

In-year School Admissions 2018/19

A guide for parents and carers of children seeking a school place during the 2018/19 school year
This should be read in conjunction with the Primary and Secondary Admission booklets.
The booklets contain the admission criteria and contact details for all schools in Southend-on-Sea.

Introduction

Admissions for September each year to reception, year 3 and year 7 groups are not called in-year admissions as admission is coordinated to these year groups by The School Admissions Team, Southend-on-Sea Borough Council.

Detailed information is available on our website: www.southend.gov.uk/admissions

The website includes links to school websites together with a copy of the Primary and Secondary School Admissions booklets. The admissions booklets provide details of the name, address, admission limit and admission criteria of all schools in the Borough.

If however you would prefer a paper copy of the admissions booklet please contact either the Borough Council School Admissions Team on 01702 212934, or email admissions@southend.gov.uk.

Usually applications during the school year are necessary due to:

- Moving or having moved into Southend;
- Changing address in Southend; or
- Wishing to change school.

In-year applications for all Secondary Schools in the borough need to be made directly to the schools.

Information and further details are available on Secondary School websites or by contacting the schools directly.

The School Admissions Team at the Council can advise parents on school places available for all schools in the borough on 01702 212934, or email admissions@southend.gov.uk.

If you are moving into the Borough and you have been unable to secure a place at any of your preferred schools you should contact The School Admissions Team who can advise you of alternative school places in the Borough.

This guide details the process to be followed for making an in-year application.

Changing Schools Moving House

If you are moving into the Borough (either from overseas or from within the UK) or are moving

house within the Borough, and wish to change school you will need to provide 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. These documents must be provided before an offer of a school place can be made. (Tenancies for a period of less than 6 months will not be accepted). The full details for address checks and what is acceptable can be found in the Primary Admissions Booklet on the website.

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, provided the application is 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.

Transferring Schools within the Borough

Changing schools is a serious step to take. Before applying for a place at an alternative primary school in the Borough please discuss the reasons for your request with your child's current headteacher.

Your child must continue to attend their current school and you must not remove your child from the school before securing a place at another school.

Before you apply

It is advisable to find out about schools in the Borough by looking at the details from a number of sources:

- The Southend-on-Sea Borough Council website: www.southend.gov.uk/admissions
- DfE website: www.education.gov.uk
- Ofsted website: www.ofsted.gov.uk
- Admission booklet – admissions criteria: www.southend.gov.uk/admissions
- Contacting the school directly
- Check the location of the school to your home address and consider how you would get your child to school. 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

Many schools are already full which means that the nearest or catchment school for your new home address may not be able to offer your child a place.

In some cases a parent may have more than one child trying to gain a place in the same school, this can be very difficult. Parents should therefore consider very carefully if there are sufficient places at their preferred school(s) when making an application(s).

How and where to apply

You can apply by downloading the form which is available from the website:

www.southend.gov.uk/admissions or on a paper form which is available to collect from the Civic Centre or by calling **01702 212934**.

Some of the Infant, Junior and Primary schools manage their own in-year admissions. You can apply directly to the school by checking the school website or we will forward your application to them if that is required. The Council is the admission authority for all community schools.

Please note:

- You are welcome to call the Admission Team at any point to request information on the process and to enquire about vacancies in the area. This applies to primary and secondary schools.
- If you are applying for a school outside of Southend check the admissions criteria for the school by contacting the Local Authority where the school is situated and find out how you apply for that school.
- If you are applying for in-year admissions at any secondary school in or out the borough, please contact the school directly.
- In all situations, if you do not have a school place within 20 days at the most please contact the admissions team immediately.

How the School Admissions Team process your application

- In-Year admissions will be dealt with in date order and in line with the school admission criteria. The School Admissions Team aims to process the application within 20 school days;
- The School Admissions Team will check whether your preferred school(s) has a vacancy in your child's year group;
- If a vacancy does exist and it is the only application a place will be offered; where there are more applications than vacancies at the school the oversubscription criteria will be applied to determine who has the highest priority. Those with the highest priority will be

allocated a place at the school filling the places available;

- In some cases, if you have completed more than one application form and have returned them to more than one place (for example, two separate schools and the Council) you may receive more than one offer. If this is the case, you will need to decide which school you wish to take up and notify the School Admissions Team and the relevant school/s of accepting and declining places;
- If your child is not on a school roll and you cannot be offered a place at one of your preferences, a place will be offered at the next nearest school in the Borough to your home address that has places. If you prefer to consider other schools with places as this time please contact The School Admissions Team;
- Alternative places can only be offered for Southend residents.
- If your child is on a roll in a Southend school that is less than two miles from the home address and The School Admissions Team cannot offer you a place at one of your preferences you will be given the option of going on the waiting list, you will not be given an alternative offer;
- If you are refused a preference you have the right to have your case considered by an Independent Appeal Panel. Details on how to appeal and where to get further advice can be found on the website.

In-year admissions for Primary Schools starting in September

Where the application is for the start of the academic year in September applications can be submitted from anytime in the summer term i.e. anytime 18th April and onwards. Offers are made as and when they become available, usually from July onwards.

In the summer holidays as most schools are closed, you will receive and acknowledgment letter to confirm the school admission team are processing your form and waiting for the school response before they send your outcome letter.

Year 3 Admissions for all schools in the borough

If your child was born between 1st September 2011 and 31st August 2012, and is attending an infant School, parents must apply to move to a junior school.

The infant school will be a named feeder to the junior. The junior schools will give priority to children attending the partner infant school. This

is in place to provide an opportunity for children to continue their education at the partner school.

Parents wishing for their child to remain in their current primary school **do not** need to apply and will move to year 3 as usual.

You will need to apply **by 15 January 2019** for a Junior/Primary school place for September 2019.

The processes for admissions to Year 3 at the start of the academic year are coordinated at the same time as **Reception allocations**.

Admissions for year 3 at other times of the year will be in-year admissions and the process is outlined in this document.

Waiting Lists

The School Admissions Team will be handling the in-year admissions waiting lists for all community schools and, own admission authority schools for which they process in-year admissions. If you are unsuccessful at one of these schools you can request that your child be kept on the waiting list should a vacancy arise at one of the preferred school(s).

Waiting lists are only kept for the school year and cease on the last day of the summer term.

You should enquire at schools operating their own In-Year admission arrangements as to whether they are operating a waiting list and, if so, how it works.

You will need to submit a new application if you wish to remain on the waiting list for a school going into the new school year.

Further details on waiting lists are available in the Primary and Secondary admissions booklets.

Fair Access

The School Admissions Code requires each Local Authority to have a Fair Access Protocol in place to ensure that access to education is secured quickly for children, especially the most vulnerable, who have no school place, and to ensure that all schools in the area admit their fair share of children who may present challenges to a school.

Southend's Fair Access Protocol includes a number of categories which identify a child as being potentially vulnerable or likely to present a challenge to the school. These include (but are

not restricted to) previous behaviour issues, poor attendance and changing schools in Years 10 and 11, the full policy is available on the Council's website.

Pupils in public care requiring a school place outside the normal round

Children in public care that require 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.

Please note that if your child has a Education, Health and Care plan or a statement or if you have any enquiries for special schools you will need to contact the SEN Team at the Council on SENTeam@southend.gov.uk or refer to:

www.southend.gov.uk/info/200225/children_with_disabilities/290/special_educational_needs/2

Admissions criteria and relevant information

You are reminded that information on the full process, address considerations, admission criteria and more are available in the Primary Admissions booklet or the Secondary Admissions booklet for the year you are applying for.

The booklets are available on:

www.southend.gov.uk/admissions

Frequently Asked Questions

We know that parents/carers have lots of questions about their options for a primary school for their child so we've listed below some of the ones that are asked most often.

How do I find out more about the primary schools in Southend-on-Sea?

One of the best ways to find out more about which will be the best school for your child is to visit them. Please contact the school and arrange an alternative day/time to visit.

Do I have to pay to go to any of the mainstream Southend schools?

There are no fees for the 34 mainstream primary schools that are listed within The Primary Admissions Booklet. There are some costs, 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 SEN or EHC Plan?

Parents will receive information from the special educational needs team regarding the primary school application process. The SEN Team can be emailed at SENTeam@southend.gov.uk or by telephone on 01702 215007.

Can my child have free school meals at primary school?

Yes. It is really easy to apply either in person at the school or using our online service at www.southend.gov.uk/fsm. If you are eligible for free school meals you will save between £10 and £15 per week. In line with new Government plans, parents for children in years R, 1 and 2 will automatically receive free school meals. Some schools will also provide 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 in the Primary School Booklet.

Where can I find out about school uniform?

All of the schools have uniform suppliers listed on their website. If you do not have internet access then please contact the school directly who will be able to give you more information. Under Southend-on-Sea Borough Council's current policy there is no financial support for uniform grants.

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.

This booklet is mainly 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 2018/19.

Review date:

Summer term 2019

Statutory reference:

School Admission Code 2014

School Admission Appeals Code 2012

Consultation and Determination references:

The co-ordinated Admission Scheme for 2018/19 and

Determined Admission Arrangements for September 2018 – composite document

Available from: www.southend.gov.uk/admissions (select 'Admission Policies and Reports')

Published School Data (SOP 2016)

This Data Supplement is produced on an annual basis based on the latest January Annual School Census (ASC). The Data Supplement is intended to give a clear analysis of demography, the organisation of school places, and the need to add, remove, relocate or otherwise re-organise school places.

No consultation is required and the Supplement is published for information only and available to the public on: <http://www.southendlearningnetwork.co.uk/Article/22346>

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