
15 January 2022	Closing date for admission applications
22 January 2022	Follow up list to faith schools for Supplementary Information Form follow up
31 January 2022	Initial list of preferences sent to admissions authorities and other local authorities for ranking. Initial list is a pre-ranked list.
9 February 2022	Final list of preferences sent to admissions authorities
15 February 2022	SEN pupils will be accommodated if the named school is identified in the finalised Education, Health and Care Plan
26 February 2022	Closing date for schools to return ranked preferences
End February 2022	Closing date for on-time summer born requests
16 April 2022	Where possible, final offer lists and offer data will be sent to schools under embargo.
16 April 2022	National Offer Day.
30 April 2022	Closing date for responses to offers (refusals)
20 May 2022	Closing date for appeal forms (reference to the code 2.3 of School Admissions Appeals Code 2012 – must be submitted up to 20 days for one time appeals after offer day – date is in outcome letter to applicants)
16 July 2022	All on-time appeals completed
22 August 2022	The administration of waiting lists for years R and 3 and all in-year admissions handed over to academy, voluntary aided, and foundation schools.

*Table 4 Key Dates - Infant, Primary and Junior Admissions September 2022*

## 10. Key dates – Secondary admissions September 2022

1 week in July 2021	Publication of Secondary Admissions Information (booklet) Admissions information distribution to year 5 pupils. Open evenings at schools that admit pupils because of testing / auditions
1 July – 7 September 2021	Registration for testing / audition
1 September 2021	Opening of on-line admissions facility for transfer to secondary school
Week beginning 1 September 2021	Distribution of reminder flier to year 6 pupils
XX September 2021*	11+ test (to be confirmed by the Consortium – dates will be available in the Admissions booklets)
XX September 2021*	Alternative test date (for religious, illness or exceptional circumstances) 11+ test (to be confirmed by the Consortium – dates will be available in the Admissions booklets)
5 October 2021	List of pupils not applied will be made available to current primary/junior schools to identify any barriers preventing on-time applications being submitted.
XX October 2021*	Testing results to be sent to parents by Consortium / schools (to be confirmed by the Consortium – dates will be available in the Admissions booklets)
w/c 19 October 2021	Follow up list of pupils not applied will be made available to current primary/junior schools to identify any barriers preventing on-time applications being submitted.
w/c 19 October 2021	Preliminary list to be sent to faith schools for Supplementary Information Form follow up
31 October 2021	Closing date for admission applications
w/c 9 November 2021	Follow up list to be sent to faith schools for Supplementary Information Form follow up.
w/c 23 November 2021	List of preferences to be sent to schools and other authorities for ranking.
w/c 4 January 2022	Closing date for schools to return ranked preferences
15 February 2022	SEN pupils will be accommodated if the named schools are identified in the finalised EHSP by 15 February
1 March 2022	Where possible, final offer lists and offer data will be sent to schools and Consortium under embargo.
1 March 2022	National Offer day
1 March 2022	Year 6 destination lists sent to primary/junior schools under embargo.
15 March 2022	Closing date for parents to refuse offer in writing.
w/c 22 March	Updated lists sent to secondary school's post offer responses.
After 1 April	Secondary schools to send welcome letter/packs a month after offer day
1 April 2022	Closing date for appeal forms (reference to the code 2.3 of School Admissions Appeals Code 2012 – must be submitted up to 20 days for one time appeals after offer day – date is in outcome letter to applicants)
w/c 24 May 2022	Updated lists sent to secondary schools and primary/junior schools for year 6 transfer.

14 June 2022	All on-time appeals completed – refer to School Admissions Appeals Code 2012 (reference to the code 2.3 of School Admissions Appeals Code 2012 – must be heard within 40 days for one time appeals after 1 April)
w/c 21 June 2022	Updated lists sent to secondary schools and primary/junior schools for year 6 transfer.
22 August 2022	The administration of waiting lists handed over to academy, voluntary aided, and foundation, free schools.

*5 Key Dates - Secondary Admissions Sept 2022*

Southend-on-Sea Borough Council  
Education and Early Years  
Access & Inclusion Team