

# Primary School Admissions 2024

Information for admissions to state mainstream schools for Reception and Year 3 in 2024 and for in-year admissions during the school year 2024/25



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Apply online at [www.southend.gov.uk/admissions](http://www.southend.gov.uk/admissions) by 15 January 2024

Apply to Southend-On-Sea City Council if you are resident in the city and pay council tax to Southend-On-Sea City Council.

# Contents

Forward.....	4
Applying for a school place online.....	5
Introduction .....	6
Important dates in the process.....	7
General Information on the Admissions Process .....	8
Understanding and processing applications against Admission Criteria .....	13
Admission of children below compulsory school age and deferred entry to school.....	16
How the allocation of places works .....	17
Waiting lists and Catchment.....	18
Other Admission Matters.....	20
School Admission Arrangements .....	21
Primary Schools in Southend-on-Sea .....	23-59
Admission of Children from Overseas.....	60
Frequently Asked Questions .....	60
Contact Details for Neighbouring Local Authorities.....	63
A Guide to Further Information Sources .....	63
Contact Points for Parents .....	64
Glossary of Abbreviations and Terms: .....	65

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# Foreword

Dear Parent,

Your child is about to start his or her life at school and we want this to be a good opportunity for you to make a decision that will be in your child's best interests. Starting school is an exciting time for both your child and you as a parent or carer.

Our ambition is that all children are happy and successful throughout their primary school life in Southend. Southend-on-Sea City Council is keen to make sure that the admission of pupils to primary schools is as straight forward as possible and there is a fully co-ordinated admissions scheme involving all primary schools in the City. In addition there are agreements with other authorities, such as Essex County Council and Thurrock, for a coordinated admissions scheme between the authorities which enable Southend residents to apply for schools in and out of the area on one application form (the Common Application Form).

Furthermore you will be able to identify in priority order up to three primary schools that you would wish your child to attend, and every effort will be made to meet one of your preferences. Keep in mind that all schools have an admission limit, and we cannot admit more than that. If we cannot offer you a preferred school, we will offer you the closest school to your home address with spaces.

We are recommending that parents apply online for a primary school place. Over 90% of parents used the online facility very successfully during the 2022 round of admissions.

I wish you all the best with making this important decision and join you in wishing your child a successful school career.



Michael Marks

Executive Director Children & Public Health

# Applying for a school place online

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

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

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)

The benefits of making your application online are:

- You create an account, add each child, and apply for all your children via this portal.
- the online facility is available 24 hours a day and 7 days a week from 14 September 2023 until midnight on the closing date of 15 January 2024
- 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, 16 April 2024. 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.

### Who should apply for Reception?

If your child was born between 1 September 2019 and 31 August 2020, they are due to start school in September 2024.

You need to apply for a school place by 15 January 2024.

### Who should apply for transfer from year 2 to year 3?

If your child was born between 1 September 2016 and 31 August 2017, and is attending an infant school you need to apply by 15 January 2024 for a Junior/Primary school place for September 2024.

# Introduction

The information in this booklet shares details about the admission process into primary school. It is mostly relevant to your child's first year in primary school and when they move from infant to junior school.

Parents must make a separate application for moving from nursery to primary school and from infant to junior school. The admission arrangements and criteria are relevant to all admissions for all year groups.

Starting primary school is a major event for all children and we hope that this booklet will answer most questions. Please contact us if you have any questions.

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.

Our telephone and email address are detailed below.

## 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, 'parents' should be taken to include 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 LA does not require the details of both parents (section 2.2; The School Admissions Code 2021).

It is a parental responsibility to apply for a school place and to apply to the correct Council.

## Important dates in the process

Date	Event
October 2023	Flyers and posters encouraging parents to apply are sent to nursery schools, pre-schools, registered child minders, doctors, dentists, libraries, and other community venues.
October 2023	Letters sent to parents of all year 2 pupils advising them that they must make an application for their child to transfer from infant to junior school. Parents wishing for their child to remain in the current primary school do not need to apply and will move to year 3 as usual.
November 2023	School Admissions Team Information Event Tickfield Centre, Tickfield Avenue
15 January 2024	Closing date for Supplementary Information Forms (SIF) to be returned to Our Lady of Lourdes Catholic Primary School, Sacred Heart Catholic Primary School, St George's Catholic Primary School, St Helen's Catholic Primary School.
Date	Admission Timeline
14 September 2023	Opening date for admissions round for Reception and transfer to year 3
15 January 2024	Admissions round for Reception and transfer to year 3 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.
16 April 2024	<b>National offer day.</b> Parents that applied online will be able to view the offer online; Letters will be sent by 1st class post to parents who used the paper application form unless they provided an email address, in which case the letter will be emailed.
16 April 2024 – 23 August 2024	Waiting lists are maintained by the Council for all schools in the City. Some schools will hold their own waiting lists from August 2024.
16 May 2024	Closing date for on-time admission appeals to be submitted to schools (unless otherwise stated on the school's website)
18 July 2024	All on-time appeals completed by schools.

### Reminder:

You must apply to Southend-on-Sea City Council if you pay council tax to this council. You must apply to the local authority that you pay council tax.

# General Information on the Admissions Process

## Starting School

By law, all parents must make sure their children receive full time education by the start of the term following their 5th birthday. This is known as “compulsory school age.” However, parents are entitled to a full-time school from the September after the child’s 4<sup>th</sup> birthday. Information on deferring and delay starting school is available later in the booklet.

## Making an application to Reception or Year 3

Applications for Reception to all schools must be made to the Council. For year 3, parents must make an application for their child to transfer from infant to junior school. Parents wishing for their child to remain in the current primary school do not need to apply and will move to year 3 as usual.

## 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 schools. The Southend Common Application Form is the only way you can apply for a 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 on the web site or from the Council. Please do not do both. If more than one application is received the authority will process the last one to be submitted.

Where more than one adult share parental responsibility and lives at different addresses, it is important that agreement be reached, prior to making the application, on which schools to apply for. If different applications are received, or the Admissions Team is made aware of a dispute between two parents, these applications will be placed on hold and will not be processed until such time that either:

- one joint application is made.
- a written agreement is given 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 is **not** processed. It is a parental responsibility to apply and to apply to the correct local authority

## 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

If your child has special educational needs but does not yet have an Education and Health Care Plan (EHCP) naming a particular school, you must still complete the Common Application Form even if you think your child may go to a special school. If you need any further information, please contact the Early Years Special Educational Needs team on 01702 215007. You can access the SEND local offer at [SEND Local Offer](#)



## Selecting Preferences

- You can apply for up to three schools including schools not in Southend.
- You should put your preferences in the order you would like to gain a place, 1 being your first preference
- You are encouraged to use all your preferences and to consider the preferences you make carefully to avoid selecting only schools that are normally oversubscribed.

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. 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 shown in the school pages. Whilst this may not be the same year on year it gives an indication whether the school was able to admit all catchment pupils or not. Please check the individual admission arrangements for each school for specific details of how your application will be considered.

## Applying to schools outside of the City

Primary school admissions are fully coordinated across the country. This means that 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)

You will need to complete a SIF in addition to the Council's Common Application Form if you are applying for a place at any of the following schools in the city:

- Our Lady of Lourdes Catholic Primary.
- Sacred Heart Catholic Primary.
- St George's Catholic Primary.
- St Helen's Catholic Primary.
- St Mary's Prittlewell CofE Primary.

These are forms used to give additional information in support of your application. 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.

The SIF's are available from the respective schools. SIFs must be returned direct to the school. If you are applying to more than one school, you must complete a SIF for each school. SIFs may also be needed to apply for places at some schools outside the City. The individual schools concerned will be able to advise you whether a SIF is needed.

## Online Applications

You are reminded that:

- All forms must be submitted before midnight on 15 January 2024. All applications forms must be submitted to be considered.
- Un-submitted application forms will not be considered.
- Please make sure you have read the Terms and Conditions before you submit your application.

- If you change your application at any time, you must make sure it is resubmitted, otherwise the changes on the application cannot be processed. In this situation your most recently submitted form will be considered.
- It is the parents' responsibility to make sure the sibling details are on your application form. Please double check. You can view the sibling details on your online form and update them before the closing date.

## **Sibling details**

Please make sure you have given us the 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 will be reduced 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 between September and July.

## **Submitting your 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 an email confirmation that your application has been received.
- 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.

## **Changes to order of school preferences**

Changes to the order of preferences already expressed, received after the closing date, will not be accepted unless the circumstances are deemed to be exceptional, and the changes can be accommodated. Changes received after the closing date will be considered after National Offer Day.

## **Offers of School Places**

If you made an online application for a school place, we would let you know by email on National Offer Day which school your child has been offered a place unless you have asked to receive your offer by post. If you applied on the paper application form, you will be sent a letter by first class post, on National Offer Day advising you which school your child has been offered a place. However, where you provide an email address, an email will be sent and not a paper letter.

## **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 take

this offer. You can contact the school Admissions Team for advice and information on schools with vacancies. The Council makes alternative offers, where no preferences can be met, to the next nearest school or by further parental choice.

## **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 admissions team. It is recommended that places are not refused without careful consideration.

## **Welcome Packs from Schools**

Many schools send out welcome packs to all pupils that have been offered a place soon after National Offer Day. You can still decline an offer, even if you have received a welcome pack from the school. The School Admissions Team notifies the schools of all responses.

## **Ongoing offer of places**

In the situation where parents make alternative arrangements and refuse an offered school, places become available and are offered from the respective school waiting list. This applies to out of area schools as well. This process continues right up to September 2024.

This stage will include: those pupils who were refused a place on offer day (waiting list), 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 2024

## **New School Applications**

Applications from parents moving into the area, who in the view of the Local Authority could not have made an application by the closing date, will be slotted into the system as and when received. These will be regarded as new applications and will only apply for parents that could not have applied on time such as moving into the country. If parents, that could not have made an application by the closing date but move and are living within the city before 1 February 2023 they will be slotted into the system and processed with on-time applications where possible. Any further new applications received after these dates will be considered after the initial allocation of places on offer day.

## **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.

This will only be for preferences at schools that have remaining spaces after all on-time places have been allocated.

Where a late application cannot be offered a place at a preference school, an alternative offer will be made at the next nearest 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 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.

# 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 (e.g. giving a false address).

## Moving house/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 give proof of exchange of contracts if you have purchased your new home, or 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 could be withdrawn.

If you know you are moving to Southend City before the closing date for applications but are not able to give 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, by email or letter, and give 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 could be withdrawn.

It is your responsibility to give the Admissions Team proof of address. Please do not assume that the Admissions Team have access to other records the Council (e.g. Council Tax) may hold about you.

## Change of home address within the City after the closing date

For admission to schools in Southend-on-Sea, the address on the application form must be your child's normal place of residence (address) as at the closing date for Primary Admissions, 15 January 2024.

Any change of address for schools in Southend-on-Sea, that are the child's normal place of residence may be accommodated up to 15 February 2024. Any change of addresses that could not have reasonably been made by this date would be at the discretion of the Council. Any address changes after this date may only be made 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.**

## **Parents who give 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 give proof of their home address. Such as:

- UK driving licence.
- Council tax notification.
- At least two utility bills dated within the last three months (gas, electricity, 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 / lease arranged through a letting agency or estate agent will be requested. Written evidence that it is the child's normal place of residence will also be needed. 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 setting (if in Southend) or by asking that you give 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 reserves the right to take additional checking measures including, in some cases, unannounced home visits.

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

## **Using a false address**

If, after offers of school places have been made, or the child has started at the said school, it is established that fraudulent or intentionally misleading information has been given to gain a place at a 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 or the application will be considered a fresh with the correct address. All parents must give proof of change of address if they move any time between September and July. Change of address affects the ranking of the application. Not sharing a change of address is 'misleading information.'

## **Reminder**

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

# Admission of children below compulsory school age and deferred entry to school

There are two separate options where parents wish to delay starting reception for children below compulsory school age

1. To delay starting to the start of the next term after the child turns 5, January or April of the reception year
2. To delay starting for the full school year and start school a year later (for children born late in the summer months)

Further details are provided below

## Admission to reception and requests to start later in the reception year

Most children start school on a full-time basis in the September after the child's 4<sup>th</sup> birthday. Parents can decide for their child to attend part-time or later in the year to the point of reaching compulsory school age (the term after their 5<sup>th</sup> birthday). Once parents receive an offer and accept a place for their child during the normal admission round, they can defer the start date until later in the same academic year (usually a term or half term start date). Once discussed with the Headteacher, the place is held open and is not offered to another child and the parents must take the place full-time by the start of the Summer Term, around 17 April. Part-time agreements should include core teaching time and not only social, play or mealtimes.

## Deferring the start of school/ admission outside normal age group for after CSA

In the case of children born prematurely or in the late summer months, parents may request admission outside the normal age group. There is no statutory barrier to admitting children outside their normal year group however, this can only be on discussion and in the child's best interest.

Due to the impact on future years for a child's schooling, both the parents and the preferred schools carefully consider the request to delay admission. The decision to admit outside of a child's normal age group is based on the circumstances of each case. Parents are advised to consider the impact on the child's schooling and the [advice provided by the Department for Education](#).

Parents requesting admission outside the normal age group must complete the Common Application Form during the main admission round, 14 September – 15 January for the 'usual age group for their child'. Parents can withdraw their application once they feel confident, they have no objections from their preferred schools, keeping in mind that we recommend that one of the preferred schools is the catchment school.

Parents must discuss their wishes with Head Teachers of their preferred schools before submitting a formal request. Infant and Primary Schools must keep up to date with guidance and should consider not objecting to requests, especially where children: are born premature; have current or recent medical intervention; are born in the late summer months.

Where schools object to supporting the request, their decision must be clear and given to the parent in writing. Parents will need to give any letters from schools to the Admissions Team for a final overall decision.



# 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 on the school pages.

## 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 school, the place will be offered to you. You will remain 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 preferences and will have a right to appeal for the first and second 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 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.

**Note:** Parents do not have to accept the alternative offer and can request other schools with places by contacting the School Admissions Team. If a school cannot offer your child a place this will be as it has met its published limit with children higher on its admission criteria

# Waiting lists and Catchment

## 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). 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 to 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 admission criteria relevant to the school. An example of this would be a family moving into the catchment areas 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.

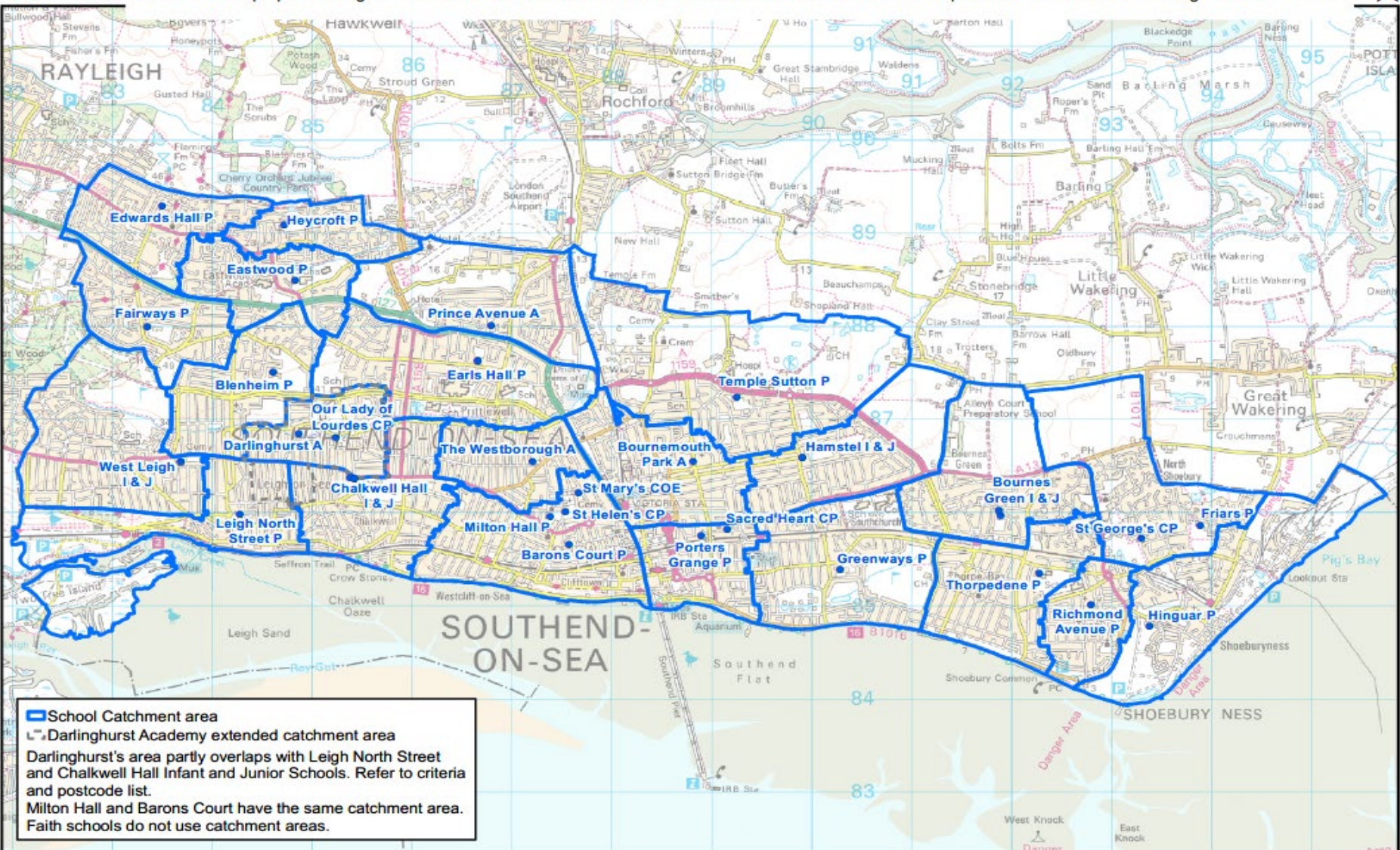
It should be noted that if you are applying for a place at a school in another local authority, for example: Essex, then different waiting list systems may apply. You should consult the scheme details for the other local authority.

Waiting lists will be maintained by the School Admissions Team for all Southend schools, for Reception and year 3 until August 2024.

## School catchment areas

The map in this booklet illustrates the [catchment areas](#) for the primary schools in Southend.

There is no guarantee of a place at any school even if you live in the catchment area, although most schools give a high priority to pupils living in their 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 admissions number above which they will not admit. Details of the individual school admission limits are shown in the school pages.



# Other Admission Matters

## In-year applications for primary school

Details and application forms are available on council's website [www.southend.gov.uk/admissions](http://www.southend.gov.uk/admissions)

## Pupils in public care needing a school place outside the normal round

Children in public care and previously 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 schools as admission criteria will have to be met, such as faith category.

## 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, and to make sure 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.

## School Admission Appeals

Information on the appeals process is available on the [councils 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 allocate a place in advance of the family arriving in the area. The application must be accompanied by 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.

## Nurseries, Children services and childcare options

Information about breakfast clubs, after school clubs and other options can be given from individual schools. Information about other childcare options such as nursery schools and children centres can be found on the Livewell Southend Website: [www.livewellsouthend.com](http://www.livewellsouthend.com)

Even if your child attends the Children's Centre or nursery class attached to the Infant or Primary school you want them to attend, a place is not guaranteed in the reception year. You must complete the Common Application Form to apply for admission. The school admission criteria will be used to allocate places if more applications are received than available places.

## 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 is contacted by anyone other than the parent who made the original application, we must not give any information unless we have the agreement in writing from the parent who made the application.

## How we use your information

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

# School Admission Arrangements

The following few pages give brief information on the mainstream primary schools in the city. For more information, parents can request this from the admissions team or access a copy through school's website.

The information includes the following:

- School Admission Arrangements for mainstream schools in the city of Southend-on-Sea.
- School contact details and website address.
- The school admission limit (also known as Published Admission Number – PAN).
- Number of places allocated in the last five years to Reception year for infant and primary schools.
- Number of places allocated in the last five years for year 3 of Junior Schools.
- The number of appeals lodged.
- The allocation data is the information available on offer day (after 16 April of each year). Data changes daily as parents respond to offers and more offers are made.
- Data that is less than 5 children (<5) has been suppressed to protect the potential identification of individual children.

## Notes for all schools

**Pupils in public care and children that were previously in public care:** refer to definition later in the booklet in the glossary

**Pupils with Education, Health, and Care Plans:** An Education, Health and Care Plan is a plan made by the local authority under Section 37 of the Children and Families Act 2014 specifying the special education, health and social care provision required for that child. All children whose statement of special educational needs (SEND) or Education, Health and Care (EHC) plan names the school must be admitted. Children with a statement or a plan will follow a different process for admission. Further information can be found on Special Educational Needs and Disabilities (SEND)

Parents are reminded that oversubscription criteria notes for academy, foundation and voluntary aided schools are available on the school websites.

## Admission Criteria

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 any particular school; places will be allocated using the admission/oversubscription criteria as provided below for each school. This will not apply to children with a statement of special educational needs (SEN) or Educations, Health, and Care (EHC) plans. They must be admitted to the named school.

## Explanatory notes for community schools only:

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

**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 based on 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, both children will be offered, and the sibling will be an 'excepted pupil.'

**Distance where parents have separated:** The LA should not have the details of both parents, including the marital status of the parents. Only one application can be received. Details of what happens when more than one application is received is in this booklet.

**Siblings:** Siblings include: brother or sister, half-brother or half-sister, stepbrother 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. It is a parental responsibility to inform us of a sibling at the school on their application form.

**Pupils of staff of the school:** Children will be ranked in this admission criteria if they are children of staff at the school under the following circumstances: -

- where the member of teaching staff (including, staff that are at the school in positions, such as: Senior Leadership Team/level, Head of Year Group, Head of Department, Office Manager or SENCo) that has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
- 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.

**Pupils eligible for pupil premium (West Leigh Infant and West Leigh Junior Schools):**

Schools are given a pupil premium (or early years pupil premium) for children who have qualified for free school meals at any point in the past six years. Parents will need to tick on the application form and/or supplementary information form or notify the Local Authority in writing if they are eligible or registered for pupil premium. Any disclosure for pupil premium will be used only to rank applications against the admission criteria and will not be held for any other purpose. Parents can check their eligibility by filling out the LA online form on: [www.southend.gov.uk/fsm](http://www.southend.gov.uk/fsm)

Parents that are in receipt of one of the following may be eligible for pupil premium:

Income Support, Income-based Job Seekers Allowance, Income-related Employment and Support Allowance, Support under Part VI of the Immigration and Asylum Act 1999; The Guaranteed Element of State Pension Credit, Child Tax Credit (if they not entitled to Working Tax Credit and have an annual income under £16,190), Working Tax Credit 'run-on' - the payment someone may get for another 4 weeks after they stop qualifying for Working Tax Credit and Universal Credit.

# Barons Court Primary School and Nursery

## Southend-on-Sea City Council

Headteacher: Mrs J Jones

Address: Avenue Road, Westcliff on Sea, SS0 7PJ

Telephone Number: 01702 331356

Email: [Admin@baronscourt.southend.sch.uk](mailto:Admin@baronscourt.southend.sch.uk)

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

Published Admissions Number (PAN) 2024: 35

### Admission Criteria 2024:

1. Looked after children and previously looked after children.
2. Pupils who live in the catchment area who have a sibling attending the school.
3. Pupils who live in the catchment area.
4. Pupils who live outside the catchment area who have a sibling attending the school.
5. Pupils of staff at the school.
6. Pupils who live outside the catchment area.

The definition for Looked After Children is available in the glossary. The full arrangements are available on the school website or on the following link [School Admission Policies](#).

Number of preferences received for admission into the Reception year group in September 2023 = 210

Admission Criteria	Number of pupils allocated a space				
	2023	2022	2021	2020	2019
EHCP or in/was in Public Care	<3	<5	<5	5	<5
Catchment area siblings	7	15	8	13	10
Catchment area	25	18	24	17	22
Out of catchment siblings	0	0	0	0	0
Pupils of staff at the school	0	0	0	0	0
Pupils living outside the catchment area	0	0	0	0	0
<b>Total offered on National Offer Day</b>	<b>35</b>	<b>35</b>	<b>35</b>	<b>35</b>	<b>35</b>

The last child was admitted under admission criterion 3 'catchment' with the last place being offered to a pupil living 0.248 miles from the school.

Appeals	2023	2022	2021	2020	2019
Number of appeals lodged	8	5	8	6	5
Number of appeals heard	8	4	7	4	4
Number of successful appeals	0	0	0	1	1

# Blenheim Primary School

## Learning in Harmony Multi Academy Trust

Executive Headteacher: Mr D Woollard

Head of School: Mrs A Wiley

Address: School Way, Blenheim Chase, Leigh on Sea, SS9 4HX

Telephone Number: 01702 474684

Email: [office@blenheimprimary.co.uk](mailto:office@blenheimprimary.co.uk)

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

Published Admissions Number (PAN) 2024: 90

### Admission Criteria 2024:

1. Looked after children and previously looked after children.
2. Pupils who have a sibling attending the school.
3. Pupils who live in the catchment area served by the school.
4. Pupils of staff at the school.
5. Remaining applications.

The definition for Looked After Children is available in the glossary. The full arrangements are available on the school website or on the following link [School Admission Policies](#).

Number of preferences received for admission into the Reception year group in September 2023 = 238

Criteria	Number of pupils allocated a space				
	2023	2022	2021	2020	2019
EHCP or in/was in Public Care	0	<5	0	<5	<5
Siblings attending the school	39	32	45	38	33
Catchment area	21	26	25	22	20
Pupils of staff	0	0	0	<5	0
Out of catchment	30	31	20	25	34
<b>Total offered on National Offer Day</b>	<b>90</b>	<b>90</b>	<b>90</b>	<b>90</b>	<b>90</b>

The last child was admitted under admission pupils living outside the catchment area

Appeals	2023	2022	2021	2020	2019
Number of appeals lodged	2	4	3	3	2
Number of appeals heard	1	2	1	2	1
Number of successful appeals	0	0	0	0	0



# Bournemouth Park Academy

## Eastwood Park Academy Trust

Principle: Mr W Brogan

Address: Bournemouth Park Road, Southend on Sea, SS2 5JN

Telephone Number: 01702 468046

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

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

Published Admissions Number (PAN) 2024: 60

### Admission Criteria 2024:

1. Looked after children and previously looked after children.
2. Pupils who live in the catchment area and have a sibling on roll at the Academy at the time of application.
3. Pupils who live in the catchment area served by the Academy.
4. Pupils who live outside the catchment area and have a sibling on roll at the Academy.
5. Pupils living outside the Academy's catchment area.
6. Remaining applications.

The definition for Looked After Children is available in the glossary. The full arrangements are available on the school website or on the following link [School Admission Policies](#).

Number of preferences received for admission into the Reception year group in September 2023 = 130.

Admission Criteria	Number of pupils allocated a space				
	2023	2022	2021	2020	2019
EHCP or in/was in Public Care	0	0	0	<5	0
Catchment area siblings	22	22	21	20	19
Catchment area	18	21	28	28	24
Out of catchment siblings	12	17	12	11	11
Out of catchment	8	0	29	28	16
<b>Total offered on National Offer Day</b>	<b>60</b>	<b>60</b>	<b>90</b>	<b>89</b>	<b>70</b>

The last child was admitted under admission pupils living outside the catchment area

Appeals	2023	2022	2021	2020	2019
Number of appeals lodged	0	2	0	0	0
Number of appeals heard	0	2	0	0	0
Number of successful appeals	0	0	0	0	0

# Bournes Green Infant School

## Southend East Community Academy Trust

Headteacher: Mrs L Cooney

Address: Burlescombe Road, Thorpe Bay, Southend on Sea, SS1 3PS

Telephone Number: 01702 587099

Email: [office@bournesgreen-inf.southend.sch.uk](mailto:office@bournesgreen-inf.southend.sch.uk)

Website: [www.bournesgreeninfants.org](http://www.bournesgreeninfants.org)

Published Admissions Number (PAN) 2024: 60

### Admission Criteria 2024:

1. Looked after children and previously looked after children.
2. Children who were previously in state care outside of England and have now been adopted.
3. Pupils who live in the catchment area who have a sibling attend the school or attending Bournes Green Junior School.
4. Pupils who live in the catchment area.
5. Pupils who live outside the catchment area who have a sibling attending the school or attending Bournes Green Junior School.
6. Pupils who live outside the catchment area.

The definition for Looked After Children is available in the glossary. The full arrangements are available on the school website or on the following link [School Admission Policies](#).

Number of preferences received for admission into the Reception year group in September 2023 = 151.

Admission Criteria	Number of pupils allocated a space				
	2023	2022	2021	2020	2019
EHCP or in/was in Public Care	<3	<5	<5	0	<5
Catchment area siblings	6	17	20	19	26
Catchment area	16	28	25	23	25
Out of catchment siblings	9	6	7	11	<5
Out of catchment	26	6	7	7	7
<b>Total offered on National Offer Day</b>	<b>60</b>	<b>60</b>	<b>60</b>	<b>60</b>	<b>60</b>

The last place was admitted under admission criteria 'out of catchment' with the last place offered to a pupil living 0.857 miles from the school.

Appeals	2023	2022	2021	2020	2019
Number of appeals lodged	0	1	2	3	4
Number of appeals heard	0	0	2	3	0
Number of successful appeals	0	0	0	0	0

# Bournes Green Junior School

## Southend East Community Academy Trust

Headteacher: Mr J Lupton

Address: Ladram Road, Thorpe Bay, Southend on Sea, SS1 3PX

Telephone Number: 01702 587913

Email: [office@bournesgreen-jun.southend.sch.uk](mailto:office@bournesgreen-jun.southend.sch.uk)

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

Published Admissions Number (PAN) 2024: 60

### Admission Criteria 2024:

1. Looked after children and previously looked after children.
2. Pupils attending Bournes Green Infant School.
3. Pupils who live in the catchment area and who have a sibling attending the school or Bournes Green Infant School.
4. Pupils who live in the catchment area.
5. Pupils who live in the catchment area who have a sibling attending the school or Bournes Green Infant School.
6. Remaining applications.

The definition for Looked After Children is available in the glossary. The full arrangements are available on the school website or on the following link [School Admission Policies](#).

Number of preferences received for admission into the year 3 group in September 2023 = 66

Admission Criteria	Number of pupils allocated a space				
	2023	2022	2021	2020	2019
EHCP or in/was in Public Care	<5	<5	<5	<5	0
Year 2 at Bournes Green Infant School	58	59	60	58	60
Catchment area siblings	0	<5	0	<5	0
Catchment area	2	<5	0	<5	<5
Out of catchment siblings	1	0	0	<5	0
Out of catchment	1	<5	<5	<5	<5
<b>Total offered on National Offer Day</b>	<b>62</b>	<b>66</b>	<b>65</b>	<b>66</b>	<b>66</b>

The last place was admitted under admission criteria 'pupils living outside the catchment area with the last place offered to a pupil living 1.366 miles from the school.

Appeals	2023	2022	2021	2020	2019
Number of appeals lodged	0	0	0	0	0
Number of appeals heard	0	0	0	0	0
Number of successful appeals	0	0	0	0	0

# Chalkwell Hall Infant School

## Southend-on-Sea City Council

Headteacher: Mrs S Clements

Address: London Road, Leigh on Sea, SS9 3NL

Telephone Number: 01702 478533

Email: [education@chalkwell-inf.southend.sch.uk](mailto:education@chalkwell-inf.southend.sch.uk)

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

Published Admissions Number (PAN) 2024: 90

### Admission Criteria 2024:

1. Looked after children and previously looked after children.
2. Pupils who live in the catchment area and who have a sibling attending the school or Chalkwell Hall Junior School.
3. Pupils of staff at the school.
4. Pupils who live in the catchment area.
5. Pupils who live outside the catchment area who have a sibling attending the school or Chalkwell Hall Junior School.
6. Pupils who live outside the catchment area.

The definition for Looked After Children is available in the glossary. The full arrangements are available on the school website or on the following link [School Admission Policies](#).

Number of preferences received for admission into the reception year group in September 2023 = 251

Admission Criteria	Number of pupils allocated a space				
	2023	2022	2021	2020	2019
EHCP or in/was in Public Care	<5	<5	<5	<5	<5
Catchment area siblings	33	24	48	29	42
Pupils of staff	0	0	0	0	0
Catchment area	36	42	66	60	57
Out of catchment siblings	8	16	5	15	12
Out of catchment	12	6	0	15	8
<b>Total offered on National Offer Day</b>	<b>90</b>	<b>90</b>	<b>120</b>	<b>120</b>	<b>120</b>

The last place was admitted under admission criteria 'out of catchment' with the last place offered to a pupil living 0.587 miles from the school.

Appeals	2023	2022	2021	2020	2019
Number of appeals lodged	3	3	8	<5	<5
Number of appeals heard	3	1	7	<5	0
Number of successful appeals	0	0	0	0	0

# Chalkwell Hall Junior School

## Southend-on-Sea City Council

Headteacher: Mr N Hanshaw

Address: London Road, Leigh on Sea, SS9 3NL

Telephone Number: 01702 478570

Email: [education@chalkwellhall-jun.southend.sch.uk](mailto:education@chalkwellhall-jun.southend.sch.uk)

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

Published Admissions Number (PAN) 2024:120

### Admission Criteria 2024:

1. Looked after children and previously looked after children.
2. Pupils attending year 2 at Chalkwell Hall Infant School.
3. Pupils who live in the catchment area who have a sibling attending the school or Chalkwell Hall Infant School.
4. Pupils of staff at the school.
5. Pupils who live in the catchment area.
6. Pupils who live outside the catchment area who have a sibling attending the school or Chalkwell Hall Infant School.
7. Pupils who live outside the catchment area

The definition for Looked After Children is available in the glossary. The full arrangements are available on the school website or on the following link [School Admission Policies](#).

Number of preferences received for admission into the year-3, year group in September 2023 = 129.

Admission Criteria	Number of pupils allocated a space				
	2023	2022	2021	2020	2019
EHCP or in/was in Public Care	<1	<5	<5	<5	0
Year 2 at Chalkwell Hall Infant School	118	119	119	114	120
Pupils of staff	0	0	0	0	
Catchment area siblings	0	0	0	0	0
Catchment area	0	0	0	0	0
Out of catchment siblings	0	0	0	0	0
Out of catchment	0	0	0	<5	0
<b>Total offered on National Offer Day</b>	<b>119</b>	<b>120</b>	<b>120</b>	<b>120</b>	<b>120</b>

The last place was admitted under admission criterion 2 pupils attending year 2 at Chalkwell Hall Infant School

Appeals	2023	2022	2021	2020	2019
Number of appeals lodged	1	2	<5	0	0
Number of appeals heard	0	1	0	0	0
Number of successful appeals	0	0	0	0	0

# Darlinghurst Academy

## Legra Academy Trust

Headteacher: Mrs E Nicholls

Address: Pavilion Drive, Leigh on Sea, SS9 3JS

Telephone Number: 01702 478379

Email: [generalenquiries@darlinghurst.co.uk](mailto:generalenquiries@darlinghurst.co.uk)

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

Published Admissions Number (PAN) 2024: 60

### Admission Criteria 2024:

1. Looked after children and previously looked after children.
2. Pupils who have a sibling attending the Academy.
3. Pupils of staff at the Academy.
4. Pupils who live in the catchment area.
5. Pupils of the school attending Darlinghurst Nursery in the term preceding the application deadline.
6. Remaining applications.

The definition for Looked After Children is available in the glossary. The full arrangements are available on the school website or on the following link [School Admission Policies](#).

Number of preferences received for admission into the Reception year group in September 2023 = 134

Admission Criteria	Number of pupils allocated a space				
	2023	2022	2021	2020	2019
EHCP or in/was in Public Care	0	0	0	0	<5
Pupils with siblings	27	23	25	21	37
Pupils of staff	0	0	<5	0	<5
Catchment area	17	16	13	7	11
Darlinghurst nursery	3	<5	5	7	0
Out of catchment	13	18	16	21	19
<b>Total offered on National Offer Day</b>	<b>60</b>	<b>60</b>	<b>60</b>	<b>56</b>	<b>69</b>

The last child was admitted under admission pupils living outside the catchment area

Appeals	2023	2022	2021	2020	2019
Number of appeals lodged	0	0	0	0	0
Number of appeals heard	0	0	0	0	0
Number of successful appeals	0	0	0	0	0

# Earls Hall Primary School

## Southend-on-Sea City Council

Headteacher: Mr M Badcock

Address: Carlton Avenue, Westcliff on Sea, SS0 0QN

Telephone Number: 01702 333360

Email: [office@earlshallprimary.co.uk](mailto:office@earlshallprimary.co.uk)

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

Published Admissions Number 90

### Admission Criteria 2024:

1. Looked after children and previously looked after children.
2. Pupils who live in the catchment area who have a sibling attending the school.
3. Pupils of staff at the school.
4. Pupils who live in the catchment area.
5. Pupils who live outside the catchment area who have a sibling attending the school.
6. Pupils who live outside the catchment area.

The definition for Looked After Children is available in the glossary. The full arrangements are available on the school website or on the following link [School Admission Policies](#).

Number of preferences received for admission into the Reception year group in September 2023 = 224.

Admission Criteria	Number of pupils allocated a space				
	2023	2022	2021	2020	2019
EHCP or in/was in Public Care	<5	<5	<5	<5	0
Catchment area siblings	20	26	24	25	21
Pupils of staff	0	0	<5	<5	<5
Catchment area	41	34	29	37	31
Out of catchment siblings	13	16	13	12	19
Out of catchment	14	12	22	12	18
<b>Total offered on National Offer Day</b>	<b>90</b>	<b>90</b>	<b>90</b>	<b>90</b>	<b>90</b>

The last place offered was under the admission criterion 'out of catchment area' with the last place offered to a pupil living 0.521 miles from the school.

Appeals	2023	2022	2021	2020	2019
Number of appeals lodged	9	5	6	7	<5
Number of appeals heard	8	4	<5	7	<5
Number of successful appeals	0	0	0	0	0

# Eastwood Primary School

## Governing Body of the School

Headteacher: Mrs R Perman

Address: Rayleigh Road, Leigh on Sea, SS9 5UT

Telephone Number: 01702 525137

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

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

Published Admissions Number 60

## Admission Criteria 2024:

1. Looked after children and previously looked after children.
2. Pupils who have a sibling attending the school.
3. Pupils of staff at the school.
4. Pupils who live in the catchment area.
5. Remaining applications.

The definition for Looked After Children is available in the glossary. The full arrangements are available on the school website or on the following link [School Admission Policies](#).

Number of preferences received for admission into the Reception year group in September 2023 = 136.

Admission Criteria	Number of pupils allocated a space				
	2023	2022	2021	2020	2019
EHCP or in/was in Public Care	0	0	0	0	0
Siblings	23	28	21	22	21
Pupils of staff	0	0	0	0	0
Catchment area	20	31	14	14	13
Out of catchment	17	<5	17	20	14
<b>Total offered on National Offer Day</b>	<b>60</b>	<b>60</b>	<b>52</b>	<b>56</b>	<b>48</b>

The last child was admitted under admission pupils living outside the catchment area

Appeals	2023	2022	2021	2020	2019
Number of appeals lodged	0	4	0	0	0
Number of appeals heard	0	3	0	0	0
Number of successful appeals	0	0	0	0	0



# Edwards Hall Primary School

## Learning in Harmony Academy Trust

Head of School: Deborah Donoghue

Executive Headteacher: Jim Johnson

Address: Macmurdo Road, Eastwood, Leigh on Sea, SS9 5AQ

Telephone Number: 01702 524470

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

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

Published Admissions Number 60

## Admissions Criteria

1. Looked after children and previously looked after children.
2. Pupils who live in the catchment area who have a sibling attend the school.
3. Pupils who live in the catchment area.
4. Pupils of staff at the school.
5. Pupils who live outside the catchment area who have a sibling attending the school.
6. Pupils who live outside the catchment area.

The definition for Looked After Children is available in the glossary. The full arrangements are available on the school website or on the following link [School Admission Policies](#).

Number of preferences received for admission into the Reception year group in September 2023 = 95

Admission Criteria	Number of pupils allocated a space				
	2023	2022	2021	2020	2019
EHCP or in/was in Public Care	<5	<5	<5	<5	0
Catchment area siblings	15	20	12	13	21
Catchment area	21	22	12	27	20
Pupils of staff	0	0	0	0	0
Out of catchment siblings	9	9	11	<5	16
Out of catchment	8	8	14	15	<5
<b>Total offered on National Offer Day</b>	<b>54</b>	<b>60</b>	<b>51</b>	<b>60</b>	<b>60</b>

The last child was admitted under admission pupils living outside the catchment area

Appeals	2023	2022	2021	2020	2019
Number of appeals lodged	0	1	0	0	0
Number of appeals heard	0	1	0	0	0
Number of successful appeals	0	0	0	0	0

# Fairways Primary School

## Southend-on-Sea City Council

Headteacher: Mr L Pinchback

Address: The Fairway, Leigh on Sea, SS9 4QW

Telephone Number: 01702 525693

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

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

Published Admissions Number (PAN) 2024: 60

### Admission Criteria 2024:

1. Looked after children and previously looked after children.
2. Pupils who have a sibling attending the school.
3. Pupils who live in the catchment area.
4. Pupils of staff at the school.
5. Pupils who live outside the catchment area.

The definition for Looked After Children is available in the glossary. The full arrangements are available on the school website or on the following link [School Admission Policies](#).

Number of preferences received for admission into the Reception year group in September 2023 = 91

Admission Criteria	Number of pupils allocated a space				
	2023	2022	2021	2020	2019
EHCP or in/was in Public Care	0	<5	0	<5	0
Siblings	27	19	23	27	27
Catchment area	10	17	19	17	10
Pupils of staff	0	0	0	0	<5
Out of catchment	6	12	15	12	9
<b>Total offered on National Offer Day</b>	<b>43</b>	<b>50</b>	<b>57</b>	<b>57</b>	<b>47</b>

The last child was admitted under admission pupils living outside the catchment area

Appeals	2023	2022	2021	2020	2019
Number of appeals lodged	0	0	0	0	0
Number of appeals heard	0	0	0	0	0
Number of successful appeals	0	0	0	0	0

# Friars Primary School

## Portico Academy Trust

Principal Mr McClay

Executive Headteacher Mrs C Woolf

Address: Constable Way, Shoeburyness, SS3 9XX

Telephone Number: 01702 294837

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

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

Published Admissions Number (PAN) 2024: 60

### Admission Criteria 2024:

1. Looked after children and previously looked after children.
2. Pupils who live in the catchment areas who have a sibling attending the academy.
3. Pupils who live in the catchment area.
4. Pupils who live outside the catchment area who have a sibling attending the academy.
5. Pupils of staff at the academy.
6. Pupils who live outside the catchment area.

The definition for Looked After Children is available in the glossary. The full arrangements are available on the school website or on the following link [School Admission Policies](#).

Number of preferences received for admission into the Reception year group in September 2023 = 82.

Admission Criteria	Number of pupils allocated a space				
	2023	2022	2021	2020	2019
EHCP or in/was in Public Care	0	<5	0	0	0
Catchment area siblings	13	21	21	22	21
Catchment area	26	20	28	23	24
Out of catchment siblings	9	7	11	5	<5
Pupils of staff	0	0	0	0	<5
Out of catchment	8	8	0	10	8
<b>Total offered on National Offer Day</b>	<b>56</b>	<b>57</b>	<b>60</b>	<b>60</b>	<b>57</b>

The last child was admitted under admission pupils living outside the catchment area

Appeals	2023	2022	2021	2020	2019
Number of appeals lodged	0	0	7	<5	0
Number of appeals heard	0	0	6	<5	0
Number of successful appeals	0	0	0	0	0

# Greenways Primary School

## Learning in Harmony Multi Academy Trust

Principal: Theresa Goodrich

Address: Greenways, Thorpe Bay, SS1 3BS

Telephone Number: 01702 987950

Email: [contact@greenways-jun.southend.sch.uk](mailto:contact@greenways-jun.southend.sch.uk)

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

Published Admissions Number (PAN) 2024:120

### Admission Criteria 2024:

1. Looked after children and previously looked after children.
2. Pupils who live in the catchment area who have a sibling attending the school.
3. Pupils who live in the catchment area.
4. Pupils who live outside the catchment area who have a sibling attending the school.
5. Pupils who live outside the catchment area.

The definition for Looked After Children is available in the glossary. The definition for Looked After Children is available in the glossary. The full arrangements are available on the school website or on the following link [School Admission Policies](#).

Number of preferences received for admission into the Reception year group in September 2023 = 163

Admission Criteria	Number of pupils allocated a space				
	2023	2022	2021	2020	2019
EHCP or in/was in Public Care	0	<5	<5	<5	<5
Catchment area siblings	16	26	33	37	33
Catchment area	33	41	37	33	42
Out of catchment siblings	28	29	22	38	21
Out of catchment	18	23	26	10	42
<b>Total offered on National Offer Day</b>	<b>95</b>	<b>120</b>	<b>120</b>	<b>120</b>	<b>139</b>

The last child was admitted under admission pupils living outside the catchment area

Appeals	2023	2022	2021	2020	2019
Number of appeals lodged	0	3	0	3	0
Number of appeals heard	0	2	0	1	0
Number of successful appeals	0	0	0	0	0

# Hamstel Infant School

## Portico Academy Trust

Principal: Mr Scott Roche

Address: Hamstel Road, Southend on sea, SS2 4PQ

Telephone Number: 01702 468461

Email: [office@hamstel-inf.southend.sch.uk](mailto:office@hamstel-inf.southend.sch.uk)

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

Published Admissions Number (PAN) 2024: 120

### Admission Criteria 2024:

1. Looked after children and previously looked after children.
2. Pupils who live in the catchment area who have a sibling attending the school or Hamstel Junior School.
3. Pupils who live in the catchment area.
4. Pupils who live outside the catchment area who have a sibling attending the school or Hamstel Junior school.
5. Pupils of the school attending Hamstel Nursery.
6. Pupils who live outside the catchment area.

The definition for Looked After Children is available in the glossary. The full arrangements are available on the school website or on the following link [School Admission Policies](#).

Number of preferences received for admission into the Reception year group in September 2023 = 210.

Admission Criteria	Number of pupils allocated a space				
	2023	2022	2021	2020	2019
EHCP or in/was in Public Care	<5	0	<5	<5	<5
Catchment area siblings	25	29	18	20	22
Catchment area	14	27	39	34	28
Out of catchment siblings	26	20	49	38	36
Pupils attending Hamstel Nursery	14	11	6	16	12
Pupils of staff	0	0	0	0	0
Out of catchment	40	33	6	41	50
<b>Total offered on National Offer Day</b>	<b>120</b>	<b>120</b>	<b>120</b>	<b>150</b>	<b>150</b>

The last child was admitted under admission pupils living outside the catchment area

Appeals	2023	2022	2021	2020	2019
Number of appeals lodged	0	1	3	0	1
Number of appeals heard	0	0	2	0	0
Number of successful appeals	0	0	0	0	0

# Hamstel Junior School

## Portico Academy Trust

Principal Mrs C Farrell

Address: Hamstel Road, Southend on sea, SS2 4PQ

Telephone Number: 01702 468048

Email: [office@hamstel-jun.southend.sch.uk](mailto:office@hamstel-jun.southend.sch.uk)

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

Published Admissions Number (PAN) 2024: 120

### Admission Criteria 2024:

1. Looked after children and previously looked after children.
2. Pupils in year 2 at Hamstel Infant School.
3. Pupils who live in the catchment area who have a sibling attending the school or Hamstel Infant School.
4. Pupils who live in the catchment area.
5. Pupils who live outside the catchment area who have a sibling attending the school or Hamstel Infant School.
6. Pupils of staff at the Academy.
7. Pupils who live outside the catchment area.

The definition for Looked After Children is available in the glossary. The full arrangements are available on the school website or on the following link [School Admission Policies](#).

Number of preferences received for admission into the year-3, year group in September 2023 = 146.

Admission Criteria	Number of pupils allocated a space				
	2023	2022	2021	2020	2019
EHCP or in/was in Public Care	<5	<5	<5	5	6
Year 2 at HIS	140	137	140	131	143
Catchment area siblings	0	0	0	0	0
Catchment area	0	<5	0	0	0
Out of catchment siblings	0	0	0	0	0
Out of catchment	9	0	<5	0	0
<b>Total offered on National Offer Day</b>	<b>150</b>	<b>140</b>	<b>145</b>	<b>137</b>	<b>149</b>

The last child was admitted was under admission criterion 'out of catchment' with last place offered to a child living at 1.424 miles from the school

Appeals	2023	2022	2021	2020	2019
Number of appeals lodged	0	0	0	0	0
Number of appeals heard	0	0	0	0	0
Number of successful appeals	0	0	0	0	0

# Heycroft Primary School

## Southend-on-Sea City Council

Headteacher: Mr A Palmer

Address: Benvenue Avenue, Leigh on Sea, SS9 5SJ

Telephone Number: 01702 521832

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

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

Published Admissions Number (PAN) 2024: 60

### Admission Criteria 2024:

1. Looked after children and previously looked after children.
2. Pupils who live in the catchment area who have a sibling attending the school.
3. Pupils who live in the catchment area.
4. Pupils who live outside the catchment area who have a sibling attending the school.
5. Pupils of staff at the school.
6. Pupils who live outside the catchment area.

The definition for Looked After Children is available in the glossary. The full arrangements are available on the school website or on the following link [School Admission Policies](#).

Number of preferences received for admission into the Reception year group in September 2023 = 107.

Admission Criteria	Number of pupils allocated a space				
	2023	2022	2021	2020	2019
EHCP or in/was in Public Care	0	0	0	0	0
Catchment area siblings	13	7	17	14	12
Catchment area	13	12	16	9	16
Out of catchment siblings	12	9	10	8	6
Pupils of staff	0	0	0	0	<5
Out of catchment	16	14	9	24	16
<b>Total offered on National Offer Day</b>	<b>54</b>	<b>42</b>	<b>52</b>	<b>55</b>	<b>52</b>

The last child was admitted under admission pupils living outside the catchment area

Appeals	2023	2022	2021	2020	2019
Number of appeals lodged	0	0	0	0	0
Number of appeals heard	0	0	0	0	0
Number of successful appeals	0	0	0	0	0

# Hinguar Primary School

## Southend East Community Academy Trust

Headteacher: Mrs A Waite

Address: New Garrison Road, Shoeburyness, SS3 9FE

Telephone Number: 01702 292721

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

Website: [www.hinguarprimary.org](http://www.hinguarprimary.org)

Published Admissions Number (PAN) 2024: 30

### Admission Criteria 2024:

1. Looked after children and previously looked after children.
2. Pupils who live in the catchment area who have a sibling attending the school.
3. Pupils who live in the catchment area.
4. Pupils who live outside the catchment area who have a sibling attending the school.
5. Pupils who live outside the catchment area.

The definition for Looked After Children is available in the glossary. The full arrangements are available on the school website or on the following link [School Admission Policies](#).

Number of preferences received for admission into the Reception year group in September 2023 = 119.

Admission Criteria	Number of pupils allocated a space				
	2023	2022	2021	2020	2019
EHCP or in/was in Public Care	0	<5	<5	<5	0
Catchment area siblings	9	8	8	14	10
Catchment area	14	20	21	14	20
Out of catchment siblings	2	0	0	0	0
Out of catchment	5	0	0	0	0
<b>Total offered on National Offer Day</b>	<b>30</b>	<b>30</b>	<b>30</b>	<b>30</b>	<b>30</b>

For admission into the Reception year group the last child was admitted under admission criterion 'catchment area' with the last place offered to a pupil living 0.56 miles from the school.

Appeals	2023	2022	2021	2020	2019
Number of appeals lodged	0	4	6	<5	<5
Number of appeals heard	0	2	6	<5	<5
Number of successful appeals	0	0	0	<5	0



# Leigh North Street Primary School

## Southend-on-Sea City Council

Headteacher: Mr A Hautler

Address: North Street, Leigh on Sea, Ss9 1QE

Telephone Number: 01702 476224

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

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

Published Admissions Number (PAN) 2024: 90

### Admission Criteria 2024:

1. Looked after children and previously looked after children.
2. Pupils who live in the catchment area who have a sibling attending the school.
3. Pupils of staff at the school.
4. Pupils who live in the catchment area.
5. Pupils who live outside the catchment area who have a sibling attending the school.
6. Pupils who live outside the catchment area.

The definition for Looked After Children is available in the glossary. The full arrangements are available on the school website or on the following link [School Admission Policies](#).

Number of preferences received for admission into Reception year group in September 2023 = 209.

Admission Criteria	Number of pupils allocated a space				
	2023	2022	2021	2020	2019
EHCP or in/was in Public Care	<5	0	0	<5	<5
Catchment area siblings	16	19	21	17	34
Pupils of staff	0	0	0	<5	0
Catchment area	29	37	30	39	33
Out of catchment siblings	12	14	14	13	5
Out of catchment	20	20	24	17	17
<b>Total offered on National Offer Day</b>	<b>78</b>	<b>90</b>	<b>89</b>	<b>90</b>	<b>90</b>

The last child was admitted under admission pupils living outside the catchment area

Appeals	2023	2022	2021	2020	2019
Number of appeals lodged	0	0	0	0	<5
Number of appeals heard	0	0	0	0	<5
Number of successful appeals	0	0	0	0	0

# Milton Hall Primary School

## Governing Body for the School

Headteacher: Mr Andy Douglas

Address: Salisbury Avenue, Westcliff on Sea, SS0 7AU

Telephone Number: 01702 330758

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

Website: [www.miltonhallschool.com](http://www.miltonhallschool.com)

Published Admissions Number (PAN) 2024: 90

## Admission Criteria 2024:

1. Looked after children and previously looked after children.
2. Pupils who live in the catchment area who have an older sibling attending the school.
3. Pupils of staff at the school.
4. Pupils who live in the catchment area.
5. Pupils who live outside the catchment area who have an older sibling attending the school.
6. Pupils who live outside the catchment area.

The definition for Looked After Children is available in the glossary. The full arrangements are available on the school website or on the following link [School Admission Policies](#).

Number of preferences received for admission into the Reception year group in September 2023= 165.

Admission Criteria	Number of pupils allocated a space				
	2023	2022	2021	2020	2019
EHCP or in/was in Public Care	0	0	0	<5	0
Catchment area siblings	19	20	14	19	11
Pupils of staff at the school	0	0	<5	N/A	N/A
Catchment area	30	44	25	46	40
Out of catchment siblings	10	14	13	11	11
Out of catchment	31	12	37	13	28
<b>Total offered on National Offer Day</b>	<b>90</b>	<b>90</b>	<b>90</b>	<b>90</b>	<b>90</b>

The last child was admitted under admission pupils living outside the catchment area

Appeals	2023	2022	2021	2020	2019
Number of appeals lodged	0	4	0	<5	0
Number of appeals heard	0	2	0	<5	0
Number of successful appeals	0	0	0	0	0

# Our Lady of Lourdes Catholic Primary School

## Assisi Catholic Trust

Headteacher: Mrs S Nutman

Address: Manchester Drive, Leigh on Sea

Telephone Number: 01702 475689

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

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

Published Admissions Number (PAN) 2024: 60

## Admission Criteria 2024:

Parents applying for a place at this Catholic school must also complete a Supplementary Information Form (SIF) and a Priest's Reference Form which can be obtained from the school [OLOL SIF Form](#). The SIF form and Priest's Form must be returned to the school along with a copy of your child's baptism certificate. The SIF form is not an application form but gives the Governors information to place applications in priority order according to the school's admission criteria.

Preference will first be given to children in the following order:

1. Looked after children from Catholic families and children 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). 1
2. Baptised Catholic children from practising Catholic families who reside in the Parishes of Our Lady of Lourdes, Leigh on Sea & St. Peter's, Eastwood, whose applications are supported by their Parish Priest.2
3. Baptised Catholic children from practising Catholic families, who do not live in the parishes of Our Lady of Lourdes, Leigh on Sea or St. Peter's, Eastwood, whose applications are supported by their Parish Priest.
4. Baptised Catholic children who live in the Parishes of Our Lady of Lourdes, Leigh on Sea & St. Peter's, Eastwood.
5. Baptised Catholic children resident in other parishes.
6. Other looked after children and children who were looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
7. Catechumens and members of other Eastern Christian Churches.
8. Baptised children of practising Christians of other Christian denominations giving evidence of Baptism and whose application is supported by their Minister.3
9. Baptised children of practising Christians of other Christian denominations.
10. Children who are living in the parishes of Our Lady of Lourdes and St. Peter's, whose parents demonstrate a genuine desire for their children to receive a Catholic education.

The definition for Looked After Children is available in the glossary. The full arrangements are available on the school website or on the following link [School Admission Policies](#).

Number of preferences received for admission into the Reception year group in September 2023 = 61

Admission Criteria	2023	2022	2021	2020
Looked after children from Catholic families & Pupils with statements of SEN	<1	0	<5	<5
Baptised Catholic children from practising Catholic families who reside in the Parish of Our Lady of Lourdes, Leigh on sea & St Peter's, Eastwood, whose applications are supported by their Parish Priest	7	14	31	34
Baptised Catholic children from practising Catholic families who do not reside in the Parish of Our Lady of Lourdes, Leigh on sea & St Peter's, Eastwood, whose applications are supported by their Parish Priest	<5	14	6	6
Baptised Catholic children who reside in the parishes of Our Lady of Lourdes, Leigh on Sea & St Peter's, Eastwood	10	<5	<5	<5
Baptised Catholic children resident in other parishes	<5	6	<5	0
Other looked after children and children who were looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order)	0	0	0	0
Catechumens and members of other Eastern Christian Churches	0	<5	0	0
Baptised children of practising Christians of other Christian denominations providing evidence of Baptism and whose application is supported by their Minister.	4	0	<5	0
Baptised children of practising Christians of other Christian denominations	1	0	0	<5
Children who are living in the parishes of Our Lady of Lourdes and St Peter's whose parents demonstrate a genuine desire for their children to receive a Catholic education	15	7	9	10
<b>Total offered on National Offer Day</b>	<b>46</b>	<b>46</b>	<b>58</b>	<b>53</b>

The last place offered was to remaining applications as an alternative offer.

Appeals	2023	2022	2021	2020
Number of appeals lodged	0	0	0	0
Number of appeals heard	0	0	0	0
Number of successful appeals	0	0	0	0

# Porters Grange Primary School

## Portico Academy Trust

Headteacher: Miss D Henley

Address: Lancaster Gardens, Southend on Sea, SS1 2NS

Telephone Number: 01702 468047

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

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

Published Admissions Number (PAN) 2024: 60

### Admission Criteria 2024:

1. Looked after children and previously looked after children.
2. Pupils who live in the catchment area who have a sibling attending the academy.
3. Pupils who live in the catchment area.
4. Pupils who live outside the catchment area who have a sibling attending the academy.
5. Pupils of staff at the academy.
6. Pupils who live outside the catchment area.

The definition for Looked After Children is available in the glossary. The full arrangements are available on the school website or on the following link [School Admission Policies](#).

Number of preferences received for admission into the Reception year group in September 2023 = 93.

Admission Criteria	Number of pupils allocated a space				
	2023	2022	2021	2020	2019
EHCP or in/was in Public Care	0	<5	0	<5	0
Catchment area siblings	12	7	6	10	5
Catchment area	18	22	15	14	10
Out of catchment siblings	9	7	<5	5	5
Pupils of staff	0	0	0	<5	0
Out of catchment	21	22	13	25	17
<b>Total offered on National Offer Day</b>	<b>60</b>	<b>60</b>	<b>38</b>	<b>56</b>	<b>37</b>

The last child was admitted under admission pupils living outside the catchment area

Appeals	2023	2022	2021	2020	2019
Number of appeals lodged	0	0	0	0	0
Number of appeals heard	0	0	0	0	0
Number of successful appeals	0	0	0	0	0

# Prince Avenue Academy

## South East Essex Academy Trust

Headteacher: Mrs T Dennis

Address: Hornby Avenue, Westcliff on Sea, SS0 0LG

Telephone Number: 01702 311411

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

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

Published Admissions Number (PAN) 2024: 60

### Admission Criteria 2024:

1. Looked after children and previously looked after children.
2. Pupils of staff at the school.
3. Pupils who live in the catchment area who have a sibling attending the school.
4. Pupils who live in the catchment area.
5. Pupils of the school attending Prince Avenue Nursery
6. Pupils who live outside the catchment area.

The definition for Looked After Children is available in the glossary. The full arrangements are available on the school website or on the following link [School Admission Policies](#).

Number of preferences received for admission into the Reception year group in September 2023 = 91

Admission Criteria	Number of pupils allocated a space				
	2023	2022	2021	2020	2019
EHCP or in/was in Public Care	<5	0	0	0	<5
Pupils of staff	<5	0	0	0	0
Catchment area siblings	25	20	22	16	15
Catchment area	17	20	25	27	14
Out of catchment siblings	0	5	6	5	5
Out of catchment	16	11	7	12	9
<b>Total offered on National Offer Day</b>	<b>60</b>	<b>56</b>	<b>60</b>	<b>60</b>	<b>44</b>

The last child was admitted under admission pupils living outside the catchment area at a distance of 1.1 miles.

Appeals	2023	2022	2021	2020	2019
Number of appeals lodged	0	0	0	0	0
Number of appeals heard	0	0	0	0	0
Number of successful appeals	0	0	0	0	0

# Richmond Avenue Primary School

## South East Community Academy Trust

Headteacher: Miss K Money Penny

Address: Richmond Avenue, Shoeburyness, SS3 9LG

Telephone Number: 01702 292197

Email: [admin@richmond-pri.southend.sch.uk](mailto:admin@richmond-pri.southend.sch.uk)

Website: [www.richmond-avenue.co.uk](http://www.richmond-avenue.co.uk)

Published Admissions Number (PAN) 2024: 60

### Admission Criteria 2024:

1. Looked after children and previously looked after children.
2. Pupils who live in the catchment area who have a sibling attending the school.
3. Pupils who live in the catchment area.
4. Pupils who live outside the catchment area who have a sibling attending the school.
5. Pupils who live outside the catchment area.

The definition for Looked After Children is available in the glossary. The full arrangements are available on the school website or on the following link [School Admission Policies](#).

Number of preferences received for admission into the Reception year group in September 2023 = 86.

Admission Criteria	Number of pupils allocated a space				
	2023	2022	2021	2020	2019
EHCP or in/was in Public Care	0	<5	<5	<5	0
Catchment area siblings	12	11	17	15	12
Catchment area	8	27	24	21	24
Out of catchment siblings	4	5	8	17	11
Out of catchment	10	10	9	6	13
<b>Total offered on National Offer Day</b>	<b>34</b>	<b>54</b>	<b>60</b>	<b>60</b>	<b>60</b>

The last child was admitted under admission pupils living outside the catchment area

Appeals	2023	2022	2021	2020	2019
Number of appeals lodged	0	0	0	0	0
Number of appeals heard	0	0	0	0	0
Number of successful appeals	0	0	0	0	0

# Sacred Heart Catholic Primary School & Nursery

## Assisi Catholic Trust

Headteacher: Mr Chris Beazeley

Address: Windermere Road, Southend-on-Sea, SS1 2RF

Tel: 01702 534546

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

Website: [www.shs-southend.co.uk](http://www.shs-southend.co.uk)

Published Admission Number (PAN) 2024: 60

Parents applying for a place at this Catholic school must also complete a Supplementary Information Form (SIF) which can be obtained from the School website [Sacred Heart Catholic School SIF form](#) or from the Local Authority. A Certification of Practice can be obtained from the Parish Church. The SIF form is not an application form but gives the Governors information to place applications in priority order according to the school's admission criteria, as seen below.

The parish catchment area for the school extends from Eastern Avenue and along the north boundary to Thorpe Hall Avenue. The southern boundary follows along the B1016 including Thorpe Esplanade, Eastern Esplanade and onto Marine Parade and Pier Hill. It continues along the west boundary along High Street and Victoria Avenue to East Street on the B1015.

## Admission Criteria 2024:

1. Catholic looked after children and previously looked after children. (notes 2 & 3)
2. Catholic children who are resident in the parish of Sacred Heart and John Fisher (only within the boundary of the former parish of Sacred Heart). (notes 3 & 10)
3. Catholic children who are resident in the parishes of St. Helen's, Our Lady of Lourdes and St. Teresa's, for whom Sacred Heart School is the nearest Catholic school. (notes 3 & 10 b)
4. Other Catholic children. (note 3)
5. Other looked after and previously looked after children. (note 2)
6. Catechumens and members of an Eastern Christian Church. (notes 4 & 5)
7. Children of other Christian denominations whose membership is evidenced by a minister of religion. (note 6)
8. Children of other faiths whose membership is evidenced by a religious leader (note 7)
9. Any other children

Within each of the categories listed above, the following provision will be applied.

The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made (**note 8**).

Definitions and explanatory notes are available on the full arrangements are available on the school website or on the following link [School Admission Policies](#).



Number of preferences received for admission into the Reception year in September 2023 = 101

Admission Criteria	2023	2022	2021	2020	2019
Looked after children from Catholic families & Pupils with EHC Plans	0	<5	<5	<5	0
Baptised Catholic children of practising Catholic parents who live in the parish of Sacred Heart and St John Fisher	16	22	<5	11	21
Baptised Catholic children of practising Catholic parents who do not live in the parish of Sacred Heart and St John Fisher	<5	<5	0	<5	0
Baptised Catholic children residing in the parish	0	0	14	20	10
Baptised Catholic children, living outside the parish	0	0	<5	<5	<5
Other looked after children	<5	0	0	0	<5
Catechumens and their children seeking baptism and members of other Eastern Christian churches	<5	<5	5	0	0
Baptised (or equivalent) children of another Christian faith who attend church regularly and whose application is supported by their minister	5	5	5	<5	<5
Baptised (or equivalent) children of another Christian faith	0	0	<5	<5	<5
Other children whose parents have shown a preference for Sacred Heart School	35	30	28	22	23
<b>Total offered on National Offer Day</b>	<b>60</b>	<b>60</b>	<b>60</b>	<b>60</b>	<b>60</b>

For admissions into the Reception year group in September 2019 under criterion 'Other children whose parents have shown a preference for Sacred Heart School'

Appeals	2023	2022	2021	2020	2019
Number of appeals lodged	0	0	0	0	0
Number of appeals heard	0	0	0	0	0
Number of successful appeals	0	0	0	0	0

# St George's Catholic Primary School

## Assisi Catholic Trust

Headteacher: Mrs A Delgado

Address: Eagle Way, Shoeburyness SS3 9RN

Tel: 01702 293522

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

website: [www.sgcps.co.uk](http://www.sgcps.co.uk)

Published Admission Number (PAN) 2024: 30

A Supplementary Information Form (SIF) will need to be completed if you wish to apply under a faith criterion. The SIF form can be found on the school website. [St Georges SIF Form](#). The school is situated in the Diocese of Brentwood and is part of the Assisi Catholic Trust. The School primarily serves the parish of St George's and the English Martyrs. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government and always seeks to be a witness to Our Lord Jesus Christ.

### Admission Criteria 2024:

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

1. Catholic looked after and previously looked after children (notes 2 & 3)
2. Catholic children who are resident in the parish of St. George and the English Martyrs.
3. Other Catholic children.
4. Other looked after and previously looked after children (note 2)
5. Catechumens and members of an Eastern Christian Church (notes 4 & 5)
6. Children of other Christian denominations whose membership is evidenced by a minister of religion (note 6)
7. Children of other faiths whose membership is evidenced by a religious leader (note 7)
8. Any other children.

Within each of the categories listed above, the following provision will be applied in the following order.

(i) the attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made (see note 8).

Definitions and explanatory notes are available on the full arrangements are available on the school website or on the following link [School Admission Policies](#).

Number of preferences received for admission into the reception year group in September 2023 = 68

Admission Criteria	2023	2022	2021	2020
Catholic looked after and previously looked after children	0	0	0	0
Catholic children who are resident in the parish of St George and the English Martyrs	5	7	14	7
Other Catholic children	0	<5	<5	<5
Other looked after and previously looked after children	0	0	0	0
Catechumens and members of an Eastern Christian church	0	0	0	1
Children of other Christian denominations who membership is evidenced by a minister of religion	14	8	10	10
Children of other faiths who membership is evidenced by a religious leader	<5	0	0	0
Any other children	10	9	<5	10
<b>Total offered on National Offer Day</b>	<b>30</b>	<b>25</b>	<b>30</b>	<b>30</b>

For admissions into the Reception year group in September 2023 the last child was admitted under admission criterion 'Any other Children'

Appeals	2023	2022	2021	2020
Number of appeals lodged	0	0	0	0
Number of appeals heard	0	0	0	0
Number of successful appeals	0	0	0	0

# St Helen's Catholic Primary School

## Assisi Catholic Trust

Headteacher: Mrs E Mouchel

Address: North Road, Westcliff-on-sea, SS0 7AY

Tel: 01702 343 823

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

Website: [www.st-helens.southend.sch.uk](http://www.st-helens.southend.sch.uk)

Published Admission Number (PAN): 60

If you are applying for a place under a faith criterion, you will also need to complete a Supplementary Information Form (SIF) which can be located on the school's website. [St Helen's SIF Form](#)

## Admission Criteria 2024:

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

1. Catholic looked after and previously looked after children (notes 2&3)
2. Catholic children who are resident in the parish of St. Helen's (notes 3&11)
3. Catholic children who are resident in the parishes of Sacred Heart, Our Lady of Lourdes, and St. Teresa's for whom St. Helen's is the nearest Catholic school (notes 3&11)
4. Other Catholic children (note 3)
5. Other looked after and previously looked after children (note 2)
6. Catechumens and members of an Eastern Christian Church (notes 4&5)
7. Children of other Christian denominations whose membership is evidenced by a minister of religion (note 6)
8. Children of other faiths whose membership is evidenced by a religious leader (note 7)
9. Any other children.

Within each of the categories listed above, the following provisions will be applied in the following order.

1. Where evidence is given at the time of application of an exceptional social, medical, or pastoral need of the child which can most appropriately be met at this school, the application will be placed at the top of the category in which the application is made (note 10)
2. The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (i) above (note 8)

Definitions and explanatory notes are available on the full arrangements are available on the school website or on the following link [School Admission Policies](#).

Number of preferences received for admission into the Reception year group in September 2023 = 94

Admission Criteria	2023	2022	2021	2020
Catholic Looked after children and previously looked after children;	0	0	0	<5
Catholic children who are resident in the parish of St. Helen's	15	9	18	19
Catholic Children who are resident in the parishes of Sacred Heart, Our Lady of Lourdes, and St. Theresa's for whom St. Helen's is the nearest Catholic school;	<5	7	<5	13
Other Catholic Children;	<5	0	5	0
Other Looked after children and previously looked after children;	0	0	0	0
Catechumens and members of an Eastern Christian Church;	0	<5	<5	<5
Children of other Christian denominations whose membership is evidenced by a minister of religion;	<5	5	8	6
Children of other faiths whose membership is evidenced by a religious leader;	<5	<5	0	<5
Any other children	30	24	25	17
<b>Total offered on National Offer Day</b>	<b>57</b>	<b>50</b>	<b>60</b>	<b>60</b>

For admissions into the Reception year group in September 2023 the last child was admitted under admission criterion 'Any other Children'.

Appeals	2023	2022	2021	2020
Number of appeals lodged	0	0	0	0
Number of appeals heard	0	0	0	0
Number of successful appeals	0	0	0	0

# St Mary's, Prittlewell, Church of England Primary School

Headteacher: Mr N Booth

Address: Boston Avenue, Southend-on-Sea SS2 6JH

Tel: 01702 354012

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

Website: [www.st-marysprittlewell.com](http://www.st-marysprittlewell.com)

Published Admission Number (PAN) 2024: 90

Where applications of admission exceed the number of places available, the following criteria will be applied in the order set out below to decide which children to admit:

## Admission Criteria 2024:

1. Looked After Children (LAC) or previously looked after children
2. Pupils with a sibling at the school
3. Pupils living in the catchment area (map available from school)
4. Pupils living outside the catchment area

Number of preferences received for admission into the reception year group in September 2023 = 141

Admission Criteria	Number of pupils allocated a space
	2023
Pupils with a Statement of Educational Needs or in Public Care	0
Pupils with a sibling at the school	33
Pupils living in the catchment area	50
Pupils living outside the catchment area	0
<b>Total offered on National Offer Day</b>	<b>83</b>

The last child was admitted under admission criterion 'out of catchment'.

Appeals	2023
Number of appeals logged	0
Number of appeals heard	0
Number of successful appeals	0

# Temple Sutton Primary School

## Learning in Harmony Multi Academy Trust

Headteacher: Ms O Laniyan

Address: Eastern Avenue, Southend on Sea, SS2 4BA

Telephone Number: 01702 468582

Email: [admin@templesuttonprimary.co.uk](mailto:admin@templesuttonprimary.co.uk)

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

Published Admissions Number (PAN) 2024: 90

### Admission Criteria 2024:

1. Looked after children and previously looked after children.
2. Pupils who live in the catchment area who have a sibling attending the school.
3. Pupils who live in the catchment area.
4. Pupils who live outside the catchment area who have a sibling attending the school.
5. Pupils of staff at the school.
6. Pupils of the school attending Temple Sutton Nursery.
7. Pupils who live outside the catchment area.

The definition for Looked After Children is available in the glossary. The full arrangements are available on the school website or on the following link [School Admission Policies](#).

Number of preferences received for admission into the Reception year group in September 2023 =122

Admission Criteria	Number of pupils allocated a space				
	2023	2022	2021	2020	2019
EHCP or in/was in Public Care	5	<5	<5	<5	<5
Catchment area siblings	16	15	28	14	16
Catchment area	22	33	17	22	23
Out of catchment siblings	9	19	14	18	17
Pupils of staff	<5	<5	<5	0	0
Temple Sutton Nursery	10	15	17	11	12
Out of catchment	23	<5	13	19	19
<b>Total offered on National Offer Day</b>	<b>86</b>	<b>88</b>	<b>91</b>	<b>85</b>	<b>90</b>

The last child was admitted under admission pupils living outside the catchment area

Appeals	2023	2022	2021	2020	2019
Number of appeals lodged		0	0	0	0
Number of appeals heard		0	0	0	0
Number of successful appeals		0	0	0	0

# The Westborough Academy

## The Challenger Multi Academy Trust

Headteacher: Mrs T Brook

Address: Macdonald Avenue, Westcliff on Sea, SS0 9BS

Telephone Number: 01702 349249

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

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

Published Admissions Number (PAN) 2024: 60

### Admission Criteria 2024:

1. Looked after children and previously looked after children.
2. Children with a brother or sister on roll at the close of applications for the forthcoming academy year and living at the same address within the catchment area.
3. Children who live in the catchment area.
4. Children with a brother or sister on roll at the close of applications for the forthcoming academy year and living at the same address outside the catchment area.
5. Children who live outside the catchment area.

The definition for Looked After Children is available in the glossary. The full arrangements are available on the school website or on the following link [School Admission Policies](#).

Number of preferences received for admission into the Reception year group in September 2023 =110

Admission Criteria	Number of pupils allocated a space				
	2023	2022	2021	2020	2019
EHCP or in/was in Public Care	<5	0	0	0	0
Catchment area siblings	21	21	15	26	19
Catchment area	25	32	31	32	24
Out of catchment siblings	5	<5	8	<5	5
Out of catchment	8	<5	6	0	<5
<b>Total offered on National Offer Day</b>	<b>60</b>	<b>60</b>	<b>60</b>	<b>60</b>	<b>60</b>

The last child was admitted under admission pupils living outside the catchment area

Appeals	2023	2022	2021	2020	2019
Number of appeals lodged	0	0	4	0	0
Number of appeals heard	0	0	3	0	0
Number of successful appeals	0	0	0	0	0



# Thorpedene Primary School

## Southend East Community Academy Trust

Headteacher: Miss S Walsh

Address: Delaware Road, Shoeburyness, SS3 9NP

Telephone Number: 01702 582225

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

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

Published Admissions Number (PAN) 2024: 60

### Admission Criteria 2024:

1. Looked after children and previously looked after children.
2. Pupils who live in the catchment area who have a sibling attending the school.
3. Pupils who live in the catchment area.
4. Pupils who live outside the catchment area who have a sibling attending the school.
5. Pupils who live outside the catchment area.

The definition for Looked After Children is available in the glossary. The full arrangements are available on the school website or on the following link [School Admission Policies](#).

Number of preferences received for admission into the reception year group in September 2023 = 85

Admission Criteria	Number of pupils allocated a space				
	2023	2022	2021	2020	2019
EHCP or in/was in Public Care	0	0	0	0	0
Catchment area siblings	15	16	11	15	11
Catchment area	6	7	12	12	6
Out of catchment siblings	15	15	17	19	21
Out of catchment	6	7	31	26	18
<b>Total offered on National Offer Day</b>	<b>42</b>	<b>45</b>	<b>71</b>	<b>72</b>	<b>56</b>

The last child was admitted under admission pupils living outside the catchment area

Appeals	2023	2022	2021	2020	2019
Number of appeals lodged	0	0	0	0	0
Number of appeals heard	0	0	0	0	0
Number of successful appeals	0	0	0	0	0

# West Leigh Infant School

## Southend-on-Sea City Council

Headteacher: Miss Sarah Froydenlund

Address: Ronald Hill Grove, Leigh on Sea, SS9 2JB

Telephone Number: 01702 476610

Email: [office@westleigh-inf.southend.sch.uk](mailto:office@westleigh-inf.southend.sch.uk)

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

Published Admissions Number (PAN) 2024: 120

### Admission Criteria 2024:

1. Looked after children and previously looked after children.
2. Pupils who live in the catchment area who have a sibling attending the school or West Leigh Junior School.
3. Pupils of staff at the school.
4. Pupils eligible for pupil premium who live in the catchment area.
5. Pupils who live in the catchment area.
6. Pupils who live outside the catchment area who have a sibling attending the school or West Leigh Junior School.
7. Pupils who live outside the catchment area.

The definition for Looked After Children is available in the glossary. The full arrangements are available on the school website or on the following link [School Admission Policies](#).

Number of preferences received for admission into the Reception year group in September 2023 = 234.

Admission Criteria	Number of pupils allocated a space				
	2023	2022	2021	2020	2019
EHCP or in/was in Public Care	0	<5	<5	<5	<5
Catchment area siblings	28	40	48	57	51
Pupils of staff	1	<5	<5	<5	0
Catchment pupil premium	0	0	0	0	0
Catchment area	61	68	54	56	68
Out of catchment siblings	10	7	<5	5	0
Out of catchment	18	<5	12	0	0
<b>Total offered on National Offer Day</b>	<b>118</b>	<b>120</b>	<b>120</b>	<b>120</b>	<b>120</b>

The last child was admitted under admission pupils living outside the catchment area

Appeals	2023	2022	2021	2020	2019
Number of appeals lodged	1	1	0	6	7
Number of appeals heard	0	0	0	6	6
Number of successful appeals	0	0	0	0	0

# West Leigh Junior School

## Portico Academy Trust

Executive Headteacher: Cheryl Woolf

Address: Ronald Hill Grove, Leigh on Sea, SS9 2JB

Telephone Number: 01702 4478593

Email: [office@westleigh-jun.southend.sch.uk](mailto:office@westleigh-jun.southend.sch.uk)

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

Published Admissions Number (PAN) 2024: 128

### Admission Criteria 2024:

1. Looked after children and previously looked after children.
2. Pupils attending year 2 at West Leigh Infant School.
3. Pupils who live in the catchment area who have a sibling attending the academy or West Leigh infant school.
4. Pupils of staff at the academy.
5. Pupils eligible for pupil premium who live in the catchment area.
6. Pupils who live in the catchment area.
7. Pupils who live outside the catchment area who have a sibling attending the academy or West Leigh Infant School.
8. Pupils who live outside the catchment area.

The definition for Looked After Children is available in the glossary. The full arrangements are available on the school website or on the following link [School Admission Policies](#).

Number of preferences received for admission into the year-3, year group in September 2023 = 142

Admission Criteria	Number of pupils allocated a space				
	2023	2022	2021	2020	2019
EHCP or in/was in Public Care	<5	<5	<5	<5	<5
Year 2 at WLIS	118	116	118	119	116
Catchment area siblings	0	<5	0	0	9
Pupils of staff	0	0	0	0	0
Catchment pupil premium	0	0	0	0	0
Catchment area	3	<5	<5	<5	<5
Out of catchment siblings	<5	<5	<5	0	0
Out of catchment	4	<5	<5	<5	<5
<b>Total offered on National Offer Day</b>	<b>128</b>	<b>128</b>	<b>127</b>	<b>122</b>	<b>132</b>

The last child was admitted under admission criterion 'out of catchment area'

Appeals	2023	2022	2021	2020	2019
Number of appeals lodged	0	0	0	2	0
Number of appeals heard	0	0	0	2	0
Number of successful appeals	0	0	0	0	0

# Admission of Children from Overseas

All children of compulsory school age (5 to 16 years) in the UK have a right of access to education. However, where a child is in the UK for a short period only, for example less than half a term, it may be reasonable to refuse admission to a school.

Any change in legislation must be considered when processing applications. Updates are announced on the Department for Education [Department for Education Guidance on School Admissions](#)

## Frequently Asked Questions

**How do I find out more about the primary schools in Southend-on-Sea?** One of the best ways to find out more about a school via their website and to visit them where possible. Please contact the school and arrange a day/time to visit.

**When can I apply for my child's primary school and if I apply early will I be more likely to get my 'first' choice?** The online primary school application form will be open from 14 September 2023 and the closing date is 15 January 2023. School places are **not** offered on a 'first come first served' basis. They 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 33 mainstream state schools that are listed within this booklet. Examples of the cost that parents would need to cover are uniform, stationery and trips. There are fee paying, independent primary schools in the area.

**What if my child has a statement of EHCP (Education Health Care Plan)?** Parents will receive information from the special educational needs team regarding the primary school application process where appropriate. Parents can also view the local offer on the Southend Website.

**Can my child have free school meals at primary school?** Yes. It is 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). If you are eligible for free school meals, you will save between £10 and £15 per week. Parents for children in years R, 1 and 2 will automatically receive free school meals. Some schools will also give 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. Admission arrangements for schools are available on earlier pages in this booklet. Admissions arrangements are also published on school websites.

**Can my child attend a school outside of Southend-on-Sea City?** Parents can express preferences for schools in and out of the area. Primary 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, even if some, or all, of your preferred schools are outside Southend.

**When and how will I find out my child has a primary school place?** Parents/carers will be informed on **17 April 2024** 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. The majority walk, cycle or use public transport.

Please consider 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 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. You can now claim for a grant towards school uniform under our Essentials Living Fund Scheme. More information and eligibility criteria can be found here [School Uniform Grant – Southend-on-Sea City Council](#)

**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 enquiries. You can contact the team by email at [admissions@southend.gov.uk](mailto:admissions@southend.gov.uk)

## Registered Private/Independent Schools

School Name	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	

## Registered Specialist Primary Provision

School Name	Type of School and Age Range	Admissions Process
Kingsdown School	Academy 3-14	Admission for specialist provision is for children who have an Education, Health, and Care Plan (EHCP). 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> <b>Telephone:</b> 01702 215246 <b>Email:</b> <a href="mailto:SENTeam@southend.gov.uk">SENTeam@southend.gov.uk</a>
Ocean Lodge Independent School	Independent 7-16	
Sutton House Academy	Academy 5-16	
The St. Christopher School	Academy 3-19	

## Registered Primary Alternative Provision

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

# 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

# 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.

## 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

## Family Support/Early Health Team

01702 215783

Parents self referral

## Children with Disabilities

[Children with Disabilities – Southend-on-Sea City Council](#)

## Southend-on-Sea local Offer

[Southend-on-Sea Local Offer | Livewell Southend](#)

## Early Years

[Paying for Childcare | Livewell Southend](#)

## School Admissions Service

Enquiries about School Admissions can be made by email.

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

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 [Academies Act 2010](#).

**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 applied and is requesting an additional school(s). This will normally be after the initial offer of places in April.

**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. This is then submitted 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 (i.e. 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 given, parents will need to give 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.

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

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

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

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

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

Ranking for Faith schools differ slightly in that: 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 15 January 2021 will have their application slotted into the system as and when received.

**National Offer Day:** The day (17 April 2023) on which all offers of places will be made communicated to parents.

**Normal round of admissions:** Under the Southend Co-ordinated Primary Admissions Scheme, the normal round of admissions refers to admissions to Year R and 3 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 2014). 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 needed and the LA should not have details of both parents in processing the application (The School Admissions Code 2014).

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.

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

**Supplementary Information Forms (SIFs):** Forms on which parents are asked to 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.

**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 needed 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 needed 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 make sure that the requirements of data protection are met within the requirements of the current legislation. To make sure 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 underage if he or she will be under 3 years of age on 31 August immediately prior to admission in September. An applicant is over age if he or she is not under 5 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 2014).

**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 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 enrollment forms, post admission would be at the discretion of the school and covered in the school's data protection (GDPR) policies. For further information please visit [Advice for Young Carers](#).

**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 Primary Schools for the year 2024/25.

**Review date:**

Jan-Feb 2023 for 2024 transfer to Primary School

**Statutory reference:**

School Admission Code 2021

School Admission Appeals Code 2012 (updated version due 2023)

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

**Consultation and Determination references:**

The Co-ordinated Admission Scheme for 2024/25

Determined Admission Arrangements for September 2024 –available from:

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

Published September 2023 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 September 2023 any changes will be published by means of erratum.

We recommend that applications for Primary School places be made online at

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