

## Southend-on-sea Borough council

### Summary of proposed changes to the Co-ordinated Admission Scheme 2023/24

**Cabinet** Due September 2021

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The following provides an updated summary of proposed changes from the Coordinated Admission Scheme 2022/23, proposed for 2023/24

Item on scheme	Proposed addition or change
Introduction	Addition  It also includes arrangements for In-year admissions from 1 September 2021, as required by the changes in the School Admissions Code.
1.Aims and scope of the scheme	For clarity  1.3..... and admission authorities.
3.15	Clarity and what is in practice  3.15 The Council pre-ranks all lists for all non-faith schools and the Consortium for SBC preferences. Schools and the Consortium, are responsible to rank/check ranking in order of the respective criteria, for 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.
3.16	Change dates due to impact on process  3.16 Pupils with plans will be accommodated if the named school is in the final Education, Health and Care Plan by 3 February for Secondary and 3 March for Primary (or next working day) of any given year.
3.25	Clarity and what's in place for a number of years  3.25 Parents who completed a paper application form will be advised of the outcome of their application by email on offer day. Where no email address is provided letters will be posted using 2 <sup>nd</sup> class envelopes.
3.36	Clarity and what's in place for a number of years  3.36 The Council will send allocation lists, waiting lists and withdrawn lists on the prescribed timetable and not on demand.
9.2	9.2 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 15 February (both rounds up to a month after the closing date). 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.
13	Clarity and what's in place for a number of years

	<p><b>13. Atypical Admissions</b></p> <p>13.1 The Council will execute instruction from the Department for Education in relation to admission related matters including but not limited to;</p> <p>13.2 By 30 September of each year the Council will write to all year 9 pupils to advise of alternative education opportunities that are available for year 10 pupils within a reasonable distance;</p> <p>13.3 All schools have a statutory duty to secure impartial careers guidance for all Year 8 to Year 13 students to inspire their 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. The careers advisor will also be able to advise of UTCs further away that might offer different specialities</p>
14	<p>New section in line with new regulation</p> <p><b>14. In Year</b></p> <p>14.1 Own Admission Authorities must inform the Council by 1 August at the latest of each year whether they intend to be par of the Council’s in-year co-ordination scheme for the following 1 September to 31 August or whether they will be managing their own in-year admissions.</p> <p>14.2 The Council will publish information on its website by 31 August to explain how in-year applications will be made and how they will be dealt with form 1 September onwards.</p> <p>14.3 The Council will provide a suitable application form for parents to complete when applying for a school place for their child for a school for which it coordinates in year admissions. . Where the Council receives an in-year application for a school which manages its own inyear admissions, it must promptly forward the application to the relevant admission authority, which must process it in accordance with its own in-year admission arrangements.</p> <p>14.4 Own Admission authorise must follow the requirements of the Code.</p> <p>14.5 All schools must provide the Council with available places/vacancies via the weekly email request.</p> <p>14.6 The Council and Own Admission Authorities must inform a parent of the outcome of an application within 10 school days, and in writing no later than 15 school days.</p> <p>14.7 Own admission authorities must inform the Council of all in-year applications and their outcome within 2 days of receipt of the application.</p> <p>14.8 Own Admission Authorities must follow Children Missing Education protocol were appropriate</p>
17 & 18	Details and dates updated

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