

# Secondary School Admissions 2023

Information for admissions to state mainstream schools  
for Year 7 in 2023  
and for in-year admissions during the school year  
2023/24



**Published on the Council's website July 2022**

Apply online at [www.southend.gov.uk/admissions](http://www.southend.gov.uk/admissions) by 31st October 2022

Apply to Southend on Sea City Council if you are resident in the City and pay council tax to Southend on Sea City Council. This is regardless of which Primary or Junior School your child currently attends.

# Contents

Foreword .....	1
Applying for a school place online .....	2
Introduction.....	3
Important dates in the process .....	4
Secondary School Information Events .....	5
Statistical Information about Secondary Schools in Southend .....	6
General Admission Criteria.....	7
Understanding and Processing Applications against Admission Criteria.....	10
Other Admission Matters .....	18
Secondary Schools in Southend-on-Sea.....	19-61
Atypical Admissions – for Year 9 Parents.....	62
Additional Information and Term Dates .....	63
Admission of Children from Overseas .....	63
Frequently Asked Questions .....	64
What happens Post 16? .....	68
Contact Points for Parents.....	71
Glossary of Abbreviations and Terms: .....	72
Catchment Maps: .....	76-78

A summary of this publication can be provided in alternative formats such as Braille, audio-tape or in large print. Translations of this document in alternative languages are also available, including for languages that are not listed here

**Albanian:** Nëse dëshironi një kopje të kësaj fletushke në gjuhën tuaj amtare, ose nëse doni të në kontaktoni, ju lutemi telefononi në numrin e poshtë-shënuar. Ne do të përdorim një përkthyes për mes telefonit të ndihmojmë me kërkesën tuaj.

**Czech:** Zkrácená verze této publikace je k dostání i v alternativních formátech, konkrétně v Braillu, na audiokazetě a tištěná ve klém typem písma, které je snadno čitelné. Tento dokument byl přeložen i do dalších jazyků a tyto překlady jsou vám také k dispozici.

**Ndebele:** Lolugwalo luyatholakala njalo lunciphisiwe ngalezi indlela; ngombhalo weziphofu (Braille), kasethi (audio tape), loba lulotshwe ngamabala amakhulu. Luyatholakala njalo lolugwalo lulotshwe ngezihlobo ezitshiyeneyo.

**Polish:** Streszczenie tej publikacji jest dostępne w innych formach, takich jak pismo Braille'a, taśmy audio lub w dużym druku. Dostępne są także przekłady tego dokumentu na inne języki.

**Portuguese:** Um resumo desta publicação pode ser fornecida em formatos alternativos tais como Braille, cassete áudio ou em impressão de letras grandes. Também temos disponíveis traduções deste documento em outros idiomas.

# Foreword

Dear Parent,

All children should have the opportunity to access an education that provides a broad and balanced curriculum, good quality learning opportunities, and an environment within which students can maximise their individual talents and achieve their best possible outcomes.

Selecting the right secondary school, with an environment and ethos that best meets your child's needs, in which they can thrive, learn, and be successful, is so important. A school that not only meets your child's academic requirements, but their social and emotional needs, and a school where they will be happy, safe, secure, and ready to learn.

This booklet includes information on all the state funded secondary schools in Southend and their admission criteria and processes. I hope the information provides you with answers to all the questions that you have, but if there is anything further you need to know, or if you are unsure of what to do at any stage of the secondary school admission process, then please contact the Customer Service Centre or the School Admissions Team, whose details can be found in this booklet.

Moving from primary to secondary school is a key moment in any child's life and I hope the information in this booklet helps you as you look at all the options as you make this important decision. I would like to conclude by wishing your children all the very best for the future and for a happy, positive, and successful secondary education.



**Michael Marks**  
Executive Director Children and Public Health

# Applying for a school place online

You apply to Southend-on-Sea City Council if you pay council tax to Southend-on-Sea City Council. If you do not pay council tax to Southend-on-Sea, you must apply to the local authority where you pay your council tax. This is regardless of what schools you wish to apply for.

There are two ways to make your application for a school place:

- Online via our website or
- On a paper application. Copies can be posted on request or are available from the Council at the Civic Centre, Victoria Avenue

The online system is quick, secure, and confidential. You will be able to create an account and add your application details, view it, make any changes, and submit your final version before the closing date, as well as view the offer.

The website address is:

[www.southend.gov.uk/admissions](http://www.southend.gov.uk/admissions)

It is hoped that as in previous years as many parents as possible will apply online for secondary school places for September 2023. For the September 2022 round of admissions 90% of parents applied online.

The benefits of making your application online are:

- the online facility is available 24 hours a day and 7 days a week from 1 September 2022 until midnight on the closing date of 31 October 2022.
- you can log in, view your application form, and make changes to the details on the application form up until midnight on the closing date.
- the system is secure and has a series of security procedures which keeps the information provided safe.
- there is no risk that your application will get lost in the post.
- you can log in and view your child's school offer on national offer day, 1 March 2023. The offer will only be sent by email (usually by 10am) on offer day to those that request it. Please check your 'junk' or 'spam' folders as sometimes emails sit in those folders.

## Accessing the website to apply online

It is possible to access the website from anywhere with internet access. Free internet access is available at any Library in the City. Please note that you will need an email address to use the online facility. Where possible, **please keep the same email address during the round.** Please tell us if you change your email address during these months if you have applied online.

### Is your child sitting the 11 plus exam?

You can apply before you receive your results and amend your preferences, up to 31 October, once you have your results, or you can apply once you have your results before the deadline, 31 October. It is up to you, just do not forget to apply!

# Introduction

The law requires your Local Authority to coordinate year 7 admissions to all secondary schools except independent (fee-paying) or special schools in their area. All secondary schools in the City have academy status and therefore the academy trust is the admission authority for the school.

The information in this booklet, details the transfer process between primary and state mainstream secondary schools and is relevant to your child's first year in secondary education. Starting secondary school is a major event for all children and we hope that this booklet will answer most of your questions. If, there is anything further you need to know or if you are unsure what to do at any stage, please contact us.

The School Admissions Team at the Council will be pleased to answer any questions you may have regarding catchment areas, online admissions, completion of the Common Application Form, the allocation of places, waiting lists and the appeals process.

## Contact Details

Details of all the relevant contact points and telephone numbers are shown below. If you feel there is any way that we can improve our service, please let us know.

School Admissions Team  
Southend-on-Sea City Council  
Department for People  
Civic Centre  
Victoria Avenue  
Southend-on-Sea  
SS2 6ER

Telephone: 01702 212934

Email: [admissions@southend.gov.uk](mailto:admissions@southend.gov.uk)

Website: [www.southend.gov.uk/admissions](http://www.southend.gov.uk/admissions)

## Parental Responsibility

Throughout this booklet, the term 'parents' means all those with parental responsibility, including guardians and carers.

Any reference to parental responsibility is as defined by the Children Act 1989 (also refer to Section 576 Education Act, Section 2 of Children's Act). In making an application for a school place only one parent with parental responsibility is required to do so for the purposes of admissions. Consent by both parents is not required and the local authority does not require the details of both parents.

Information in this booklet is for admission to state non-special secondary schools only. Information on special schools and independent schools in the City is available further in the booklet or on the Councils website.

# Important dates in the process

Date	Event
17 May to 1 July 2022	Registration period for those wishing to take the 11 plus selection test organised by the Consortium of Selective Schools in Essex (CSSE). Details on <a href="http://www.csse.org.uk">www.csse.org.uk</a>
From June 2022 onwards	Secondary school open evenings, days & information is available on school websites and in this booklet
<b>1 September 2022</b>	Admissions round for transfer to year 7 opens. Applications can be submitted to the Local Authority.
1 September 2022	Closing date for parents to register for their child to take either the Sports or Performing Arts aptitude tests at The Eastwood Academy. Complete the Academy Supplementary Information Form (SIF)
5 to 9 September (Performing Arts) 10, 14 and 15 September (Sport)	Performing Arts (PA) and Sports (S) aptitude tests to be taken at The Eastwood Academy by those pupils whose parents have registered for them to take the tests. Dates provided are provisional, parents should check the school's website for any changes.
17 September 2022	11 plus selection test to be taken by those pupils whose parents have registered for them to take the test with the CSSE
Mid October 2022	Those pupils who took the 11 plus selection test will be advised of the outcome by CSSE. Exact date will be advised by the CSSE.
Prior to 31 October 2022	Those pupils who took either the Sports or Performing Arts aptitude tests at The Eastwood Academy will be advised of the outcome by the school.
31 October 2022	Closing date for Supplementary Information Forms (SIFs) to be returned to St Bernard's High School and St Thomas More High School
<b>31 October 2022</b>	Admissions round for transfer to year 7 closes. Closing date for the completed Common Application Form to be received by The School Admissions Team (either online or by paper copy). The website for online applications will close at midnight.
1 March 2023	National offer day. Parents that applied online will be able to view the offer online and the offer will also be sent via email. Letters will be sent by 1st class post to parents who used the paper application form advising them at which school their child will be offered a place.
1 March to 22 August 2023	Waiting lists are maintained by the Council for all schools in the City.
29 March 2023	Closing date for 'on time' admission appeals to be submitted to schools. Late appeals will be heard within 30 days of submission.
14 June 2023	All on-time appeals completed for all Secondary schools in the City.
22 August 2023 onwards	Waiting lists become the responsibility of the individual secondary schools and any enquiries should be referred to the school.

# Secondary School Information Events

The secondary schools in the City hold events for year 5 pupils and their parents/carers. This is for admission to year 7 in September 2023.

The dates and times are listed below as provided by the schools. If you have any enquiries about the arrangements for these events these should be directed to the school(s). Parents that cannot attend one of the sessions below are encouraged to contact schools to arrange a visit. Many primary schools also run information sessions for parents to assist them in the secondary admissions process.

We advise parents to visit as many secondary schools as possible, obtain their prospectus and read the admission criteria before completing the Common Application Form provided by The School Admissions Team at the Council. Parents may also find the allocation detail in this booklet helpful.

School	Event Type	Date and Time
Belfairs Academy	Open Evening	Thursday 30 <sup>th</sup> June 5pm-7pm
Cecil Jones Academy	Open Evening	Thursday 29 <sup>th</sup> September
Chase High School	Open Evening	Wednesday 29 June 4.30pm – 7pm
Shoeburyness High School	Open Evening	Thursday 22 <sup>nd</sup> September 6pm – 8.00pm
Southchurch High School	Open Evening	Tuesday 28 <sup>th</sup> June Tuesday 27 <sup>th</sup> September
Southend High School for Boys	Open Evening	Thursday 23 <sup>rd</sup> June, 4.30pm – 8pm
Southend High School for Girls	Open Evening	Thursday 30 <sup>th</sup> June 5pm-8pm
St Bernard's High School	Open Evening	Wednesday 6 <sup>th</sup> July 6pm-9pm
St Thomas More High School	Open Evening	Thursday 7 <sup>th</sup> July 4pm-7pm
The Eastwood Academy	Open Evening	Monday 27 <sup>th</sup> June 6pm-9pm
Westcliff High School for Boys	Open Evening	Tuesday 28 <sup>th</sup> June 5pm-9pm
Westcliff High School for Girls	Open Evening	Tuesday 5 <sup>th</sup> July 5pm-8pm

## Nearest Neighbouring Schools

Essex School	Event Type	Date and Time
Castle View School	Open Day	Friday 23 <sup>rd</sup> September 4pm onwards
Cornelius Vermuyden	Open Day	Saturday 24 <sup>th</sup> September 10am-1pm
Greensward Academy	Open Evening	Thursday 6 <sup>th</sup> October 6pm-8pm
The Appleton School	Open Event	Please check with the school
The Deanes School	Open Evening	Tuesday 20 <sup>th</sup> September 6pm-8pm
The FitzWimarc School	Open Evening	Friday 23 <sup>rd</sup> September 6pm – 9pm
The King Edmund School	Open Event	Please check with the school
The King John School	Open Event	Please check with the school
The Sweyne Park School	Open Event	Please check with the school

# Statistical Information about Secondary Schools in Southend

The following table provides information regarding the number of pupils on roll, admission limits, and preferences received at each school for September 2022.

School	Total on roll Jan 2021 census (excl. 6 <sup>th</sup> form)	Admission Limit 2022	Status	Total number preferences received for admission in Sept 2022
Belfairs Academy	1,338	292	Academy	866
Cecil Jones Academy	650	220	Academy	235
Chase High School	919	226	Academy	407
Shoeburyness High School	1,493	310	Academy	807
Southchurch High School	752	168	Academy	474
Southend High School for Boys	900	180	Academy	956
Southend High School for Girls	895	180	Academy	834
St Bernard's High School	779	175	Academy	457
St Thomas More High School	842	180	Academy	550
The Eastwood Academy	1,068	220	Academy	976
Westcliff High School for Boys	905	185	Academy	938
Westcliff High School for Girls	907	184	Academy	839

Information on special schools, private schools and alternative provision in the area are provided further in the booklet. Admission to these schools does not form part of coordination to year 7 by the School Admissions Team.

## Who should make the application?

Parents living in the City of Southend-on-Sea must apply to Southend-on-Sea City Council for their preferred secondary schools. Schools can be in or out the City. The Southend Common Application Form is the only way you can apply for a secondary school place for your child. The form can either be completed and submitted online at [www.southend.gov.uk/admissions](http://www.southend.gov.uk/admissions) or, you can complete and return the form available from the Council customer services desk at the Civic Centre. Please do not complete more than one application. If more than one application is received the authority will process the last one to be submitted. You must submit your application by 31 October 2022.

Where more than one adult share parental responsibility and lives at a different address, it is important that agreement be reached prior to making the application on which schools to apply for. If different applications are received, these applications will be placed on hold and will not be processed until such time that:

- one joint application is made
- written agreement is provided from both parents with one set of preferences
- a court order is obtained confirming which parent's application carries precedence.

Parents seeking information should note that the LA will only discuss specific details about your child's application with the person who completes the form (referred to as the applicant).

## What happens if I apply to the wrong local authority?

Your application will **not** be processed.



# General Admission Criteria

## Before Making your Application

- Visit the schools where possible and view the information on their websites
- Make realistic preferences (refer to school admission criteria)
- Think about how your child will get to school
- It is recommended that one of your preferences is your [catchment school](#)

## Education Health Care Plans (EHCP)

Please note that if your child has an EHCP, you will already have information from the Special Educational Needs Team regarding the secondary transfer process and you must not complete the Single Application Form. You can access the SEND local offer at [SEND Local Offer](#) and also Special Education Needs & Disability Information Advice & Support Service ([SENDIASS](#)).

## Selecting Preferences

- You can apply for up to five schools including out of City schools and selective schools.
- You should put your preferences in the order you would like to gain a place, 1 being your first preference.

The coordinated arrangements mean that the Council will assess which school(s) can offer you a place according to the admission criteria of the school and if there is more than one school that can accommodate you, the Council will offer the school for which you expressed the highest preference. This booklet will later explain how the allocation of places works.

Please be aware that there is no guarantee that any of your preferences will be successful.

As a guide you need to look carefully at how schools offered places in the previous year as indicated in the school pages of this booklet. Whilst this may not be the same year on year it gives an indication for example that the school was able to admit all catchment pupils or that it had not been able to. If you use one of your preferences for a selective school and your child did not reach the pass mark you will be refused a place at the selective school. Children can only be on the waiting list for a selective place if they meet the pass mark.

Please check the individual admission arrangements for each school for specific details of how your application will be considered.

## Applying to Schools Outside the City

Parents wishing to apply to schools that fall into other Local Authorities should check the relevant local authority booklet and the criteria for the school that they are interested in. We remind you to consider that one of your preferences is your [catchment school](#) to make sure that you have priority at a local school.

## Children Living in Southend attending a Primary School not in the City

If you live in the Southend-on-Sea City and wish to apply for a school outside the City you must include all schools (in and out of the City) in your preference selections. If you do not live in the Southend-on-Sea City you must complete the forms for the local authority where you live.

## Supplementary Information Forms (SIF)

The Eastwood Academy, St Bernard's High School and St Thomas More High School require you to complete a SIF. These are forms used to provide additional information in support of your application.

However, it is not an application form and parents must name the school on the Local Authority's Common Application Form to be considered as having made a valid application.

You may also need a SIF to apply for places at some schools outside the City. Individual schools will be able to advise you whether a SIF is needed.

## **Sibling Details**

Please make sure you have given us sibling details on the application form where applicable. You should check the priority given to siblings in each school's admissions criteria to assess the chances of siblings gaining a place at the same school.

There is no automatic guarantee that siblings can go to the same school. Your chances decrease if you do not apply on time.

Please do not assume that the School Admissions Team are aware of any siblings. It is your responsibility to make sure the sibling details are on the application form. Please inform the School Admissions Team if the sibling changes school during the admission round as this will influence the ranking of the submitted application form.

## **Submitting your online Application**

Please check what you have 'submitted' on the online form as that is the only information used when allocating places. It is not possible to process unsubmitted forms.

## **Acknowledging Receipt of your Application**

All applications receive confirmation of receipt.

- If you applied online, once you submit your form, you will receive email confirmation.
- If you applied by post, a letter confirming receipt will be posted to you.

If you apply on paper and post your form to us, we recommend that you obtain proof of postage. If the application form is not received by the closing date, you will need to show evidence that it was posted before the closing date.

Regardless of how you applied you can email the team on [admissions@southend.gov.uk](mailto:admissions@southend.gov.uk) with any queries.

## **Offers of School Places**

If you made an online application for a school place, we will let you know by email on National Offer Day at which school your child has been offered a place unless you have requested to receive your offer by post. If you applied on the paper application form, you will be sent a letter by second class post, on National Offer Day advising you at which school your child has been offered a place.

## **Allocation of School Places if all Preferences are Refused**

If you live in the City and it has not been possible to allocate your child a place at any of your preferred schools, the School Admissions Team will allocate a place to your child at the nearest school in the City to your home address which has vacancies at that time. You do not have to accept this offer. You can contact the School Admissions Team for advice and information on schools with vacancies.

## **Accepting the Offer of a School Place**

Offers are automatically recorded as accepted and parents that wish to refuse an offer must inform the admission team of alternative arrangements for their child's education. Parents wishing to refuse a place will need to email the School Admissions Team. It is recommended that places are not refused without careful consideration.

## **Welcome Packs from Schools**

Parents are requested not to contact schools on offer day or before they receive the welcome pack/letter from the school. Contact must be directed to the School Admissions Team at the local authority. A welcome pack is not an offer of a school place, and you must notify the School Admissions Team if you have a welcome pack but no offer letter.

There is no need to worry if you do not receive a welcome pack as schools do not have to send one. You can still decline an offer, even if you have received a welcome pack from the school, providing you have given details of the education arrangements you are putting in place for your child. The School Admissions Team notifies schools of refusals.

## **Ongoing Offer of Places**

If parents make other arrangements and refuse an offered school, places become available. Available places are offered from the respective school waiting list. This applies to out of area schools as well. This process continues right up to August 2023. This stage will include changes of preference due to a change of address and late applications.

## **Withdrawal of School Places**

Once a school place has been offered this can only be withdrawn by the Council or the school in limited circumstances.

These may include:

- a) where a parent has failed to respond to requests from schools within a reasonable time and all effort to locate the pupil has been made
- b) where an offer was made based on a fraudulent or misleading application form, for example, a false claim to residence in the catchment area
- c) where the Council offered the place in error.

Places can be withdrawn up to the end of December 2023.

## **New School Applications**

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

## **Late Applications**

Applications received from parents after the closing date and who, in the view of the School Admissions Team, could normally have completed an application on-time will be treated as late applications. Such applications will be considered after all on-time applications have been processed, where possible late applications will receive an offer of a place on National Offer Day.

Where a late application cannot be offered a place at a preference school, an alternative offer will be made at the nearest nonselective school, non-faith school with places available within the City. If this is not possible because of a lack of time, parents whose applications are late will be advised at which school their child will be offered a place as soon as possible.

## **Submitting Your Application**

Please check that you have submitted your online application form. It is not possible to process any unsubmitted application forms.

# Understanding and Processing Applications against Admission Criteria

## Information used when considering a child's home address

In all cases the use of an address when deciding on the allocation of places would be on the basis that this is your child's normal place of residence during the majority of the school week. If it is claimed that a child spends an equal amount of time at separate addresses during the school week, the parents will need to provide a signed affidavit, medical registration certificate or other legal document to confirm the child's usual place of residence.

Southend-on-Sea City Council takes very seriously any attempt to gain unfair advantage in the admissions process by giving false/misleading information (for example providing a false address).

## Moving house or changing address details

If you move address during the admissions process (September to July), you must notify School Admissions immediately by email or letter you should also inform your current school. You should provide proof of exchange of contracts if you have purchased your new home, or signed tenancy agreement if you are renting. If there are changes to your plans you must let School Admissions know immediately or your child's offer of a place could be withdrawn.

If you know you are moving to Southend City before the closing date for applications but are not able to provide evidence by that date, you must apply for Southend schools via your current home authority.

If you make an online application and you have moved house it is not sufficient only to change your address on your online application. You must inform School Admissions in writing and provide evidence of your move as described. If there are changes to your address details, you must let School Admissions know immediately or your child's offer of a place could be withdrawn. It is your responsibility to provide the Admissions Team with proof of address. Please do not assume that the Admissions Team have access to other records the Council may hold about you. For example, Council Tax.

## Change of home address after the closing date

Addresses for schools in Southend-on-Sea are as per the child's normal place of residence on 30 November, for Secondary Admissions. Any change of addresses that could not have reasonably been made by this date would be at the discretion of the Council. Any addresses after these dates are updated after national offer day and the applications re-ranked accordingly.

If you are not a Southend resident, please check with your local authority for their policy on change of address, as this may be different.

## Changes to the order of preferences

Changes to the order of preferences received after the closing date, will not be accepted 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.

## **Parents who provide false information in their application for a school place**

Southend-on-Sea City Council takes very seriously any attempt to gain unfair advantage in the admissions process by giving false information (for example providing a false address).

The Council may ask a sample of applicants to provide proof of their home address, such as:

- UK driving licence
- Council tax notification
- At least two utility bills dated within the last 3 months (gas, electricity or water)
- Signed Tenancy Agreement
- Exchange of Contracts letter
- Registration with a local doctor, dentist in the child's name

## **Parents who confirm they are renting a property**

If a parent claims to be renting a property, a rental agreement or lease arranged through a letting agency or estate agent will be needed together with written evidence that it is the child's normal place of residence. Informal letting agreements will not be accepted.

If the child's parents also own another property and have previously resided in that property, the Council will consider carefully whether the application for a school place has been made in good faith. In this situation consideration will be given to whether the rented property or the other property should be regarded as the child's normal place of residence.

## **Parents who own more than one Property**

If a parent owns more than one property, they must use the address that is the child's usual place of residence (that is: habitual place of residence for the school week). If, the child has resided in another property still owned by the parents, this address must not be used. In this situation the Council will consider carefully whether the application for a school place has been made in good faith and if the child is currently resident at that address. Consideration will be given to the property that should be regarded as the child's normal place of residence. Parents are reminded that where properties are under renovation and they have plans to move properties (that they own or do not own), the allocation of a school place cannot be determined on any intended future home arrangements. School allocations will therefore be on the current normal place of residence for the child.

## **Parents living in a temporary address**

You should not use an address that has been rented or moved into on a short term basis because of a temporary move due to personal circumstances, works being carried out to the main family residence, or living temporarily with family or friends at another home. If your circumstances have meant you have had no choice but to temporarily move to another property, you should advise The School Admissions Team when you apply. The School Admissions Team will advise you which address you should use, but in most circumstances it will be the address that you normally reside at and will likely move back to at some point in the future.

## **Using alternative addresses**

The use of an address of a friend or relative would not be regarded as the normal place of residence. Please be aware that an address used for before and after-school childcare arrangements will not be considered.

## **Verification of addresses**

The School Admissions Team takes steps to verify your child's home address either by cross referencing information held by your child's current school (if in Southend) or by asking for proof of address. Checks will also be made with other departments in the Council. Where it is suspected

that the family live outside of Southend, contact will be made with the relevant Local Authority. Where there is reasonable doubt as to the validity of a home address, the School Admissions Team has the right to take additional checking measures including, in some cases, unannounced home visits.

From time to time the School Admissions Team also conduct 'blanket' address checks.

### **Using a false address**

If, after offers of school places have been made, or the child has started at the school, it is established that fraudulent or intentionally misleading information has been provided to gain a place at a secondary school, the School Admissions Team will withdraw any school place offered. If an offer of a school place is withdrawn the parent can submit a fresh application.

All parents must provide proof of change of address if they move any time between September and July. Change of address affects the ranking of the application. Not disclosing a change of address constitutes 'misleading information'.

### **Reminder**

Regardless of your current circumstances, the address used for admissions must be the child's normal place of residence.

# Year 7 Under and Over Age Applicants

## Underage

For admissions into year 7, an applicant is **underage** if he or she will be under 11 years of age on 31 August immediately prior to admission in September. The Admissions Team will only accept applications from underage applicants who are already out of normal age group when they start year 6 in their primary/junior school.

The decision to promote the child to the year group above their 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 (this should be prior to the end of year 5). Confirmation of this is likely to be sought from the headteacher of the primary school concerned, by the LA on behalf of the admission authority.

## Over Age

An applicant is over age if he or she is 12 years of age or over on 31 August immediately before admission in September. The Admissions Team will not accept over age applicants for year 7 admissions unless there are verified and well documented exceptional circumstances, for example, of extended illness, for a child to repeat one of the primary school years.

The Admissions Team 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. The Admissions Team will thoroughly investigate 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 and any other relevant background evidence will be required from the parent and the school for such applicants.

The admission authority that approved an over or underage request will be required to provide evidence of the following:

- The outcome letter
- the parent's views
- information about the child's academic, social and emotional development
- where relevant, their medical history and the views of a medical professional
- whether they have previously been educated out of their normal age group
- and whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- views of the head teacher at the school concerned.

## Summer Born, Over Age

In the case of children born prematurely or the late summer months where parents were granted approval for admission at reception outside the normal age group, secondary schools in the City will honor this agreement (there may be matters to consider for selective and partially selective schools). In the main children will be permitted to continue to be educated outside normal age group.

Parents wishing to undertake the 11 plus for selective or partial selective places must consult the CSSE regarding the regulations for children out of usual age group. Parents should consult the admission arrangements for their preferred school in regard to over and underage admissions.

# How the Allocation of Places Works

All preferences are treated equally.

If a place is available at each of your preference schools the offer for a place will be made at your highest preference school that has a place available. Places are allocated according to the admission criteria for each of the preferred schools. Parents can list up to but not more than five schools.

## How Places are Allocated

1. If there are places at your first preference school the place will be offered to you.
2. If there are no places at your first preference school and there are places at your second preference the place will be offered to you. You will automatically be on the waiting list for the first preference and will be offered your right to appeal for the first preference.
3. If there are no places at your second preference school and there are places at your third preference the place will be offered to you. You will automatically be on the waiting list for the first and second preference and will have a right to appeal for the first and second preference. This process continues for your fourth and fifth preferences.
4. If it has not been possible to allocate your child a place at any of your preferred schools, the School Admissions Team will allocate a place to your child at the nearest nonselective school in the City to your home address with vacancies at that time.
5. You will automatically be on the waiting list for all the preferences that you have been refused and will have a right to appeal against all preferences not offered.



# Waiting Lists and Catchment Areas

## How Waiting Lists Work

On offer day the School Admissions Team has a list that ranks on-time preferences for each child according to the admission priority of the school (Southend Schools only). Selective schools and schools using selective tests or aptitude tests have more than one list relating to the different numbers allocated to different categories, for example, pupils living in the priority area and those outside the area.

Where there are more applications than there are places available, the ranked list is used to determine who gets a place at the school in accordance with the published admission number (PAN). Once places have been offered, any remaining pupils on the ranked list form the basis of the initial waiting list. Names are only removed from the waiting list at the parent's request. Late applications are then placed on the list and the list is re-ranked to take account of the appropriate admission priorities for all applications. When offers are declined this affects the places available at schools. Any places available are allocated from the waiting list.

## General Information on Waiting Lists

Changes to the waiting list occur when other applications for schools are made. This may be families moving into Southend or additional applications from those that did not get their preferred school(s). Each application will be slotted into the waiting list according to the school's admission criteria. An example of this would be a family moving into the [catchment area](#) and having a higher priority than someone already on the waiting list with an out of catchment sibling.

Successful appeals will also impact on a waiting list position. Additional pupils admitted by an Appeal Panel would put the potential number above the Published Admission Number (PAN) of a school. Before anyone else is admitted from a waiting list the number of pupils must go below the PAN.

It should be noted that if you are applying for a place at a school in another local authority, for example, Essex, then different waiting list systems may apply. You should check the scheme details for the other local authority.

Waiting lists will be maintained by the School Admissions Team for all Southend schools until August 2023. From September 2023 waiting lists become the responsibility of individual secondary schools and any enquiries about the waiting list must be referred directly to the school. All waiting lists must be held at least till the end of December. Pupils should check with the school for the length of time the waiting list runs.

## School Catchment Areas

The maps in this booklet give an illustration of the catchment areas for Secondary schools in Southend.

Interactive maps and catchment area guidelines are available on the website <https://school-catchment-areas-southend.com/>. Or you can contact the School Admissions Team on [admissions@southend.gov.uk](mailto:admissions@southend.gov.uk) or 01702 212934.

There is no guarantee of a place at any school even if you live in the catchment or priority area although most schools give a high priority to pupils living in their catchment area. It is recommended that you should use one of your preferences on the Common Application Form for your catchment area school. All schools have a published admission number above which they will not admit. Details of individual school admission limits are on the school pages of this booklet.

# Information About Selective School Admissions

Admission to some schools in Southend is determined by a selection test (the 11+).

The four grammar schools, Southend High School for Boys, Southend High School for Girls, Westcliff High School for Boys and Westcliff High School for Girls only admit pupils through the selection test. If you are applying for a place at a grammar school in Southend, we recommend that you apply to both grammar schools. Applying to both boys' grammar schools or both girls' grammar schools will improve your chances of being offered a place if your child achieves the pass mark.

Three other schools in Southend, Shoeburyness High School, St. Bernard's High School and St. Thomas More High School admit a proportion of their intake through the selection test. Admission to these three schools through the selection test is in addition to admission through their main admission criteria. This means that if you are applying for a selective place at any of these schools you only need to put one preference for the school on your application. You should indicate on the application form in the tick box, that you are applying for a selective place. You will automatically be considered through the main criteria as well and this does not count as an additional preference.

The allocation of places at each of the schools is determined by the score in the selection test, but how this is applied will vary between the schools and you need to read the admissions criteria carefully for each school. For example, the four Southend Grammar schools give preference to those pupils living within a defined geographical area that includes all addresses with a postcode SS0 to SS9 inclusive. In this booklet is a copy of a map detailing the defined area.

A pass mark for the examination is set annually, which ensures that the entrance standard remains comparable with that obtained in the period 1990 – 1994.

To take part in this year's CSSE test you must register for the selection test. You will need to complete a registration form online at [www.csse.org.uk](http://www.csse.org.uk) by the closing date 1 July 2022. The Test Registration Form allows parents to choose where they would like their child to sit the selection tests.

11 Plus test results will be sent by first class post to all candidates by the CSSE with a guidance sheet detailing the likely 11 plus score your child will need to attain to gain a place at the individual CSSE Schools. A look up facility for test results will be available as advised for candidates who have registered online.

Once parents have received the outcome of the selective test, they can then apply for a school place to the Local Authority which must be done by the closing date. The closing date for applications including, selective schools and all schools in and out of the City is 31 October 2022.

It is the Local Authority which will identify those to whom places are to be offered, taking into consideration both a pupil's performance in the entrance examination and the order of parental preferences. Offers will be sent to pupils on National Offer Day.

Please contact the CSSE for information regarding the test.

CSSE Administrative Office, P.O. Box 3087, Chelmsford, Essex CM1 3SY

Email: [admin@csse.org.uk](mailto:admin@csse.org.uk)

Telephone: (01245) 348257

# Schools that Allocate Places Based on Aptitude

## Southend Schools

The only school in Southend that admits children based on aptitude is **The Eastwood Academy**. The school admits up to a limit of 10% of the Published Admission Number (22).

Following completion of the SIF, applicants will be required to undertake an assessment of their aptitude (aptitude test). Aptitude tests take place in September. If the applicant is ill or injured on the day of the test, the Academy must be contacted, and an alternative day may be offered.

Aptitude Tests will be (provisionally) conducted on the following dates:

Monday 5th – Friday 9th September - (Performing Arts)

Saturday 10th, Wednesday 14th and Thursday 15th September - (Sport)

Additional dates will be added if needed.

After finishing the aptitude test, applicants will be informed, in writing, prior to 31st October, of their ranking in Sport and/or Performing Arts.

Please check the school's website for further details and to confirm dates of testing.

## Essex Schools

Four schools in Essex which are within a reasonable travelling distance of Southend also admit on aptitude.

- The Appleton School in Benfleet, places based on an aptitude for Languages.
- The Deanes School in Thundersley, places based on PE, Music, or Performing Arts.
- FitzWimarc School in Rayleigh, places to pupils who demonstrate an aptitude in Sport, Art, or Music
- King John School in Benfleet, places according to the results of a test of general ability living in SS postcode.

Parents should contact the above schools directly for details of registration dates.

# Other Admission Matters

## **In-Year Secondary Admissions**

Details on the In-Year Admissions process for secondary schools is available on the [councils website](#).

## **School Admissions Appeals**

Details on the School Admissions Appeals process is available on the [councils website](#).

## **In-Year Fair Access Protocols**

The School Admissions Code requires each Local Authority to have a Fair Access Protocol in place to make sure that access to education is secured quickly for children, especially the most vulnerable, who have no school place. All schools in the area admit their fair share of children who may present challenges to a school. The full policy is available on the website.

## **Applications for a Place in a School 6<sup>th</sup> Form**

All applications for places in a school 6th Form must be made directly to the school concerned. The school will be able to provide information regarding the courses they offer and the academic entry requirements. More details for Post 16 education can be found further on in this booklet.

## **Pupils in Public Care Needing a School Place Outside the Normal Round**

Children in public care that need admission outside the normal round, gain top priority on the oversubscription criteria and where necessary may be admitted over number. The nearest school with places will be considered in the first instance. This may be more complex for admission to faith or selective/partially selective schools as admission criteria will have to be met, such as academic level or faith category.

## **Enquiries on Your Application**

A request from a parent for information about their child's school admission application is made in line with the requirements of the General Data Protection Regulation (GDPR). A parent who was not the applicant does not have an automatic right to information about his/her child. This also applies to any other family member. If the School Admissions Team are contacted by anyone other than the parent who made the original application, we will not be able to share any information.

## **How We Use Your Information**

For details on our Privacy Notice (how we use your information) please see the Council's website.

## **Applications for Children of UK Service Personnel (UK Armed Forces)**

In line with the School Admissions Code, for applications made for children of UK service personnel, the School Admissions Team will process the application advance of the family arriving in the area, provided the application comes with an official letter that declares a relocation date and a Unit postal address or quartering area address. The application will be considered against the school oversubscription criteria.

## **Applications for Children that are Young Carers**

Applicants are encouraged to notify the LA if their child is a young carer, by doing so in the notes on their application. Information given by the applicant is shared with schools to make sure there is support once enrolled and does not influence the processing of the form. All applications are ranked according to the school admission criteria.

# Secondary Schools in Southend-on-Sea

The next pages give information on the state mainstream secondary schools in the City.

The following information is provided:

- School Admission Arrangements for state mainstream schools in the City of Southend-on-Sea
- School contact details
- School website address
- The school admission limit (also known as Published Admission Number – PAN);
- Number of places allocated in the last five years to year 7
- Data that is less than 5 children has been suppressed to protect the potential identification of individual children. This is under the General Data Protection Regulation (GDPR)

Full details of the schools' admission arrangements are available directly on their websites or on the Council's website [www.southend.gov.uk/admissions](http://www.southend.gov.uk/admissions). Admission arrangements are provided as determined by the admission authority of the respective schools and are known in June 2021. Any changes would be published in an erratum.

The definition of terms used in the admissions policies and how places are allocated can be found in the full arrangements under 'Admission Policies and Reports' on the Council's website [www.southend.gov.uk/admissions](http://www.southend.gov.uk/admissions).

Illustrative catchment and priority maps are shown further in this booklet. Interactive maps and catchment area guidelines are available on the website <https://school-catchment-areas-southend.com/> or you can contact the School Admissions Team on [admissions@southend.gov.uk](mailto:admissions@southend.gov.uk) or 01702 212934.

## Over and Underage Applications

All requests for over or underage admission must be made directly with the preferred schools. The common application form must still be completed and submitted to Southend on Sea City Council before the 31 October to be processed as 'on-time'.

## Previously Looked After Child

Any reference to previously looked after children means children who were adopted (or subject to child arrangements or special guardianship orders) immediately following having been looked after. The applicant must provide evidence to confirm the child was previously looked after by the state prior to being adopted, special guardianship or child arrangement order.

## Reminder:

Applications for secondary sector independent fee-paying schools are made directly to the school. There is one secondary independent fee-paying school in the City:

Thorpe Hall School which has a nursery, lower and upper school. Further details on [www.thorpehall.southend.sch.uk](http://www.thorpehall.southend.sch.uk)

Telephone: 01702 582 340

Email: [sec@thorpehall.southend.gov.uk](mailto:sec@thorpehall.southend.gov.uk)

## Published Admission Numbers for 2023

School	Admission Limit
Belfairs Academy	292
Cecil Jones Academy	220
Chase High School	226
Shoeburyness High School	310
Southchurch High School	168
Southend High School for Boys	180
Southend High School for Girls	180
St Bernard's High School	175
St Thomas More High School	180
The Eastwood Academy	220
Westcliff High School for Boys	185
Westcliff High School for Girls	184

## Reading Allocation Data

When considering the allocation data shown in the table for each school, please note that:

- Data for appeals lodged, heard and successful will be published in September 2022 and will be given to all year 6 children attending a school in the City. It will also be published on the Council website.
- Allocation data provided are as at the respective National Offer Day for each year.
- Allocation data changes as parents respond and more offers are made.
- <5 means numbers less than 5 are suppressed as pupils may be identified.

# Belfairs Academy

## Legra Academy Trust

Legra Multi Academy Trust Chief Executive: Mrs B Williams

Belfairs Academy Principal: Mrs B Williams

Address: Belfairs Academy, Highlands Boulevard, Leigh-on-Sea, Essex SS9 3TG

Telephone: 01702 509000

Email: [enquiries@belfairs.southend.sch.uk](mailto:enquiries@belfairs.southend.sch.uk)

Website: [www.belfairs.southend.sch.uk](http://www.belfairs.southend.sch.uk)

**Published Admission Number (PAN): 292**

## Admission Arrangements

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 the academy; places will be allocated using the admission criteria as below. Admission Criteria apply for admission to all year groups for this year. Admission Criteria will not apply to children with statement of special educational needs (SEN) 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 with explanatory notes following:

### Admission criteria:

1. 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)
2. Pupils who live in the catchment area served by the academy and who have a sibling attending the academy
3. Pupils who live in the catchment area served by the academy.
4. Pupils of staff at the academy
5. Pupils who live outside the catchment area served by the academy and who have a sibling attending the academy.
6. Pupils who live outside the catchment area served by the academy

For all criteria, please see explanatory notes below.

## Admission Criteria Explanatory Notes

### Siblings:

A sibling is a child who will have an older brother or sister still at the academy at the time of admission. (A sibling of the same parents, will be considered to be a brother or sister whether living at the same address or not. Fostered and adopted children and step, or half brothers and sisters, living at the same address will all be classed as siblings.)

### Pupils of staff at the school:

Children will be ranked in admission criteria 4, if they are children of staff at the school in either or both of the following circumstances:

- a) Where the member of staff (including, staff that are at the school in positions, such as: Senior Leadership Team/level, Head of Year Group, Head of Department, Administration or SENCO) has been employed at the school for two or more years at the time at which the application for admission to the academy is made; and/or
- b) The member of staff is recruited to fill a vacant post for which there is demonstrable 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.

### **Distance and Tie Break:**

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 for the main round and google maps for in-year admissions. 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.

### **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 children will be offered and the sibling will be an ‘excepted pupil’.

### **Distance where parents have separated**

The distance is measured the same for all applications. Only one application can be received. The academy not 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.

### **Waiting lists:**

Children’s names will automatically be on the waiting list if they did not receive an offer until the last day of the school year for which they applied, therefore - for year 7 it will be up to the end of the school year for year 7.

**Over and Underage applications (children outside the usual age group):** Refer to the requirements earlier in the booklet and in addition the academy will support any over or under age application where the requirements have been met and the Academy is satisfied that the child should continue to be educated out of normal age group.

**Appeals:** Parents will also have the opportunity to appeal against the refusal. Parents can apply by submitting an appeal form which is available on the academy web site. Appeals for year 7 are heard according to the published timetable and appeals for in-year admissions of 30 days.

**In-year applications:** Application for admission during year 7 and for years 8-11 must be made using the academy application form on the website and submitted directly to the academy. Further details are available on the school website.

**Catchment areas:** The catchment area map is available in the appendices. A postcode look up table is also available on the [Council website](#).

**Admission at age 16:** Prospective Sixth form students are encouraged to attend an Open Evening held at the academy in the autumn term. Admission criteria for 6th form are also available on the Council website.



Number of preferences received for admission into Year 7 in September 2022 was 866.

### Allocation Data for Belfairs Academy 2018-2022 DFE 882-5434

Admission Criteria	Number of pupils allocated a space by year				
	2022	2021	2020	2019	2018
Pupils with an EHCP	5	<5	<5	<5	<5
Pupils was/in Public Care	0	<5	<5	<5	<5
Catchment area siblings	87	63	74	79	56
Catchment area	179	190	211	204	195
Pupils of staff	0	<5	0	<5	<5
Out of catchment siblings	10	32	0	<5	<5
Out of Catchment	11	63	74	79	56
<b>Total offered on National Offer Day</b>	<b>292</b>	<b>292</b>	<b>292</b>	<b>292</b>	<b>262</b>

For September 2022, the last child offered was under the admissions criteria '*out of catchment area*' with the last place being offered to a pupil living 3.414 miles from the school.

Appeals	2022	2021	2020	2019	2018
Number of appeals logged for year 7	tbc	6	35	23	9
Number of appeals heard	tbc	5	33	17	3
Number of successful appeals	tbc	0	9	7	<5

# Cecil Jones Academy

## Loxford Academy Trust

Loxford Academy Trust Chief Executive: Mrs A Johnson OBE

Cecil Jones Academy Executive Headteacher: Mr R Micek

Address: Cecil Jones Academy, Eastern Avenue, Southend on Sea, Essex, SS2 4BU

Telephone: 01702 440000

Email: [enquiries@ceciljones.net](mailto:enquiries@ceciljones.net)

Website: <http://www.ceciljonesacademy.net>

**Published Admission Number (PAN): 220**

## Admission Arrangements

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 the academy; places will be allocated using the admission criteria as below. Admission Criteria apply for admission to all year groups for this year. Admission Criteria will not apply to children with statement of special educational needs (SEN) 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 with explanatory notes following:

### Admission Criteria:

1. 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)
2. Pupils who live in the catchment area served by the academy and who have a sibling attending the academy
3. Pupils who live in the catchment area served by the academy.
4. Pupils of staff at the academy
5. Pupils who live outside the catchment area served by the academy and who have a sibling attending the academy.
6. Pupils who live outside the catchment area served by the academy

For all criteria, please see explanatory notes below.

## Admission Criteria Explanatory Notes

**Siblings:** A sibling is a child who will have an older brother or sister still at the academy at the time of admission. (A sibling of the same parents will be considered to be a brother or sister whether living at the same address or not. Fostered and adopted children and step, or half brothers and sisters, living at the same address will all be classed as siblings.)

**Pupils of Staff:** Children will be ranked in admission criteria 4, if they are children of staff at the school in either or both of 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) has been employed at the school for two or more years at the time at which the application for admission to the academy is made; and/or
- b) The member of staff is recruited to fill a vacant post for which there is demonstrable 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.

**Distance and Tie Break:** 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 for the main round and google maps for in-year admissions. 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.

**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 were the last child offered is a twin or sibling of a multiple birth sibling both children will be offered and the sibling will be an ‘excepted pupil’.

**Distance where parents have separated:** The distance is measured the same for all applications. Only one application can be received. The academy not 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.

**Waiting lists:** Children’s names will automatically be on the waiting list if they did not receive an offer until the last day of the school year for which they applied, therefore - for year 7 it will be up to the end of the school year for year 7.

**Over and Under age applications (children outside the usual age group):** Refer to the requirements earlier in the booklet and in addition the academy will support any over or under age application were the requirements have been met and the Academy is satisfied that the child should continue to be educated out of normal age group.

**Appeals:** Parents will also have the opportunity to appeal against the refusal. Parents can apply by submitting an appeal form which available on the academy web site. Appeals for year 7 are heard according the published timetable and appeals for in-year admissions of 30 days.

**In-year applications:** Application for admission during year 7 and for years 8-11 must be made using the academy application form on the website and submitted directly to the academy. Further details are available on the school website.

**Catchment areas:** The catchment area is as illustrated on the catchment map in the appendices. A postcode look up table is also available on the [Council website](#).

**Admission at age 16:** Prospective Sixth form students are encouraged to attend an Open Evening held at the academy in the autumn term. Application details, including a prospectus and more specific course and curriculum information is available on this night and via the academy website. Prospective students will be invited to attend an Induction/Course Taster Programme in the summer term. Admission criteria for 6th form are also available on the school’s website.

Number of preferences received for admission into Year 7 in September 2022 was 235.

### Allocation Data for Cecil Jones Academy 2018-2022 DFE 882-4004

Admission Criteria	Number of pupils allocated a space by year				
	2022	2021	2020	2019	2018
Pupils with an EHCP	<5	0	<5	<5	<5
Pupils was/in Public Care	<5	0	0	0	<5
Catchment area siblings	2	21	22	20	31
Catchment area	72	79	38	26	35
Pupils of staff	0	0	0	0	n/a
Out of catchment siblings	14	9	<5	9	14
Out of Catchment	67	111	89	86	83
<b>Total offered on National Offer Day</b>	189	220	152	142	166

On offer day for September 2022, the last place offered was an 'alternative offer'.

Appeals	2022	2021	2020	2019	2018
Number of appeals logged for year 7	0	0	0	0	0
Number of appeals heard	0	0	0	0	0
Number of successful appeals	0	0	0	0	0

# Chase High School

## Discovery Educational Trust

Discovery Educational Trust Executive Headteacher: Mr R Duff

Chase High School Headteacher: Mr J Foster

Address: Chase High School, Prittlewell Chase, Westcliff-on-Sea, Essex, SS0 0RT

Telephone: 01702 354 441

Email: [chasehigh.school@chasehigh.org](mailto:chasehigh.school@chasehigh.org)

Website: <https://www.chasehigh.org/>

**Published Admission Number (PAN): 226**

## Admission Arrangements

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 the school; places will be allocated using the admission criteria as below. This will not apply to children with a statement of special educational needs (SEN) or Education, Health and Care (EHC) plans as the plan/ statement names the school and therefore the child must be admitted to the school if it is named on the statement. The admission criteria are listed below by the school with explanatory notes following.

### Admission Criteria:

1. 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)
2. Pupils who have a sibling attending the school.
3. Pupils who live in the catchment area.
4. Pupils who live outside the catchment area served by the school.

For all criteria, please see explanatory notes below.

### Admission Criteria Explanatory Notes

**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 the additional pupil(s) will be admitted even if this results in the admission limit for the year group being exceeded.

**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 (including flats) and the nearest pupil entrance to the school. If the pupil's home is a flat the distance will be measured to the main external entrance of the building.

**Tie Break:** 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 governing body).

**Distance where parents have separated:** The distance is measured the same for all applications. Only one application per child can be received. The school or LA should not have 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.

### Waiting list:

In accordance with the School Admissions Code, if Chase High School is over-subscribed students will automatically be placed on the waiting list for the school if they have been refused a place for the main round to year 7. Any application received after the National Offer Day will be slotted into the waiting list in the appropriate position (according to the admissions criteria) once the initial offers of places have been made. Waiting lists are held by the school for the school year and cease on the last day of the school year. Parents wishing to stay on the waiting list for the following year must reapply.

**Catchment areas:** The catchment area is as illustrated on the catchment map in the appendices. A postcode look up table is also available on the [Council website](#).

**Over and Under age applications (children outside the usual age group):** Refer to the requirements earlier in the booklet and in addition the academy will support any over or under age application were the requirements have been met and the Academy is satisfied that the child should continue to be educated out of normal age group.

**In-Year Admissions (Years 7-11):** Application forms for in-year admissions can be found on the school website and sent directly to the school. Further details are available on the school website.

**6th Form admissions:** Prospective Sixth Form students are encouraged to visit the school in the autumn term. Application details, including a prospectus, can be obtained online. The closing date for applications is April 30th, although late applicants can be considered any time up to September 30th. Admission criteria for 6th form are also available on the school's website.

Number of preferences received for admission into Year 7 in September 2022 was 407

### Allocation Data for Chase High School 2018-2022 DFE 882-4000

Admission Criteria	Number of pupils allocated a space by year				
	2022	2021	2020	2019	2018
Pupils with an EHCP	6	<5	<5	<5	<5
Pupils was/in Public Care	<5	<5	<5	<5	<5
Catchment area siblings	30	28	43	16	27
Catchment area	78	80	42	31	54
Out of catchment siblings	23	30	18	14	18
Out of Catchment	66	84	118	108	95
<b>Total offered on National Offer Day</b>	<b>206</b>	<b>226</b>	<b>226</b>	<b>173</b>	<b>196</b>

On offer day for September 2022, the last place offered was an 'alternative offer'.

Appeals	2022	2021	2020	2019	2018
Number of appeals logged for year 7	0	0	0	0	0
Number of appeals heard	0	0	0	0	0
Number of successful appeals	0	0	0	0	0

# Shoeburyness High School

## Southend East Community Academy Trust (SECAT)

Southend East Community Academy Trust Chief Executive: Mrs R Brock

Shoeburyness High School Headteacher: Ms C Costello

Address: Caulfield Road, Shoeburyness, Essex, SS3 9LL

Telephone: 01702 292286

Email: [schooloffice@shoeburyness.southend.sch.uk](mailto:schooloffice@shoeburyness.southend.sch.uk)

Website: <https://www.shoeburynesshigh.co.uk/>

Published Admission Number (PAN): 310

## Admission Arrangements

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 set out below. This will not apply to children with a statement of Special Educational Needs (SEN) 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 the school with explanatory notes following.

### Admission Criteria:

1. 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)
2. Up to 31 pupils granted preferential admission on the basis of their performance in the selection test procedure organised by the Consortium of Selective Schools in Essex
3. If any selective places remain unfilled, the Governors should consider whether any of the remaining applicants who took the selection tests are eligible to be awarded a borderline selective place (scores of 295 to 303)
4. Pupils who live in the catchment area who have an older sibling attending the school
5. Pupils who live in the catchment area
6. Pupils who live outside the catchment area who have an older sibling attending the school
7. Pupils who are attending year 6 at the following feeder primary schools: Bournes Green Junior; Friars Primary; Hinguar Primary; Richmond Avenue Primary; St George's Catholic Primary and Thorpedene Primary; and
8. Pupils who live outside the catchment area

For all criteria, please see explanatory notes below.

### Admission Criteria Explanatory Notes

**Borderline Selective Places:** All selective places (scores of 303 and above in the 11+ examination) and borderline selective places (scores of between 295 and 302.99 in the 11+ examination) are allocated with preference given to those students with the highest scores, in order of merit and whose normal place of residence lies within the priority area (see map below).

**Distance:** In the case of over subscription in any one category, a "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.

**Tie Break:** 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 governing body).

**Distance where parents have separated:** The distance is measured the same for all applications. Only one application can be received. The academy not 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.

**Waiting lists:** Children's names will automatically be on the waiting list for the school if they have been refused a place for the main round to year 7. In accordance with the School Admissions Code, if the school is over-subscribed any application received after the identified closing date will be slotted into the waiting list in the appropriate position (ranked according to the school's admission criteria) once the initial offers have been made. Each child subsequently added to the waiting list will require the list to be ranked again in line with the published oversubscription criteria (see page 1). Waiting lists for all year groups are closed at the end of each school year. If you would like your child to remain on the waiting list for the following academic year, you will need to reapply to the school in writing or via email to: [schooloffice@shoeburyness.southend.sch.uk](mailto:schooloffice@shoeburyness.southend.sch.uk)

**Siblings:** Siblings are considered to be an older 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 the additional pupil(s) will be admitted even if this results in the admission limit for the year group being exceeded.

**Over and Under age applications (children outside the usual age group):** Refer to the requirements earlier in the booklet and in addition the academy will support any over or under age application were the requirements have been met and the Academy is satisfied that the child should continue to be educated out of normal age group.

**In-year applications:** To apply for a school place during the academic year (during year 7 and for years 8-11) parents will need to complete an In-Year Application Form, which can be downloaded from our website or collected from school reception and must be submitted directly to the school. Further details are available on the school website.

**Admission at age 16:** Prospective year 12 students are encouraged to visit our school prior to the autumn term. Application details, including a prospectus, can be accessed on the school website. Admission criteria for 6th form are also available on the Council website.

**Appeals:** If it is not possible to offer the child a place at the school, details of the appeals process will be forwarded to the parent by the school. If you would like to appeal against the decision not to offer your child a place at Shoeburyness High School, please complete a Notice of Appeal Form.

**Catchment areas:** The catchment area is as illustrated on the catchment map in the appendices. A postcode look up table is also available on the [Council website](#).



Number of preferences received for admission into Year 7 in September 2022 was 807.

### Allocation Data for Shoeburyness High School 2018-2022 DFE 882-4034

Admission Criteria	Number of pupils allocated a space by year				
	2022	2021	2020	2019	2018
Pupils with an EHCP	8	7	<5	11	<5
Pupils was/in Public Care	7	8	16	10	7
Selective	12	22	31	31	12
Borderline Selective	11	9	0	0	13
Catchment area siblings	82	100	73	87	82
Catchment area	175	164	178	171	162
Out of catchment siblings	10	0	12	0	18
Out of Catchment	5	0	0	0	11
<b>Total offered on National Offer Day</b>	<b>310</b>	<b>310</b>	<b>310</b>	<b>310</b>	<b>310</b>

For September 2022, the last child was admitted under the admissions criteria *living in the catchment area* with the last place being offered to a pupil living 1.738 miles from the school.

Appeals	2022	2021	2020	2019	2018
Number of appeals logged for year 7	tbc	25	16	19	32
Number of appeals heard	tbc	13	15	16	24
Number of successful appeals	tbc	<5	<5	<5	<5

# Southchurch High School

## Partnership Learning

Partnership Learning Chief Executive: Mr R Leighton

Southchurch High School Headteacher: Mr S Reynolds

Address: Southchurch Boulevard, Southend-on-Sea, SS2 4XA

Telephone: 01702 900777

Email: [admissions@southchurchschool.com](mailto:admissions@southchurchschool.com)

Website: <http://www.southchurchschool.com/>

**Published Admission Number (PAN): 168**

## Admission Arrangements

Students are admitted whatever their ability, up to the number of places available. If there are not enough places for all those who have expressed a wish to have their child admitted to the school; places will be allocated using the admission criteria as below. This will not apply to children with Education, Health and Care (EHC) plans as the plan names the school and therefore the child must be admitted to the named school. The admission criteria are listed below by the school with explanatory notes following.

### Admission Criteria:

1. 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)
2. Students who will have siblings at the school;
3. Students of staff at the school;
4. Students living in the catchment area of the school on the basis of closeness to the school;
5. Students living outside the catchment area of the school on the basis of closeness to the school.

For all criteria, please see explanatory notes below.

### Admission Criteria Explanatory Notes

**Distance:** In the case of over subscription in any one category, "straight line" distance will be used to measure the distance between the student's home and the nearest student entrance to the school. Distances will be measured using the Local Authority's computerised measuring system. The students living closest will be given priority. If the student's home is a flat the distance will be measured to the main external entrance to the building.

**Tie Break:** If the same distance is shared by more than one student, 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 Governing Body). In the case where the last child offered is a twin or sibling of a multiple birth sibling, both children will be offered and the sibling will be an 'excepted student'.

**Pupils of Staff:** Children will be ranked in this admission criteria if they are children of staff at the school in either or both of the following circumstances:

- 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 SENDCo) has been employed at the school (for infant and junior schools it will be staff at either school) for two or more years at the time at which the application for admission to the school is made, and/or

- the member of staff is recruited to fill a vacant post for which there is a demonstrable specialist skill shortage and
- 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.

**Distance where parents have separated:** The distance is measured the same for all applications. Only one application can be received. The academy not 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.

**Waiting lists:** Children’s names will automatically be on the waiting list for the school if they have been refused a place for the main round to year 7. In accordance with the School Admissions Code, if the school is oversubscribed any application received after the identified closing date will be slotted into the waiting list in the appropriate position (ranked according to the school’s admission criteria) once the initial offers have been made.

Waiting lists for all year groups are closed at the end of each school year. If you would like your child to remain on the waiting list for the following academic year, you will need to reapply to the school.

**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.

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 2021, the additional student(s) will be admitted even if this results in the admission limit for the year group being exceeded.

**Appeals:** Parents also have the opportunity to appeal against the decision to refuse admission of a child. Parents apply directly to the school.

**Over and Under age applications (children outside the usual age group):** Refer to the requirements earlier in the booklet and in addition the academy will support any over or under age application were the requirements have been met and the Academy is satisfied that the child should continue to be educated out of normal age group.

**In-year applications:** To apply for a school place during the academic year (during year 7 and for years 8-11) parents will need to complete a school application form, which can be downloaded from our website or collected from school reception and must be submitted directly to the school.

**Catchment areas:** The catchment area is as illustrated on the catchment map in the appendices. A postcode look up table is also available on the [Council website](#).

Number of preferences received for admission into Year 7 in September 2022 was 474.

### Allocation Data for Southchurch High School 2018-2022 DFE 882-4002

Admission Criteria	Number of pupils allocated a space by year				
	2022	2021	2020	2019	2018
Pupils with an EHCP	<5	5	6	<5	<5
Pupils was/in Public Care	5	<5	<5	0	0
Pupils with a sibling at the school	58	61	48	38	22
Catchment area	89	84	83	78	58
Out of Catchment	12	14	27	50	87
<b>Total offered on National Offer Day</b>	<b>168</b>	<b>168</b>	<b>168</b>	<b>168</b>	<b>168</b>

For September 2022, the last child was admitted under the admissions criteria *pupils living outside the catchment* area with the last place being offered to a pupil living 0.536 miles from the school.

Appeals	2022	2021	2020	2019	2018
Number of appeals logged for year 7	tbc	19	25	25	5
Number of appeals heard	tbc	14	23	21	<5
Number of successful appeals	tbc	0	0	<5	0

# Southend High School for Boys

Headteacher: Dr R Bevan

Address: Prittlewell Chase, Southend-on-Sea, Essex SSO ORG

Telephone: 01702 606200

Email: [enquiries@shsb.org.uk](mailto:enquiries@shsb.org.uk)

Website: <https://www.shsb.org.uk/>

Published Admission Number (PAN): 180

## Admission Arrangements

Southend High School for Boys is a selective single-sex boys academy grammar school. The testing for admission to the school at age 11 is determined through a selection procedure administered by the Consortium of Selective Schools in Essex (CSSE). These admission criteria are to be read in conjunction with the locally agreed co-ordinated admissions scheme.

Full details of the admission process is published in the secondary booklet available from [www.southend.gov.uk/admissions](http://www.southend.gov.uk/admissions). The application process, in summary, involves five stages:

- i. test registration for your child;
- ii. test attendance by your child;
- iii. receipt of test results for your child;
- iv. application, naming this school as a preference, to your Local Authority; and
- v. the allocation of places at this school by the Local Authority.

This document provides additional detail about each of these steps, waiting lists and appeals.

### Test Registration

2. The CSSE Supplementary Information Form (SIF) must be completed in order to register a child to sit the selection tests and should be returned to the CSSE by the published deadline. It can also be completed on line and accessed through the CSSE website at: [www.csse.org.uk](http://www.csse.org.uk). Parents intending to seek 'preferential consideration' (note A) must indicate their reason, at the time of test registration, on the SIF.
3. Registration to sit the tests is open to children who will be aged 11 on 31<sup>st</sup> August immediately prior to admission in September. Younger or older children may, exceptionally, be allowed to sit the tests; but these applications must first be approved by the CSSE's Headteacher panel (note E).

### Test Attendance

4. Tests in English and mathematics will be taken on a date and at a school determined by the CSSE. Parents may identify a preferred venue on the SIF. Sample practice papers are available free-of-charge on the CSSE website along with full details of the application process.

### Test Results

5. The CSSE will issue individual results of the tests on a date specified on the CSSE website.

### Application to the school

6. All applications will be processed through the Local Authority Co-ordinated Admissions Procedure. Parents must express a preference for this school on their Local Authority (LA) Single Application Form (or Common Application Form) in order for their child to be considered for a place. [The deadline for completing this form if you live within the Southend or Essex Local Authorities is 31<sup>st</sup> October (subject to confirmation).]

7. For the September 2023 intake, the school's published admission number (PAN) is 180. The PAN for each year group (8-11) for 2022 is 180.

### Education Health and Care Plans

8. Children who have an EHCP are admitted under separate statutory procedures, and not under this policy. Any child who passes the selection tests and who has an EHCP (note C) that names this school, will be admitted prior to the allocation of places to other applicants, and the number of places available to other children within the PAN for Year 7 will be reduced.

### Allocation of places

9. The offer of a place is dependent upon passing the selection tests. However, passing the selection tests is not a guarantee of being offered a place. A pass mark for the tests is set annually, which ensures that the entrance standard remains comparable to that which was applied in the period 1990 to 1994. No pupil, in any priority category, will be admitted below this pass mark. In each category, places are allocated in order of the mark achieved, higher passing candidates first.

10. The school determines admission in the order of priority set out below:

- i) Looked after children and previously looked after children (note B) who have passed the selection tests.
- ii) **Children whose normal/habitual place of residence (as assessed in the terms provided, annually, in the Southend Local Authority secondary admissions booklet) lies *within* the catchment area postcode areas SS0, SS1, SS2, SS3, SS4, SS5, SS6, SS7, SS8 and SS9, subject to their passing the selection tests.** A quota of up to 5/6ths of the published admissions number (PAN) is reserved at this school for children in this category (150). 10% of *this quota* (15 out of 150) is designated for children from within the catchment area who are entitled to 'preferential consideration' (note A).

First, the 10% of places designated for 'preferential consideration' (note A) from within the catchment area are allocated, in rank order of marks, to those exceeding the pass mark: candidates who score higher marks will be allocated places before those who pass at a lower level. Then, the remaining places within the quota are allocated, in rank order of marks, to any applicants from within the catchment area who have exceeded the pass mark: candidates who score higher marks will be allocated places before those who pass at a lower level. The school is 'full' in this category when the quota has been reached, or when there are no more candidates from within the catchment area who have passed and have listed the school as a preference.

- iii) **Children whose normal/habitual place of residence (as assessed in the terms provided, annually, in the Southend Local Authority secondary admissions booklet) lies *outside* the postcode areas SS0, SS1, SS2, SS3, SS4, SS5, SS6, SS7, SS8 and SS9, subject to their passing the selection tests.** 10% of the places remaining after the local quota has been deducted from the PAN (3 out of 30), is designated for children from outside the catchment area who are entitled to 'preferential consideration' (note A).

The 10% of places designated for 'preferential consideration' (note A) from outside the catchment area are allocated, in rank order of marks, to those exceeding the pass mark: candidates who score higher marks will be allocated places before those who pass at a lower level. Then, all remaining places are allocated, in rank order of marks, to any applicants from outside the catchment area who have exceeded the pass mark: candidates who score higher marks will be allocated places before those who pass at a lower level. Places will be offered until the total PAN has been reached.

11. In the event of pupils achieving the same mark for the last available place, priority will be given to any child entitled to 'preferential consideration' (note A); then, if this does not differentiate, to the pupil who lives closest to the school as measured in a straight line from the front door of the child's normal/habitual place of residence (as assessed in the terms provided, annually, in the Southend Local Authority secondary admissions booklet) to the nearest pupil entrance to the school, with those living nearest being given preference. Distances will be measured using the Local Authority's computerised measuring system. 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 Governing Body).

### **Waiting lists**

12. Waiting lists, based on the test results, are maintained in each category until 31<sup>st</sup> December. If a place has been offered and is then declined, a new offer will be made to whichever candidate has the next highest score, exceeding the pass mark, in the same category. If there is no waiting list in the relevant category, the new offer is made from the waiting list in the next priority category, until the priority category limit is reached and/or the school's overall admission limit is met. Any additional applicants, prior to 31<sup>st</sup> December, will be added to the waiting list, which will be re-ordered and ranked in line with the published oversubscription criteria. After 1<sup>st</sup> January, waiting lists are maintained, and places are offered, in accordance with the school's in-year application process. This may include re-testing.

### **Section B: Post-11+ Admission ('in-year' admission)**

The procedure for application to Year 7 prior to 1 January is detailed in the previous section. Those parents who wish their child to be considered for entry should complete and return an In-Year Application Form, which can be found on the school's website ([www.shsb.org.uk](http://www.shsb.org.uk)) with full details.

Parents of an unsuccessful applicant have a right of appeal to an independent appeal panel.

**Admission to the Sixth Form:** Applications are also welcomed for entry into the school at Sixth Form level. The Sixth Form brochure and application form are available from the school's website: [www.shsb.org.uk](http://www.shsb.org.uk). Students should complete and submit the online application form by the published deadline.

Number of preferences received for admission into Year 7 in September 2022 was 956.

### Allocation Data for Southend High School for Boys 2018-2022 DFE 882-5446

Admission Criteria	Number of pupils allocated a space by year				
	2022	2021	2020	2019	2018
Pupils with an Education, Health and Care Plan	0	0	<5	<5	0
Pupils living in the Priority admissions area with preferential consideration	5	6	<5	n/a	n/a
Pupils living in the Priority admissions area	117	95	129	113	125
Pupils living outside the Priority admissions area with preferential consideration	3	<5	<5	n/a	n/a
Pupils living outside the Priority admissions area	55	76	44	66	55
<b>Total offered on National Offer Day</b>	180	180	180	180	180

For September 2022, the last child was admitted under the admissions criteria pupils living outside the priority admissions area.

Appeals	2022	2021	2020	2019	2018
Number of appeals logged for year 7	tbc	13	23	26	19
Number of appeals heard	tbc	11	17	24	18
Number of successful appeals	tbc	<5	<5	<5	0



# Southend High School for Girls

Headteacher: Mr J Carey

Address: Southchurch Boulevard, Southend-on-Sea, SS2 4UZ

Telephone: 01702 588852

Email: [office@shsg.org](mailto:office@shsg.org)

Website: <https://www.shsg.org/>

**Published Admission Number (PAN): 180**

## Admission Arrangements

Southend High School for Girls is a selective single-sex girl's academy grammar school.

Admission to the school at age 11 is determined through a selection procedure administered by the Consortium of Selective Schools in Essex (CSSE). These admission criteria are to be read in conjunction with the locally agreed co-ordinated admissions scheme.

**The Admission Test:** The CSSE Supplementary Information Form (SIF) must be completed to register a child to sit the selection tests and should be returned to the CSSE by the published deadline. It can also be completed online and accessed through the CSSE website at: [www.csse.org.uk](http://www.csse.org.uk). Parents intending to seek 'preferential consideration' (see notes) must indicate their reason, at the time of test registration, on the SIF.

**Test Attendance:** Tests in English and Mathematics will be taken on a date and at a school determined by the CSSE. Parents may identify a preferred venue on the SIF. Sample practice papers are available free-of-charge on the CSSE website along with full details of the application process.

**Test Results:** The CSSE will issue individual results of the tests on a date specified.

**Selection and allocation of places:** Parents must express a preference for this school on their Local Authority (LA) Single Application Form (or Common Application Form) in order for their child to be considered for a place. The deadline for completing this form if you live within the Southend or Essex Local Authorities is 31st October.

Registration to sit the tests is open to children who will be aged 11 on 31st August 2023. Younger or older children may, exceptionally, be allowed to sit the tests; but these applications must first be approved by the CSSE's Headteacher panel.

Children who have an EHCP are admitted under separate statutory procedures, and not under this policy. Any child who passes the selection tests and who has an EHCP that names this school will be admitted prior to the allocation of places to other applicants, and the number of places available to other children within the PAN for Year 7 will be reduced.

The offer of a place is dependent upon passing the selection tests. However, passing the selection tests is not a guarantee of being offered a place. A pass mark for the tests is set annually, which ensures that the entrance standard remains comparable to that which was applied in the period 1990 to 1994. No pupil, in any priority category, will be admitted below this pass mark. In each category, places are allocated in order of the mark achieved, higher passing candidates first.

## Admission Criteria:

The school determines admission in the order of priority set out below:

1. Looked-after children and previously looked after children who have passed the selection tests.
2. Children whose normal/habitual place of residence (as assessed in the terms provided, annually, in the Southend Local Authority secondary admissions booklet) lies within the priority area postcode areas SS0, SS1, SS2, SS3, SS4, SS5, SS6, SS7, SS8 and SS9, subject to their passing the selection tests. A quota of up to 80% (144 places) of the published admissions number (PAN) is reserved at this school for children in this category. A maximum of 10% (14 places) of this quota is designated for children from within the priority area who are entitled to 'preferential consideration' (see notes).

First, the 10% of places designated for 'preferential consideration' (see notes) from within the priority area are allocated, in rank order of marks, to those exceeding the pass mark: candidates who score higher marks will be allocated places before those who pass at a lower level. Then, the remaining places within the quota are allocated, in rank order of marks, to all other applicants in this category who have exceeded the pass mark: candidates who score higher marks will be allocated places before those who pass at a lower level. The school is 'full' in this category when the quota has been reached, or when there are no more candidates from within the priority area who have passed and have listed the school as a preference, or the total Pan has been reached.

3. Children whose normal/habitual place of residence (as assessed in the terms provided, annually, in the Southend Local Authority secondary admissions booklet) lies outside the postcode areas SS0, SS1, SS2, SS3, SS4, SS5, SS6, SS7, SS8 and SS9, subject to their passing the selection tests. A maximum of 10% of the places remaining, after the local quota has been deducted from the PAN, is designated for children from outside the priority area who are entitled to 'preferential consideration'.

First, 10% of places designated for 'preferential consideration' from outside the priority area are allocated, in rank order of marks, to those exceeding the pass mark: candidates who score higher marks will be allocated places before those who pass at a lower level. Then, any remaining places are allocated, in rank order of marks, to all other applicants in this category who have exceeded the pass mark: candidates who score higher marks will be allocated places before those who pass at a lower level. Places will be offered until the total PAN has been reached.

## Admission Criteria Explanatory Notes

**Tie Break:** In the event of pupils achieving the same mark for the last available place, priority will be given to any child entitled to 'preferential consideration' (see notes); then, if this does not differentiate, to the pupil who lives closest to the school as measured in a straight line from the front door of the child's normal/habitual place of residence (as assessed in the terms provided, annually, in the Southend Local Authority secondary admissions booklet) to the nearest pupil entrance to the school, with those living nearest being given preference. Distances will be measured using the Local Authority's computerised measuring system. If the same distance is shared by more than one pupil and only one place is available, the place will be awarded based on a computerised random allocation process (supervised by someone independent of the Governing Body).

**Waiting Lists:** Students who pass the test but are unsuccessful in being allocated a place at the school on national offer day will be added to the waiting list for their appropriate category. These

waiting lists, based on the test results, are maintained in each category until 31st December (offer day to the first day of term by the local authority and by the school thereafter). Each added child will require the list to be ranked again in the appropriate category. If a place has been offered and is then declined, a new offer will be made to whichever candidate has the next highest score, exceeding the pass mark, in the same category. If there is no waiting list in the relevant category, the new offer is made from the waiting list in the next priority category. After 1st January, waiting lists are maintained, and places are offered, in accordance with the school's in-year application process. This will include re-testing.

**Fraudulent applications:** If a school place is obtained through fraudulent means, the offer of a place will be withdrawn. This can include the removal of a pupil once started at the school. Details on fraudulent applications are available in the secondary admissions booklet on the Councils website.

**Appeals:** All parents have a statutory right of appeal against non-admission to those schools listed on their LA Single (or Common) Application Form. This right may be exercised only after school places have been offered on National Offer Day on 1st March. Appeals must be lodged directly with the school within 20 school days of the date of notification that their application was unsuccessful. Panel hearings take place within 40 school days of the deadline for lodging appeals.

**In-year Admissions Years 7-11:** Those parents who wish their child to be considered for entry should complete and return an In-Year Application Form, which can be found on the school's website. Details of the in-year application process are provided in the full policy on the school's website.

**Sixth Form Admissions:** For the September 2023 intake, the school's published admission number into year 12 (PAN) is 208. There are 180 places available for internal students, leaving a minimum of 28 places available for external applicants.

Entrance Requirements

Current Southend High School for Girls Students

Sixth Form places are reserved for all students who are currently in Year 11 at Southend High School for Girls, provided they meet the admissions criteria for Sixth Form and individual subject requirements which are detailed on the school website.

All applicants

All applicants must have achieved:

- A minimum of a GCSE grade 5 in English and Mathematics.
- A minimum of 46 points from their best eight GCSE subjects.
- A minimum of two GCSE grade 7s. Form and individual subject requirements which are detailed on the school website.

For explanatory notes on preferential consideration, Looked after children, Education Health and Care Plan, Pupil Premium grant and full details for over and under age admission please consult the full policy on the school's website.

Number of preferences received for admission into Year 7 in September 2022 was 834.

### Allocation Data for Southend High School for Girls 2018-2022 DFE 882-5428

Admission Criteria	Number of pupils allocated a space by year				
	2022	2021	2020	2019	2018
Pupils with an Education, Health and Care Plan	0	0	<5	0	0
Pupils living in the Priority admissions area with preferential admission	5	5	8	n/a	n/a
Pupils living in the Priority admissions area	70	85	122	129	132
Pupils living outside the Priority admissions area with preferential admission	3	<5	<5	n/a	n/a
Pupils living outside the Priority admissions area	102	87	46	51	48
<b>Total offered on National Offer Day</b>	180	180	180	180	180

On offer day for September 2022, the last child was admitted under the admissions criteria pupils living outside the priority admissions area.

Appeals	2022	2021	2020	2019	2018
Number of appeals logged for year 7	tbc	12	12	22	14
Number of appeals heard	tbc	11	12	19	14
Number of successful appeals	tbc	1	0	<5	0

# St Bernard's High School

Headteacher: Mrs A Moise-Dixon

Address: Milton Road, Westcliff-on-Sea, Essex, SS0 7JS

Telephone: 01702 343583

Email: [office@stbernards.southend.sch.uk](mailto:office@stbernards.southend.sch.uk)

Website: <https://www.stbernards.southend.sch.uk/>

Published Admission Number (PAN): 175

## The Allocation of Places

Up to 63 selective places will be offered to girls who have passed the 11+ Exam Selective Test as administered by the Consortium of Selective Schools in Essex and whose normal place of residence lies within the priority area. If two or more girls tie for the final selective place, then it will be awarded using the oversubscription criteria.

To enable the school's Governing Body to apply its admissions criteria, it will be necessary for parents to complete the school's Supplementary Information Form (SIF) in addition to the Local Authority form. Where appropriate, the SIF should be supported by a Certificate of Catholic Practice obtained from the applicant's Parish Priest (or another Priest who knows the family well). Applications which are not supported by a completed Supplementary Information Form will fall into Category J of the oversubscription criteria.

If at the time of admission there are more applications than there are places the Governors will apply the following oversubscription criteria to rank applications in priority order. Non-Selective places will be offered to bring the total intake for the year to 175.

## Admission Criteria:

- A. Catholic children in public care or who were previously in public care (see explanatory note 1)
- B. Practising\* Catholic girls living in the following parishes, whose application is supported by a Certificate of Catholic Practice from their Parish Priest: Our Lady of Lourdes, Leigh-on-Sea; St. Helen's, Westcliff-on-Sea; Sacred Heart, Southend-on-Sea; St. Teresa's, Rochford; St. George's, Shoebury; St. Peter's, Eastwood; St. John Fisher, Prittlewell; Holy Family, South Benfleet; Our Lady of Ransom, Rayleigh and Our Lady of Canvey, Canvey Island.
- C. Other practising Catholic girls whose application is supported by a Certificate of Catholic Practice from their Parish Priest.
- D. Baptised Catholics whose application is not supported by a Certificate of Catholic Practice from their Parish Priest.
- E. Other children in public care or who were previously in public care (see explanatory notes below)
- F. Girls of the Eastern Orthodox Church\*\*\* and whose normal place of residence lies within the priority area (see map attached) whose application is supported by their priest.
- G. Practising Christian girls attending Catholic Primary schools, whose application is supported in writing by their Minister.
- H. Practising Christian girls whose normal place of residence lies within the priority area (see map attached) and whose application is supported in writing by their Minister.
- I. Non-Christian girls whose normal place of residence lies within the priority area (see map attached) and whose application is supported in writing by their local religious leader
- J. Applications from girls who do not fall into the above categories.

## Admission Criteria Explanatory Notes

Preference will be given within each of the above categories according to the following criteria:

1. Girls with a sibling\*\* at the school or at St. Thomas More High School, Westcliff at the time of admission.
2. Proximity of the child's home to the school, as measured by the shortest route; those living closest to the school being accorded the highest priority. Where a child resides at more than one address the distance will be measured using the address where they reside for the majority of the time.

### Definitions:

\*Practising—to meet the term practising the minister who supplies the letter in support of the application must indicate that the child is practising her faith. For practising Catholic children this is a Certificate of Catholic Practice from their Parish Priest.

\*\*A sibling is defined as the full, half, step, adopted and long term fostered siblings at St Bernard's High School or St. Thomas More High School who reside in the same household at the time of admission.

\*\*\* The status of Eastern Orthodox Churches, solely for the purpose of admission to St Bernard's High school, are listed at <https://www.stbernardswestcliff.org.uk/page/?title=Admissions&pid=43>

**Distance:** In the case of over subscription in any one category "straight line" distance will be used to measure between the pupil's home and the nearest pupil entrance to the school. If the pupil's home is a flat the distance will be measured to the main external entrance of the building. If one sibling (as defined above) from a multiple birth gains a place, the other(s) will be admitted automatically, even if this means the published admission number will be exceeded. Similarly, if two children were eligible for the last place and they lived precisely the same distance from the school, both would be admitted.

**Proof of Baptism:** To apply the admissions criteria fairly, proof of baptism will be required. Catholic children baptised in parishes other than the named parishes (criteria B) and all other Christian children will be required to include a copy of their Baptismal Certificate, if appropriate, with their application. In the named parishes confirmation of Baptism will be sought from the Parish Priest at the same time as a Certificate of Catholic Practice.

**Looked after children and Previously looked after children:** Definition is provided in the glossary of this booklet.

**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

**Waiting Lists:** Waiting lists: Lists for each intake year are kept for students wishing to remain on our waiting list. Admission, if a vacancy becomes available, is strictly in the order of the admissions criteria. Each added child will require the list to be ranked again in line with the published oversubscription criteria.

**Over and Under age applications:** To request admission out of normal age group during the transfer process of year 6 to 7:- To request admission out of usual age group applicants must write to the local authority with their request. The local authority will share the details of the request with the school. Parents will be notified of the outcome before the allocation of places and must apply during the main round for the usual age group.

To request admission out of normal age group in-year: To request admission out of usual age group applicants must write to the Head Teacher with their request. The Head Teacher will advise accordingly and will ensure that a formal written outcome is provided.

**In-Year Admissions:** To apply for a Year 7 school place after the normal admission cycle or for admission into Years 8-11, parents will need to complete an In-Year application form and Supplementary Information Form (both available from the school and school website).

**Appeals:** Appeals against a decision of the Governors should be addressed to the Correspondent to the Governors within 2 weeks of the receipt of the decision. These appeals will be considered by an Independent Appeals Committee.

**Admission to the Sixth Form:** Prospective Sixth Form students are encouraged to visit the school in the autumn term of their Year 11 studies. Application details, including a prospectus, can be obtained via the school website. The closing date for application is the final day of the Autumn term in Year 11.

**Priority Area Map for St Bernard's High School:** Priority area map is available in the appendices of this booklet and on the [council's website](#).

Number of preferences received for admission into Year 7 in September 2022 was 457.

### Allocation Data for St Bernard's High School 2018-2022 DFE 882-5465

Admission Criteria	Number of pupils allocated				
	2022	2021	2020	2019	2018
Pupils with an Education, Health and Care Plan	<5	<5	<5	<5	<5
Catholic girls in Public Care	<5	<5	<5	<5	0
Selective	<5	<5	<5	<5	47
Catholic pupils within the area	59	75	100	79	80
Catholic pupils outside the area	8	31	21	33	18
Other baptised Catholics	23	22	20	16	0
Non-Catholic girls in Public Care	0	<5	0	<5	0
Girls of Eastern Orthodox Church	1	<5	<5	<5	0
Christian pupils attending Catholic primary schools	6	9	<5	<5	0
Other Christian pupils	28	23	23	17	0
Other Faith pupils	25	<5	0	16	0
Pupils not falling into any of the above categories	19	0	0	<5	0
<b>Total offered on National Offer Day</b>	175	175	175	175	146

September 2022, the last child was admitted under the admissions criteria 'Pupils not falling into any of the above categories'

Appeals	2022	2021	2020	2019	2018
Number of appeals logged for year 7	tbc	18	25	14	43
Number of appeals heard	tbc	16	21	9	36
Number of successful appeals	tbc	0	0	0	<5

# St Thomas More High School

## Assisi Catholic Trust

St Thomas More Headteacher: Mrs G Ackred

Address: Kenilworth Gardens, Westcliff-on-Sea, SS0 0BW

Telephone: 01702 344933

Email: [office@st-thomasmore.southend.sch.uk](mailto:office@st-thomasmore.southend.sch.uk)

Website: <https://www.st-thomasmore.southend.sch.uk/>

Published Admission Number (PAN): 180

## Admission Arrangements

To enable the school's Governing Body to apply its admissions criteria, it will be necessary for parents to complete the school's Supplementary Information Form (SIF) in addition to the Local Authority form. Where appropriate, the SIF should be supported by a Certificate of Catholic Practice obtained from the applicant's Parish Priest (or another Priest who knows the family well).

## Admission Criteria:

If at the time of admission there are more applications than there are places the Governors will apply the following oversubscription criteria to rank applications in priority order:

1. Up to 30 places will be offered to boys who have passed the 11+ Exam Selective Test as administered by the Consortium of Selective Schools in Essex (of which the school is a founder member), and whose normal place of residence lies within the postcode areas of SS0, SS1, SS2, SS3, SS4, SS5, SS6, SS7, SS8 and SS9. If two or more boys tie for the final selective place, then it will be awarded using the oversubscription criteria.
2. "Looked after" boys from Catholic families and boys who were looked after but ceased to be so because they were adopted by Catholic families (or became subject to a residence order or special guardianship order).
3. Baptised, practising\* Catholic boys living in the parishes of Our Lady of Lourdes, Leigh on Sea; St. Helen's, Westcliff on Sea; Sacred Heart, Southend on Sea; St. Georges, Shoebury; St. Peter's, Eastwood; St. John Fisher, Prittlewell; St. Teresa's, Rochford; Holy Family, South Benfleet; Our Lady of Ransom, Rayleigh and Our Lady of Canvey, Canvey Island.
4. Other baptised, practising\* Catholic boys.
5. Baptised Catholic boys
6. Other "looked after" boys and boys who were looked after but ceased to be so because they were adopted by families (or became subject to a residence order or special guardianship order).
7. Practising\* Christian boys attending Catholic primary schools. In allocating places, the Governors will consider priority to applications that are supported in writing by their Minister.
8. Practising\* Christian boys whose parents desire for them a Catholic education. In allocating places, the Governors will consider priority to applications that are supported in writing by their Minister.
9. Families who desire a Catholic education for their son.

## Admission Criteria Explanatory Notes

Preference will be given within each category to:

1. Boys with a sibling\*\* at the school or at St Bernard's at the time of admission
2. Proximity of the child's home to the school as measured by Southend LA; those living closest to the school being accorded the highest priority.



**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 (including community entrance to flats) and the nearest pupil entrance to the school. If the pupil’s home is a flat the distance will be measured to the main external entrance of the building. 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)

**Definitions:**

\*The definition of practising being:

- If your son is a practising Catholic you have enclosed or arranged for a Certificate of Catholic Practice to be submitted to the school. (Catholic applicants).
- If your son is a practising Christian you should obtain a letter which states that your son is practising his faith, from your Minister to be submitted to the school. (Non-Catholic applicants).

\*\*The definition of sibling being: 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 St. Thomas More High School or St. Bernard’s High 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.

**Looked after children and Previously looked after children:** Definition is provided in the glossary of this booklet.

**Distance where parents share care:** 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.

**Waiting lists:** Children’s names will automatically be on the waiting list for the school if the school is a higher preference than the offer made and a place has been refused.

Waiting lists for all year groups are held for the full school year. Each added child will require the list to be ranked again in line with the published oversubscription criteria. Priority must not be given to children based on the date their application was received or their name was added to the list. Looked after children, previously looked after children, and those allocated a place at the school in accordance with a Fair Access Protocol, must take precedence over those on a waiting list.

**Over and Under age applications:** Details are provided in the Admission Scheme 2023/23 for the main rounds and requests submitted from parents are coordinated by the LA and follow the requirements in the School Admissions Code. In circumstances where a child transfers from another school already ‘outside of normal age group’, the school will support any over or under age application where the above has been met and the school is satisfied that the child should continue to be educated out of normal age group.

**In-Year Admissions:** To apply for a Year 7 school place after the normal admission cycle or for admission into Years 8-11, parents will need to complete an In-Year application form and Supplementary Information Form (both available from the school office).

**Appeals:** Parents unsuccessful in securing a place for their child have the right to appeal to an Independent Admissions Appeal Panel. Details of how to do this can be found on the Academy's website.

**Admission to the Sixth Form:** Admission to the Sixth Form is by individual application using the School's Sixth Form application form (available on the school website). Applications are welcomed from students outside the school. Prospective Sixth form students are encouraged to visit the school in the autumn term. Application details, including a prospectus, can be obtained via the school.

Number of preferences received for admission into Year 7 in September 2022 was 550.

### Allocation Data for St Thomas More High School 2018-2022 DFE 882-5447

Admission Criteria	Number of pupils allocated a space by year				
	2022	2021	2020	2019	2018
Pupils with an Education, Health and Care Plan	5	<5	<5	5	<5
Selective	<5	<5	0	<5	19
Catholic Pupils in Public Care	0	<5	0	0	<5
Baptised practising Catholic boys from within the area	81	65	80	80	73
Baptised practising Catholic boys	45	27	45	22	23
Baptised Catholic boys	21	26	9	31	29
Pupils in Public Care	2	0	0	<5	0
Practising Christians attending Catholic Schools	12	7	<5	8	<5
Practising Christians who desire for a Catholic education	13	45	40	30	30
Families who desire a Catholic education	0	<5	4	0	0
<b>Total offered on National Offer Day</b>	<b>180</b>	<b>180</b>	<b>180</b>	<b>180</b>	<b>180</b>

September 2022, the last child was admitted under the admissions criteria, Practising Christians who desire for a Catholic education.

Appeals	2022	2021	2020	2019	2018
Number of appeals logged for year 7	tbc	17	16	19	22
Number of appeals heard	tbc	17	16	17	20
Number of successful appeals	tbc	3	<5	6	8

# The Eastwood Academy

## Eastwood Park Academy Trust (EPAT)

Eastwood Park Academy Trust Chief Executive: Mr. N. Houchen

The Eastwood Academy Principal: Mr. N. Houchen

Address: Rayleigh Road, Leigh on Sea, Essex SS9 5UU

Telephone: 01702 524341

Email: [enquiries@eastwood.southend.sch.uk](mailto:enquiries@eastwood.southend.sch.uk)

Website: <https://www.eastwoodacademy.co.uk/>

Published Admission Number (PAN): 220

## Admission Arrangements

If the number of applications for places at the Academy is within the PAN (undersubscribed), then the Academy will admit all pupils who apply.

If the number of applications for places at the Academy exceed the PAN, (oversubscribed), the following criteria will be applied, in priority order, to determine which children will be admitted:

### Admission Criteria:

1. 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)
2. Pupils who have a sibling on roll at the Academy at the time of application.
3. Selective admission (aptitude).
4. Children living inside the Academy's catchment area.
5. Children of staff employed by the Academy.
6. Children living outside the Academy's catchment area.

For all criteria, please see explanatory notes below.

### Admission Criteria Explanatory Notes

**Catchment area:** The Academy's catchment area covers Eastwood Park and St Lawrence ward and parts of Belfairs, Blenheim and Prittlewell wards. A detailed map of the Academy's catchment area is provided in the appendices of this booklet and also available on the [council's website](#).

**Selective Admission (Overview):** The Academy offers selective admission in respect to aptitude in **Sport** and **Performing Arts**. The number of places available is 10% of the PAN i.e. 22 places in total. 11 places are assigned to Sport and 11 places assigned to Performing Arts. Parents of children with an aptitude in these areas are invited to complete a Supplementary Information Form (SIF) for Sport and/or Performing Arts (refer to Appendix).

The SIF is in a Word format and can be downloaded and e-mailed to the Coordinator for Admissions, [Admissions@eastwood.southend.sch.uk](mailto:Admissions@eastwood.southend.sch.uk) or posted to: Admissions, The Eastwood Academy, Rayleigh Road, Leigh-on-Sea, Essex, SS9 5UU.

Only the information requested on the SIF should be provided. Any additional information submitted will not be considered. SIFs must be completed and returned to the Academy by the 1st September. SIFs received after this date, will not be considered.

The SIF, in itself, is not an application form. Applicants still need to complete a Common Application Form (CAF) which is accessed via the Southend City Council website [www.southend.gov.uk](http://www.southend.gov.uk)

Following completion of the SIF, applicants will be required to undertake an assessment of their aptitude (aptitude test). Aptitude tests take place in September (dates will be published on the

website and applicants will be notified). If the applicant is ill or injured on the day of the test, the Academy must be contacted, and an alternative day may be offered.

Following completion of the aptitude test, applicants will be informed, in writing, prior to 31<sup>st</sup> October, of their ranking in Sport and/or Performing Arts.

**Selective Admission (Aptitude Tests):** Applicants can do one or both aptitude tests. The tests involve the following:

**Performing Arts:** Applicants are required to partake in a teacher-led Performing Arts workshop. The workshop will allow applicants to explore a given stimulus and will give them the opportunity to realise their response to this musically, dramatically, vocally or through movement. Applicants will be placed in randomly selected groups on arrival where they will be introduced to a stimulus and, overseen by the workshop leader, devise a short performance. During the workshop, applicants will have the opportunity to work independently and collaboratively to develop a piece which they will perform. During the workshop, staff will interact and feedback to applicants as they move towards their performance. Staff will look for evidence of engagement with the stimulus material, imagination and flair when expressing themselves musically, dramatically, vocally or through movement and how they connect with an audience.

Applicants will be assessed using the grade descriptors below.

Score	Grade Descriptors
1-5	Can respond to stimulus with support. Can respond to feedback. Can perform in front of an audience.
6-10	Can respond to stimulus independently. Can respond to feedback appropriately. Can perform and connect with an audience.
11-15	Can respond to stimulus independently showing imagination and creativity. Can respond to feedback effectively, making modifications independently. Can perform and connect confidently with an audience.
16-20	Can respond to stimulus conceptually, creating and expressing ideas using a variety of mediums. Can respond to feedback effectively making modifications, analysing, reflecting and critiquing their own performance. Can perform and connect confidently with an audience demonstrating style and flair.

Each applicant will receive a score from 1-20 based on the grade descriptors. Applicants will be **ranked** according to their score. The 11 applicants with the highest rank, will be offered a place. If an applicant with a rank within the 11 places available does not take up a place, the place is awarded to the next highest ranked applicant. Where there is more than one applicant with the same score, the ranked position for these applicants is determined by **random allocation**.

**Sport:** Applicants are required to take part in a games-related warm-up and then be assessed in the following 4 sport-related components of fitness.

Area	Test	Test Administration	Attempts
Agility	Zig-Zag Ball Run	The applicant will complete a zig-zag, diagonal run set out by markers, whilst simultaneously dribbling a basketball.	1 (x1 practice)
Power	Ball Throw	The applicant will throw a rounders ball as far as they can. The distance of that throw will be recorded.	3 (best effort scored)
Speed	50m Dash	The applicant will be timed over a 50-metre straight line sprint.	1
Cardiovascular Fitness	Bleep Test	Markers are placed 20 metres apart and applicants must run in between the markers in time with the bleeps. As the test continues, the time between bleeps is reduced. Should an applicant fail to make the marker in time with the bleep, they will be given a warning. The applicant is removed from the test on the 3rd consecutive warning.	1

Applicants will be assessed on a scale of 1-5 for each activity using the grade matrix below.

*Male Applicants*

Activity	Unit	5	4	3	2	1
<b>Agility</b>	Time (sec)	Less than 12.5	12.5-13.1	13.2-13.8	13.9-14.5	More than 14.5
<b>Power</b>	Distance (m)	More than 36.0	35.9-32.0	31.9-28.0	27.9-24.0	Less than 24.0
<b>Speed</b>	Time (sec)	Less than 7.7	7.7-7.9	8.0-8.2	8.3-8.5	More than 8.5
<b>Cardiovascular Fitness</b>	Level	More than 12.0	12.0-11.0	10.9-9.0	8.9-8.0	Less than 8.0

*Female Applicants*

Activity	Unit	5	4	3	2	1
<b>Agility</b>	Time (sec)	Less than 14.1	14.1-17.0	17.1-20.0	20.1-23.0	More than 23.0
<b>Power</b>	Distance (m)	More than 22.0	21.9-20.0	19.9-18.0	17.9-15.0	Less than 15.0
<b>Speed</b>	Time (sec)	Less than 8.0	8.0-8.3	8.4-8.7	8.8-9.1	More than 9.1
<b>Cardiovascular Fitness</b>	Level	More than 10.0	10.0-9.0	8.9-8.0	7.9-7.0	Less than 7.0

Each applicant will receive an aggregate score from 4-20. Applicants will be **ranked** according to their score. The 11 applicants with the highest rank, will be offered a place. If an applicant with a rank within the 11 places available does not take up a place, the place is awarded to the next highest ranked applicant. Where there is more than one applicant with the same score, the ranked position for these applicants is determined by **random allocation**.

**Random Allocation:** In the case of oversubscription in any one criterion (with the exception of criterion 3) places are allocated **randomly**.

The principle behind random allocation, in the context of oversubscription in any one criterion, is that it provides all applicants with an **equal** chance of obtaining a place.

The random allocation process is organised by the Vice Principal using computer software (the random number function in Excel) and supervised by an individual independent of the Academy.

In the case of criterion 3, applicants are ranked according to their aptitude. The 11 applicants with the highest rank in Sport and Performing Arts are offered a place. If an applicant with a rank within the 11 places available does not take up a place, the place is awarded to the next highest ranked applicant. Where there is more than one applicant with the same score, the ranked position for these applicants is determined by **random allocation**. On each occasion where one of the 11 places is not taken up, and where there is more than one applicant with the same score, random allocation is applied.

**Over and Under age applications:** Refer to the requirements earlier in the booklet and in addition the academy will support any over or under age application were the requirements have been met and the Academy is satisfied that the child should continue to be educated out of normal age group.

**In-year applications:** Any application for a school place made on or after the first day of the academic year will be considered as an in-year application. In-year applications should be made through the Academy <http://www.eastwoodacademy.co.uk/index.php/admissions/in-year-applications>

**Waiting lists:** Where the Academy receives more applications than there are places available, a waiting list will be created.

A child's position on the waiting list is determined solely in accordance with the admissions criteria. Excluding criterion 3 (refer to the paragraph below), if a place becomes available, it is offered to the child who is ranked highest in the admissions criteria. Where there is more than one child in the highest ranked criterion, random allocation is applied. Random allocation is applied every time a place becomes available, unless there is only one child in the highest ranked criterion, in which case a place is offered to the child.

Since there is a cap on the selective admissions (aptitude) of a maximum of 10% of the PAN, a child on the Sport or Performing Arts waiting list under criterion 3 would only be offered a place under the following circumstances:

- a) Where there were no children on the waiting list under criterion 1 or 2, in priority order; and
- b) Where a place becomes available as a result of a child leaving the Academy who initially (at the normal transition point) obtained a place through criterion 3.

Children on the waiting lists under criterion 3 will be ranked according to their score. The highest ranked child for the particular aptitude for which a place had become available would be offered a place. Where there is more than one child with the same score, the ranked position for these children is determined by random allocation.

**Appeals:** All applicants refused a place have a right of appeal to an Independent Appeal panel (IAP) constituted and operated in accordance with the School Admission Appeals Code. An appeal form and timetable for the appeals process are available on the academy website <http://www.eastwoodacademy.co.uk/index.php/admissions/year-7-applications>

**Siblings:** By definition, a sibling is a child who lives as a brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers or sisters. The 'same house' is considered to be the address at which the child resides on a

permanent basis. Where a child lives with parents with shared parental responsibility, each for part of a week, if the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week. If it is claimed that a child spends an equal amount of time at separate addresses during the school week, the parents will need to provide a signed affidavit, medical registration certificate or other legal document to confirm the child's usual place of residence.

During the process for the main transfer to Year 7 (normal transition point), in the exceptional situation where a sibling of a multiple birth or sibling born in the same school year is refused a place, in order to keep family members together, the additional children will be admitted even if this results in the admission limit for the year group being exceeded.

Number of preferences received for admission into Year 7 in September 2022 was 976.

### Allocation Data for The Eastwood Academy 2018-2022 DFE 882-5414

Admission Criteria	Number of pupils allocated a space by year				
	2022	2021	2020	2019	2018
Pupils with an Education, Health and Care Plan	<5	8	0	<5	<5
Pupils was/in Public Care	<5	11	8	6	8
Pupils with a sibling at the school	75	86	81	78	83
Specialist	2	22	22	22	20
Pupils living in the catchment area	124	93	109	110	87
Pupils of staff employed for more than 2 years	0	0	0	0	0
Pupils living outside the catchment area	3	0	0	0	0
<b>Total offered on National Offer Day</b>	<b>220</b>	220	220	220	200

September 2022, the last child was admitted under the admissions criteria pupils living in the catchment area by random allocation.

Appeals	2022	2021	2020	2019	2018
Number of appeals logged for year 7	tbc	41	45	30	54
Number of appeals heard	tbc	33	38	23	34
Number of successful appeals	tbc	2	<5	<5	<5

# Westcliff High School for Boys

Headmaster: Mr M A Skelly

Address: Kenilworth Gardens, Westcliff-on-Sea, Essex, SS0 0BP

Telephone: 01702 475443

Email: [office@whsb.essex.sch.uk](mailto:office@whsb.essex.sch.uk)

Website: <https://www.whsb.essex.sch.uk/>

Published Admission Number (PAN): 185

## Admission Arrangements

Westcliff High School for Boys is a selective single-sex Boys' Academy Grammar School. The testing for admission to the School at age 11 is determined through a selection procedure administered by the Consortium of Selective Schools in Essex (CSSE). These admission criteria are to be read in conjunction with the locally agreed Co-ordinated Admissions Scheme.

The application process, in summary, involves five stages:

1. test registration for your child
2. test attendance by your child
3. receipt of test results for your child
4. application, naming this School as a preference, to your Local Authority; and
5. the allocation of places at this school by the Local Authority.

This document provides additional detail about each of these steps, waiting lists and appeals.

**Test Registration:** The CSSE Supplementary Information Form (SIF) must be completed to register a child to sit the selection tests and should be returned to the CSSE by the published deadline. It can also be completed online and accessed through the CSSE website at: [www.csse.org.uk](http://www.csse.org.uk). Parents intending to seek 'preferential consideration' (see notes) must indicate their reason, at the time of test registration, on the SIF.

Registration to sit the tests is open to children who will be aged 11 on 31 August immediately prior to admission in September. Younger or older children may, exceptionally, be allowed to sit the tests; but these applications must first be approved by the CSSE's Headteacher Panel.

**Test Attendance:** Tests in English and Mathematics will be taken on a date and at a school determined by the CSSE. Parents may identify a preferred venue on the SIF. Sample practice papers are available free-of-charge on the CSSE website along with full details of the application process.

**Test Results:** The CSSE will issue individual results of the tests on the date specified on the CSSE website.

**Application to the School:** All applications will be processed through the Local Authority Co-ordinated Admissions Procedure. Parents must express a preference for this School on their Local Authority (LA) Single Application Form (or Common Application Form) in order for their child to be considered for a place. [The deadline for completing this form, if you live within the Southend or Essex Local Authorities, is 31 October (subject to confirmation).]

For the September 2023 intake, the School's Published Admission Number (PAN) is 185. The PAN for each Year group (8-11) for 2023 is 185.

Children who have an EHCP are admitted under separate statutory procedures, and not under this Policy. Any child who passes the selection tests and who has an EHCP that names this School will be admitted prior to the allocation of places to other applicants, and the number of places available to other children within the PAN for Year 7 will be reduced.



**Allocation of Places:** The offer of a place is dependent upon passing the selection tests. However, passing the selection tests is not a guarantee of being offered a place. A pass mark for the tests is set annually, which ensures that the entrance standard remains comparable to that which was applied in the period 1990 to 1994. No pupil, in any priority category, will be admitted below this pass mark. In each category, places are allocated in order of the mark achieved, higher passing candidates first.

### **Admission Criteria:**

For all criteria, please see explanatory notes below:

1. Looked after children and previously looked after children who have passed the selection tests.
2. Children whose normal/habitual place of residence (as assessed in the terms provided, annually, in the Southend Local Authority secondary admissions booklet) lies within the priority area postcode areas SS0, SS1, SS2, SS3, SS4, SS5, SS6, SS7, SS8 and SS9, subject to their passing the selection tests (see Appendix 1). A local quota of up to 80% of the Published Admissions Number (PAN) is reserved at this School for children in this category (148). Up to 10% of this quota (15 out of 148) is designated for other children from within the priority area who are entitled to 'preferential consideration'.  
First, the 10% of places designated for 'preferential consideration' (see notes) from within the priority area are allocated, in rank order of marks, to those exceeding the pass mark: candidates who score higher marks will be allocated places before those who pass at a lower level. Then, the remaining places within the quota are allocated, in rank order of marks, to any applicants from within the priority area who have exceeded the pass mark: candidates who score higher marks will be allocated places before those who pass at a lower level. The School is 'full' in this category when the quota has been reached, or when there are no more candidates from within the priority area who have passed and have listed the School as a preference, or the total PAN has been reached.
3. Children whose normal/habitual place of residence (as assessed in the terms provided, annually, in the Southend Local Authority's Secondary Admissions Booklet) lies outside the postcode areas SS0, SS1, SS2, SS3, SS4, SS5, SS6, SS7, SS8 and SS9, subject to their passing the selection tests. Up to 10% of the places remaining after the full local quota has been deducted from the PAN (4 out of 37), is designated for other children from outside the priority area who are entitled to 'preferential consideration' (see notes).  
The 10% of places designated for 'preferential consideration' (Note A) from outside the priority area are allocated, in rank order of marks, to those exceeding the pass mark: candidates who score higher marks will be allocated places before those who pass at a lower level. Then, all remaining places are allocated, in rank order of marks, to any applicants from outside the priority area who have exceeded the pass mark: candidates who score higher marks will be allocated places before those who pass at a lower level. Places will be offered until the total PAN has been reached.

### **Admission Criteria Explanatory Notes**

**Tie Break:** In the event of pupils achieving the same mark for the last available place, priority will be given to any child entitled to 'preferential consideration' (see notes); then, if this does not differentiate, to the pupil who lives closest to the School as measured in a straight line from the front door of the child's normal/habitual place of residence (as assessed in the terms provided, annually, in the Southend Local Authority Secondary Admissions Booklet) to the nearest pupil entrance to the School, with those living nearest being given preference. Distances will be measured using the Local Authority's computerised measuring system. 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 Governing Body).

**Waiting Lists:** Where pupils meet the pass mark and are not offered, due to the priority category limit being met and the overall admission limit being met, they are placed on appropriate waiting list/s. Waiting lists, based on the test results, are maintained in each category until 31 December 2023. Waiting lists are kept in respective priority categories. In some cases pupils may be on two waiting lists, for example, on the 'Out of Priority with Preferential Consideration' category and also on the 'Out of Priority' list. However, pupils cannot be on the 'In Priority Area' and the 'Out of Priority Area' lists and cannot be on waiting lists if they have not met the pass mark.

If a place has been offered and is then declined, a new offer will be made to whichever candidate has the next highest score, exceeding the pass mark according to the order of priority (as above) up to the limits determined for each category. If there is no waiting list in the relevant category, the new offer is made from the waiting list in the next priority category, until the priority category limit is reached and the school's overall admission limit is met. Any additional applicants, prior to 31 December, will be added to the waiting list which will be reordered and ranked in line with the published oversubscription criteria.

### **In Year Admission**

After 1 January, waiting lists are maintained, and places are offered, in accordance with the School's In-Year application process. This may include re-testing. Full in year admission arrangements are available [here](#).

**Fraudulent Applications:** Any application that places a candidate in a priority to which they are not entitled may be deemed fraudulent. If a School place is obtained through fraudulent means, the offer of a place will be withdrawn. This can include the removal of a pupil once started at the School. Details on fraudulent applications are available in the Secondary Admissions Booklet on the Council's website.

**Appeals:** All parents have a statutory right of appeal against non-admission to those schools listed on their LA Single (or Common) Application Form. This right may be exercised only after school places have been offered on National Offer Day (normally 1 March). Appeals must be lodged directly with the School within 20 school days of the date of notification that their application was unsuccessful. Panel Hearings take place within 40 school days of the deadline for lodging appeals.

**Sixth Form Applications:** Applications are also welcomed for entry into the School at Sixth Form level. The Sixth Form prospectus and application form are available from the School's website: <https://www.whsb.essex.sch.uk/>. Our planned admission number for the intake of students (admitted to the School for the first time) is 30. Boys and girls wishing to join the Sixth Form should complete and submit the online application form by the published deadline.

Conditional offers are generally made and students are expected to obtain at least 52 points drawn from their best eight GCSE subjects. Each grade is worth the equivalent number of points (a grade '9' is worth 9 points, a grade '8' is worth 8 points and so forward). Applicants are also required to achieve a minimum of grade '5' in GCSE English and Mathematics. Certain Advanced Level subjects require a minimum grade in that subject at GCSE and details of this, together with a full explanation of the entry requirements, are provided on the School's website.

Should there be more candidates of the required standard than places available, selection will be based on rank order of predicted GCSE points scores and the combination of subjects a student wishes to study. In the event of students achieving the same mark (at least 52 points) for the last available place, preference will be given to looked after or previously looked after children (note B). An applicant that meets the entry criteria and has an EHCP that names this School will be admitted

For explanatory notes on preferential consideration, Looked after children, Education Health and Care Plan, Pupil Premium grant and full details for over and under age admission please consult the full policy on the school's website.

Number of preferences received for admission into Year 7 in September 2022 was 938

### Allocation Data for Westcliff High School for Boys 2018-2022 DFE 882-5401

Admission Criteria	Number of pupils allocated a space by year				
	2022	2021	2020	2019	2018
Pupils with an Education, Health and Care Plan	0	0	0	0	<5
Pupils living in the Priority admissions area with preferential admission	8	<5	10	n/a	n/a
Pupils living in the Priority admissions area	140	144	128	139	110
Pupils living outside the Priority admissions area with preferential admission	4	<5	<5	n/a	n/a
Pupils living outside the Priority admissions area	33	34	43	46	74
<b>Total offered on National Offer Day</b>	<b>185</b>	185	185	185	185

September 2022, the last child was admitted under the admissions criteria pupils living outside the Priority admissions area.

Appeals	2022	2021	2020	2019	2018
Number of appeals logged for year 7	tbc	23	14	14	12
Number of appeals heard	tbc	23	14	14	8
Number of successful appeals	tbc	1	0	0	0

# Westcliff High School for Girls

## South East Essex Academy Trust (SEEAT)

South East Essex Academy Trust Chief Executive: Mr A Cooper

Headteacher: Mr A Cooper

Address: Kenilworth Gardens, Westcliff-On-Sea, Essex, SS0 0BS

Telephone: 01702 476026

Email: [generalenquiries@whsg.info](mailto:generalenquiries@whsg.info)

Website: <https://www.whsg.info/>

Published Admission Number (PAN): 184

## Admission Arrangements

Westcliff High School for Girls is a selective single-sex girls' academy grammar school. The testing for admission to the school at age 11 is determined through a selection procedure administered by the Consortium of Selective Schools in Essex (CSSE). These admission criteria are to be read in conjunction with the locally agreed co-ordinated admissions scheme.

The application process, in summary, involves five stages:

1. test registration for your child
2. test attendance by your child
3. receipt of test results for your child
4. application, naming this School as a preference, to your Local Authority; and
5. the allocation of places at this school by the Local Authority.

This document provides additional detail about each of these steps, waiting lists and appeals.

## Admission Criteria:

**Test Registration:** The CSSE Supplementary Information Form (SIF) must be completed to register a child to sit the selection tests and should be returned to the CSSE by the published deadline. It can also be completed online and accessed through the CSSE website at: [www.csse.org.uk](http://www.csse.org.uk). Parents intending to seek 'preferential consideration' (see notes) must indicate their reason, at the time of test registration, on the SIF.

Registration to sit the tests is open to children who will be aged 11 on 31st August immediately prior to admission in September. Younger or older children may, exceptionally, be allowed to sit the tests; but these applications must first be approved by the CSSE's Headteacher panel (note E).

**Test Attendance:** Tests in English and Mathematics will be taken in September each year at a school determined by the CSSE. Parents may identify a preferred venue on the SIF. Sample practice papers are available free-of-charge on the CSSE website along with full details of the application process.

**Test Results:** The CSSE will issue individual results of the tests in October on the date specified annually.

**Application to the School:** All applications will be processed through the Local Authority Co-ordinated Admissions Procedure. Parents must express a preference for this school on their Local Authority Common Application Form for their child to be considered for a place. The deadline for completing this form if you live within the Southend or Essex Local Authorities is 31st October.

The school's Published Admission Number (PAN) for Years 7-11 is 184.

**Education, Health and Care Plans:** Children who have an EHCP are admitted under separate statutory procedures, and not under this policy. Any child who passes the selection tests and who has an EHCP that names this school will be admitted prior to the allocation of places to other applicants, and the number of places available to other children within the PAN for Year 7 will be reduced.

**Allocation of Places:** The offer of a place is dependent upon passing the selection tests. However, passing the selection tests is not a guarantee of being offered a place. A pass mark for the tests is set annually, which ensures that the entrance standard remains comparable to that which was applied in the period 1990 to 1994. No pupil, in any priority category, will be admitted below this pass mark. In each category, places are allocated in order of the mark achieved, higher passing candidates first.

### **Admission Criteria:**

The school determines admission in the order of priority set out below:

1. Looked after children and previously looked after children (note B) who have passed the selection tests.
2. Children whose normal/habitual place of residence (as assessed in the terms provided, annually, in the Southend Local Authority secondary admissions booklet) lies within the priority area postcode areas SS0, SS1, SS2, SS3, SS4, SS5, SS6, SS7, SS8 and SS9, subject to their passing the selection tests. A local quota of up to 80% of the Published Admissions Number (PAN) is reserved at this school for children in this category (147). Up to 10% of this quota (15 out of 147) is designated for other children from within the priority area who are entitled to 'preferential consideration'.  
First, the 10% of places designated for 'preferential consideration' from within the priority area are allocated, in rank order of marks, to those exceeding the pass mark: candidates who score higher marks will be allocated places before those who pass at a lower level. Then, the remaining places within the quota are allocated, in rank order of marks, to any applicants from within the priority area who have exceeded the pass mark: candidates who score higher marks will be allocated places before those who pass at a lower level. The school is 'full' in this category when the quota has been reached, or when there are no more candidates from within the priority area who have passed and have listed the school as a preference.
3. Children whose normal/habitual place of residence (as assessed in the terms provided, annually, in the Southend Local Authority secondary admissions booklet) lies outside the postcode areas SS0, SS1, SS2, SS3, SS4, SS5, SS6, SS7, SS8 and SS9, subject to their passing the selection tests. Up to 10% of the places remaining after the full local quota has been deducted from the PAN (4 out of 37), is designated for other children from outside the priority area who are entitled to 'preferential consideration'.  
First The 10% of places designated for 'preferential consideration' from outside the priority area are allocated, in rank order of marks, to those exceeding the pass mark: candidates who score higher marks will be allocated places before those who pass at a lower level. Then, all remaining places are allocated, in rank order of marks, to any applicants from outside the priority area who have exceeded the pass mark: candidates who score higher marks will be allocated places before those who pass at a lower level. Places will be offered until the total PAN has been reached.

## Admission Criteria Explanatory Notes

**Tie Break:** In the event of pupils achieving the same mark for the last available place, priority will be given to any child entitled to 'preferential consideration' (see notes); then, if this does not differentiate, to the pupil who lives closest to the school as measured in a straight line from the front door of the child's normal/habitual place of residence (as assessed in the terms provided, annually, in the Southend Local Authority secondary admissions booklet) to the nearest pupil entrance to the school, with those living nearest being given preference. Distances will be measured using the Local Authority's computerised measuring system. 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 Governing Body).

**Waiting lists:** Waiting lists, based on the test results, are maintained in each category until 31 December of the normal year of entry. If a place has been offered and is then declined, a new offer will be made to whichever candidate has the next highest score, exceeding the pass mark according to the order of priority (as above) up to the limits determined for each category. Any additional applicants, prior to 31 December, will be added to the waiting list which will be reordered and ranked in line with the published over subscription criteria. After 1<sup>st</sup> January, waiting lists are maintained, and places are offered, in accordance with the school's in-year application process. This may include re-testing

**Appeals:** All parents have a statutory right of appeal against non-admission to those schools listed on their LA Single (or Common) Application Form. This right may be exercised only after school places have been offered on National Offer Day (usually on 1st March). Appeals must be lodged directly with the school within 20 school days of the date of notification that their application was unsuccessful. Panel hearings take place within 40 school days of the deadline for lodging appeals.

**Admission to the Sixth Form:** Applications are also welcomed for entry into the school at Sixth Form level. The Sixth Form brochure and application form for a Course Selection Meeting are available from the school's website: [www.whsg.info](http://www.whsg.info). Students should complete and submit the application form by the advertised deadline.

**Post 11+ Admission ('in-year' admissions):** The school maintains waiting lists for vacancies which may arise during Years 7-11. Those parents who wish their child to be considered for entry should complete and return an In-Year Application Form, which can be found on the school's website ([www.whsg.info](http://www.whsg.info)). No applicant who applies for entry to any part of the school may be considered more than once in any academic year. Following the refusal of a place, parents/carers have the statutory right of appeal to an independent Appeals Panel.

For explanatory notes on preferential consideration, Looked after children, Education Health and Care Plan, Pupil Premium grant and full details for over and under age admission please consult the full policy on the school's website.

Number of preferences received for admission into Year 7 in September 2022 was 839.

### Allocation Data for Westcliff High School for Girls 2018-2022 DFE 882-5423

Admission Criteria	Number of pupils allocated a space by year				
	2022	2021	2020	2019	2018
Pupils with an Education, Health and Care Plan	0	0	0	0	0
Pupils living in the Priority admissions area with preferential admission	5	9	5	n/a	n/a
Pupils living in the Priority admissions area	117	134	139	138	110
Pupils living outside the Priority admissions area with preferential admission	4	<5	<5	n/a	n/a
Pupils living outside the Priority admissions area	58	37	36	46	74
<b>Total offered on National Offer Day</b>	<b>184</b>	<b>184</b>	<b>184</b>	<b>184</b>	<b>184</b>

September 2022, the last child was admitted under the admissions criteria pupils living outside the priority admissions area.

Appeals	2022	2021	2020	2019	2018
Number of appeals logged for year 7	tbc	20	11	17	11
Number of appeals heard	tbc	17	9	15	9
Number of successful appeals	tbc	1	0	0	0

# Atypical Admissions – for Year 9 Parents

Atypical age admissions refer to school admissions outside of standard school transition points.

Where there is a school with an atypical age of admission in a local authority area or within reasonable travelling distance of the local authority area the local authority must provide the name of the school/s to the parent/carer of children registered at a school within the local authority area **transferring into year 10 in September 2023.**

Below is a list of the schools within a reasonable travelling distance, which you may wish to look into and consider whether your child would want to apply for a place in September. You should also look at the GCSE curriculum at your child's current school, to help consider what the best option is for the next two years of your child's education.

University Technical Colleges (UTCs) are set up by universities and businesses and specialise in one or two technical subjects. At GCSE they offer a similar curriculum to a typical 11-18 secondary school, including the basics of English and Maths, as well as their specialist subject.

Studio Schools are similar to UTCs in that they have employer involvement in the curriculum and focus on developing the skills needed for employment, involving personal coaching and work experience, alongside a similar curriculum to a typical 11-18 secondary.

All schools have a statutory duty to secure impartial careers guidance for all Year 8 to Year 13 students to inspire 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.

If you decide that you would like to apply for a place at any of schools listed below for your child, you will need to complete an application form. This can be done either via the school or through your local council. The list of schools are within an hour's travelling time of Southend City are provided in the following table, there are other schools you can apply for.

Name and Address	Contact Details	Local Authority Area	How to apply
BMAT STEM Academy	Website: <a href="https://www.bmatstemacademy.org/">https://www.bmatstemacademy.org/</a> Telephone: 01279 621570	Essex County Council	Direct to School
Elutec Academy of Design and Engineering	Website: <a href="https://www.elutec.co.uk/">https://www.elutec.co.uk/</a> Telephone: 0203 773 4670	Barking and Dagenham Borough Council	Local Authority
London Design & Engineering UTC	Website: <a href="https://www.ldeutc.co.uk/">https://www.ldeutc.co.uk/</a> Telephone: 0203 019 7333	Newham Borough Council	Direct to School
Mulberry UTC	Website: <a href="http://www.mulberryutc.co.uk/">www.mulberryutc.co.uk/</a> Telephone: 0207 790 6327	Tower Hamlets Borough Council	Direct to school
The Leigh UTC	Website: <a href="http://www.theleighutc.org.uk">www.theleighutc.org.uk</a> Telephone: 01322 626 600	Kent County Council	Home LA
Elstree UTC	Website: <a href="http://www.elstreeutc.co.uk">www.elstreeutc.co.uk</a> Telephone: 020 8386 6220	Hertfordshire County Council	Home LA
Watford UTC	Website: <a href="http://www.watfordutc.org">www.watfordutc.org</a> Telephone: 01923 905 240	Hertfordshire County Council	Direct to school



# Additional Information and Term Dates

## School Term and Holiday Dates for the Academic Year 2023/24

All schools in Southend usually follow these dates, but you should check with the individual school. All schools have few non-pupil days when children will not be expected to attend. These vary from one school to another. The day when certain schools begin a new term may also vary. Please contact the school office for more details.

You should avoid taking your child out of school for holidays, as this will disrupt the child's education. Absence without the approval of the headteacher is regarded as unauthorised absence. Parents should be aware that unauthorised absence may lead to Penalty Notices (anything from £60), and prosecution at Magistrates Court.

### Autumn Term

1 September 2023 – 20 December 2023

Half Term 23 October – 27 October

### Spring Term

4 January 2024 – 28 March 2024

Half Term 19 February - 23 February

### Summer Term

15 April 2024 – 22 July 2024

Half Term 28 May – 31 May

# Admission of Children from Overseas

Foreign national children resident in the UK normally have the right to attend state-funded and independent schools in England.

To lawfully enter the country to access a school, foreign national children resident outside the UK will normally need either:

- a [right of abode](#)
- an immigration status which otherwise permits them to enter the UK to study at a school

It is a parents' responsibility to check eligibility for a school place.

Applications are processed in line with the following guidance:

<https://www.gov.uk/guidance/schools-admissions-applications-from-overseas-children>

# Frequently Asked Questions

**How do I find out more about the secondary schools in Southend-on-Sea?** School websites are a great starting point. You may find information on the school's admission arrangements, open information events, virtual tours of the school, messages from the leadership team or past pupils, and other very important information. You can also find information from further sources which are provided further in this booklet.

**When can I apply for my child's secondary school and if I apply early will I be more likely to get my 'first' choice?** School places are **not** offered on a 'first come first served' basis, but are considered in line with the admission criteria for each school.

**Do I have to pay to go to any of the Southend schools featured in this guide?** There are no fees for the twelve schools that are listed within this leaflet. There are some costs and examples of the cost that parents would need to cover are uniform, stationery and trips. There is one fee paying, independent secondary school in the area: Thorpe Hall School. Further details on [www.thorpehall.southend.sch.uk](http://www.thorpehall.southend.sch.uk)

**What if my child has a statement of SEN or EHC Plan?** Parents will receive information from the special educational needs team in September 2022 regarding the secondary school application process and do not need to complete the standard application form.

**If I want my child to take the 11+ test how do I do this?** Your child's primary school will be able to advise you about the 11+ test and will give you relevant information about the entry process. Children take the test in the September of Year 6 and parents/carers receive the results before the end of the application period so that all parents/carers can make an informed choice for their child. More information can be found from The Consortium of Selective Schools in Essex (who run the 11+ test) on [www.csse.org.uk](http://www.csse.org.uk)

**Can my child still have free school meals at secondary school?** Yes. It is really easy to apply either in person at the school or using our online service at [www.southend.gov.uk/fsm](http://www.southend.gov.uk/fsm). Some schools will also offer a free or lower cost uniform if you are registered for free school meals.

**Can my child attend any school?** Every school has their own set of admission criteria. This may depend on, for example, where you live, whether your child has a sibling at the school, whether they excel in a particular field, for example, Performing Arts or whether the school has an entrance test. Admission arrangements for schools are available on the school and Council website.

**When and how will I find out my child has a secondary school place?** Parents/carers will be informed on **1 March 2023** via email or first class post (depending on whether the application was made online or on paper) of the school place that their child is being offered.

**Will the Council pay the transport costs of getting my child to school?** Parents are responsible for ensuring their child gets to school and the majority walk, cycle or use public transport. Please take into account the location of the school when making your choices. In a few cases transport may be provided using specific criteria on distance and/or specific benefits. Full details can be found at [www.southend.gov.uk/etc](http://www.southend.gov.uk/etc)

**Where can I find out about school uniform?** All of the schools have uniform suppliers listed on their website. If you do not have internet access then please contact the school directly who will be able to give you more information.

**How do I contact the team who are responsible for school admissions at the Council?** The School Admissions Team on 01702 212934 will be able to answer your questions. You can contact the team by email at [admissions@southend.gov.uk](mailto:admissions@southend.gov.uk)

# Type and Age Range of Schools in Southend

## Public Mainstream Schools

School	Type of School and Age Range	Admissions Process
Belfairs Academy	Academy 11-18	As provided in this booklet on the individual school pages.
Cecil Jones Academy	Academy 11-18	
Chase High School	Academy 11-18	
Shoeburyness High School	Academy 11-18	
Southchurch High School	Academy 11-16	
Southend High School for Boys	Academy 11-18	
Southend High School for Girls	Academy 11-18	
St Bernard's High School	Academy 11-18	
St Thomas More High School	Academy 11-18	
The Eastwood Academy	Academy 11-16	
Westcliff High School for Boys	Academy 11-18	
Westcliff High School for Girls	Academy 11-18	

## Private/Independent Schools

School	Type of School and Age Range	Admissions Process
Alleyn Court Preparatory	Independent 2-11	Available from the schools directly.
Saint Pierre School	Independent 2-11	
St Michaels CofE Preparatory	Independent 3-11	
Thorpe Hall School	Independent 2-16	

## Specialist Provision

School	Type of School and Age Range	Admissions Process
Estuary High School	Independent 13-18	Admission for specialist provision is for children who have an Education, Health and Care Plan (EHCP). An EHC needs assessment can lead to an EHC plan, a legal document that details the child's needs, their aspirations and desired outcomes and the provision that they need in order to achieve those outcomes. You can access the SEND local offer on <a href="https://livewellsouthend.com/">https://livewellsouthend.com/</a> <b>Contact Details:</b> 01702 215246 <a href="mailto:SENTeam@southend.gov.uk">SENTeam@southend.gov.uk</a>
Kingsdown School	Academy 3-14	
Lancaster School	Academy 14-19	
Ocean Lodge Independent School	Independent 7-16	
St Nicholas School	Academy 11-16	
Sutton House Academy	Academy 5-16	
The St. Christopher School	Academy 3-19	

## Registered Alternative Provision

School	Type of School and Age Range	Admissions Process
Southend YMCA Community School	Free School 14-18	Alternative provision is not usually possible and most arrangements are between schools and the provider for children on a school roll.
Victory Park Academy (PRU)	Academy 5-16	

# Schools in Essex or Elsewhere

## Applying to Schools Outside of Southend-on-Sea

Parents can express preferences for schools in and out of the area. The following table shows details of schools in the Castle Point & Rochford area of Essex which are within a reasonable travelling distance of Southend. Parents are encouraged to seek information from the Local Authority for the school.

Secondary school admissions are fully co-ordinated across the country. This means that if you are resident in Southend-on-Sea you only need to fill out one form, the CAF, even if some, or all, of your preferred secondary schools are outside Southend.

You can either apply online at [www.southend.gov.uk/admissions](http://www.southend.gov.uk/admissions) or complete and return the form. Please do not do both.

School Name and Address	Telephone Number	Website
Castle View School Foksville Road Canvey Island, SS8 7FH	01268 696811	<a href="https://www.castleview.essex.sch.uk/">https://www.castleview.essex.sch.uk/</a>
Cornelius Vermuyden Dinant Avenue Canvey Island, SS8 9QS	01268 685011	<a href="http://www.corneliusvermuyden.com/">http://www.corneliusvermuyden.com/</a>
Greensward Academy Greensward Lane, Hockley, SS5 5HG	01702 202571	<a href="https://www.greenswardacademy.org">https://www.greenswardacademy.org</a>
The Appleton School Croft Road Benfleet, SS7 5RN	01268 794215	<a href="https://www.theappletonschool.org/">https://www.theappletonschool.org/</a>
The Deanes School Daws Heath Road Benfleet, SS7 2TD	01268 773545	<a href="http://www.thedeanes.academy/">http://www.thedeanes.academy/</a>
The FitzWimarc School Hockley Road Rayleigh, SS6 8EB	01268 743884	<a href="https://www.fitzwimarc.com/">https://www.fitzwimarc.com/</a>
The King Edmund School Vaughan Close Rochford, SS4 1TL	01702 545771	<a href="http://www.kes.essex.sch.uk/">http://www.kes.essex.sch.uk/</a>
The King John School Shipwrights Drive Thundersley Benfleet, SS7 1RQ	01702 558284	<a href="https://www.thekjs.essex.sch.uk/">https://www.thekjs.essex.sch.uk/</a>
The Sweyne Park School Sir Walter Raleigh Drive Rayleigh, SS6 9BZ	01268 784721	<a href="https://www.sweynepark.com/">https://www.sweynepark.com/</a>

# Places Offered Outside the City

The table below provides number of pupils living in Southend who, made a preference and were offered a place at a school outside the Southend City. Allocations were made in line with each schools published admission criteria.

School Name	Offers as on National Offer Day				
	2022	2021	2020	2019	2018
Alec Hunter Academy	0	0	<5	0	0
Anglo European	0	<5	0	0	<5
Brentwood Ursuline Convent	0	0	0	0	<5
Castle View School	<5	0	0	0	0
Churston Ferrers Grammar School Academy	0	0	0	<5	0
Colchester County High School for Girls	<5	<5	0	<5	<5
Cornwallis Academy	0	0	<5	0	0
De La Salle School and Language College	0	0	0	<5	0
Great Baddow High School	<5	0	0	0	0
Greensward Academy	43	32	78	80	72
Hockerill Anglo European College (Boarding)	0	<5	0	0	0
King Edward, Chelmsford	0	<5	0	0	0
Old Swinford Hospital	0	0	0	0	<5
The Appleton School	0	0	0	<5	0
The Broomfords School and Sixth Form College	0	<5	0	0	0
The Coopers' Company and Coborn School	0	<5	0	<5	0
The Deanes	13	14	33	33	14
The FitzWimarc	42	52	47	52	41
The King Edmund	56	53	85	91	100
The King John	38	43	34	28	36
The Sweyne Park	11	<5	15	8	6

Please note: <5: suppressed data as it might identify individual children

# What happens Post 16?

The Government introduced changes so young people, following Year 11, are now required to remain in learning until at least their 18th birthday. Your child's school will supply information to your son or daughter in Year 11 on the opportunities available in the local area or to find out more visit [www.gov.uk/know-when-you-can-leave-school](http://www.gov.uk/know-when-you-can-leave-school)

## Post 16 Education, Apprenticeships, Traineeships or Supported Internships

Young people will, have a range of options they can consider including:

- **Remain in full time education:** Stay in full-time education, such as school with a Sixth Form, College or a Sixth Form College. All education establishments will publish their entry criteria for a place in their sixth form or college within their prospectus or on their website.
- **Find an Apprenticeship:** Start work based learning, such as an Apprenticeship or Traineeship. If your son or daughter is interested in an Apprenticeship or Traineeship there are a wide range of Training Providers working with employers, in Southend-on-Sea, to deliver these programmes.
- **Work or Volunteer while studying part-time:** Spend 20 hours or more a week working or volunteering, while in part-time education or training

In Southend on Sea there are many options for you to choose from Post 16. More information is available on the Livewell Southend Website: <https://livewellsouthend.com>

## Southend Connexions

Connexions offer advice and guidance on career choices, training and support in finding employment for young people up to 19.

The connexion service works in partnership with schools, colleges and training providers to make sure the best support is available. Connexions Personal Advisers also offer one to one support to help young people overcome any barriers that are preventing them moving into learning, training or work.

For carers advice and support with the next steps and all the options available to young people, please contact the Connexions service:

**Website:** <https://southendconnexions.co.uk/>

**Telephone:** 01702 534300

**Email:** [connexions@southend.gov.uk](mailto:connexions@southend.gov.uk)

# Contact Details for Neighbouring Local Authorities

## **Essex County Council**

School Admissions, Essex County Council, County Hall, Market Road, Chelmsford CM1 1QH

Email: [admissions@essex.gov.uk](mailto:admissions@essex.gov.uk)

Telephone: 0345 603 2200

## **Thurrock Council**

School Admissions, Thurrock Council, Civic Offices, New Road, Grays, RM17 6SL

Email: [school.admissions@thurrock.gov.uk](mailto:school.admissions@thurrock.gov.uk)

Telephone: 01375 652 883

## **Cambridgeshire County Council**

Admissions Team, OCT1221 The Octagon, Shire Hall Site, Cambridge CB3 0AP

Email: [admissions@cambridgeshire.gov.uk](mailto:admissions@cambridgeshire.gov.uk)

Telephone: 0345 045 1370

## **Hertfordshire County Council**

Admissions and Transport Team CHR102 County Hall, Pegs Lane, Hertford SG13 8DF

Email: [transfer.admissions@hertfordshire.gov.uk](mailto:transfer.admissions@hertfordshire.gov.uk)

Telephone: 0300 123 4043

## **London Borough of Barking and Dagenham**

School Admissions Team 5th Floor, Roycraft House 15 Linton Road, Barking IG11 8HE

Email: [admissions@lbbd.gov.uk](mailto:admissions@lbbd.gov.uk)

Telephone: 020 8215 3004

## **London Borough of Enfield**

Enfield Schools Admission Service, Civic Centre, Silver Street, Enfield EN1 3XA

Email: [esas@enfield.gov.uk](mailto:esas@enfield.gov.uk)

Telephone: 020 8379 5501

## **London Borough of Havering**

Admissions Team, c/o Town Hall, Main Road, Romford RM1 3BD

Email: [schooladmissions@haverling.gov.uk](mailto:schooladmissions@haverling.gov.uk)

Telephone: 01708 434600

## **London Borough of Newham**

Pupil Services, PO Box 69972, London E16 9DG

Email: [pupil.services@newham.gov.uk](mailto:pupil.services@newham.gov.uk)

## **London Borough of Redbridge**

Admissions & Awards, Lynton House, 255–259 High Road, Ilford IG1 1NN

Email: [admissionsandawards@redbridge.gov.uk](mailto:admissionsandawards@redbridge.gov.uk)

Telephone: 0208 708 3562/3055

## **London Borough of Waltham Forest**

School Admissions Service, Harvey House, 1A Harvey Road, London E11 3DB

Email: [secondary.admissions@walthamforest.gov.uk](mailto:secondary.admissions@walthamforest.gov.uk)

Telephone: 020 8496 3000

# A Guide to Further Information Sources

Details of further information sources and a brief outline of services they offer.

## Department for Education (DfE)

Website: <https://www.gov.uk/government/organisations/department-for-education>

Telephone: 0370 000 2288

- Information regarding national standards and curriculum.
- Performance tables and research statistics.
- Details of Local Authorities
- Various publications

## Ofsted

Website: [www.gov.uk/government/organisations/ofsted](http://www.gov.uk/government/organisations/ofsted)

Telephone: 0300 123 4234

- School inspection reports
- Details of Local Education Authorities
- Details of post 16 Education

## Independent Schools Council (ISC)

Website: [www.isc.co.uk](http://www.isc.co.uk)

Telephone: 020 7766 7070

- Information about independent schools
- Various publications.
- Information for parents e.g. fees and contact details

## The Consortium of Selective School in Essex (CSSE)

Website: [www.csse.org.uk](http://www.csse.org.uk)

Email: [admin@csse.org.uk](mailto:admin@csse.org.uk)

Telephone: 01245 348257

- Parents and children's guides to the selection process.
- Dates of the selection test results
- Information about selective schools 11+
- Queries on 11+

## ACE Education Advice and Training

Website: [www.ace-ed.org.uk](http://www.ace-ed.org.uk)

Email: [enquiries@ace-ed.org.uk](mailto:enquiries@ace-ed.org.uk)

Telephone: 0300 0115 142

- Information about appeals, exclusion, and bullying
- General independent educational advice
- Various publications
- Links to other organisations

## Coram Legal Advice

Website: <https://www.coram.org.uk/>

Telephone: 020 7520 0300

Experts in all areas of children's rights:

- Immigration
- Child protection
- Education



# Contact Points for Parents

## **Southend-on-Sea City Council**

Details of all Southend-on-Sea City Council Services are available on the Council website [www.southend.gov.uk](http://www.southend.gov.uk).

Enquiries about all Southend-on-Sea City Council services can be made to the City Customer Service Centre.

Email: [council@southend.gov.uk](mailto:council@southend.gov.uk)

Telephone: 01702 215000

## **Children and Public Health**

Enquiries about services provided by Education and Early Years

Telephone: 01702 215007

## **School Admissions Team**

Enquiries about School Admissions can be made by email and telephone

Email: [admissions@southend.gov.uk](mailto:admissions@southend.gov.uk)

Telephone: 01702 212934

Applications for transfer to state mainstream schools for Year 7 can be made online. You must apply to Southend-on-Sea City Council if you are resident in the City and pay council tax to Southend-on-Sea City Council. This is regardless of which Primary or Junior School your child currently attends.

Website: [www.southend.gov.uk/admissions](http://www.southend.gov.uk/admissions)

# Glossary of Abbreviations and Terms:

**Academies:** Schools that have the status of 'Academy' are funded directly by Central Government and are independent of local authority. Academy schools must meet the requirements of section 1A of the Academies Act 2010 <https://www.legislation.gov.uk/ukpga/2010/32/section/1A> .

**Admission Authority:** The body responsible for setting and applying a school's admission arrangements. For community or voluntary controlled schools, this body is the local authority. For foundation or voluntary aided schools, this body is the governing body of the school. For Academies, this body is the Academy Trust.

**Admission Arrangements:** The overall procedure, practices and oversubscription criteria used in deciding the allocation of school places including any device or means used to determine whether a school place is to be offered.

**Admission Number (or Published Admission Number (PAN)):** The number of school places that the admission authority must offer in each relevant age group of a school for which it is the admission authority. Admission numbers are part of a school's admission arrangements.

**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.

**Admission authority:** The official body that determines the criteria on how pupils will be admitted to a school and are responsible for deciding who is admitted using the published criteria.

**Common Application Form (CAF):** The form parents complete, listing their preferred choices of schools, and then submit to local authorities when applying for a school place for their child as part of the local co-ordination scheme, during the normal admissions round. Parents must be allowed to express a preference for a minimum of three schools on the relevant common application form as determined by their local authority. Local authorities may allow parents to express a higher number of preferences if they wish.

**Catchment area:** A defined geographical area served by a particular school.

**Changes in preference:** Changes in the order of preferences already expressed (not an additional application). Unless this is due to a change of address changes of preference are only considered after the National Offer Day.

**Child Benefit:** Until recently child benefit was a universal credit and could be produced as confirmation of a child's usual place of residence. Where a child benefit letter cannot be provided parents will need to provide a signed affidavit or other legal document to confirm child's usual place of residence

**Council:** Southend-on-Sea City Council who are the Local Authority. In most cases the function of the Council will be undertaken by The School Admissions Team within the Department for People.

**CSSE - The Consortium of Selective Schools in Essex:** A group of schools that are responsible for the selection test (11+) arrangements. The 10 schools operate a consortium whereby only one test needs to be taken even though an application is being made to several schools.

**Department for Education (DfE):** Central government department responsible for education matters.

**Education and Health Care Plan (EHCP):** See definition under; statement of special educational needs.

**Essex:** Essex County Council who are the local authority. In most cases the function of the Council in relation to school admissions will be undertaken by the Planning & Admissions Team.

**FAP:** Fair Access Protocol.

**Foundation schools:** Schools funded by the Council where the governing body employs the staff and is the admissions authority.

**FTT:** Facilities and Transport Team.

**General Data Protection Regulation (GDPR):** We are committed to protecting your privacy when you use our services. It is important to us that you can trust us to keep your information safe and to use it in ways that you will think are reasonable and ethical. Southend-on-Sea City Council are the data controller for the information we have about you, this means we control how your personal information is processed and for what purposes.

The Privacy Notice, available in full on the council website [http://www.southend.gov.uk/downloads/file/5542/privacy\\_notice\\_may\\_2018](http://www.southend.gov.uk/downloads/file/5542/privacy_notice_may_2018) explains how we use information about you and how we protect your privacy. We have a Data Protection Officer who makes sure we respect your rights and follow the law. If you have any concerns or questions about how we look after your personal information, please contact the Data Protection Officer at [Dataprotection@southend.gov.uk](mailto:Dataprotection@southend.gov.uk) or by calling 01702 215000.

**Governing Body:** It is the responsibility of the admission authority to ensure that admission arrangements are compliant with the School Admissions Code. Here a school is the admission authority, this responsibility falls to the governing body or Academy Trust. School governing bodies are corporate bodies responsible for conducting schools with a view to promoting high standards of educational achievement. Governing bodies have three key roles: setting strategic direction, ensuring accountability, and monitoring and evaluation.

**Independent Appeal Panel:** A group of 3 or 5 people who decide whether a child that has already been turned down for a school place by the admission authority should be given a place.

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

**Looked after children and Previously looked after children:** Children who are in the care of local authorities as defined by Section 22 of the Children Act 1989. In relation to school admissions legislation a 'looked after child' is a child in public care at the time of application to the school'. Previously looked after children are children who were looked after, but ceased to be so because they were adopted, or became subject to a child arrangements order, or special guardianship order and, those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care because of being adopted.

Looked after and previously looked after children are given the highest priority for each relevant age group unless specified.

Ranking for Faith and Selective schools differ slightly in that:

For selective schools: Looked after and previously looked after children are required to meet the academic level before they can be considered for admission to a selective and partially selective school. Priority is given to these children if they tie for a place with another applicant.

For faith schools: Looked after and previously looked after children are given the appropriate priority for each relevant age group in line with the admission criteria.

**New applications:** Parents moving into the area who, in the view of Southend-on-Sea City Council, could not have made an application by the closing date of 31 October will have their application slotted into the system as and when received.

**National Offer Day:** The day (1 March) on which all offers of places will be made.

**Non-selective places:** School places offered without reference to the selective (11+) procedure.

**Normal round of admissions:** Under the Southend Co-ordinated Secondary Admissions Scheme, the normal round of admissions refers to admissions to Year 7 up to the end of the first week of the autumn term. The Council co-ordinates all admissions during this period.

**Published Admission Number (PAN):** The number of pupils that the admission authority has decided it can admit. Also recorded as admission limit.

**Parent:** Throughout this booklet, 'parent' should be taken to include all those with parental responsibility for a child, this includes guardians and carers.

**Parental Responsibility:** As defined by the Children Act 1989 (also refer to Section 576 Education Act, Section 2 of Children's Act and The School Admissions Code 2021). In making an application for a school place only one parent with parental responsibility is required to do so. Consent by both parents is not required and the LA should not have details of both parents in processing the application (The School Admissions Code 2021).

A request from a parent for information about their child's school admission application is made under the Data Protection Act and as such a parent does not have an automatic right to information about his/her child. This also applies to any other family member. If The School Admissions Team are contacted by anyone other than the parent who made the original application we must not provide any information unless we have the agreement in writing from the parent who made the application.

### **Preferential consideration**

**Grammar school admission criteria** is available to children who pass the selection tests, are in any of the following categories and indicated this on the CSSE Supplementary Information Form when registering for the tests: Children in receipt of Free School Meals, or identified as recipients of the Pupil Premium Grant (note D), at the time of test registration.

**Pupil Premium Grant** - The pupil premium is additional funding for publicly funded schools in England. It is designed to help disadvantaged pupils of all abilities perform better, and close the gap between them and their peers. Introduced in April 2011, the pupil premium is allocated to children including those who are, or have been, looked after by the local authority, those who have been eligible for FSM at any point in the last six years (also known as Ever 6 FSM) and for children whose parents are currently serving in the armed forces.

**SAT:** School Admissions Team at the Council

**Selective place:** School place offered at certain schools as a result of a pupil's performance in the selection (11 +) procedure.

**Supplementary Information Form (SIF):** Forms on which parents can give additional information in support of their applications to enable the school to apply their admission criteria. It is not an application form and parents must always complete the Council's Common Application Form. SIF forms are available from the CSSE for the 11+ selective testing and from the schools for Bernard's High School, St Thomas More High school and The Eastwood Academy.

**SEN or EHCP or Statement of Special Educational Need (SEN) and Education Health and Care Plan (EHCP):** A Statement of Special Educational Need is a statement made by the local

authority under Section 324 of the Education Act 1996, specifying the special educational provision required for that child. If the school is oversubscribed, the admission of pupils with a Statement of Special Educational Needs or Education, Health and Care Plan where the school is named in the Statement or Plan, is mandatory. Children with an EHCP/Statement are required to meet the required academic level before they can be considered for admission to selective and partially selective schools. The school must have been named in the Statement or plan. Ranking for Selective/partially selective schools differ slightly\_in that children with an EHCP/Statement are required to meet the required academic level before they can be considered for admission to selective and partially selective schools. The school must have been named in the Statement or Plan.

**Suppression of Data:** When working with data, and the publication of it, it is important to ensure that the requirements of data protection are met within the requirements of the current legislation. In order to ensure that the risk of identification of an individual through data is minimised it is best practice to suppress data especially where the numbers are small. The Department for Education (DfE) will often suppress or round to 5 and the NHS will suppress where numbers are below 7 or 5 depending on the circumstances. Further suppression techniques are used depending on the circumstances. The local authority aims to be as transparent as possible with published data, but in line with best practice where numbers are small the local authority will state that they are below 5 (<5) rather than publish the actual number. The local authority applies this generically so that this is a consistent approach to its methodology and risk management. The local authority can of course reconsider this in specific cases and in doing so would consider the purpose and the risk.

**Under and Over Age:** An applicant is under age if he or she will be under 11 years of age on 31 August immediately prior to admission in September. An applicant is over age if he or she is not under 12 years of age on 31 August immediately prior to admission in September. In all cases requests must be discussed or submitted directly to preferred schools.

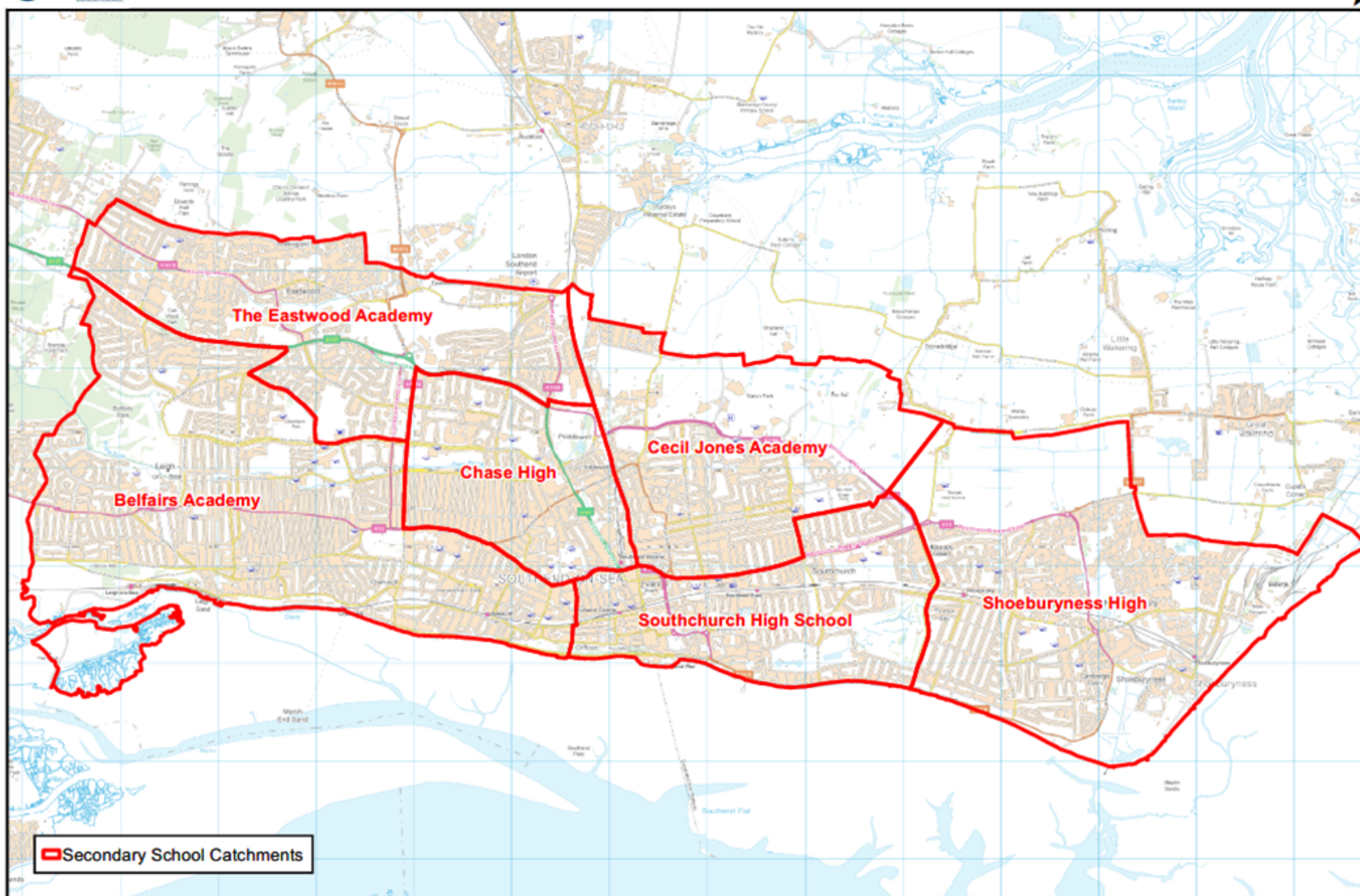
**Usual Age of Admission (also referred to as Normal age of admission):** This is the age group at which pupils are or will normally be admitted to the school e.g. reception, year 7 and year 12 where the school admits external applicants to the sixth form. (Section 142 of the SSFA 1998) (The School Admissions Code 2021).

**Young Carer:** A young carer is under 18 years of age and helps to look after a family member who is disabled, physically or mentally ill or has a substance misuse problem. Caring can involve physical or emotional care, or taking responsibility for someone's safety or wellbeing. The level of responsibility assumed by a young carer is often inappropriate to their age and at a level beyond simply helping out with jobs at home, which is a normal part of growing up. Information shared via the admissions process, between the LA and the school is highly confidential and is not shared school wide. However, information shared on school enrolment forms, post admission would be at the discretion of the school and covered in the schools data protection (GDPR) policies. For further information please visit

[https://www.southend.gov.uk/info/200386/help\\_and\\_advice\\_for\\_carers/234/young\\_carers](https://www.southend.gov.uk/info/200386/help_and_advice_for_carers/234/young_carers)



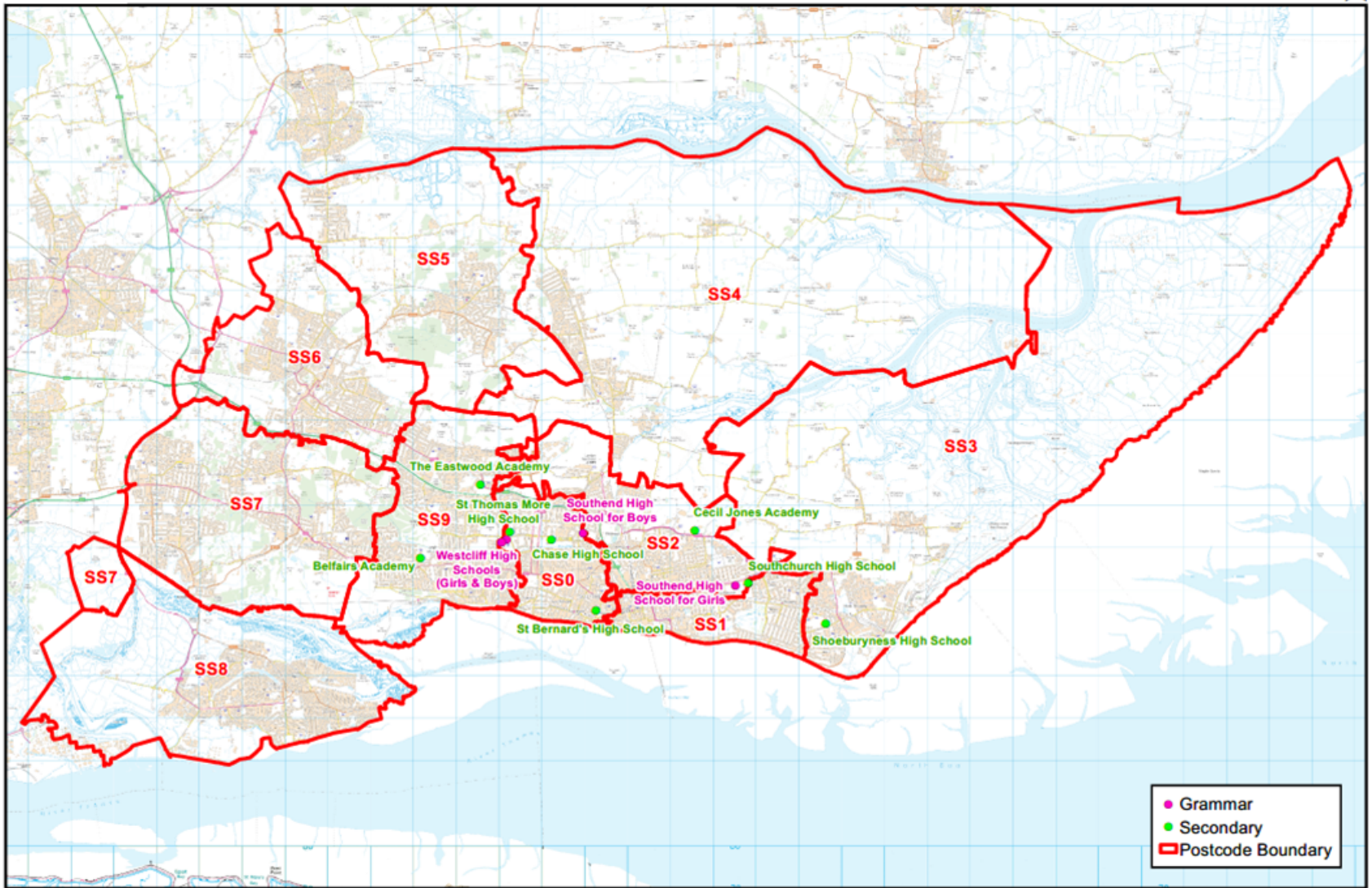
Illustrative Maps provide a general idea of catchment areas. Catchment areas can be checked on the postcode list - [www.southend.gov.uk/admissions](http://www.southend.gov.uk/admissions)



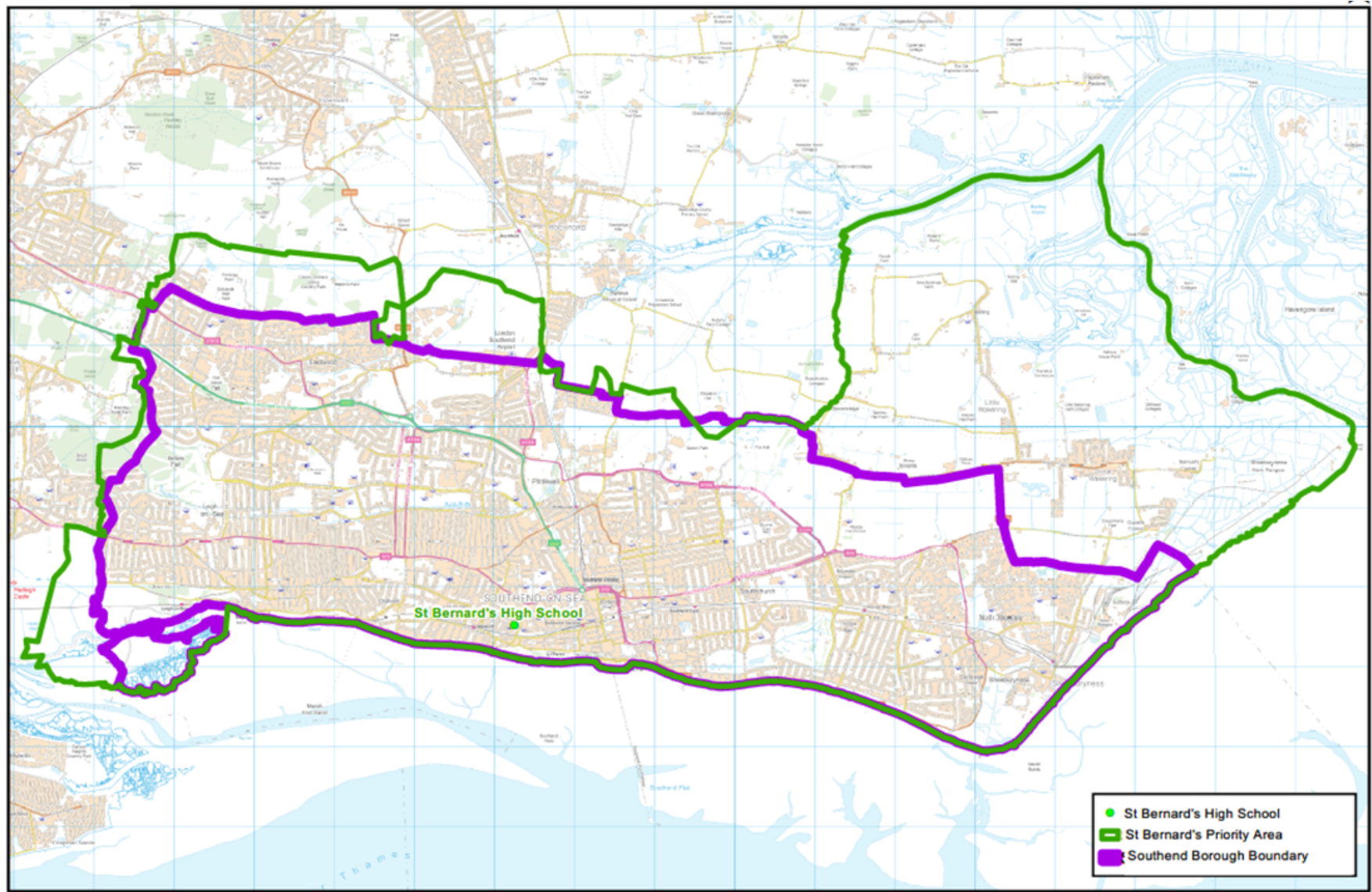
© Crown copyright and database rights 2017 Ordnance Survey 100019680

Scale 1:51,000

SS0-SS9 Priority areas for Southend Grammar Schools and St Thomas More High School



# St Bernard's and Shoeburyness High School Priority Area





**This Booklet is for:**

Parents; Schools; School Admission Authorities; Local Authorities; Independent Appeal Panels

**Overview:**

Admission policies and processes for all admissions to Southend-on-Sea Secondary Schools for the year 2023/24.

**Review date:**

June 2022 for 2024 transfer to Secondary School

**Statutory reference:**

School Admission Code 2021

School Admission Appeals Code 2012

Department for Education – [www.GOV.UK](http://www.GOV.UK)

**Consultation and Determination references:**

The Co-ordinated Admission Scheme for 2023/24

Determined Admission Arrangements for September 2023 –available from:

[www.southend.gov.uk/admissions](http://www.southend.gov.uk/admissions)

Published July 2022 by: -

Southend on Sea City Council

School Admissions Team

Southend on Sea City Council

Civic Centre

Victoria Avenue

Southend on Sea SS2 6ER

Telephone: 01702 212934

Email: [admissions@southend.gov.uk](mailto:admissions@southend.gov.uk)

Information as of June 2022 any changes will be published by means of erratum.

We recommend that applications for Secondary School places be made online at  
[www.southend.gov.uk/admissions](http://www.southend.gov.uk/admissions)