



The Co-ordinated Admissions Scheme for 2018/19

<i>Office use: approval route</i>	
Admission forum:	May 2016
Cabinet:	20 th September 2016
Consult schools and LAs:	20 th September – 15 th November 2016
Final check Admission Team:	17 th December 2016
Director (delegation authority)	
Publish	31 st December 2016

Publication: 31st December 2016

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1. Introduction

- 1.1 The School Admissions Code places a duty on local authorities to formulate a single scheme for co-ordinating all applications to all publically funded schools from parents in their area. The scheme applies to admissions into reception, year 3 and year 7. Schemes for admission to schools must be formulated by 1st January in the determination year.

2. Aims and scope of the scheme

2.1 Aims of the scheme

- 2.1.1 To facilitate the offer of one school place to each pupil.
- 2.1.2 To simplify for parents the admission process into schools through the use of a Single Application form (SAF).
- 2.1.3 To co-ordinate with neighbouring local authorities to avoid more than one school place being allocated to the same pupil.

2.2 Scope of the Scheme

- 2.2.1 The scheme applies to families who are resident in Southend who are seeking admission into: reception year in primary and infant schools; year 3 in primary and junior schools and year 7 in secondary schools. The scheme excludes post 16 pupils.

3. Key Aspects of the Scheme.

- 3.1 There will be co-ordination with other local authorities to ensure that a pupil only receives one offer.
- 3.2 Southend Borough Council (SBC) will co-ordinate admissions, for all schools including academy, community, foundation, free school and voluntary aided schools. Co-ordination is for all pupils into reception year, year 3 and year 7.
- 3.3 SBC will send offers of places to Southend residents even if the school is in another local authority. This includes offers on behalf of academy, community, foundation, free school and voluntary aided schools.
- 3.4 The SAF will enable parents to express:
- up to 3 preferences for admission to a primary school; or
 - up to 5 preferences for admission to a secondary school.
- 3.5 Only SBC will know the ranking of the parental preferences. Preferences will be shared with other local authorities in so far as they relate to their schools. Parental preferences may be shared with own admission authorities for the purposes of admission appeals.
- 3.6 In all cases academies, foundation, free school and voluntary aided schools will continue to be their own admission authorities, will apply their own criteria and will continue to be responsible for the organising of admission 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 Single Application Form (SAF) on which they will be able to express a preference for up to:
- 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 www.southend.gov.uk/admissions but will be able to complete a paper single application form if they wish.
- 4.1.3 All SAFs must be sent to SBC which is the only body that can make offers to Southend parents on behalf of primary and secondary schools.
- 4.1.4 Alerts of pupils that have not applied will be made available to current settings to identify any barriers preventing on-time applications being submitted.
- 4.1.5 Parents can express a preference for a school in another local authority as Southend co-ordinates admissions with other authorities. The offer of a place at a school in another local authority will be made by SBC on behalf of that local authority. Similarly other local authorities will offer places to their residents on behalf of Southend schools. The scheme requires councils to liaise before any offers are made on behalf of schools in the other council area.
- 4.1.6 The Southend coordinated scheme considers all preferences against the admissions criteria for the individual schools.
- 4.1.7 The SAF will detail which schools also require Supplementary Information Forms (SIFs). These may be obtained from either the school or the website. SIFs must be sent back to the individual school. SIFs for the Consortium of Selective Schools in Essex (CSSE) need to be downloaded from the CSSE website or by contacting the CSSE and completed forms need to be returned to the CSSE. These forms are not application forms and parents must complete the SAF. (See section 4.6 on SIFs and section 4.1.6 for the SIF for the Consortium of Selective Schools in Essex).
- 4.1.8 For each admission round there is a national closing date for receipt of the SAF. The deadline for receipt of any SIFs is set by individual schools and the Consortium of Selective Schools in Essex (CSSE). The date may be later than the national closing date. For registration for the selective test the closing date will be much earlier. Parents are encouraged to send in the SAF to SBC and any SIFs (if required) to the school as early as possible prior to the closing date.
- 4.1.9 If SBC receives any SIFs these will be forwarded onto the school or, where appropriate CSSE. Similarly if any school receives by mistake any SAFs these must be sent onto SBC.

- 4.1.10 Preliminary lists will be shared with voluntary aided schools to check SAFs against SIF's submitted.
- 4.1.11 On-line applications will be downloaded into the admissions database. SBC will input into the admissions database all information shown on any paper SAF's, including any reasons for the application, and will provide details to all academy, foundation, free school and voluntary aided schools.
- 4.1.12 SBC will send to other local authorities details of pupils who have applied to schools in their area and will receive from other local authorities details of their pupils who have applied to Southend schools. The respective councils will send to their own schools a list of pupils who have applied to the school which will include both Southend and their own residents. It has been agreed by schools that are part of the CSSE that both SBC and Essex will send information on those pupils who have applied to take the selective test direct to the consortium.
- 4.1.13 Pupils taking the selective test, or aptitude tests or auditions will need to register with CSSE or schools to make the necessary arrangements.
- 4.1.14 Academy, foundation, free school and voluntary aided schools and, where appropriate CSSE, are required to rank in order of the schools' criteria **all** pupils who have applied to their school and to return these lists to SBC by the agreed date. Applications that are not matched to a SIF, where relevant, must be ranked.
- 4.1.15 SBC will exchange information with other Local Authorities who will provide details of the ranking of Southend pupils who have applied to their schools.
- 4.1.16 SBC will match the parental preferences against the rank order lists provided by Southend schools.
- 4.1.17 The scheme operates according to the order in which parents select preferences. The order of preferences should reflect the order parents wish to be offered a place, but 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. Schools do not receive details of the preference and have to put pupils in order of their admission criteria without knowing the preference. The process will continue until all preferences are exhausted.
- 4.1.18 SBC will provide any other local authority with details of any pupils resident in their area who can be offered places at schools in the Borough (and vice versa).
- 4.1.19 Where possible SBC will share allocation lists to schools and the CSSE 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, in that school must not contact parents about the outcome of the applications until after these offers have been received. Schools must be mindful that parents that made a paper application may not receive the offer of a place for one or two days after the offer date.

- 4.1.20 SBC will send an offer of a single place to pupils applying for a school places on the offer day.
- 4.1.21 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 SAF that they would prefer a response by letter.
- 4.1.22 Parents who completed a paper SAF will be advised of the outcome of their application by 1st class post on offer day. Parents should expect to receive the letter within 1 to 2 days of the offer day.
- 4.1.23 Parents will be given 10 school days to either accept or reject an offer of a school place. Parents who applied online will be able to accept or reject the school place offered by using the online facility.
- 4.1.24 For any pupil who has not been allocated a place at one of their expressed preferences SBC will offer them a place at the 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.
- 4.1.25 Any places (that are in demand) will be reallocated if parents advise SBC that they no longer require a place.

4.2 Summer Born Children

- 4.2.1 In the case of children born prematurely or the late summer months* parents may request admission outside the normal age group.

*Summer born age: DfE 'Advice on the admission of summer born children' July 2013: 'Children born from the beginning of April to the end of August reach compulsory school age on 31 August. It is likely that most requests for children to be admitted out of their normal year group will come from parents of children born in the later summer months or those born prematurely'.

- 4.2.2 There is no statutory barrier to children being admitted outside their normal year group. Due to the impact on future years for a child's schooling, requests to delay admission are very carefully considered by both the admitting authority and the parents. The decision to admit outside of a child's normal age group is made on the basis of the circumstances of each case. Any decision will seek a decision in the best interest for the child and be considered by a Panel of relevant persons. Parents applying for schools outside the Borough of Southend will need to consult the respective LA's policy in this regard.
- 4.2.3 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. Parents will need to provide the detailed reasons for their request including any supporting evidence from relevant professionals to enable their request to be given proper consideration.

- 4.2.4 The panel will only consider 'admission outside the normal age group', that is, whether or not a child can start school the year after they turn 5 years of age in the Reception year and not in year 1. The panel will not consider requests for deferment within the reception year as requests can be made by parents directly to the Headteacher of the allocated school (School Admissions Code 2014 section 2.16).
- 4.2.5 The panel will normally meet by the last week in February to consider applications from parents of children born prematurely or in the last summer months for admission outside the normal age group.
- 4.2.6 If the parents case for delayed admission into reception is upheld by the panel, a new application for a place in the next cohort **must** be made in the following round (between September and mid-January) and would be considered along with all the other applicants for admission in that year. There would be no guarantee that a place would be able to be offered in the preferred school. The decision of the panel is binding to the admitting school including own admission authority schools.
- 4.2.7 If the parent request for delayed admission into reception is refused, the submitted application would follow due process in the round for the child's normal age group. After the offer of a place has been made the parent could then still request the allocated school to delay entry, attend part-time within the reception year group or the parent can delay admission to the following year for admission to year 1. The Head Teacher would need to consider each case and make a decision that is in the best interest of the child.
- 4.2.8 The full policy on applications to admit outside the normal age group for summer born children will be available on the website.
http://www.southend.gov.uk/info/200176/school_admissions_and_home_education/46/primary_school_admissions

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

- 4.3.1 From the offer day until the last week of August SBC will continue to co-ordinate admission arrangements and make all offers on behalf of primary and secondary schools in Southend.
- 4.3.2. 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.
- 4.3.3 The offer of school places as they become available will continue to be made by SBC.

4.3.4 Once the final list is sent to schools on 22nd August the coordination procedures for reception year, year 3 and year 7 will cease. SBC will continue to administer waiting lists and in-year admissions for community primary schools. Academy, foundation, free school and voluntary aided schools will be responsible for their own waiting lists and for dealing with in-year admission applications.

4.4 Year 7 - Under and over age applicants

4.4.1 For admissions into year 7, an applicant is under age if he or she will be under 11 years of age on 31st August immediately prior to admission in September. SBC will only accept applications from under age applicants who have been registered in year 6 of their primary schools from the first day of the school year in which they apply for a secondary school place. This effectively requires that the decision to promote the child to the year group above his/her chronological age group must be taken by the primary school prior to the end of the summer term in the calendar year in which the child applies for a secondary school place. Confirmation of this is likely to be sought from the headteacher of the primary school concerned by SBC.

4.4.2 An applicant is over age if he or she is 12 years of age or over on 31st August immediately prior to admission in September. SBC will not accept over age applicants for year 7 admissions unless there are verified exceptional circumstances, for example, of extended illness, for a child to repeat one of the primary school years. SBC will seek verification from the headteacher of the primary school concerned that an over-aged applicant has medically certifiable reasons or some other exceptional reason for being an over-aged applicant. SBC will wish to investigate especially thoroughly the circumstances through which any child is found to be studying in Year 6 for the second time, especially if this should involve an application to sit the CSSE selection tests for a second time. Medical evidence will be required for such applicants.

4.5 Overseas applicants – applications from children whose parents are living abroad and do not have a “home authority”

4.5.1 Parents who are living abroad and who wish their child to apply for a Southend school have no “home authority” (through which the regulations stipulate that all applications should be made). They can nonetheless 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 in this country and this may include the relevant immigration documents. In addition, proof of the home address through either a house purchase, through exchange of contracts, or a long term letting agreement.

4.5.2 The CSSE will arrange for overseas applicants for year 7 to sit the selection tests overseas under invigilated conditions at an agreed test centre.

4.6 New applications, late applications, changes of preferences and additional applications – for coordination of reception, year 3 and year 7

4.6.1 New applications:

Parents moving into the area, who in the view of SBC could not have made an application by the appropriate closing date, will have their application slotted into the system as and when received. The last date where it would be possible for this to happen is 19th January for secondary applications and 2nd March for primary applications. These will be regarded as new applications. This will also apply to parents who move within the Borough where the change of address would alter their ranking at a school. Any such application received after these will not be considered until after the initial allocation of places on offer day.

4.6.2 Late applications

Applications received after the closing date from those who could have made an application on time, will be regarded as late and will therefore not be considered until all “on time” applications have been considered and the initial allocation of places are notified to parents. SBC will be the final arbiter, under the coordinated scheme, as to whether an application is late or not. Schools should apply their admission criteria to such late pupils but identification as “Late” by SBC will prevent schools from putting a ranking against these pupils when the full list is sent back to SBC.

4.6.3 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. Changes received after the closing date will be considered after the appropriate national offer date.

4.6.4 Additional preferences

Any additional preferences received after the closing dates will be considered and added after the offer date to the waiting lists.

4.6.5 Southend-on-Sea Borough Council takes very seriously any attempt to gain unfair advantage in the admissions process by giving false information (for example providing a false address). Checks will be made with other departments in the Council and, where it is suspected that the family actually 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 measures including, in some cases, unannounced home visits. If, after offers of school places have been made, it is established that fraudulent or intentionally misleading information has been provided in order to gain a place at a primary or secondary school, the Council will withdraw any school place offered. If an offer of a school place is withdrawn under these circumstances the application would be considered afresh, (with proof of address or other relevant information) unless a new application form is deemed necessary and the parent advised of their right of appeal to an Independent Appeal Panel (2.12 of the Code) .

- 4.6.6 Changes of address between offer day and the last week of August will be checked by SBC. 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.
- 4.6.7 Places can be withdrawn up to the end of December in the situation where an offer is made in error or the application has been found to be fraudulent. Own Admission authorities must inform the LA of any places withdrawn for the coordinated round up to December of each year.
- 4.6.7 Schools must inform the LA of address discrepancies in ranking lists or in information provided by parents on the enrolment forms post offer day.

4.7 Supplementary Information Forms

- 4.7.1 In order that they may seek further information to apply their admission criteria, the following schools require parents to complete a Supplementary Information Form (SIF) in addition to the appropriate application form.

School	Details
Primary:	
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:	
Cecil Jones Academy	For year 7 applications for selective places
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

- 4.7.2 The SIFs for year 7 applications for selective places must be returned to the Consortium of Selective Schools in Essex (CSSE), for all rounds of admissions SIFs must be returned direct to the school.
- 4.7.3 Parents are encouraged to send in the SAF and any SIF as early as possible prior to the closing date. The SIF for selective and aptitude testing will be before the SAF closing date (also refer to sections 4.1.5 and 4.1.6).
- 4.7.4 All SIFs must clearly indicate that they are not application forms and that the appropriate application form must be completed. SIFs cannot request:

- any personal details about parents and families, such as maiden names, criminal convictions, marital, or financial status (including marriage certificates);
- the first language of parents or the child;
- details about a parent's, parents' or a child's disabilities, special educational needs or medical conditions;
- parents to agree to support the ethos of the school in a practical way;
- both parents to sign the form, or for the child to complete the form (School Admission Code 2014 section 2.4).

4.7.5 Schools must consult the School Admissions Code 2014 sections 1.9 and 2.4 when developing their supplementary information forms.

4.7.6 Schools must be mindful of siblings from multiple births in oversubscription criteria and where possible admit them (e.g. selective, specialist and faith criteria exempted).

4.7.7 Applicants must 'submit' online forms. Unsubmitted forms will not be processed. Applicants must have evidence of submitted forms therefore if application forms were posted they must have proof of postage and if applied online they must produce the automatic online receipt.

4.8 Waiting lists

4.8.1 For the reception, year 3 and year 7 rounds of admissions, on offer day SBC will have a waiting list for each Southend oversubscribed school which will exclude any late applicant and late changes in preference. Schools will be asked to re-rank the waiting list to include late application and changes to preference not already considered and on-time applications and to return the list to SBC. In most cases SBC will be able to rank the pupil from existing information, for example distance. Depending on the admission criteria a new application would then be slotted into the waiting list as appropriate.

4.8.2 SBC will maintain the waiting list as ranked by schools. Where any new pupil, such as a late application, is added to the waiting list SBC should be advised within 10 working days of where such pupils fit in relation to other pupils on the waiting list. Pupils who have been allocated a school place are only included on a waiting list if they indicate that they wish to remain on the list.

4.8.3 Where a vacancy does arise the place will be offered by SBC to the pupil on top of the waiting list on the basis of any revised rankings obtained from the school as at the end of the previous working day.

4.8.4 A parent of a child at the top of the waiting list offered a place as a result of a vacancy having arisen will be expected to confirm, within 10 working days, whether or not they wish to accept the place.

4.8.5 SBC will maintain waiting lists for all community schools in the Borough for the full school year. Waiting lists for academy, foundation, free school and voluntary aided schools will be maintained by them for at least the autumn term. Waiting lists will be maintained strictly in accordance with the admission criteria of the school concerned.

- 4.8.6 SBC will delete pupils from the waiting list who are offered and accept a place at a higher ranking school or who fail to advise SBC that they wish to remain on the waiting list.
- 4.8.7 Where, as part of the school admissions process, a parent is required to complete a SIF, SBC should be advised by the school within 10 working days of where such pupils fit in relation to other pupils on the waiting list. New pupils will not be added to the waiting list until this information has been provided by the school.

4.9 Appeals

- 4.9.1 Parents have the right of appeal against a decision to refuse admission to a school which they had put as a preference.
- 4.9.2 Parents will be given 20 school days to appeal against the decision to refuse their application for a place at a particular school.
- 4.9.3 Parents wishing to appeal for a place at any school in the Borough will be advised by SBC to read the on-line appeals information and complete the online appeal form which will be submitted to SBC. Paper copies of the appeals information and form will also be available if required. If the appeal relates to an academy, foundation, free school or voluntary aided school the form will immediately be sent to the school concerned for them to arrange the appeal. Appeals for places at community schools will be organised by SBC.
- 4.9.4 SBC will advise parents wishing to submit an appeal in respect of a school outside the Borough to contact the Local Authority where the school is located to enquire about the appeal arrangements.
- 4.9.5 Schools will send lists of submitted appeals to SBC. SBC will record the appeal against the admission record and provide the school with all relevant documentation to enable the School to prepare for the appeal.
- 4.9.6 In accordance with the School Admission Appeals Code, Independent Appeal Panels for community, academy, foundation, free school and voluntary aided schools must consist of:
- a) at least one lay member. Lay members are people without personal experience in the management or provision of education in any school (though it is permissible to use people who have experience as governors of other schools, or who have been involved in education in any other voluntary capacity) and
 - b) at least one person with experience in education, who is acquainted with educational conditions in the area, or who is a parent of a registered pupil at a school.
- 4.9.7 Academy, foundation, free school and voluntary aided schools must inform SBC within 5 school days of the outcome of any appeal. The outcome of any appeal does not mean that the parent will necessarily take up a place as they may have other appeals or may prefer the original place offered.
- 4.9.8 Having received notification from the school, SBC will contact parents and ask them to confirm in writing to SBC which place they wish to accept following the outcome of any appeals. They will be asked to confirm this within 5 school days of their last appeal. Once a place is released that place will be reallocated.

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 The School Admissions Code confirms that if the Local Authority decides to continue to use the scheme from the previous year, this will fulfill the legal requirement to formulate a scheme. Local Authorities must consult admission authorities for schools affected by the scheme and other Local Authorities every 7 years as a minimum. If the scheme has changed substantially since the previous year, the Local Authority must consult school governing bodies and other admission authorities in the area even if that is less than 7 years since the last consultation.
- 5.3 A local authority must inform the Secretary of State whether they have secured the adoption of a qualifying scheme by 15 April. If this is not achieved the Secretary of State may impose a scheme.

6. Council and school duties under the scheme

- 6.1 These are set out in the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2014 and schools should refer to these if they have any queries.
- 6.2 In summary the main duties are:

Southend Borough Council

- To forward details submitted on the Single Application Form, together with any supporting information provided by the parent to the school or to any other local authority as appropriate;
- To sort the lists received from schools, or other local authorities, and according to the preference expressed by the parent determine which school place should be offered;
- To forward onto schools information received from other local authorities pupils who have applied to Southend schools;
- To notify schools and other local authorities of the offers to be made;
- To make an offer to parents on national offer day on behalf of schools, including for schools in other local authorities.

Governing Body

- To notify Southend Borough Council of any application made direct to the school;
- To determine all applications in line with the school's admission criteria and to notify the Council of this.

7. List of schools to which the scheme applies

- 7.1 Southend Borough Council is the admission authority for community schools. The governing body is the admission authority for academy, foundation, free school or voluntary aided schools.

SECONDARY		
School Name	DfE Number*	Status**
Belfairs Academy	5434	Academy
Cecil Jones Academy	4001	Academy
Chase High School	4000	Academy
Futures Community College	4736	Foundation
St Bernard's High School	5465	Academy
St Thomas More High School	5447	Academy
Shoeburyness High School	4034	Academy
Southend High School for Boys	5446	Academy
Southend High School for Girls	5428	Academy
The Eastwood Academy	5414	Academy
Westcliff High School for Boys	5401	Academy
Westcliff High School for Girls	5423	Academy

* DfE codes and status for schools may be subject to change if status of school changes (e.g. Community to Academy).

** Schools may change status after the publication and before the admission round. Information as known on 15th August 2016.

PRIMARY		
School Name	DfE Number*	Status**
Barons Court Primary School & Nursery	2124	Community
Blenheim Primary School	2387	Community
Bournemouth Park Primary School	3822	Community
Bournes Green Infant School	2128	Community
Bournes Green Junior School (partner school)	2123	Community
Chalkwell Hall Infant School	2022	Community
Chalkwell Hall Junior School (partner school)	2019	Community
Darlinghurst School	2127	Academy
Earls Hall Primary School	2023	Community
Eastwood Primary School	3825	Foundation
Edwards Hall Primary School	3826	Community
Fairways Primary School	2407	Community
Friars Primary School & Nursery	3824	Community
Hamstel Infant School	2093	Community
Hamstel Junior School (partner school)	2092	Community
Heycroft Primary School	2126	Community
Hinguar Community Primary School	2094	Community
Leigh North Street Primary School	2096	Community
Milton Hall Primary School	5273	Foundation
Our Lady Of Lourdes Catholic Primary School	3328	Voluntary Aided
Porters Grange Primary School & Nursery	2408	Academy
Prince Avenue Academy	2000	Academy
Richmond Avenue Primary School	3823	Community
Sacred Heart Catholic Primary School & Nursery	3326	Voluntary Aided
St George's Catholic Primary School	3329	Voluntary Aided
St Helen's Catholic Primary School	3327	Voluntary Aided
St Mary's Prittlewell Church of England Primary School	3325	Voluntary Aided
Temple Sutton Primary School	2132	Community
The Westborough Primary School & Nursery	5206	Academy
Federation of Greenways Schools -Thorpe Greenways Infant School	2105	Community
Federation of Greenways Schools -Thorpe Greenways Junior School	2104	Community
Thorpedene Primary School	5225	Foundation
West Leigh Infant School	2109	Community
West Leigh Junior School (partner school)	2108	Academy

*DfE codes and status for schools may be subject to change if status of school changes (e.g. Community to Academy).

** Schools may change status after the publication and before the admission round. Information as known on 15th August 2016.

8. Definitions

Academies – Schools funded directly by Central Government where the academy trust employs the staff and is the admission authority.

Additional applications - An application from a parent who has already submitted an application and is requesting an additional school(s). This will normally be after the initial offer of places in March.

Admissions Forum – A body comprising of representatives from various groups which advises admissions authorities on admission arrangements in the area

Catchment area – A defined geographical area served by a particular school

Changes in preference - Changes in the order of preferences already expressed (that is not an additional application).

Community schools – Schools wholly funded by SBC, where the Council employs the staff and is the admissions authority.

CSSE – The Consortium of Selective Schools in Essex – a group of schools that are responsible for the selection test (11+) arrangements. The 11 schools below operate a consortium whereby only one test needs to be taken even though an application is being made to several schools. The schools are:

- Cecil Jones Academy
- Shoeburyness High School
- Southend High School for Boys
- Southend High School for Girls
- St Bernard's High School
- St Thomas More High School
- Westcliff High School for Boys
- Westcliff High School for Girls
- King Edward VI Chelmsford (Boys) – school in Essex
- Colchester County High School (Girls) – school in Essex
- Royal Grammar School, Colchester (Boys) – school in Essex

DFE - Department for Education – Central government department responsible for education matters.

Foundation schools – Schools funded by the Council, where the Governing body employs the staff and is the admissions authority.

Free School - are state-funded schools normally set up in response to parental demand. They have the same legal requirements as academy schools.

Late applications - Applications received after the closing date from those who could have made an application on time.

National Offer Day – the day on which all offers of places are made. For year 7 this is on or about 1st March and reception year and year 3 this will be on or about 18th April (16th in the Code). In each case if the day falls on a weekend or bank holiday it will be next

working day. The offer day will therefore be 1st March 2017 for secondary applications and 18th April 2017 for primary applications.

New applications - Parents who in the view of SBC could not have made an application by the appropriate closing date, for example, when moving into the area, will have their application slotted into the system as and when received. Due to the allocation of places this can only be achieved up to 19th January for secondary applications and 2nd March for primary applications. Any application after that date will be slotted in after offer day.

Non-selective places – school places offered without reference to the selective (11+) procedure.

Normal round of admissions – Under the Southend Coordinated Admissions Scheme, the normal round of admissions refers to admissions to reception, year 3 and year 7 up to 22nd August 2017.

Potential year 7 admissions – All pupils in year 6 in primary schools (whether or not that is their age appropriate cohort) who will transfer to secondary schools in the following September.

Single Application Form (SAF) – the common application form on which parents indicate their preferences

Selective places – places offered at certain schools as a result of the pupils' performance in the selection (11+) procedure.

SIFs – Supplementary Information Forms – forms on which parents are asked to provide additional information in support of their applications in order to provide more information to enable the school to apply their admission criteria. These are not application forms.

Southend Borough Council (SBC) – In most cases the function of the Council will be undertaken by the School Admissions Team within the Department of People.

Specialist places – School places offered to a small number of pupils at certain schools as a result of an aptitude in certain areas of the curriculum

Voluntary Aided schools – Schools set up and owned by a voluntary body, usually a church body, largely financed by the Council. The governing body employs the staff and is the admission authority.

9. Key dates – Primary admissions September 2018

1st January 2017	Date for formulation of scheme
1st September to 11th September 2017	Publish Admissions Information Advertisements, fliers and letters to registered parents of early years children
14th September 2017	Opening of on-line admissions facility
Early October 2017	Distribution of year 3 “letter/fliers” to year 2 pupils
Mid December 2017	Preliminary lists to faith schools for SIF follow up
15th January 2018	Closing date for admission applications
22nd January 2018	Follow up list to faith schools for SIF follow up
31st January 2018	Final list of preferences to be sent to schools and other authorities
26th February 2018	Closing date for schools to return ranked preferences
2nd March 2018	Closing date for New Applications (see para. 4.5.1)
16th April 2018	National Offer Day (16th April or next working day)
30th April 2018	Closing date for acceptances
15th May 2018	Closing date for appeal forms
17th July 2018	All on-time appeals completed
22nd August 2018	Waiting lists passed to academy, aided, foundation and free schools

10. Key dates – Secondary admissions September 2018

1st January 2017	Date for formulation of scheme
1 st week in July 2017	Publication of Secondary Admissions Information (booklet) Admissions information distribution to year 5 pupils. Open evenings at schools that admit pupils as a result of testing / auditions
1st July – 7 th September 2017	Registration for testing / audition
1st September 2017	Opening of on-line admissions facility for transfer to secondary school
Week beginning 1 st September 2017	Distribution of reminder flier to year 6 pupils
XX September 2017*	11+ test
XX September 2017*	Alternative test date (for religious, illness or exceptional circumstances) 11+ test
mid October 2017*	Testing results to be sent to parents by CSSE / schools
23rd October 2017	Preliminary list to be sent to faith schools and Eastwood for SIF follow up
31 st October 2017	Closing date for admission applications
7 th November 2017	Follow up list to be sent to faith schools and Eastwood for SIF follow up.
30 th November 2017	Final list of preferences to be sent to schools and other authorities.
5 th January 2018	Closing date for schools to return ranked preferences
19 th January 2018	Closing date for New Applications (see paragraph 4.6.1)
1 st March 2018	National Offer day
14 th March 2018	Closing date for acceptances
May 2018	All on-time appeals completed - refer to School Admissions Appeals Code 2012.
20th August 2018	Waiting lists passed to academy, voluntary aided, and foundation schools

*dates to be confirmed by CSSE



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