

Southend-on-Sea Borough Council

Report of the Director of Education and Early Years

to
Cabinet

on
13 January 2021

Report prepared by:
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Agenda
Item No.

School Admissions Arrangements for Community Schools 2023/24

Pupil scrutiny committee
Executive Councillor: Councillor Laurie Burton
Part 1 (Public Agenda Item)

1. Purpose of Report

- 1.2 To determine the oversubscription criteria (including explanatory notes) and Admission Limit within Admission Arrangements for Community Schools for the academic year 2023/24

2. Recommendations

- 2.1 **Cabinet is asked to determine the Admissions Arrangements for Community Schools for the academic year 2023/24 are determined (Appendix 1).**
- 2.2 **Cabinet is asked to note that the Determined Coordinated Admission Scheme for the academic year 2021/22 was published by 31st December 2023/24 (Appendix 2).**

3. Background

- 3.1 The Council has the responsibilities to determine in relation to school admissions:
- a) the Admission Arrangements for Community Schools (admission numbers, admission criteria and catchment areas);
 - b) Consult with community schools on their published admission limit;
 - c) Publish the Coordinated Admission Scheme by 1 January of each year after consultation with the schools in the borough.
- 3.2 For community schools, the local authority (as the admission authority) **must** consult on the admission arrangements every 7 years if there are no changes. There are no changes proposed for 2023/24 and therefore the next time we have a duty to consult will be for the arrangements of 2029/30.

- 3.3 For community schools, the local authority (as the admission authority) **must** consult the governing body of each school where it proposes either to increase or keep the same PAN.
- 3.4 Cabinet previously approved the admission arrangements that are being rolled over for 2023/24;
- 3.6 Admission arrangements for community schools must be determined and included in a composite prospectus by 15th March 2022.

4. Admission Arrangement for 2023/24

4.1 Admission Criteria

- 4.1.1 There are no proposed changes from 2022/23. The final admission criteria for community primary schools for September 2023/24 are shown in *Appendix 1*.

4.2 Published Admission Numbers

- 4.2.1 There are currently no proposed changes to the Admission Limits from 2022/24. The proposed admission limits for all community primary schools for September 2023/24 are shown on **Page 2** of the Admission Arrangements for Community Schools at **Appendix 1**.

4.3 Catchment Areas

- 4.3.1 The proposed catchment areas for primary schools remain unchanged and are within the Admission Arrangements in Appendix 1.

5. Corporate Implications

- 5.1. Contribution to the Southend 2050 Road Map
These arrangements will assist pupils within the Borough to access quality learning opportunities to achieve the best possible outcomes for all children. It fits well into the ambition of opportunity and prosperity, in that it supports sharing our prosperity amongst all of our people. It further supports the ambition in that our children are school and life ready and our workforce is skilled and job ready.
- 5.2. Financial Implications
There are no direct financial implications for the Council. The administration of school admission, and core revenue funding for the running of a School is funded through the Dedicated Schools Grant.
- 5.3. Legal Implications
The determination of admission arrangements for community schools and the provision of a coordinated admissions scheme is a statutory requirement.
- 5.4. People Implications
None
- 5.5. Property Implications
None

5.6. Consultation

The local authority (as the admission authority for community schools) must consult the governing body of each community school where it proposes either to increase or keep the same published admission number (PAN). The Council is not proposing any changes from the 2022/23 arrangements which were consulted on the previous year. The legal framework does not require consultation for seven years where changes are not proposed.

5.7. Equalities and Diversity Implications

A coordinated admissions scheme and clear oversubscription criteria are necessary to ensure fair access to school places. Admission Arrangements for Community Schools and the Coordinated Admission Scheme for Southend Schools have been written in line with mandatory requirements set by the Admissions Code 2021. The code determines that authorities must ensure that the practices and criteria used to decide the allocation of school places are fair, clear and objective and that parents should be able to easily understand how places are allocated.

In line with the Equality Act 2010, the arrangements and scheme are reviewed annually against an expanded list of protected characteristics as identified within the Admission Code: disability; gender reassignment; pregnancy and maternity; race; religion or belief; sex; and sexual orientation.

The proposed Scheme, arrangements and decisions made through their administration are clear that there is no discrimination on the grounds of disability; gender reassignment; pregnancy and maternity; race; religion or belief; sex; or sexual orientation, against a parent who is applying for a school place or offered admission as a pupil.

There are limited exceptions to the prohibition of discrimination on grounds of religion or belief and sex. Schools designated by the Secretary of State as having a religious character are exempt from some aspects of the prohibition of discrimination on the grounds of religion or belief and this means they can make a decision about whether or not to admit a child as a pupil on the basis of religion or belief. Single-sex schools are lawfully permitted to discriminate on the grounds of sex in their admission arrangements.

5.8. Risk Assessment

If the Council does not determine the admission arrangements for the community schools before 28 February 2022 it will be in breach of the requirements set out by the School Admissions Code 2021.

If the Council does not agree a scheme, one will be imposed by the DfE, and the Council's reputation will suffer.

5.9. Value for Money

No direct implications.

5.10. Community Safety Implications

None envisaged.

5.11. Environmental Impact

None envisaged

6. **Background Papers**

6.1. [School Admissions Code 2021](#)

6.2. [School Admission Appeals Code 2012](#)

7. **Appendices**

7.1. Appendix 1 - Admission Arrangements 2023/24; including admission limits, catchment areas, and admission oversubscription criteria

7.2. Appendix 2 - Determined Coordinated Admission Scheme 2023/24

Determined Admissions Arrangements for Community Schools

For September 2023/24 round of admissions

For office use – statutory process: The School Admissions Code 2021

Key Dates	Task
September 2021	Cabinet with no consultation proposal as no changes
19 th Sept – 31 st October 2021	PAN consultation with Governing Bodies for community schools
January - 28 th February 2022	Final Determined Admission Arrangements by Cabinet (post PAN consultation)
15 th March 2022	Publication of Composite Prospectus of Determined Arrangements
16 th March – 15 th May 2022	Window for Objections to the School Adjudicator.
12 th September 2022	Final arrangements for 2023 are published in the Primary booklet

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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 schools. The arrangements below, including the explanatory notes, are in line with government legislation and guidance (School Admissions Code and School Admissions Appeals Code) 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 2023 and are delivered under the terms of the Determined Coordinated Admission Scheme 2023.

2. Community Schools Published Admissions Number 2023/24

Community Primary Schools	Proposed admission limit for 2022/23, for each year group
Barons Court Primary School & Nursery	35
Chalkwell Hall Infant School	90
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
West Leigh Infant School	120

3. Oversubscription criteria for community schools

Criteria are set for each individual school below and apply to all year groups for the year 2023.

Explanatory notes, below, 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 (SEND) 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 or Chalkwell Hall Junior 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 or Chalkwell Hall 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)

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 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)

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)

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)

4. 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 14th September and 15th January.

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

Changed to: Pupils in public care and children that were previously in public care (including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted)

A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

This includes children who were adopted under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders).

Child arrangements orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

Refer to section 14A of the Children Act 1989 which defines a 'special Guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

4.2 Pupils with Education, Health and Care Plans

An Education, Health and Care Plan is a plan made by the local authority under Section 37 of the Children and Families Act 2014 specifying the special education, health and social care provision required for that child. All children whose statement of special educational needs (SEND) 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

[Special Educational Needs and Disabilities \(SEND\)](#)

[Local Offer](#)

4.3 Pupils eligible for pupil premium – Early years pupil premium (West Leigh Infant School)

Nurseries and schools are given a pupil premium/early years 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](#)

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

4.4 Pupils of staff of the school

Children will be ranked in this admission criteria if they are children of staff at the school under 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 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 and
- c. are the children of the member of staff, living permanently with the member of staff at the same address. The member of staff must be working at the school at the time of application and expected to continue with their employment at the school during the application and allocation process.

4.5 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.

4.5.1 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'.

4.6 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.

4.7 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 14th September to 15th January. The Council offers a full coordinated process for admission to year 3.

4.8 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.

4.9 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 can 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 submit an appeal online on the council's web site www.southend.gov.uk/admissions or email 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.

4.10 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.

Applications for over or under age applications in-year are 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. 31st October of any given year. Admission authorities must make decisions based on the circumstances of each case and in the best interests of the child 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.

Parent can not apply for admission to a different year group on account the year group has a vacancy and the normal age group does not have a vacancy

4.11 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 must discuss this with the headteacher of their allocated school. The approved deferment 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 so that their child starts school the September after their 5th birthday. Such requests for Schools in Southend-on-Sea are directly to the school and the school advises the parent of their decision. Parents must notify the LA and provide any letters relating to this matter.

Parents submitting a request for admission outside the normal age group must also complete the Single application Form during the main admission round, 14th September – 15th January for the 'usual age group for their child'.

4.12 In-year admissions

As permitted by law parents can make an application at any time to any school outside the normal admissions. Where places are available applicants will be offered. Where there are no places applicants will be refused and can join the waiting list for the school. Waiting lists are ranked according to the admission criteria for the school. 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.

To apply for reception after the normal admission cycle or for admission into Years 1-6, parents will need to complete an In-Year application form which is available from the Council's offices and the website, www.southend.gov.uk/admissions and admissions@southend.gov.uk

Parents can apply for the next school year anytime in the summer term, i.e. after Easter of any given year and not before.

Applications in the current school year are processed within a maximum of 10 school days, applications for the next school year are processed in the late summer months and outcomes are communicated in the early Autumn term at the latest.

Pupils that are refused a place and added to the waiting list and remain on the waiting list until 30 June of any given year. Waiting lists close on 30 June of any given year and new waiting lists are created for the next academic year (from the applications for the next school year). Waiting lists from previous years are not rolled over to the next. Parents wishing to continue on a waiting list for a following year are required to make a fresh application.

As required by the School Admissions Code parents will be notified within 10 school days of the outcome of their application and will be sent a written outcome, with a reminder of the right of appeal, within 15 School Days. Applications are shared with the allocated school and with a school that is a preference and is its own admission authority.

4.13 Right of Appeal

Main round appeals (reception and year 3): Parents can 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. Appeals must be heard within 40 school days of the deadline for lodging appeals. Parents can access the information on appeals and submit an appeal online on the council's web site www.southend.gov.uk/admissions or email admissions@southend.gov.uk to request an appeal application form. All appeals are considered by an Independent Appeals Panel.

Main round appeals (in-year R-6): Parents can 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. For applications for in-year admissions, appeals must be heard within 30 school days of the appeal being lodged. Parents can access the information on appeals and submit an appeal online on the council's web site www.southend.gov.uk/admissions or email admissions@southend.gov.uk to request an appeal application form. All appeals are considered by an Independent Appeals Panel.

4.14 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., 15th January (reception and year 3). Changes to address can be accommodated up to a month after the closing date. Where the address change cannot be accommodated within the reasonable period, parents will be advised, and changes will be updated after all on time applications have been processed.

4.15 Catchment area

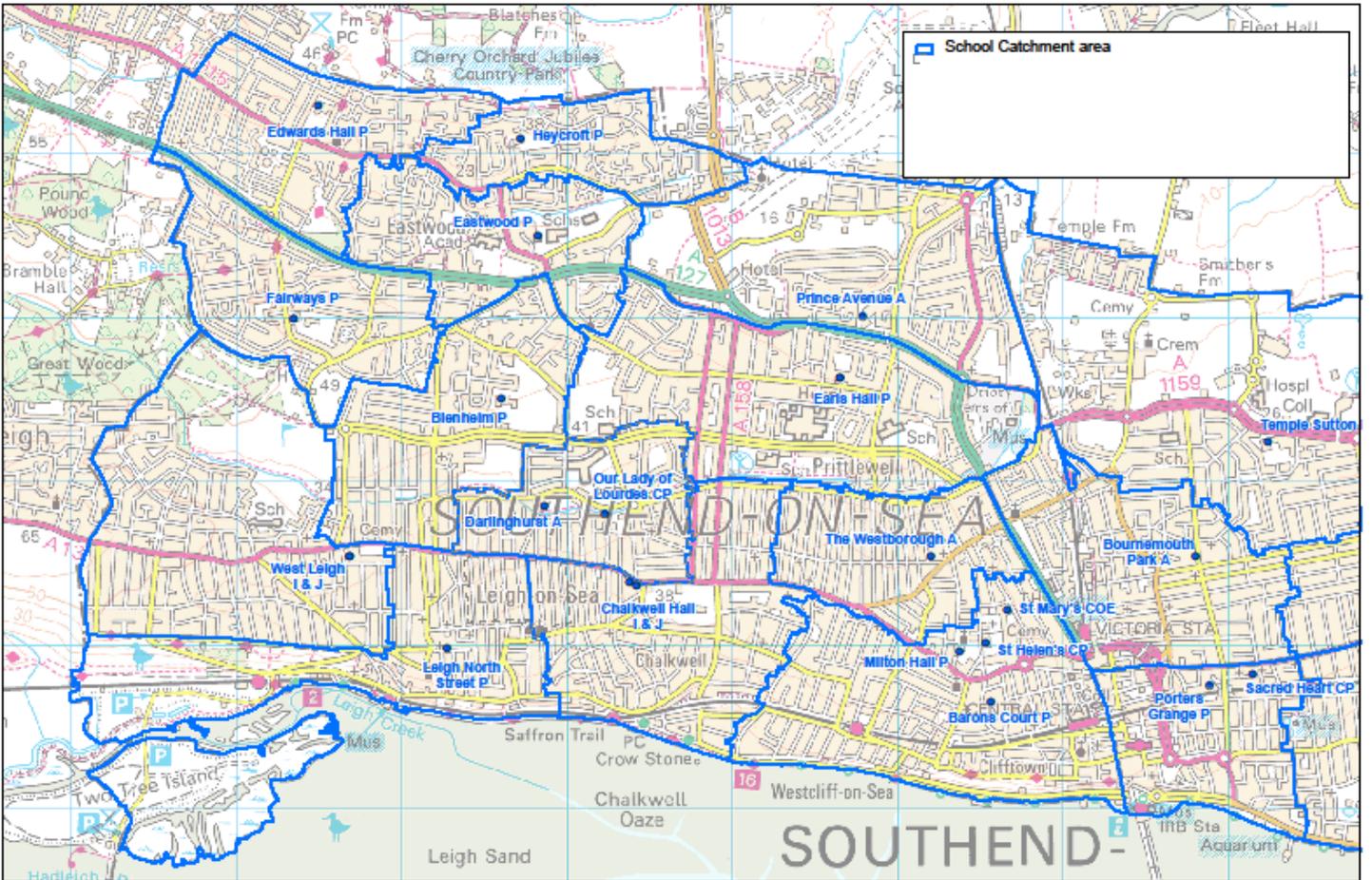
The catchment area is provided in the [catchment map](#) look up facility and also copied below.

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.

5. Catchment Map



Infant, Junior and Primary School catchment areas – Southend-on-Sea



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Scale 1:30,000

Southend-on-Sea Borough Council Determined Co-ordinated Admissions Scheme 2023/24

Publication Due: 1 January 2022

Approval Route	Key Dates
Cabinet:	September 2021
Consultation with schools:	2 November – 1 December 2021
Approved by Executive Directors delegated authority:	10 December 2021
Published: Council Web site	December 2021 (before 1 Jan 2022)

1Table _ Office Use table with key dates for the process

Introduction

The School Admissions Code 2021 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. It also includes arrangements for In-year admissions from 1 September 2021, as required by the changes in the School Admissions Code. This document must be published by 1 January of each year.

1.Aims and scope of the scheme

- 1.1 To assist the offer of one school place to each pupil.
- 1.2 To simplify the admission process for parents.
- 1.3 To co-ordinate with other local authorities and admission authorities.

2.Key Aspects of the Scheme

- 2.1 The Council processes applications for all schools in the area.
- 2.2 The Council will send offers of places to Southend residents even if the school is in another local authority.
- 2.3 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.
- 2.4 The Council will provide each school with a breakdown of preferences for their own school as on offer day.
- 2.5 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.
- 2.6 Admission authorities must confirm by 1 February of each year if they wish for the Council to run appeals.

3.General details of the scheme

- 3.1 Primary and secondary admissions up to the offer date.
- 3.2 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
- 3.3 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.
- 3.4 All application forms must be sent to the Council.
- 3.5 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.
- 3.6 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.
- 3.7 The Council considers all preferences against the admissions criteria for each school.
- 3.8 Supplementary Information Forms must be sent back to the school. These forms are not application forms and parents must complete the application form.
- 3.9 The Primary and Secondary Booklets are available electronically and can be provided in print on request from parents.
- 3.10 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.
- 3.11 Parents must ensure these additional forms are provided in good time to the school or the consortium.
- 3.12 Initial lists will be shared with voluntary aided schools. These can be used to check application forms against Supplementary Information Forms submitted.

- 3.13 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.
- 3.14 The Council will share files with other local authorities as required.
- 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 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.
- 3.17 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
- 3.18 Ranked lists for own admission authority schools remain the responsibility of the admission authority.
- 3.19 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.
- 3.20 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)
- 3.21 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).
- 3.22 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 2021. School must not contact parents about the outcome of the applications until after these offers have been received.
- 3.23 The Council will send an offer of a single place to pupils applying for a school places on the offer day.
- 3.24 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.
- 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 2nd class envelopes.
- 3.26 Offers are automatically recorded as 'accepted'.
- 3.27 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.
- 3.28 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.
- 3.29 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.
- 3.30 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.
- 3.31 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).
- 3.32 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.
- 3.33 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.

- 3.34 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.
- 3.35 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.
- 3.36 The Council will send allocation lists, waiting lists and withdrawn lists on the prescribed timetable and not on demand.

4. Summer Born Children

- 4.1 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 five.
- 4.2 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.
- 4.3 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 five. Parents that apply a year later will need to use a paper application form.

5. Co-ordination of pupil admissions to Year 3 of Southend junior schools 2022/23

- 5.1 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.
- 5.2 The closing date for completing a common application form for a Year 3 place is 15 January 2022
- 5.3 The Council will write to all year 2 parents advising 4.3.1.
- 5.4 The Council will work with infant schools in the area to assist the transfer of pupils to the Junior school.
- 5.5 The Council will provide an initial list of application received via common applications forms to all junior schools by 26 January 2022
- 5.6 The Council will provide a list of all applications received via common application forms to all junior schools by 9 February 2022
- 5.7 Schools must rank applications according to their admission criteria and return the ranked list to the Council on the agreed dates. 26 February 2022.
- 5.8 Ranking must only be based on the highest qualifying admission criterion, and not all criteria as this skews the ranking.
- 5.9 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 National offer day.
- 5.10 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.
- 5.11 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.

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

- 6.1 The council will continue to coordinate admissions until the last week in August of each year.
- 6.2 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.
- 6.3 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.

- 6.4 The offer of school places as they become available will continue to be made by the Council.
- 6.5 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).

7. Year 7 - Under and over age applicants

- 7.1 Parents must direct their request for under or over age matters directly to the school.
- 7.2 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'.
- 7.3 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.
- 7.4 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.

8. Applications from children whose parents are living abroad

- 8.1 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.

9. New applications, late applications, changes of preferences and additional applications

- 9.1 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.
- 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 17 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.
- 9.3 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.
- 9.4 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.
- 9.5 Additional preferences: any additional preferences received after the closing dates will be considered after the offer date.
- 9.6 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.

- 9.7 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.
- 9.8 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.
- 9.9 Schools must inform the Council of address, sibling, or any other differences in ranking lists.
- 9.10 Applications made online, via the parent portal that are unsubmitted will not be processed.

10. Supplementary Information Forms

- 10.1 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

Table 2 Primary Schools and Supplementary forms

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

Table 3 Secondary Schools and Supplementary forms

11. Waiting lists

- 11.1 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.
- 11.2 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.
- 11.3 Where a vacancy does arise the place will be offered by the Council to the pupil at top of the waiting list.
- 11.4 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.
- 11.5 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.

- 11.6 The Council will remove pupils from the waiting list who are offered and accept a place at a school that is a higher preference.
- 11.7 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.
- 11.8 All admission authorities must specify, in their arrangements, the period a child remains on a waiting list for each school year.

12. Appeals

- 12.1 When a local authority or an admission authority informs a parent of a decision to refuse their child a place at a school for which they have applied, it must include the reason why admission was refused; information about the right to appeal; the deadline for lodging an appeal and the contact details for making an appeal. Parents must be informed that, if they wish to appeal, they have to set out their grounds for appeal in writing. Admission authorities must not limit the grounds on which an appeal can be made.
- 12.2 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.
- 12.3 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.
- 12.4 School must inform the Council within 5 school days of the outcome of any appeal.
- 12.5 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.
- 12.6 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.

13. Atypical Admissions

- 13.1 The Council will execute instruction from the Department for Education in relation to admission related matters including but not limited to;
- 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;
- 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.

14. In Year

- 14.1 Own Admission Authorities must inform the Council by 1 August at the latest of each year whether they intend to be part 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.
- 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 from 1 September onwards.
- 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 in-year 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.

- 14.4 Own Admission authorities must follow the requirements of the Code.
- 14.5 All schools must provide the Council with available places/vacancies via the weekly email request.
- 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.
- 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.
- 14.8 Own Admission Authorities must follow Children Missing Education protocol where appropriate

15. Annual Review of the Scheme

- 15.1 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.
- 15.2 Local Authorities must consult admission authorities for schools affected by the scheme and other Local Authorities every 7 years as a minimum.
- 15.3 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.

16. 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 4 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

School Name	Number
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 5 Primary Schools

17.Key dates – Infant, Primary and Junior admissions September 2023

Date	Actions
1st January 2022	Date for formulation of scheme
September- October 2022	Publish Admissions Information Advertisements, fliers, and letters to registered parents of early years children
14 September 2022	Admission round opens for applications
Early October 2022	Distribution of year 3 “letter/fliers” to year 2 pupils
Mid December 2022	Preliminary lists to faith schools for Supplementary Information Form follow up
14 September – 22 January	the Council admissions team verifying applications, which continues right up to end of coordination for late applications.
15 January 2023	Closing date for admission applications (address changes up to a month will be accommodated)
22 January 2023	Follow up list to faith schools for Supplementary Information Form follow up
31 January 2023	Initial list of preferences sent to admissions authorities and other local authorities for ranking. Initial list is a pre-ranked list.
3 February 2023	SEN pupils will be accommodated if the named school is identified in the finalised Education, Health and Care Plan. Post this date pupils will be admitted over the PAN but managed back to PAN until coordination ceases
9 February 2023	Final list of preferences sent to admissions authorities
26 February 2023	Closing date for schools to return ranked preferences
End February 2023	Closing date for on-time summer born requests
16 April 2023	Where possible, final offer lists and offer data will be sent to schools under embargo.
17 April 2023	National Offer Day (16 April – next working day) (Easter bank holidays 7 April and 10 April 2023)
30 April 2023	Closing date for responses to offers (refusals)
16 May 2023	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 2023	All on-time appeals completed
22 August 2023	The administration of waiting lists for years R and 3 and all in-year admissions handed over to academy, voluntary aided, and foundation schools. Coordination ceases

Table 6 Key Dates - Infant, Primary and Junior Admissions September 2023

18. Key dates – Secondary admissions September 2023

Date	Action
1 week in July 2022	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 2022	Registration for testing / audition
1 September 2022	Opening of on-line admissions facility for transfer to secondary school
Week beginning 1 September 2022	Distribution of reminder flier /booklet to year 6 pupils
XX September 2022*	11+ test (to be confirmed by the Consortium – dates will be available in the Admissions booklets)
XX September 2022*	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 2022	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 2022*	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 2022	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 2022	Preliminary list to be sent to faith schools for Supplementary Information Form follow up
31 October 2022	Closing date for admission applications (address changes up to a month will be accommodated)
w/c 9 November 2022	Follow up list to be sent to faith schools for Supplementary Information Form follow up.
w/c 23 November 2022	List of preferences to be sent to schools and other authorities for ranking.
w/c 4 January 2023	Closing date for schools to return ranked preferences
15 February 2023	SEN pupils will be accommodated if the named schools are identified in the finalised EHSP by 15 February
1 March 2023	Where possible, final offer lists and offer data will be sent to schools and Consortium under embargo.
1 March 2023	National Offer day
1 March 2023	Year 6 destination lists sent to primary/junior schools under embargo.
15 March 2023	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 2023	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)

Date	Action
w/c 24 May 2023	Updated lists sent to secondary schools and primary/junior schools for year 6 transfer.
14 June 2023	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 2023	Updated lists sent to secondary schools and primary/junior schools for year 6 transfer.
22 August 2023	The administration of waiting lists handed over to academy, voluntary aided, and foundation, free schools.

7 Key Dates - Secondary Admissions Sept 2023

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

Queries to or copies can be requested from: Chrissy Papas, School Place Planning & Admission Compliance Manager, SBC, chrissypapas@southend.gov.uk