

## Southend-on-sea City Council

### Summary of proposed changes to the Co-ordinated Admission Scheme 2024/25

**Cabinet** - September 2022 (Due in July for sign off)

The following provides an updated summary of proposed changes from the Coordinated Admission Scheme 2023/24, proposed for 2024/25

Item on scheme	Proposed addition or change
3.	<p>New section for clarity</p> <p><b>3. Collation and publication of Open Day/Evening events</b></p> <p>3.1 Secondary Schools and the Council will work together with the aim of ensuring parents can visit all secondary schools in the City.</p> <p>3.2 The Council will coordinate and publish the open days for secondary schools in the area.</p> <p>3.3 Secondary Schools to advise the Council of open days when the school calendar for the next school year is set. The Council will email all secondary schools to share dates provided, between January and April with the aim of working together to avoid clashes.</p> <p>3.4 The Council will publish final dates and details on the secondary information flyer sent to all year 5 pupils by the middle of June. This will coincide with the publication of the Secondary Booklet in Early July.</p>
4.1	Clarity: Run process for main round Primary and secondary admissions up to the end of coordination (last week in August).
4.5	Clarity: Lists of pupils that have not applied will be made available, where possible. 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.
4.12	Clarity and actual practice: Initial lists will be shared with schools for communication on children that have not get applied and for faith schools to match against SIF forms.
4.9	Clarity: The Primary and Secondary Booklets are available electronically and can be provided in print on request from parents. Letters to parents are provided to primary schools for mail out (including independent schools)
4.13	Clarity: Submitted 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.
3.26	Update: Offers are automatically recorded as 'accepted'. Parents will need to respond to any subsequent offers made post offer day
4.28	Clarity: The Council will not log a refusal, for statutory age pupils, unless the parents can provide details of the educational arrangements, they are putting in place for their child.
4.29	New: Schools must refer children that do not arrive on the year 6 transition day to the Council for recording, tracing and follow up with the parent.
4.30	Clarity: 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' and follow the CME protocol.
4.31	New: Where children aged under 5 do not take up a reception place the primary/infant school must report this to the Council. The Council follow the 'under 5s missing education' process.
4.36	Change period from 4 weeks to 2 weeks to support activity run by schools post offer day  Schools that send welcome letters/packs will only do so two weeks after offer day to provide parents with the opportunity to consider offer and allow for any post offer day activity at the Council.
4.39	New: The Council publishes the School Admissions Privacy notices on Appeals, proof of address and the overall notice on <u>Admission Policies and Reports – Southend-on-Sea City Council</u>
4.40	New: The Council shares personal information with teams within the Council working to improve outcomes for children and young people (eg. Inclusion, Attendance, CME, Virtual school etc) the full list is provided on <u>Microsoft Word - School Admissions.docx (southend.gov.uk)</u>
5.2	Partially new: 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. Schools will inform the Council if they wish for the Council to send the outcome to the parent.
12.5	Clarity: The Council will keep waiting lists for all community schools and schools who we manage in year admissions for in the Borough for the full school year. Waiting lists will be maintained strictly in accordance with the admission criteria of the school concerned.

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