Secondary School Admissions 2018/19

Provided to year 5s in Southend Schools and published on the web site by 1st July 2017

Reminder flyer to year 6 pupils in Southend schools – September 2017

For admission to year 7 - 2018 and for in-year admissions during the school year 2018/19.

See centre pull out section for secondary school open evenings, frequently asked questions and application checklist

Apply online at www.southend.gov.uk/admissions by 31st October 2017
A summary of this publication can be provided in alternative formats such as Braille, audiotape or in large print. Translations of this document in alternative languages are also available.

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

Bengali
অন্য কোন ভাষা, আকারে এই ম্যাগাজিনের কপির জন্য, অথবা অতিরিক্ত কপি অর্ডার করার জন্য অনুমোদন করে যে নম্বর ফোন করবেন সে নম্বর নিচে উল্লেখ করা হলো।

Chinese
如欲索取本雜誌的其他語文或格式版本，或希望訂閱更多份雜誌，請致電下列號碼

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

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

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

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

Punjabi
ਇਸ ਪੁਸਤਕ ਦੀ ਸੰਖਿਤ ਮੰਨੀ ਪ੍ਰਖਿੰਦੋ ਹਰਕੋਝਨੌ ਉੱਨਾ ਇਨ ਹਿੱਤ ਹੁੰਦਾ ਭਿੱਉਸਵੰਟ ਅਰਥਾਤ ਮੰਨਿਆ ਜਾ ਸੁਧਾਰਾ ਹੈ। ਇਸ ਸਮਾਚਾਰ ਦਾ ਘਾਣਸ਼ੀਲੇ ਅਖਾਦੇ ਹੁੰਦਾ ਹੈ।

Shona
Pfupikiso yegwaro iri inowanika zvakare seBraille (bhuku rinoverengwa nemapofu), tepi yekuteerera nezvakanyorwa nerunyoro runooneka. Gwaro iri rakaturikirwa mune imwe mitauro zvakare, uye magwaro acho anpo.

Urdu
اس رسالے کی کتابی کسی بلکہ بھی بیگڑ زبان با شکل میں حاصل کرنے یا اس کی مزید کتابیں ارثر کرنا
کے لئے براتہ میہربانی درج ذیل نمبر ذاپل کریں۔
See centre pull out section for secondary school open evenings, frequently asked questions and application checklist.

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

Dear Parent

We know just how important it is for you to choose the right secondary school for your child in order for them to thrive, learn, become confident and successful in whichever path they may choose.

All children have different ways of learning. Some children excel in music, others have a natural aptitude for mathematics, some are good at sport, many are secure ‘all-rounders’, a few find academic learning challenging and some thrive on a practically based vocational curriculum. Most important of all, is that all children and young people deserve a good education both for their own sake and to enable them to gain qualifications to help them secure a positive future.

When it comes to making that all-important decision about secondary education, the challenge is to find the right school. This means one that meets your child’s academic, social and emotional needs, where they will be happy, safe, secure and ready to learn.

To help you make an informed choice we are pleased to provide you, in this booklet with the school details, admission criteria and the admission process. Starting secondary school is a major event for all children and we hope that this booklet will answer most of your questions. If, however, there is anything further you need to know or if you are unsure what to do at any stage please contact the Customer Service Centre or The School Admissions Team.

We hope that you find the information in this booklet helpful in making this important decision and join you in wishing your children all the very best as they near the end of their time in primary school.

Simon Leftley
Deputy Chief Executive, Department for People
Applying for school places online

There are two ways to make your application for a school place; it can be done either:

- Online via our website (see below) or
- On a paper application, copies of which are available from the Council at the Civic Centre, Victoria Avenue.

The online system is quick, secure and confidential. You will be able to create an account and add your application details, view it, make any changes and submit your final version before the closing date, as well as view the offer. It is hoped that as in previous years as many parents as possible will apply online for secondary school places for September 2018. For the September 2017 round of admissions 88% of parents applied online.

The website address is

www.southend.gov.uk/admissions

The benefits of making your application online are:

- the online facility is available 24 hours a day and 7 days a week from 1st September 2017 until midnight on the closing date of 31st October 2017;
- you can log in and view your application form and you can 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, 1st March 2018 from anywhere in the world. The offer will only be sent by email on the offer day to those that request it;
- you can respond to the offer of a school place online.

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 Borough. 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 inform us if you change your email address during these months if you have applied online.
Introduction

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

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

**Telephone:**
01702 212934
The School Admission Team
01702 215007
Department for People

**Email:** admissions@southend.gov.uk

The School Admission Team
Southend-on-Sea Borough Council
Department for People
Civic Centre
Victoria Avenue
Southend-on-Sea
SS2 6ER

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 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 for the purposes of admissions. Consent by both parents is not required and the LA should not have details of both parents (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.
## Important dates in the process

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>4th May 2017 – 21st July 2017</td>
<td>Registration period for those wishing to take the selection test (11+) organised by the Consortium of Selective Schools in Essex (CSSE). Details on <a href="http://www.csse.org.uk">www.csse.org.uk</a></td>
</tr>
<tr>
<td>June/July and Sept/October 2017</td>
<td>Secondary school open evenings &amp; open days. See middle of booklet for a pull out.</td>
</tr>
<tr>
<td>1st September 2017</td>
<td>Closing date for parents to register for their child to take either the Sports or Performing Arts aptitude tests at The Eastwood Academy. Complete the Academy SIF form.</td>
</tr>
<tr>
<td>11th September 2017 (PA) and 18th September (S)</td>
<td>Sports (S) and Performing Arts (PA) aptitude tests to be taken at The Eastwood Academy by those pupils whose parents have registered for them to take the tests.</td>
</tr>
<tr>
<td>23rd September 2017</td>
<td>Selection test (11+) to be taken by those pupils whose parents have registered for them to take the test with the CSSE (<a href="http://www.csse.org.uk">www.csse.org.uk</a>).</td>
</tr>
<tr>
<td>13th October 2017</td>
<td>Those pupils who took either the Sports or Performing Arts aptitude tests at The Eastwood Academy will be advised of the outcome by the school.</td>
</tr>
<tr>
<td>16th October 2017</td>
<td>Those pupils who took the selection test (11+) will be advised of the outcome by CSSE.</td>
</tr>
</tbody>
</table>

## Admission timeline

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st September 2017</td>
<td>Admissions round for transfer to year 7 opens.</td>
</tr>
<tr>
<td>31st October 2017</td>
<td>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.</td>
</tr>
<tr>
<td>19th January 2018</td>
<td>Cut off date for New applications that could not have reasonably have been made by the deadline. This date is also the cut off for change of address (people moving into the area that could not apply to an Authority – see page 9). Address changes after this date must be reported and will be considered after national offer day. All address changes (between Sept and Jul) must be reported to The School Admissions Team of the Council.</td>
</tr>
</tbody>
</table>
| 1st March 2018              | “National offer day*.  
  • parents that applied online will be able to view and accept the offer online and where appropriate, will be able to request their child be added to a waiting list;  
  • letters will be sent by 1st class post to parents who used the paper application form advising them at which school their child will be offered a place*. |
| 14th March 2018             | Closing date for parents to either accept or refuse the school place offered.                           |
| 1st March – 22nd August 2018 | Waiting lists are maintained by the Council for all schools in the Borough and any places that become available are filled by the Council. Pupils are automatically on waiting lists for school refused that are a higher preference than the school offered. |
| Week of 1st April 2018      | Closing date for admission appeals to be submitted to schools.                                         |
| End May 2018                | All on-time appeals completed by schools.                                                               |
| 22nd August 2018 onwards    | Waiting lists become the responsibility of the individual secondary schools and any enquiries should be referred to the school. |

*Regardless of how you applied you can also email [admissions@southend.gov.uk](mailto:admissions@southend.gov.uk) to accept a place, refuse a place, request to be on a waiting list and any other queries.*
General information about schools and the school admissions process

Schools in Southend

There are 12 secondary schools in Southend and these are:

<table>
<thead>
<tr>
<th>School name</th>
<th>Total on roll Jan 2017 census (excl. 6th Form)</th>
<th>Admission Limit 2017/18</th>
<th>Status Total number of preferences received for admission in Sept 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Belfairs Academy (A)</td>
<td>1,325</td>
<td>232</td>
<td>803</td>
</tr>
<tr>
<td>Cecil Jones Academy (A)</td>
<td>967</td>
<td>200</td>
<td>285</td>
</tr>
<tr>
<td>Chase High School (A)</td>
<td>1,091</td>
<td>196</td>
<td>261</td>
</tr>
<tr>
<td>Futures Community College (F)*</td>
<td>469</td>
<td>168</td>
<td>163</td>
</tr>
<tr>
<td>Shoeburyness High School (A)</td>
<td>1,694</td>
<td>280</td>
<td>738</td>
</tr>
<tr>
<td>Southend High School for Boys (A)</td>
<td>1,204</td>
<td>180</td>
<td>746</td>
</tr>
<tr>
<td>Southend High School for Girls (A)</td>
<td>1,100</td>
<td>180</td>
<td>843</td>
</tr>
<tr>
<td>St Bernard’s High School (A)</td>
<td>872</td>
<td>145</td>
<td>477</td>
</tr>
<tr>
<td>St Thomas More High School (A)</td>
<td>992</td>
<td>150</td>
<td>467</td>
</tr>
<tr>
<td>The Eastwood Academy (A)</td>
<td>880</td>
<td>190</td>
<td>802</td>
</tr>
<tr>
<td>Westcliff High School for Boys (A)</td>
<td>1,158</td>
<td>184</td>
<td>848</td>
</tr>
<tr>
<td>Westcliff High School for Girls (A)</td>
<td>1,179</td>
<td>185</td>
<td>883</td>
</tr>
</tbody>
</table>

*Futures Community College has plans to change its name to Southchurch High School, please consult the school website.

Further details on pages 22 to 45.

Making an application

Only a person with parental responsibility (definition in glossary) can make an application. It is the responsibility of the parent to ensure that the application is received by School Admissions by 31st October 2017.

Only one application form can be submitted per child for the main round. If more than one application is received by parents, applications will be placed on hold until such time that:

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

Please ensure that the application form and any of the above documents are submitted by the closing date.

Refer to page 11 regarding address details.

Where do I apply?
If you pay your Council Tax to Southend-on-Sea Borough Council you must apply to the School Admissions Team at Southend-on-Sea Borough Council.

What happens if I apply to the wrong authority?
Your application is not processed.

Applying to schools outside Southend-on-Sea

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

You can either apply online at [www.southend.gov.uk/admissions](http://www.southend.gov.uk/admissions) or complete and return the form. Please do not do both.
We recommend that applications for secondary school places be made online at www.southend.gov.uk/admissions

Offers of school places

If you made an online application for a school place we will let you know by email on the National Offer Day at which school your child has been offered a place unless you have requested to receive your offer by post.

If you applied on the paper application form, you will be sent a letter by first class post, on the National Offer Day advising you at which school your child has been offered a place.

Accepting the offer of a school place

Parents will be given until 14th March 2018 to either accept or refuse the school place and may do so in writing by email, post or online.

Parents are encouraged to respond by this date but, in line with the Schools Admission Code 2014, will be given a further opportunity to accept a place before it is withdrawn.

 Allocation of school places if all preferences are refused

If you live in the borough 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 borough to your home address which has vacancies at that time.

Welcome packs from schools

Many schools send out welcome packs to all pupils that have been offered a place soon after National Offer Day. Parents are required to respond, online; or by email or letter directly to the School Admissions Team.

You can still decline an offer, even if you have received a welcome pack from the school and similarly you must accept the offer even if you receive the welcome pack.

The School Admissions Team notifies the schools of all responses.

Selecting Preferences

■ You can apply for up to five schools including out of borough schools and selective schools.
■ You should put your preferences in the order you would like to gain a place.

The coordinated arrangements mean that the Council will assess which school(s) can offer you a place according to the admission criteria of the school and if there is more than one school that can accommodate you, the Council will offer the school for which you expressed the highest preference. How the allocation of places works is outlined on page 14.
We recommend that applications for secondary school places be made online at www.southend.gov.uk/admissions.

Parents wishing to apply to schools that fall into other Local Authorities are reminded to check the relevant LA booklet and the criteria for the school that they are interested in. Details for the closest schools outside of Southend are available on page 48. We remind you to consider that one of your preferences is your catchment school to ensure that you have priority at a local school.

As always parents are encouraged to make reasonable preference choices.

Reminder: Your application must be completed by 31st October 2017.

Children living in Southend but attending a primary school outside of the Borough

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

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

As a guide you need to look carefully at how schools offered places in the previous year as indicated in pages 22–45.

Whilst this may not be exactly the same year on year it gives an indication for example that the school was able to admit all catchment pupils or that it had not been able to.

If you use one of your preferences for a selective school and your child did not reach the pass mark you will be refused a place at the selective school.

Please check the individual admission arrangements for each school for specific details of how your application will be considered (pages 22–45).

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 admissions@southend.gov.uk to accept a place, refuse a place, request to be on a waiting list and any other queries.

Supplementary Information Forms (SIF)

The Eastwood Academy, St Bernard’s High School and St Thomas More High School require you to complete a SIF. Please also see page 18&19 for selective and partially selective school requirements.

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

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

SIFs may also be required to apply for places at some schools outside the Borough. The individual schools concerned will be able to advise you whether a SIF is needed.
Ongoing offer of places
After all parents have responded to the offer by accepting or refusing places, and the School Admissions Team know how many places are available across the borough, available places will be offered from the waiting list. This process continues right up to September 2018.

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.

After September 2018 waiting lists are handed over to the respective schools.

Withdrawal of school places
Once a school place has been offered this can only be withdrawn by the Council or the school in very limited circumstances. These may include:

a. where a parent has failed to respond to an offer within a reasonable time;

b. where an offer was made on the basis of 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 of the round.

New School Applications
Applications received after 31st October 2017 from parents intending to move into the Borough (that could not have reasonably been made before the closing date) will be slotted into the system as and when received. These applications are referred to as “New School Applications”.

Depending on the date that the application is received this may not be considered as an on time application until after the initial allocation of places is made on National Offer Day. This is especially the case if applying to a school where it is not possible for the admission authority to rank the pupil in the time available prior to National Offer Day, and for changes to be shared with other local authorities within the coordinated arrangements.

A place can only be offered to a child once proof of relocation (exchange of contracts or a rental agreement) has been provided to the School Admissions Team.

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 achieved at a preference school with remaining places, an alternative offer will be made at the next nearest non selective school/non-faith school with places available within the Borough.

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.

Online Applications
You are reminded that:

- All forms must be submitted before midnight on 31st October 2017.
- All applications forms must be submitted to be considered
- Unsubmitted application forms will not be considered
- Please ensure that you have read the Terms and Conditions before you submit your application
If you change your application at any time you must ensure that it is re-submitted, otherwise the changes on the application cannot be processed. In this situation your most recently submitted form will be taken into account.

It is the parents’ responsibility to ensure that the sibling details have been provided on your application form. Please double check. You can view the sibling details on your online form and update them before the closing date.

Please inform the School Admissions Team if the sibling changes school during the admission round as this will influence the ranking of the submitted application form.

Sibling details

Please ensure that you have provided us with 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 ensure the sibling details are provided on the application form.

Year 7 - Under and over age applicants

For admissions into year 7, an applicant is under age if he or she will be under 11 years of age on 31st August immediately prior to admission in September. The Admissions Team will only accept applications from under age applicants who have been registered in year 6 of their primary schools from the first day of the school year in which they apply for a secondary school place.

This effectively requires that the decision to promote the child to the year group above his/her chronological age group must be taken by the primary school prior to the end of the summer term in the calendar year in which the child applies for a secondary school place (this should be prior to the end of year 5). Confirmation of this is likely to be sought from the headteacher of the primary school concerned, by the LA.

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

The Admissions Team will seek verification from the headteacher of the primary school concerned that an over-aged applicant has medically certifiable reasons or some other exceptional reason for being an over-aged applicant. The Admissions Team will wish to investigate especially thoroughly the circumstances through which any child is found to be studying in Year 6 for the second time, especially if this should involve an application to sit the CSSE selection tests for a second time. Medical and any other relevant background evidence will be required from the parent and the school for such applicants.

It is very important remember to:

- ‘Submit’ your online form
- Unsubmitted forms will not be accepted by School Admissions. An unsubmitted form is not an application
- Obtain a receipt for your paper submission as proof
- Inform the Admissions Team of any change of address
SECONDARY SCHOOL ADMISSIONS 2018–2019

General Admission Criteria

Information used when considering a child’s home address

In all cases the use of any particular 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 address where the Child Benefit* is normally payable would be taken into account and clarification sought from the Child Benefit Agency.

*Where a child benefit letter cannot be provided parents will need to provide a signed affidavit or other legal document to confirm the child’s usual place of residence.

Southend-on-Sea Borough Council takes very seriously any attempt to gain unfair advantage in the admissions process by giving false/misleading information (for example providing a false address). Please read further information on page 12.

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 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 immediately or your child’s offer of a place could be withdrawn.

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

If you make an online application and you have moved house it is not sufficient only to change your address on your online application. You must inform School Admissions in writing, by email or letter, and provide evidence of your move as described. If there are changes to your address details you must let School Admissions know immediately or your child’s offer of a place could be withdrawn.

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

Change of home address within the Borough after the closing date

Requests for changes of preferences as a result of a change of address within the Borough after the closing date will be slotted into the system as and when received. However, changes received after 19th January 2018 may not be considered until after the initial allocation of places is made on National Offer Day. This may not apply to applications from other areas and pupils should check the arrangements for their home LA.

Changes to the 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.

Distance from the school and siblings

Please refer to detailed admissions criteria available from the school to confirm the method used for determining distance from the school and for the definition of sibling for each school.
Parents who provide false information in support of their application for a school place

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

In relation to any application for a school place the Council may ask a sample of applicants to provide proof of their home address. This is likely to include;

- UK driving licence;
- copy of the child benefit letter (see page 11 if child benefit letter cannot be provided);
- council tax notification;
- two utility bills dated within the last 6 months (gas, electricity, water or landline phone)
- Tenancy Agreement
- Exchange of contracts

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

If, in addition to the rented property, 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.

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.

Places cannot be allocated on the basis of intended future changes of address, unless the move has taken place and confirmed with the School Admissions Team by 19th January 2018 at the latest and the relevant proof has been provided:

- a letter from your solicitor confirming exchange of contracts and completion date, or
- a copy of a rental agreement for at least 6 months signed by both the tenant and the landlord. A rental agreement should satisfy the School Admissions Team that it will be the child’s normal place of residence (at least covering the period that your child starts school).

The School Admissions Team takes steps to verify your child’s home address either by cross referencing information held by your child’s current school (if in Southend) or by requesting that you provide proof of address.

Checks will also be made with other departments in the Council and, 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.

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 provided in order to gain a place at a secondary school, the School Admissions Team will withdraw any school place offered.

If an offer of a school place is withdrawn the parent can submit a fresh application.

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

**Stage 1**
- Application form received
- Application made using online facility
- Details entered onto LA database
- Application acknowledged by email
- Application acknowledged within 10 days
- Details will be transferred automatically onto LA database

**Closing Date for Receipt of Application is 31st October 2017**

**Stage 2**
- Schools’ admission policies are applied to all applications
- Lists are collated by School Admissions
- LA database is updated and information is exchanged with other LAs

**Stage 3**
- Preferences that can be offered are identified
- Information from other LAs added to database
- The highest preference offer is decided and the pupil record updated

**1 March 2018 – National Offer Day**

An offer letter is sent to all parents giving the results of their application.

Email sent to online applicants, letter sent to those who have requested it, giving the result of their application.

Applicants respond to offer by contacting the LA. Online applicants can respond via online system. Paper applicants can respond by returning form enclosed with offer letter, using the business reply envelope. Alternatively, all applicants can respond by emailing admissions@southend.gov.uk

Pupils will be held on a waiting list for any schools of higher preference than that offered unless parents inform School Admissions that they no longer wish to be considered for a place. Waiting lists will be maintained by the LA for all schools until the end of August.

If a place becomes available then the child at the top of the waiting list will be offered the place.

Parents are given the right to appeal against all preferences not offered.

If none of your preferences can be met you will be offered a place at the nearest school to the home address with a space available in the borough.

We recommend that applications for secondary school places be made online at www.southend.gov.uk/admissions
How the allocation of places works

All preferences are treated equally.
If a place is available at each of your preference schools the offer for a place will be made at your highest preference school that has a place available.
Places are allocated according to the admission criteria on pages 22–45.

How places are allocated:

If there are places at your first preference school the place will be offered to you.

If there are no places at your first preference school and there are places at your second preference the place will be offered to you. You may request to remain on the waiting list for the first preference and will be offered your right to appeal for the first preference.

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 may request to remain on the waiting list for the first and second preference and will be offered your right to appeal for the first and second preference.

This process continues for your fourth and fifth preferences.

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 non selective school in the Borough to your home address with vacancies at that time.

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 or your child has not achieved the academic limit on the selection test.
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 admissions number.

[*selective schools and schools using selective tests or aptitude tests have more than one list relating to the different numbers allocated to different categories, for example, pupils living in the priority area and those outside the area.]

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.

As places are accepted or declined up to 14th March 2018 this affects the places available at schools. Any places available are allocated from the waiting list.

General information about 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 area and having a higher priority than someone already on the waiting list with an out of catchment sibling.

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

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

Waiting lists will be maintained by the School Admissions Team for all Southend schools until August 2018. From September 2018 waiting lists become the responsibility of individual secondary schools and any enquiries about the waiting list must be referred directly to the school. All waiting lists must be held at least till the end of December. Pupils should check with the school as to the period the waiting list is held.

School catchment areas

The map on page 16 provides an illustration of the catchment areas for Belfairs, The Eastwood, Chase, Cecil Jones, Futures and Shoeburyness schools.

If you require more detailed information about secondary school catchment areas in Southend you can either:
- refer to the Borough Council website at www.southend.gov.uk
- contact the individual secondary school(s);
- contact the School Admissions Team

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 catchment area. It is recommended that you should use one of your preferences on the Common Application Form for your catchment area school. All schools have a published admission number above which they will not admit. Details of the individual schools admission limits are shown later in this book.
Map showing secondary catchment boundaries
Maps provide a general idea of catchment areas. Catchment areas can be checked on ‘Where I live’ on www.southend.gov.uk

More detailed maps are also available on www.southend.gov.uk/info/200176/school_admissions_and_home_education/47/secondary_school_admissions
Map illustrating the Priority Area for the four Southend grammar schools

We recommend that applications for secondary school places be made online at www.southend.gov.uk/admissions
Schools that allocate places based on Aptitude

The only school in Southend that admits children based on aptitude is The Eastwood Academy. The school admits up to a limit of 10% of the Published Admission Number (200).

Three schools in Essex which are within a reasonable travelling distance of Southend also admit on aptitude. The Appleton School in Benfleet offers places based on an aptitude for modern languages. The Deanes School in Thundersley offers places based on an aptitude for sport. King John School in Benfleet may allocate up to 15% according to the results of a test of general ability. Parents should contact the above schools directly for details of registration dates. Contact details are on page 48.

Information about selective school admissions

Admission to some schools in Southend is determined by a selection test (the 11+). It is open to any pupil to take the selection test to seek admission to these schools.

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

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

<table>
<thead>
<tr>
<th>Schools admitting through a selection test in Southend</th>
<th>Type of admissions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shoeburyness High School</td>
<td>selective &amp; non-selective admissions</td>
</tr>
<tr>
<td>Southend High School for Boys</td>
<td>selective admissions only</td>
</tr>
<tr>
<td>Southend High School for Girls</td>
<td>selective admissions only</td>
</tr>
<tr>
<td>St. Bernard’s High School</td>
<td>selective &amp; non-selective admissions</td>
</tr>
<tr>
<td>St. Thomas More High School</td>
<td>selective &amp; non-selective admissions</td>
</tr>
<tr>
<td>Westcliff High School for Boys</td>
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</tr>
<tr>
<td>Westcliff High School for Girls</td>
<td>selective admissions only</td>
</tr>
</tbody>
</table>

We recommend that applications for secondary school places be made online at www.southend.gov.uk/admissions
The seven Southend schools on page 18 have combined with one grammar school in Chelmsford and two grammar schools in Colchester to form the Consortium of Selective Schools in Essex (CSSE). This consortium enables pupils to take a common selection test (the 11+), which can then be considered by all the 10 schools – instead of pupils having to take a separate test for each school.

The allocation of places at each of the schools is determined by the score in the selection test, but how this is applied will vary between the schools and you need to read the admissions criteria carefully for each school. For example the four Southend Grammar schools give preference to those pupils living within a defined geographical area that includes all addresses with a postcode SS0 to SS9 inclusive. A copy of a map detailing the defined area is shown on page 17.

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

To take part in this year’s CSSE test you must register for the selection test. You will need to complete a registration form online at [www.csse.org.uk](http://www.csse.org.uk) by the closing date 21st July 2017. The Test Registration Form allows parents to choose where they would like their child to sit the selection tests.

Please contact the CSSE for information regarding the test.

Once parents have received the outcome of the selective test they can then submit an application for a school place to the Local Authority which must be done by the closing date.

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

Further information regarding the selection test arrangements may be obtained from the CSSE as follows:

- Website: [www.csse.org.uk](http://www.csse.org.uk)
- CSSE Administrative Office, PO Box 3087, Chelmsford, Essex CM1 3SY
- Telephone: 01245 348257
- Email: admin@csse.org.uk

**11+ test results**

Test results will be sent by first class post to all candidates on the 16th October 2017.

Accompanying the 11+ test results will be a guidance sheet detailing the likely 11+ score/s your child will need to attain to gain a place at the individual CSSE Schools.

A look up facility for test results will be available from the 16th October from 9am for candidates who have registered online. **Please allow until 19th October 2017 for receipt of postal results before contacting the CSSE office.**
School admission appeals

If your child is refused a place at any school that you have put as a higher preference, you have the right to appeal against the decision to an independent admission appeals panel. Even if you are intending to appeal we always advise parents to accept the school place currently being offered.

Most parents are not successful in their appeal and accepting a place gives you the security of a school place. It should be noted that in all cases the decision of the admission appeals panel is final and binding on all parties.

The School Admission Appeals Code sets out a strict timetable for the hearing of appeals. For secondary admissions, appeals resulting from applications made before the closing date must be heard by May/June 2018. Appeals resulting from late applications should ideally be held at the same time as on-time applicants but if this is not feasible they must be heard within 30 school days of the appeal being lodged.

You will be advised in advance of the date of your meeting, called a ‘hearing’. Wherever possible the appeal hearings will take place in the area local to the school for which you are appealing.

You are encouraged to attend your appeal in person. If you do not attend, and do not inform the clerk, the panel may consider your appeal in your absence. You should remember that if your appeal is heard in your absence, the panel will be unable to ask further questions about any details of your case, which they may wish to clarify, before reaching a decision. Your appeal will usually be heard in private and as informally as possible. If you wish you may bring a friend, relative or representative.

At least seven working days before the hearing you will be sent a written summary of the admission authority’s case for not being able to offer your child a place at the preferred school.

All Secondary schools in the Borough are responsible for arranging their own appeals. If you wish to appeal you should contact the school directly.

At your hearing

There will normally be three panel members who will be introduced to you. A clerk will also be present to record the panel’s decisions and advise on the law and procedure. A representative of the admission authority (the school or the LA depending on the type of school) will present the case for not meeting your preference.

The panel will have copies of your appeal (plus any letters or additional information you may have sent in support of your appeal) together with information on why your preference has not been met. If you attend, the hearing will usually follow this pattern:

- the case for not meeting your preference will be presented;
- you, or your representative, may ask questions;
- you, or your representative, will present your case;
- you may be asked questions;
- the reasons for not meeting your preference will be summarised;
- you, or your representative, will be given the opportunity to summarise your case.

The decision

The panel will, firstly, decide whether the school or LA has demonstrated why it cannot admit any more children. If the panel is satisfied that the admission authority has proven this, it will go on to consider all the points you have made. The second part of the hearing is based on balancing the need of the individual child against the effect on
the school of admitting another child. The clerk to the panel will write to you, ideally within five working days, although this may not be possible where there are multiple appeals for one school, telling you of the appeal panel decision and the reasons for it. The decision is binding on both parties.

Where a parent’s appeal is not successful, we will not consider another application for the same school in the same academic year unless there have been significant and material changes in the circumstances of the parent, child or school, which could warrant a new application. These changes have to relate to the new application and not be connected with the result of the first application.

The Local Government Ombudsman can investigate complaints of maladministration. For Academies, the Education Funding Agency can investigate such complaints.

**In-year applications for secondary school**

Applications for a secondary school place outside the normal round of admission are referred to as “In-year Admissions”. This is for admission to years 8–11 at any time and during the year for year 7. Parents can apply if their child has already started school and wish to move them to another school or if they are new to the borough and require a school place.

Parents should contact the schools directly for in-year admissions for all secondary schools in Southend and Essex.

**In-year Fair Access Protocols**

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. The full policy is available on the website.

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**Applications for a place in a school 6th Form:**

All applications for places in a school 6th Form must be made directly to the school concerned. The school will be able to provide information regarding the courses they offer and the academic entry requirements. Information is also included on the Borough Council’s website [www.southend.gov.uk](http://www.southend.gov.uk).

Parents must notify The School Admissions Team at the Council if they are unsuccessful at securing a school place on 01702 212 934.

**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. This may be more complex for admission to faith or selective/partially selective schools as admission criteria will have to be met, such as academy level or faith category.

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**Data Protection**

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.
Secondary Schools in Southend-on-Sea

The following pages give information on all the secondary schools in the Borough, including:

- summary admission criteria;
- school contact details;
- school website address;
- the school admission limit;
- number of places allocated in the last five years to year 7.

NB for admissions to 6th form parents must consult the school admission criteria which should be available on the schools website.

Full details of the schools’ admission arrangements are available directly on their websites or on the Council’s website www.southend.gov.uk/admissions

Specific details about the definition of terms used in the admissions policies and how places are allocated can be found in the full arrangements on the Council’s website www.southend.gov.uk/admissions (under ‘Consultation, Policy & Arrangements’)

Details about applying for selective school places are on pages 18 and 19

- Any reference to previously looked after children means children who were adopted (or subject to residence or special guardianship orders) immediately following having been looked after. Evidence will need to be provided to confirm the child was previously looked after by the legal guardian/parent. Please also refer to glossary for definition.

Published Admission Numbers

<table>
<thead>
<tr>
<th>School name</th>
<th>Published admission limit for 2018/19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Belfairs Academy</td>
<td>232</td>
</tr>
<tr>
<td>Cecil Jones Academy</td>
<td>200</td>
</tr>
<tr>
<td>Chase High School</td>
<td>196</td>
</tr>
<tr>
<td>Futures Community College</td>
<td>168</td>
</tr>
<tr>
<td>St Bernard’s High School</td>
<td>145</td>
</tr>
<tr>
<td>St Thomas More High School</td>
<td>150</td>
</tr>
<tr>
<td>Shoeburyness High School</td>
<td>310</td>
</tr>
<tr>
<td>Southend High School for Boys</td>
<td>180</td>
</tr>
<tr>
<td>Southend High School for Girls</td>
<td>180</td>
</tr>
<tr>
<td>The Eastwood Academy</td>
<td>200</td>
</tr>
<tr>
<td>Westcliff High School for Boys</td>
<td>185</td>
</tr>
<tr>
<td>Westcliff High School for Girls</td>
<td>184</td>
</tr>
</tbody>
</table>

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

- Data for appeals lodged, heard and successful will be published in September 2017 and will be provided to all year 6 children attending a school in the borough. It will also be published on the Council website
- Allocation data for 2013–2017 are as at the respective National Offer Day
- Allocation data is at a certain point in time. Data changes as parents respond and more offers are made.
- Allocation data only published as on offer day, for school data refer to School organisation data supplement http://www.southend.gov.uk/downloads/download/369/education_policies_plans_and_strategies
Published admission number: 232

The Governing Body has responsibility for admissions at the Academy and for September 2018, 232 students will be admitted into Year 7. All available places will be offered - no places will be held back for late applicants who may move into the area. Any places that have been offered based on incorrect, or fraudulent information may be withdrawn.

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.

1. Looked after children and previously looked after children (refer to glossary for definition).
2. Pupils who live in the catchment area served by the Academy and who have an older sibling attending the Academy
3. Pupils who live in the catchment area served by the Academy.
4. Pupils who live outside the catchment area served by the Academy and who have a sibling attending the Academy.
5. Pupils who live outside the catchment area served by the Academy.

Siblings:

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

Oversubscription Criteria:

In the case of over subscription in any one priority the shortest walking distance using public highways will be used to measure the distance between the student’s home (including flats) and the student entrance at the front of the Academy, as measured by the Local Authority’s computerised measuring system, with those living the closest being given priority.

Where two or more children share a priority for a place, e.g. where two children live the same distance from the Academy but only one place remains, the Academy will draw lots to determine which child should be given priority.

In the case of multiple births, and there is only one place remaining, wherever it is logistically possible each child will be offered a place.

Waiting lists:

The waiting list is maintained by the Local Authority and thereafter will be maintained by the Academy under the guidance of the Governing Body. Where there are more applicants than places available, waiting lists will operate for each year group according to the oversubscription criteria for the Academy, without regard to the date the application was received, or when a child’s name was added to the waiting list. Waiting lists for the initial intake will be maintained until the last day of the Autumn term, when they will be cancelled. Parents wishing to remain on the waiting list after this date, must write to the academy by 31st December, stating their wish and providing their child’s name, date of birth and the name of their child’s current school. After 31st December, parents whose children are not already on the waiting list, but who wish them to be so, must apply for in-year admission. Waiting lists for all year groups will be cancelled at the end of each academic year.

Right to Appeal:

If the applicant does not receive the offer of a place at the school of their choice, there is a right of appeal to the Independent Appeal Committee, details of which can be obtained from the Academy.

Children with a Statement of Special Educational Needs:

A separate admissions process exists for children with Statements for Special Educational Needs. Any discussion regarding meeting a child’s needs, will be had at the child’s Annual Review in Year 5 and/or Year 6. The Academy will admit any child for whom Belfairs Academy is named in their Statement of Special Educational Needs (refer to glossary for definition).

continued overleaf...
Further information:
- Applications for places in year groups other than Year 7 should be made through submission of an In-Year Application Form to Belfairs Academy
- Please visit our website: [www.belfairsacademy.org.uk](http://www.belfairsacademy.org.uk) to view our Prospectus, our Admissions Policy, and for further information about the academy

How do we measure distance: walking route
(used by two schools, namely: Belfairs Academy, and Cecil Jones Academy)

Summary:
The Capita One GIS Mapping tool uses the ITN (Integrated Transport Network) Layer as issued by the Ordnance Survey to calculate walking route distances. This includes any reasonable route (including pathways). Every application for the schools above is processed using Capita One A&T (Admission Database) and the distance provided for ranking is provided by the GIS Mapping tool.

Detail:
In each category, if there are more children than places available, priority will be based on the shortest measured walking distance as measured by a Geographic Information System (GIS) from the child’s home to the main entrance of the school using public roads and recognised footpaths with closest gaining priority. It should be noted that when measurements involve flats in the same block, the distance will be to the entrance of each individual flat. In using distance as a tie breaker, should there be more than one applicant for a final place living an identical distance from the school in question, the admission authority will use the random allocation.

In recognising any route to be measured, the Local Authority is mindful of every child’s safety. In general, walking routes recognised for school admissions ranking purposes, will be paved or with a tarmac surface, lit, well-maintained with unrestricted visibility (that is, not overgrown) and accessible at all times. This means that there may be some footpaths or commonly used foot routes across private land that are not recognised as routes to school for the purposes of the GIS used to determine admissions. There may also be new footpaths or roads created (for example, by a new housing development) or a route outside Southend-on-Sea that may not be recognised.

In the event of doubt about the suitability of a route, a visit will have been made to the site by a senior officer to assess its suitability. However, the recognised routes are fixed before the start of the admissions process and new routes will only be introduced after the main allocation dates (taking account of a period within which parents can accept or decline their initial offers).

To ensure consistency and fairness, all applications are treated equally and the above method is applied to all Belfairs and Cecil Jones applications for the purpose of ranking, to calculate the walking distance. **Please be mindful that the distance measuring tool for measuring the walking route is not a prescription on the route that any particular child walks to school.**

Please refer to explanatory notes on page 22. Data only a snap shot on National Offer day.
SECONDARY SCHOOL ADMISSIONS 2018–2019

Admission Criteria year 7:

1. Looked after children and previously looked after children (refer to definition in Glossary).
2. Pupils who live in the catchment area served by the Academy and who have a sibling attending the Academy.
3. Up to 10% (currently 20 students) of the published admission numbers under the preferred admissions criteria (see below)
4. Pupils who live in the catchment area served by the Academy.
5. Pupils who live outside the catchment area served by the Academy and have a sibling attending the Academy.
6. Pupils who live outside the catchment area served by the Academy.

Pupils are considered to be siblings if:

- They are full or half brother or sister living together at the same address.
- They are an adoptive brother or sister living at the same address.

In the exceptional situation where one twin or one or two triplets are refused a place, in order to keep family members together and in line with the School Admissions Code, the additional student(s) will be admitted even if this results in the admission limit for the year group being exceeded. When determining the ‘home’ address we check the information provided by the applicant with the Local Authority data and the primary schools record where concerns exist.

In the case of over subscription in any one category, the shortest walking distance using public highways will be used to measure the distance between the student’s home (including flats) and the student entrance at the front of the Academy, as measured by the Local Authority’s computerised measuring system, with those living the closest by given priority.

Criteria 3 – The Preferred Admissions places will be allocated according to the results of a test of general ability measured by tests to be determined by the Governing Body, those scoring higher, subject to agreed minimum scores being awarded priority of entry.

Where the Academy is named in a child’s statement of special education needs or Education, Health & Care Plan (EHC) the Academy and the Local Authority have a duty to admit the child.

Looked after and previously looked after children who are in the care of, or provided with accommodation by a local authority in accordance with Section 22 (f) of the Children’s Act 1989 (b) at the time of making the application. Pupils in Public Care are those who are looked after by a local authority in accordance with section 22 of the Children’s Act 1989(b) at the time an application for their admission to a school is made. Any reference to previously looked after children means children who were adopted (or subject to residence or special guardianship orders) immediately following having been looked after.

Admission Arrangements:

Prospectuses are available from the Academy. The application form used relating to entry to the Academy is the Common Application Form used across the local Authority. Parents wishing for their child to be considered for entry to Cecil Jones Academy must name the Academy as one of their preferences on the form, which will be returned to the Local authority by the advertised closing date. The Local Authority follows the process as detailed in the approved admission scheme, published on the Southend-on-Sea Borough Council website and will make offers of places on the National Offer Day, 1 March 2018. Appeals are held in May and June. Information on admission to the Academy will also be available from the Borough of Southend annual publication to parents on Secondary School Admissions.

In-year admissions (Years 7-11)

Applications for admission to the Academy other than for beginning Year 7 should be made directly to the Academy using the application form available on the website.

Please consult our separate Appeals booklet and Mid-Term Admissions booklet for further guidance.

continued overleaf...
How do we measure distance:
walking route

(used by two schools, namely Belfairs Academy and Cecil Jones Academy)

Summary:
The Capita One GIS Mapping tool uses the ITN (Integrated Transport Network) Layer as issued by the Ordnance Survey to calculate walking route distances. This includes any reasonable route (including pathways). Every application for the schools above is processed using Capita One A&T (Admission Database) and the distance provided for ranking is provided by the GIS Mapping tool.

Detail:
In each category, if there are more children than places available, priority will be based on the shortest measured walking distance as measured by a Geographic Information System (GIS) from the child’s home to the main entrance of the school using public roads and recognised footpaths with closest gaining priority. It should be noted that when measurements involve flats in the same block, the distance will be to the entrance of each individual flat. In using distance as a tie breaker, should there be more than one applicant for a final place living an identical distance from the school in question, the admission authority will use the random allocation.

In recognising any route to be measured, the Local Authority is mindful of every child’s safety. In general, walking routes recognised for school admissions ranking purposes, will be paved or with a tarmac surface, lit, well-maintained with unrestricted visibility (that is, not overgrown) and accessible at all times. This means that there may be some footpaths or commonly used foot routes across private land that are not recognised as routes to school for the purposes of the GIS used to determine admissions. There may also be new footpaths or roads created (for example, by a new housing development) or a route outside Southend-on-Sea that may not be recognised.

In the event of doubt about the suitability of a route, a visit will have been made to the site by a senior officer to assess its suitability. However, the recognised routes are fixed before the start of the admissions process and new routes will only be introduced after the main allocation dates (taking account of a period within which parents can accept or decline their initial offers).

To ensure consistency and fairness, all applications are treated equally and the above method is applied to all Belfairs and Cecil Jones applications for the purpose of ranking, to calculate the walking distance. Please be mindful that the distance measuring tool for measuring the walking route is not a prescription on the route that any particular child walks to school.

<table>
<thead>
<tr>
<th>Cecil Jones Academy • Legra Academy Trust</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of preferences received for admission to Year 7 in September 2017 = 285</td>
</tr>
<tr>
<td>Allocations in line with the published admission criteria as follows for the past few years are provided below:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Pupils with an Education, Health and Care Plan</td>
<td>5</td>
<td>3</td>
<td>2</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td>Pupils in Public Care</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Selective</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Pupils with a sibling at the school</td>
<td>44</td>
<td>35</td>
<td>45</td>
<td>49</td>
<td>66</td>
</tr>
<tr>
<td>Pupils living in the catchment area</td>
<td>77</td>
<td>82</td>
<td>100</td>
<td>68</td>
<td>66</td>
</tr>
<tr>
<td>Pupils living outside the catchment area</td>
<td>74</td>
<td>76</td>
<td>50</td>
<td>71</td>
<td>33</td>
</tr>
<tr>
<td>Total offered 1st March</td>
<td>200</td>
<td>198</td>
<td>200</td>
<td>193</td>
<td>168</td>
</tr>
</tbody>
</table>

For Admission into Year 7 in September 2017 the last child was admitted under admission criterion 6: 20 pupils as an alternative offer.

<table>
<thead>
<tr>
<th></th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of appeals lodged for places in Year 7 group</td>
<td>TBC</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Number of appeals heard</td>
<td>TBC</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Number of successful appeals</td>
<td>TBC</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

*2017 appeal data is published in the updated flyer provided to year 6 pupils in September 2017

Please refer to explanatory notes on page 22. Data only a snap shot on National Offer day.
SECONDARY SCHOOL ADMISSIONS 2018–2019

We recommend that applications for secondary school places be made online at www.southend.gov.uk/admissions

Belfairs Academy

“Shaping the Future”

Open Evening: Thurs 6th July • 6pm – 8pm
www.belfairsacademy.org.uk • Tel: 01702 509000

Belfairs Academy is committed to providing educational excellence for your child in an innovative learning environment. We aim to inspire and empower students, building confidence and self-belief in their ability to achieve.

Life at the Academy is exciting, challenging and on a resolute path that is paved with endeavour, tenacity and support. The path has been carved with the sole aim of shaping the future; and nothing is more important to us than the future of each and every student coming through our Academy doors.

Chase High School & 6th Form

“Aspirations, Care and Excellence”

Open Evening: Thurs 21st Sept • 6pm – 8.30pm
www.chasehigh.org • Tel: 01702 354441

Chase High School would like to welcome you to our Open Evening in order to see our impressive suite of resources, meet our dedicated staff and students, and to find out more about life at the school including the many exciting opportunities that are available to everyone during their time with us. You will be able to visit the various rooms, talk with students who already study with us, and ask questions of the staff who teach in the areas that interest you. Making the move from primary to secondary school is very important and we are here to help ensure the transition is a happy one and a springboard to your success.

Southchurch High School

“Working together to achieve success”

Open Evenings: Tues 4th July • 5.30pm – 8pm
Thurs 28th Sept • 7pm – 9pm
www.southchurchschool.com • Tel: 01702 415300

Southchurch High School is a new school, which is part of Partnership Learning Trust. Working in partnership with parents and carers, our staff are dedicated to ensuring that your child acquires the skills and qualifications necessary to make a positive contribution to society and to secure themselves a bright and productive future.

We look forward to welcoming you to our open events. Come along and see our new building and the plans for expansion, where you will have the opportunity to talk to both students and teachers whilst taking a tour of our modern facilities.

Shoebury High School

“A Community Academy and Member of the Consortium of Selective Schools in Essex”

Selective Parents’ Open Evening: Wed 14th June • 6pm – 7.30pm
Full Prospective Parents’ Evening: Mon 18th Sept • 7pm – 9.30pm
General Tours: Tues 26th Sept & Wed 27th Sept • 9am – 10.30am
Choosing a selective place: Tours Mon-Thur w/b 16th Oct • 9am – 10.15am and 11am – 12.15pm

www.shoeburynesshigh.co.uk • Tel: 01702 292286

Shoebury High School is a heavily over-subscribed 11-18 co-educational Community Academy, described by Ofsted as ‘a good school with outstanding features’, where all students, regardless of their starting points, meet at least national expectations of progress. It has a record of high attainment with year on year improvement, a full selective pathway and one of the largest and most successful academic Sixth Forms in the Borough.

Cecil Jones Academy

“Opportunity and success”

Open Evening: Wed 12th July • 6pm – 8pm
www.celijonesacademy.org.uk • Tel: 01702 440000

“Pupils like the focus on rewards and achievement” – Department for Education

Cecil Jones Academy allows your child to be happy, safe, inspired, challenged and supported. We are part of the Legra Academy Trust where EVERY child has the opportunity to achieve excellence as we transform our provision to ensure outstanding life chances for all students.

We are looking forward to welcoming you to our Academy. You will have the opportunity to take a student led tour of our facilities and meet our teachers. At 6.15pm there will be a presentation by the Principal and the CEO of the Legra Academy Trust. If you are unable to attend on 12th July, please take the opportunity to visit us on a normal working day.

Southend High School for Boys

“Outstanding” OFSTED Report 2015

Open Evening: Thurs 29th June • 4.30pm – 8pm
(Headteacher’s presentation at 5.45pm, 6.45pm and 8pm)
www.shsb.org.uk • Tel: 01702 606200

Ofsted 2015: “Attitudes to learning and relationships between staff and students are exemplary. Parents, staff and students are all extremely positive about all aspects of the school.”

“Students talk about their school with pride and describe the care and commitment of staff in helping them achieve well.”

“Students thrive in lessons because teachers have very high expectations. Students excel academically, but also contribute extremely well to society.”
SECONDARY SCHOOL ADMISSIONS 2018–2019

We recommend that applications for secondary school places be made online at admissions@southend.gov.uk. School places are NOT offered on a ‘first come first served’ basis and you will be more likely to get your ‘first’ choice if your child is eligible for free school meals. Applications must be made electronically from 1st July on www.southend.gov.uk/admissions.

Opportunity to tour the school during a normal working day: 17th, 18th and 19th Oct • 9.30am – 11am
Please contact the school in Sept 2017.
www.sbernardswestcliff.org.uk • Tel: 01702 343583
St Bernard’s High School offers non-selective places according to Faith based admission criteria and selective places based on success in the CSSE selective tests.

Colchester Academy for Arts and Science

Open Evening: Wed 12th July • 6pm – 9pm
Opportunity to tour the school during a normal working day: 17th, 18th and 19th Oct • 9.30am – 11am
Please contact the school in Sept 2017.
www.caas.org.uk • Tel: 01702 320420
The Colchester Academy for Arts and Science (CAAS) is non-selective and offers places according to Faith based criteria with some selective places. The majority of places are offered to pupils who excelled in the 11+ test.

God’s Servant First

Open Evening: Thurs 6th July • 6pm – 9pm (Headteacher’s talk 7pm)
www.st-thomasmore.southend.sch.uk • Tel: 01702 344933
Ofsted 2015: “The academy has its core values firmly rooted in the Roman Catholic faith. The values of respect and tolerance are reflected in the positive relationships between staff and pupils, and the good behaviour of pupils around the academy.”
“Attainment has consistently remained at or above national levels at GCSE for the past few years. The progress of students is particularly strong in mathematics and science and is rapidly improving in English.”
Governors are pleased to accept applications from committed families of other faith positions, who support and desire for a Catholic education. We look forward to welcoming you to our open evening.

The Eastwood Academy*

Open Evening: Mon 26th June • 7pm – 9.30pm
www.eastwoodacademy.co.uk • Tel: 01702 524341
The Eastwood Academy is a heavily oversubscribed 11-16 converter academy. It was last inspected in 2013 and rated “Good” in all categories. These judgements were further validated during an unannounced inspection in 2015.
The Academy is the most successful non-selective school in the borough. In 2016, it recorded a Progress 8 score of 0.58, bettered only by WHSB, and, with the publication of the DfE School Performance Tables in January 2017, was ranked 2nd when compared to similar schools nationally.
The Academy’s ethos, “Believe, Succeed, Together”, is reflected in an uncompromising belief that all pupils can and will succeed in a learning environment which supports and values everyone and their achievements.

Regeneration for Schools of Performing Arts applicants with the Eastwood Academy is due by 1st September 2017. Arrangements for this test: The test will take place Wed 13th September 2017 for Performing Arts and w/c 18th September 2017 for Sport. Outcome of test: 13th October 2017. Please check academy website for further information.

St Thomas More High School

Open Evening: Wed 5th July • 5.30pm – 8pm (Headteacher’s talk at 6pm, 6.30pm & 7pm)
Open Days: Fri 7th July • 9.30am – 11am
Mon 10th July • 9.30am – 11am
Tues 11th July • 9.30am – 11am
See the school’s prospectus at www.shsg.org • Tel: 01702 588852
Southend High School for Girls welcomes all year 5 girls seeking a broad, balanced and challenging academic education alongside significant opportunities for creative expression and sporting success. Whatever your strengths, I am sure that you will find that SHSG has the capability to help you to achieve more.

Southend High School for Girls

“Designated Outstandingly Successful on four occasions!”
Open Evening: Tues 27th June • 5pm – 9pm (Headteacher’s talk at 7pm & 8pm)
www.whsb.essex.sch.uk • Tel: 01702 475443
e-mail: office@whsb.essex.sch.uk
Westcliff High School for Boys welcomes Year 5 pupils and their parents to our annual Open Evening. We look forward to providing you with an opportunity to meet our pupils and staff and to look at our facilities.
We encourage you to come along and find out more about us.

Westcliff High School for Boys

“Believe, Succeed, Together”
Open Evening: Mon 26th June • 7pm – 9.30pm
www.eastwoodacademy.co.uk • Tel: 01702 524341
The Eastwood Academy is a heavily oversubscribed 11-16 converter academy. It was last inspected in 2013 and rated “Good” in all categories. These judgements were further validated during an unannounced inspection in 2015.
The Academy is the most successful non-selective school in the borough. In 2016, it recorded a Progress 8 score of 0.58, bettered only by WHSB, and, with the publication of the DfE School Performance Tables in January 2017, was ranked 2nd when compared to similar schools nationally.
The Academy’s ethos, “Believe, Succeed, Together”, is reflected in an uncompromising belief that all pupils can and will succeed in a learning environment which supports and values everyone and their achievements.

Westcliff High School for Girls

““To be an outstanding school with high moral values and a national standing for its scholarship, producing citizens who are leaders and thinkers, imbued with initiative, enterprise and a quest for lifelong learning”
Open Evening: Tues 11th July • 5.45pm – 9pm (Headteacher’s talk at 6pm, 7pm & 8pm)
www.whsg.info • Tel: 01702 476026
Westcliff High School for Girls is a selective Grammar School with a sixth form of about 350 students. Our status as a National Teaching School allows us to share the development of high quality Teaching and Learning across South East Essex.
We look forward to welcoming you at our Open Evening when pupils and staff will be present, and there will be an opportunity to look around the school.
What do I need to know as a Year 5 parent/carer?

We know that parents/carers have lots of questions about their options for a secondary 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 secondary 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. All their open days/evenings are listed in this guide but if you cannot make one of the open days please contact the school and arrange an alternative day/time to visit.

Also, in the first week of July, all Year 5 parents will receive an information booklet from the Council providing more detail about each school and the application process. This will also be available electronically from 1st July on www.southend.gov.uk/admissions.

Do I have to pay to go to any of the Southend schools featured in this guide?

There are no fees for schools that are Academy, Foundation, Community, Free or Voluntary Aided. There are some costs and examples of the cost that parents would need to cover are uniform, stationery, and trips.

There is one fee paying, private secondary school in the area: Thorpe Hall School which has a nursery, lower and upper school.

Further details on www.thorpehall.southend.sch.uk, 01702 582340, email: sec@thorpehall.southend.sch.uk

Can my child still have free school meals at secondary school?

Yes! It is really easy to apply either in person at the school or using our online service at www.southend.gov.uk/fsmt. If you are eligible for free school meals you will save between £12 and £15 per week. Every pupil who registers for free school meals will earn the school additional government funding which the schools then use to enhance the education for children at that school. It is important for as many parents/carers as possible to register for free school meals (if they are eligible), even if their child does not always take up the free meal offered.

When can I apply for my child’s secondary school and if I apply early will I be more likely to get my ‘first’ choice?

The online secondary school application form (for the parents/carers of all pupils living in Southend who are due to start in Year 7 in September 2018) will be on www.southend.gov.uk/admissions from 1st September 2017 and the closing date is 31st October 2017. Paper application forms will also be available. School places are NOT offered on a ‘first come first served’ basis, but are considered in line with the admission criteria for each school. However, if you apply after 31st October 2017 then you may be disadvantaged.

Will the Council pay the transport costs of getting my child to school?

Parents are responsible for ensuring their child gets to school and the majority walk, cycle or use public transport. Please take into account the location of the school when making your choices. In a few cases transport may be provided using specific criteria on distance and/or specific benefits. Full details can be found at www.southend.gov.uk/etc

When and how will I find out my child has a secondary school place?

Parents/carers will be informed on 1st March 2018 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.

What if my child has a statement of SEN or EHC Plan?

Parents will receive information from the special educational needs team in September 2017 regarding the secondary school application process and do not need to complete the standard application form.

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 brother/sister at the school, whether they excel in a particular field, for example, Performing Arts or whether the school has an entrance test. Admission arrangements for schools are available on the school and Council website.

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.

If I want my child to take the 11+ test how do I do this?

Your child’s primary school will be able to advise you about the 11+ test and will provide you with relevant information about the entry process. Children take the test in the September of Year 6 and parents/carers receive the results before the end of the application period so that all parents/carers can make an informed choice for their child. More information can be found from The Consortium of Selective Schools in Essex (who run the 11+ test) on www.csse.org.uk

Registration for the 11+ test with the CSSE is between 4th May 2017 – 21st July 2017.

The CSSE 11+ test will take place on Saturday 23rd September 2017. All candidates results will be posted on 16th October 2017.

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 or by writing to: The School Admissions Team, Southend-on-Sea Borough Council, Department for People, Civic Centre, Victoria Avenue, Southend-on-Sea, SS2 6ER

A comprehensive information booklet explaining everything about applying for a secondary school place will be given to all Year 5 children attending a school in Southend, in the first week in July 2017.
# Secondary School Application Checklist

The list below is for your use and does not have to be provided to The School Admissions Team.

<table>
<thead>
<tr>
<th>To Do</th>
<th>Tick to show this is done</th>
</tr>
</thead>
</table>
| Consider which school you prefer by: | ☐ We visited:  
1.  
2.  
3.  
4.  
5.  |
| - Visiting the school |  |
|  | ☐ We looked at:  |
|  | Looking at the school website and other research about the school  |
| Consider how your child will get to school | ☐ Get to school by:  |
| I pay my Council Tax to Southend-on-Sea Borough Council and have applied to them. | ☐ I pay Council Tax to:  
If I don’t pay Council Tax to Southend-on-Sea Borough Council I need to apply to my home Local Authority. |
| I completed my application form and returned it to The School Admissions Team so that it is received by 31st October 2017. Or I applied online on www.southend.gov.uk/admissions (on the link on this website page) and remembered to press the SUBMIT by 31st October 2017. | ☐ I posted the form on: ____ / ____ / ______ |
|  | ☐ I applied for the following schools and this was the same on the submission confirmation I received:  
1.  
2.  
3.  
4.  
5.  |
| I have received either an email acknowledgement for my online application or a letter within 10 working days of sending my paper application. | ☐ I received acknowledgement on: ____ / ____ / ______ |
| I have a sibling at the school. | ☐ I added the siblings name on the form |
| I am moving/changing address during Sept–July. I will provide the School Admission Team at Southend-on-Sea Borough Council a copy of my exchange of contract or tenancy agreement. I submitted my application and have proof  
- Electronic copy of form  
- Or if posted, a copy of the form and proof of postage/submission at the Civic Centre | ☐ I provided proof of new address to Southend-on-Sea Borough Council, School admission team on:  
- My copy is saved on  
- My receipt of post is on  
- I am sure I have submitted my form |
If at the closing date for applications there are not enough places for all those who have expressed a wish to have their child admitted to a particular school, places will be allocated using the following criteria:

1. 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) (refer to definition in Glossary).

2. Pupils who live in the catchment area served by the school and who have a sibling attending the school.

3. Pupils who live in the catchment area served by the school.

4. Pupils who live outside the catchment area served by the school and who have a sibling attending the school.

5. Pupils who live outside the catchment area served by the school.

Pupils with Statements of Education, Health & Care that name a particular school are required to be admitted and the admission authority does not have the right to refuse admission.

In the case of over subscription in any one category “straight line” distance will be used to measure the distance between the pupil’s home (including flats) and the nearest pupil entrance to the school. If the pupil’s home is a flat the distance will be measured to the main external entrance of the building. If the same distance is shared by more than one pupil and only one place is available, the place will be awarded on the basis of a computerised random allocation process (supervised by someone independent of their Governing body).

All admission criteria for pupils applying for the start of year 7 refer to the closing date for admission applications. For all other applications the criteria will refer to the date the application is received by the Council.

In accordance with the School Admissions Code, if the school is over subscribed any application received after the identified closing date will be slotted into the waiting list in the appropriate position (according to the admissions criteria) once the initial offers of places have been made.

Siblings are considered to be an older brother or sister, half-brother or half-sister, step-brother or step-sister, adopted brother or sister, living at the same address, who attends the school at the time of application with a reasonable expectation that he or she will still be attending at the time of the proposed admission.

In the exceptional situation where one twin or one or two triplets are refused a place, in order to keep family members together the additional pupil(s) will be admitted even if this results in the admission limit for the year group being exceeded.

**Arrangements for appeals:**

If it is not possible to offer your child a place, details of the appeals process can be found on Chase High School website or alternatively will be forwarded to you by the school.

**In-year admissions (Years 7-11)**

Application forms for admissions can be found on the school website or alternatively will be forwarded to you by the school. Please return completed application forms directly to the School.
We recommend that applications for secondary school places be made online at www.southend.gov.uk/admissions

Chase High School • Brentwood Academy Trust

Number of preferences received for admission to Year 7 in September 2017 = 261

Allocations in line with the published admission criteria as follows for the past few years are provided below:

<table>
<thead>
<tr>
<th></th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Pupils with an Education, Health and Care Plan</td>
<td>2</td>
<td>2</td>
<td>6</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Pupils in Public Care</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Pupils living in the catchment area with a sibling at the school</td>
<td>25</td>
<td>34</td>
<td>24</td>
<td>30</td>
<td>31</td>
</tr>
<tr>
<td>Pupils living in the catchment area</td>
<td>50</td>
<td>48</td>
<td>66</td>
<td>67</td>
<td>84</td>
</tr>
<tr>
<td>Pupils living outside the catchment area with a sibling at the school</td>
<td>16</td>
<td>24</td>
<td>19</td>
<td>27</td>
<td>21</td>
</tr>
<tr>
<td>Pupils living outside the catchment area</td>
<td>101</td>
<td>87</td>
<td>81</td>
<td>71</td>
<td>47</td>
</tr>
<tr>
<td>Total offered 1st March</td>
<td>196</td>
<td>195</td>
<td>196</td>
<td>196</td>
<td>186</td>
</tr>
</tbody>
</table>

For Admission into Year 7 in September 2017 the last child was admitted under admission criterion 6: 45 pupils as an alternative offer.

<table>
<thead>
<tr>
<th>Year 7 Group Data</th>
<th>2017</th>
<th>2016</th>
<th>2015</th>
<th>2014</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of appeals lodged for places</td>
<td>TBC</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Number of appeals heard</td>
<td>TBC</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Number of successful appeals</td>
<td>TBC</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
</tbody>
</table>

*2017 appeal data is published in the updated flyer provided to year 6 pupils in September 2017

Please refer to explanatory notes on page 22. Data only a snap shot on National Offer day.
We recommend that applications for secondary school places be made online at www.southend.gov.uk/admissions

Students will be admitted from age 11, whatever their ability, up to the number of places available. Where applications for admission exceed the number of places available, priority will be given to the following:

1. 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) (refer to definition in glossary)
2. Pupils who will have siblings at the school;
3. Pupils living in the catchment area of the school on the basis of closeness to the school;
4. Pupils living outside the catchment area of the school on the basis of closeness to the school;

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. If the pupil’s home is a flat the distance will be measured to the main external entrance of the building. If the same distance is shared by more than one pupil, and only one place is available, the place will be awarded on the basis of a computerised random allocation process (supervised by someone independent of the governing body).

Siblings are considered to be an older brother or sister, half-brother or half-sister, step-brother or stepsister, adopted brother or sister, living at the same address, who attends the school at the time of application with a reasonable expectation that he or she will still be attending at the time of the proposed admission.

In the exceptional situation where one twin or one or two triplets are refused a place, in order to keep family members together the additional pupil(s) will be admitted even if this results in the admission limit for the year group being exceeded.

Where the school is named in a child’s EHCP the school and the Local Authority have a duty to admit the child.

The duty to comply with parental preferences does not apply where a child has been permanently excluded from two or more schools (for period of up to two years following the second exclusion).

In-Year Admissions

To apply for a school place during the academic year 7, or for Years 8-11 parents will need to complete an In-Year Application Form (available from the school office).

Arrangements for appeals:

If it is not possible to offer your child a place, details of the appeals process will be forwarded to you by the school.

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Futures Community College

Number of preferences received for admission to Year 7 in September 2017 = 163

Allocations in line with the published admission criteria as follows for the past few years are provided below:

<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Pupils with an Education, Health and Care Plan</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Pupils in Public Care</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Pupils with a sibling at the school</td>
<td>14</td>
<td>26</td>
<td>22</td>
<td>21</td>
<td>35</td>
</tr>
<tr>
<td>Pupils living in the catchment area</td>
<td>47</td>
<td>19</td>
<td>31</td>
<td>28</td>
<td>40</td>
</tr>
<tr>
<td>Pupils living outside the catchment area</td>
<td>96</td>
<td>59</td>
<td>28</td>
<td>65</td>
<td>38</td>
</tr>
<tr>
<td>Total offered 1st March</td>
<td>160</td>
<td>104</td>
<td>82</td>
<td>115</td>
<td>113</td>
</tr>
</tbody>
</table>

For Admission into Year 7 in September 2017 the last child was admitted under admission criterion 5: 51 pupils as an alternative offer.

<table>
<thead>
<tr>
<th>Year</th>
<th>Number of appeals lodged for places in Year 7 group</th>
<th>Number of appeals heard</th>
<th>Number of successful appeals</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017*</td>
<td>TBC</td>
<td>TBC</td>
<td>TBC</td>
</tr>
<tr>
<td>2016</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2015</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2013</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

*2017 appeal data is published in the updated flyer provided to year 6 pupils in September 2017

Please refer to explanatory notes on page 22. Data only a snap shot on National Offer day.

*Plans for school name to change to Southchurch High School
The allocation of places:

Selective places

Sixty three places will be available to students through the selective procedure as administered by the Consortium of Selective Schools in Essex. These places are awarded to students who exceed the pass mark and are offered in order of merit until the sixty three places are filled. The pass mark is adjusted annually and is referenced to the top 24% of the ability range in the Southend priority area. If two or more students tie for the final selective place then it will be awarded using the over subscription criteria.

Non-selective places

Non-Selective places will be offered to bring the total intake for the year to 145.

Over-subscription

Where applications for 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.

a) Catholic children in public care i.e. 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).

b) *Practising Catholic girls living in the following parishes, whose application is supported in writing by their Parish Priest: Our Lady of Lourdes, Leigh-on-Sea; St. Helen’s, Westcliff-on-Sea; Sacred Heart, Southend-on-Sea; St. Teresa’s, Rochford; St. George’s, Shoebury; St. Peter’s, Eastwood; St. John Fisher, Prittlewell; Holy Family, South Benfleet; Our Lady of Ransom, Rayleigh and Our Lady of Canvey, Canvey Island.

c) Other practising Catholic girls whose application is supported in writing by their Parish Priest.

d) Baptised Catholics whose application is not supported in writing by their Parish Priest.

e) Other children in public care i.e. other Looked After Children who were looked after but ceased to be so because they were adopted (or became subject to a residence order of special guardianship order).

f) Girls of the Eastern Orthodox Church living in South East Essex area whose application is supported by their priest.

g) Practising Christian girls living in the South East Essex area attending Catholic Primary schools, whose application is supported in writing by their Minister.

h) Practising Christian girls living in the South East Essex area, whose application is supported in writing by their Minister.

i) Non-Christian girls living in South East Essex whose application is supported in writing by their local religious leader

j) Applications from girls who do not fall into the above categories.

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

i) girls with a sibling** at the school or at St. Thomas More High School, Westcliff at the time of admission.

ii) ***proximity of the child’s home to the school, as measured by the shortest route; those living closest to the school being accorded the highest priority.

iii) please consult the school website for the map of South East Essex.

Definition:

*Practising—to meet the term practise the minister who supplies the letter in support of the application must indicate that the child is practising her faith.

**A sibling includes full, half, step, adopted and long term fostered siblings at St Bernard’s High School or St. Thomas More High School and residing in the same household.

***Where a child resides at more than one address the distance will be measured using the address where they reside for the majority of the time.

In the case of over subscription in any one category “straight line” distance will be used to measure between
the pupil’s home and the nearest pupil entrance to the school. If the pupil’s home is a flat the distance will be measured to the main external entrance of the building. If the same distance is shared by more than one pupil, and only one place is available, the place will be awarded on the basis of a computerised random process (supervised by someone independent of the Governing body).

Proof of Baptism—in order to apply the admissions criteria fairly proof of baptism will be required.

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

Looked after children and previously looked after children definition in the Glossary

**Appeals against non admission**

Appeals against a decision of the Governors should be addressed to the Correspondent to the Governors.

**In-year admissions (Years 7-11)**

Application forms for admissions can be found on the school website or alternatively will be forwarded to you by the school. Please return completed application forms directly to the School.

### St. Bernard’s High School

**Number of preferences received for admission to Year 7 in September 2017 = 447**

Allocations in line with the published admission criteria as follows for the past few years are provided below:

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Catholic girls in Public Care</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Pupils with an Education, Health and Care Plan</td>
<td>0</td>
<td>2</td>
<td>3</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Selective</td>
<td>33</td>
<td>27</td>
<td>11</td>
<td>12</td>
<td>11</td>
</tr>
<tr>
<td>Catholic pupils within the area</td>
<td>82</td>
<td>77</td>
<td>85</td>
<td>81</td>
<td>89</td>
</tr>
<tr>
<td>Catholic pupils outside the area</td>
<td>11</td>
<td>13</td>
<td>11</td>
<td>10</td>
<td>2</td>
</tr>
<tr>
<td>Other baptised Catholics</td>
<td>10</td>
<td>19</td>
<td>12</td>
<td>17</td>
<td>25</td>
</tr>
<tr>
<td>Non-Catholic girls in Public Care</td>
<td>1</td>
<td>2</td>
<td>1</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Girls of Eastern Orthodox Church</td>
<td>3</td>
<td>4</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Christian pupils attending Catholic primary schools</td>
<td>4</td>
<td>0</td>
<td>5</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>Other Christian pupils</td>
<td>1</td>
<td>0</td>
<td>15</td>
<td>17</td>
<td>18</td>
</tr>
<tr>
<td>Other Faith pupils</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>Pupils not falling into any of the above categories</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total offered 1st March</strong></td>
<td>145</td>
<td>145</td>
<td>145</td>
<td>145</td>
<td>153</td>
</tr>
</tbody>
</table>

For Admission into Year 7 in September 2017 the last child was admitted under admission criterion: Other Christian pupils at a distance of 0.187 miles from the school.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of appeals lodged for places in Year 7 group</td>
<td>TBC</td>
<td>27</td>
<td>22</td>
<td>17</td>
<td>15</td>
</tr>
<tr>
<td>Number of appeals heard</td>
<td>TBC</td>
<td>22</td>
<td>18</td>
<td>14</td>
<td>11</td>
</tr>
<tr>
<td>Number of successful appeals</td>
<td>TBC</td>
<td>3</td>
<td>2</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

*2017 appeal data is published in the updated flyer provided to year 6 pupils in September 2017

Please refer to explanatory notes on page 22. Data only a snap shot on National Offer day.

We recommend that applications for secondary school places be made online at www.southend.gov.uk/admissions
In order for the school's Governing Body to apply its admissions criteria, it will be necessary for parents also to complete the school's Supplementary Information Form (SIF) and, where appropriate, the application will be supported by a Certificate of Practice obtained from the applicant’s Parish Priest (or another Priest who knows the family well).

The governors will adopt the following criteria to decide which children to admit to the school.

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

**Oversubscription Criteria:**

**Selective Places**

1. Up to 30 places will be offered to boys who have passed the 11+ Exam Selective Test as administered by the Consortium of Selective Schools in Essex (of which the school is a founder member). If two or more boys tie for the final selective place, then it will be awarded using the oversubscription criteria.

2. "Looked after" boys from Catholic families and boys who were looked after but ceased to be so because they were adopted by families (or became subject to a residence order or special guardianship order).

3. Baptised, practising* Catholic boys living in the parishes of Our Lady of Lourdes, Leigh on Sea; St. Helen’s, Westcliff on Sea; Sacred Heart, Southend on Sea; St. Georges, Shoebury; St. Peter’s, Eastwood; St. John Fisher, Prittlewell; St. Teresa’s, Rochford; Holy Family, South Benfleet; Our Lady of Ransom, Rayleigh and Our Lady of Canvey, Canvey Island.

4. Other baptised, practising* Catholic boys.

5. Baptised Catholic boys.

6. Other "looked after" boys and boys who were looked after but ceased to be so because they were adopted by families (or became subject to a residence order or special guardianship order).

7. Practising* Christian boys attending Catholic primary schools. In allocating places, the Governors will consider applications supported in writing by their Minister.

8. Practising* Christian boys who parents desire for them a Catholic education. In allocating places, the Governors will consider applications supported in writing by their Minister.

9. Families who desire a Catholic education for their son.

**Notes:**

Preference will be given within each category to

I. Boys with a sibling** at the school or at St Bernard’s at the time of admission

II. Proximity of the child’s home to the school as measured by Southend LA; those living closest to the school being accorded the highest priority. In the case of over subscription in any one category “straight line” distance will be used to measure the distance between the pupil’s home (including flats) and the nearest pupil entrance to the school. If the pupil’s home is a flat the distance will be measured to the main external entrance of the building. If the same distance is shared by more than one pupil and only one place is available, the place will be awarded on the basis of a computerised random allocation process (supervised by someone independent of the Council/Governing body)

**Admission to the Sixth Form**

Admission to the Sixth Form is by individual application using the School’s Sixth Form application form (available on the school website). Applications are welcomed from students outside the school. Prospective Sixth Form students are encouraged to visit the school in the autumn term. Details of the entry and course requirements can be found in the Sixth Form Prospectus which is available from the school or on the school website.
In-Year Admissions

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

Appeals

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

*The definition of practising being:

- If your son is a practising Catholic you have enclosed or arranged for a Certificate of Catholic Practice to be submitted to the school. (Catholic applicants).

- If your son is a practising Christian you should obtain a letter which states that your son is practising his faith, from your Minister to be submitted to the school. (Non-Catholic applicants).

**The definition of sibling being:

Siblings are considered to be a brother or sister, half-brother or half-sister, step-brother or step-sister, adopted brother or sister, living at the same address, who attends St. Thomas More High School or St. Bernard’s High School at the time of application with a reasonable expectation that he or she will still be attending at the time of the proposed admission.

Definition of Looked after children and previously Looked after children in the Glossary.

St. Thomas More High School

Number of preferences received for admission to Year 7 in September 2017 = 467

Allocations in line with the published admission criteria as follows for the past few years are provided below:

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Pupils with an Education, Health and Care Plan</td>
<td>4</td>
<td>2</td>
<td>6</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Catholic Pupils in Public Care</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Selective</td>
<td>29</td>
<td>24</td>
<td>15</td>
<td>22</td>
<td>14</td>
</tr>
<tr>
<td>Baptised practising Catholic boys from within the area</td>
<td>80</td>
<td>74</td>
<td>51</td>
<td>67</td>
<td>78</td>
</tr>
<tr>
<td>Baptised practising Catholic boys from outside the area</td>
<td>19</td>
<td>20</td>
<td>17</td>
<td>11</td>
<td>13</td>
</tr>
<tr>
<td>Baptised Catholic boys from within the area (2)</td>
<td>2</td>
<td>16</td>
<td>19</td>
<td>12</td>
<td>19</td>
</tr>
<tr>
<td>Baptised Catholic boys from outside the area (2)</td>
<td>9</td>
<td>0</td>
<td>2</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Pupils in Public Care</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Practising Christians</td>
<td>6</td>
<td>14</td>
<td>29</td>
<td>33</td>
<td>27</td>
</tr>
<tr>
<td>Non-practising and other religions</td>
<td>0</td>
<td>0</td>
<td>10</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Total offered 1st March</td>
<td>150</td>
<td>151</td>
<td>150</td>
<td>152</td>
<td>158</td>
</tr>
</tbody>
</table>

For admissions to Year 7 in September 2017 the last child was admitted under admission criterion: Practising Christians with siblings with the last place offered to a pupil living 2.532 miles from the school.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of appeals lodged for places in Year 7 group</td>
<td>TBC</td>
<td>35</td>
<td>5</td>
<td>12</td>
<td>8</td>
</tr>
<tr>
<td>Number of appeals heard</td>
<td>TBC</td>
<td>24</td>
<td>5</td>
<td>11</td>
<td>7</td>
</tr>
<tr>
<td>Number of successful appeals</td>
<td>TBC</td>
<td>8</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>

*2017 appeal data is published in the updated flyer provided to year six pupils in September 2017

Please refer to explanatory notes on page 22. Data only a snap shot on National Offer day.
Over-subscription criteria for Shoeburyness High School

The admissions policy is that, if at the closing date for applications there are not enough places for all those who have expressed a wish to have their child admitted to the school, places will be allocated using the following criteria:

1. Looked After Children and previously Looked After Children (see explanatory note)

2. Up to 28 pupils granted preferential admission on the basis of their performance in the selection test procedure organised by the Consortium of Selective Schools in Essex

3. If any selective places remain unfilled, the Governors should consider whether any of the remaining applicants who took the selection tests are eligible to be awarded a borderline selective place. In doing so, preference will be given to those students with the highest scores in order of merit

4. Pupils who live in the catchment area served by the school and who have a sibling attending the school

5. Pupils who live in the catchment area served by the school

6. Pupils who live outside the catchment area served by the school and who have a sibling attending the school

7. Pupils who live outside the catchment area served by the school

Explanatory notes:

Any reference to previously Looked After Children means children who were adopted (or subject to residence of special guardianship orders) immediately following having been looked after.

Pupils with Statements of Education, Health & Care that name the school are required to be admitted and the admission authority does not have the right to refuse admission.

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. If the same distance is shared by more than one pupil, and only one place is available, the place will be awarded on the basis of a computerised random allocation process (supervised by someone independent of the governing body).

All admission criteria for pupils applying for the start of year 7 refer to the closing date for admission applications. For all other applications the criteria will refer to the date the application is received by the Council.

In accordance with the School Admissions Code, if the school is over-subscribed any application received after the identified closing date will be slotted into the waiting list in the appropriate position (according to the admissions criteria) once the initial offers have been made.

Siblings are considered to be an older brother or sister, half-brother or half-sister, step-brother or step-sister, adopted brother or sister, living at the same address, who attends the school at the time of application with a reasonable expectation that he or she will still be attending at the time of the proposed admission.

In the exceptional situation where one twin or one or two triplets are refused a place, in order to keep family members together the additional pupil(s) will be admitted even if this results in the admission limit for the year group being exceeded.

Arrangements for Appeals (all year groups):

If it is not possible to offer the child a place at the school, details of the appeals process will be forwarded to the parent by Shoeburyness High School.
Shoeburyness High School - Southend East Community Academy Trust

Number of preferences received for admission to Year 7 in September 2017 = 738

Allocations in line with the published admission criteria as follows for the past few years are provided below:

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Pupils with an Education, Health and Care Plan</td>
<td>4</td>
<td>0</td>
<td>7</td>
<td>2</td>
<td>11</td>
</tr>
<tr>
<td>Pupils in Public Care</td>
<td>8</td>
<td>9</td>
<td>6</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Selective</td>
<td>9</td>
<td>7</td>
<td>4</td>
<td>5</td>
<td>7</td>
</tr>
<tr>
<td>Borderline selective</td>
<td>12</td>
<td>15</td>
<td>new criterion for 2016 admission</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pupils living in the catchment area with a sibling at the school</td>
<td>83</td>
<td>67</td>
<td>77</td>
<td>69</td>
<td>71</td>
</tr>
<tr>
<td>Pupils living in the catchment area</td>
<td>147</td>
<td>183</td>
<td>165</td>
<td>145</td>
<td>148</td>
</tr>
<tr>
<td>Pupils living outside the catchment area with a sibling at the school</td>
<td>17</td>
<td>0</td>
<td>21</td>
<td>22</td>
<td>21</td>
</tr>
<tr>
<td>Pupils living outside the catchment area</td>
<td>0</td>
<td>0</td>
<td>33</td>
<td>18</td>
<td></td>
</tr>
<tr>
<td>Total offered 1st March</td>
<td>280</td>
<td>281</td>
<td>280</td>
<td>280</td>
<td>280</td>
</tr>
</tbody>
</table>

For Admission into Year 7 in September 2017 the last child was admitted under admission criterion number 7:
Pupils living out of catchment area with a sibling, with the last place offered to a pupil living 3.472 miles from the school.

<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Number of appeals lodged for places in Year 7 group</td>
<td>TBC</td>
<td>15</td>
<td>34</td>
<td>20</td>
</tr>
<tr>
<td>Number of appeals heard</td>
<td>TBC</td>
<td>13</td>
<td>30</td>
<td>19</td>
</tr>
<tr>
<td>Number of successful appeals</td>
<td>TBC</td>
<td>3</td>
<td>8</td>
<td>3</td>
</tr>
</tbody>
</table>

*2017 appeal data is published in the updated flyer provided to year 6 pupils in September 2017

Please refer to explanatory notes on page 22. Data only a snap shot on National Offer day.
We recommend that applications for secondary school places be made online at www.southend.gov.uk/admissions

1. Southend High School for Boys is a selective boy's school. Admission to the school at age 11 is determined through a selection procedure administered by the Consortium of Selective Schools in Essex (CSSE).

2. For the September 2017 intake, the school's published admission number is 180.

3. The CSSE Supplementary Information Form (SIF) must be completed in order to register a child to sit the selection tests and should be returned to the CSSE by the published deadline. It can also be completed online and accessed through the CSSE website at: www.csse.org.uk.

4. Tests in English and mathematics will be taken in September each year at the school parents have identified on the SIF. Sample practice papers are available free-of-charge on the CSSE website along with full details of the application process.

5. The CSSE will send the results of the tests by first-class post in October on the date specified annually by the CSSE.

6. Parents must express a preference for this school on their Local Authority (LA) Common Application Form (or Common Application Form) in order for their child to be considered for a place. [The deadline for completing this form if you live within the Southend or Essex Local Authorities is 31st October.]

7. Children under the age of 11 on 31st August 2018 may, exceptionally, be allowed to sit the tests. The application to sit the tests must be approved by the Governing Body of any one of the CSSE schools to which they intend to apply. However, admission to each of those schools is at the discretion of the individual Governing Bodies. The application will be processed through the Local Authority Co-ordinated Admissions Procedure.

8. The offer of a place is dependent upon passing the selection tests. However, passing the selection tests is not a guarantee of being offered a place. A pass mark for the tests is set annually, which ensures that the entrance standard remains comparable to that which was applied in the period 1990 to 1994. No pupil will be admitted below this pass mark. The school determines admission in the order of priority set out below:

   i) Where the school is named in a child’s EHCP and the child passes the selection tests, the school and the Local Authority have a duty to admit the child.

   ii) Priority is given to those candidates whose parents' primary residence (as assessed by receipt of Child Benefit or a signed affidavit or other legal document to confirm the child's usual place of residence) lies within the postcode areas SS0, SS1, SS2, SS3, SS4, SS5, SS6, SS7, SS8 and SS9, subject to their passing the entrance examination. A quota of up to 5/6 of the published admissions number is reserved at this school for children in this category. Places are allocated in order of the mark achieved, higher passing candidates first. The school is “full” within the priority area when it has taken its full quota of pupils from within that area or when there are no more passing candidates who have listed the school as a preference.

   iii) Priority will be given thereafter to those candidates whose parents’ primary residence (as assessed by receipt of Child Benefit or a signed affidavit or other legal document to confirm the child’s usual place of residence) lies outside the postcode areas SS0, SS1, SS2, SS3, SS4, SS5, SS6, SS7, SS8 and SS9, subject to their passing the entrance examination. In the case of children applying in this category, places will be offered according to the order of merit of those who sit and pass the entrance examination. The candidates who score higher marks will be allocated places before those who pass at a lower level. This process will continue until all available places have been filled.

9. In the event of pupils achieving the same mark for the last available place, preference will be given on the following basis:

   i) Where the candidate is a child in public care (looked after child), 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) their case will be considered ahead of candidates not in public care.
We recommend that applications for secondary school places be made online at www.southend.gov.uk/admissions

ii) Where a child is not in public care preference will be given to the pupil who lives closest to the school as measured in a straight line from the front door of the child’s home address (including flats) to the nearest pupil entrance to the school, with those living nearest being given preference. Distances will be measured using the Local Authority’s computerised measuring system. If the same distance is shared by more than one pupil and only one place is available, the place will be awarded on the basis of a computerised random allocation process (supervised by someone independent of the Governing Body). (If a child lives with different parents for part of a week, the ‘home’ address will be deemed to be the child’s residence for the major part of that week, and in the event of this being equal, the deciding factor will be the address to which child benefit would be payable.)

10. If a school place is obtained through fraudulent means, the offer of a place would be withdrawn. This can include the removal of a pupil once started at the school.

11. All parents have a statutory right of appeal against non-admission, which may be exercised only after school places have been offered. Appeals must be lodged directly with the school within 20 school days of the date of notification that their application was unsuccessful. Panel hearings take place within 40 school days of the deadline for lodging appeals.

12. Please refer to the glossary for the definition of:

- looked after children and previously looked after children
- Children with a statement of special educational need/Education Health and Care Plan.

Southend High School for Boys

Number of preferences received for admission to Year 7 in September 2017 = 746

Allocations in line with the published admission criteria as follows for the past few years are provided below:

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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Pupils with an Education, Health and Care Plan</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Pupils living in the Priority admissions area</td>
<td>117</td>
<td>136</td>
<td>125</td>
<td>125</td>
<td>100</td>
</tr>
<tr>
<td>Pupils living outside the Priority admissions area</td>
<td>61</td>
<td>42</td>
<td>25</td>
<td>25</td>
<td>50</td>
</tr>
<tr>
<td>Total offered 1st March</td>
<td>180</td>
<td>180</td>
<td>150*</td>
<td>150</td>
<td>150</td>
</tr>
</tbody>
</table>

For Admission into Year 7 in September 2017 the last child was admitted under admission criterion number 3: Pupils living outside the Priority admissions area.

<table>
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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Number of appeals lodged for places in Year 7 group</td>
<td>TBC</td>
<td>19</td>
<td>27</td>
<td>30</td>
<td>16</td>
</tr>
<tr>
<td>Number of appeals heard</td>
<td>TBC</td>
<td>18</td>
<td>21</td>
<td>29</td>
<td>15</td>
</tr>
<tr>
<td>Number of successful appeals</td>
<td>TBC</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

*2017 appeal data is published in the updated flyer provided to year 6 pupils in September 2017

Please refer to explanatory notes on page 22. Data only a snap shot on National Offer day.
Southend High School for Girls

Headteacher: Fiona Brierley
Address: Southchurch Boulevard, Southend-on-Sea SS2 4UZ  Tel: 01702 588852  Fax: 01702 587181
Email: office@shsg.org  Website: www.shsg.org

Admission limit: 180

1. Southend High School for Girls is a selective girls’ school. Admission to the school at age 11 is determined through a selection procedure administered by the Consortium of Selective Schools in Essex (CSSE).

2. For the September 2018 intake, the school’s published admission number is 180.

3. The CSSE Supplementary Information Form (SIF) must be completed in order to register a child to sit the selection tests and should be returned to the CSSE by the published deadline. It can also be completed on line and accessed through the CSSE website at: www.csse.org.uk.

4. Tests in English and mathematics will be taken in September each year at the school parents have identified on the SIF. Sample practice papers are available free-of-charge on the CSSE website along with full details of the application process.

5. The CSSE will send the results of the tests by first-class post in October on the date specified annually by the CSSE.

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

7. Children under the age of 11 on 31st August 2018 may, exceptionally, be allowed to sit the tests. The application to sit the tests must be approved by the Governing Body of any one of the CSSE schools to which they intend to apply. However, admission to each of those schools is at the discretion of the individual Governing Bodies. The application will be processed through the Local Authority Co-ordinated Admissions Procedure.

8. The offer of a place is dependent upon passing the selection tests. However, passing the selection tests is not a guarantee of being offered a place. A pass mark for the tests is set annually, which ensures that the entrance standard remains comparable to that which was applied in the period 1990 to 1994. **No pupil will be admitted below this pass mark.** The school determines admission in the order of priority set out below:

i) Where the school is named in a child’s EHCP and the child passes the selection tests, the school and the Local Authority have a duty to admit the child.

ii) **Priority is given to those candidates whose parents’ primary residence (as assessed by receipt of Child Benefit or a signed affidavit or other legal document to confirm the child’s usual place of residence) lies within the postcode areas SS0, SS1, SS2, SS3, SS4, SS5, SS6, SS7, SS8 and SS9, subject to their passing the entrance examination.** A maximum of 75% of the published admission limit (PAN) is reserved at this school for children in this category. Places are allocated in order of the mark achieved, higher passing candidates first. The school is ‘full’ within the priority area when it has taken its full quota of pupils from within that area or when there are no more passing candidates who have listed the school as a preference.

iii) **Priority will be given thereafter to those candidates whose parents’ primary residence (as assessed by receipt of Child Benefit or a signed affidavit or other legal document to confirm the child’s usual place of residence) lies outside the postcode areas SS0, SS1, SS2, SS3, SS4, SS5, SS6, SS7, SS8 and SS9, subject to their passing the entrance examination.** In the case of children applying in this category, places will be offered according to the order of merit of those who sit and pass the entrance examination. The candidates who score higher marks will be allocated places before those who pass at a lower level. This process will continue until all available places have been filled.

9. In the event of pupils achieving the same mark for the last available place, preference will be given on the following basis:

i) Where the candidate is a child in public care (looked after child), 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) their case will be considered ahead of candidates not in public care.

ii) Where a child is not in public care preference will be given to the pupil who lives closest to the school as measured in a straight line from the front door of the child’s home address (including flats) to the nearest pupil entrance to the school, with those living nearest
being given preference. Distances will be measured using the Local Authority’s computerised measuring system. If the same distance is shared by more than one pupil and only one place is available, the place will be awarded on the basis of a computerised random allocation process (supervised by someone independent of the Governing Body). (If a child lives with different parents for part of a week, the ‘home’ address will be deemed to be the child’s residence for the major part of that week, and in the event of this being equal, the deciding factor will be the address to which child benefit would be payable.)

10. If a school place is obtained through fraudulent means, the offer of a place would be withdrawn. This can include the removal of a pupil once started at the school.

11. All parents have a statutory right of appeal against non-admission, which may be exercised only after school places have been offered. Appeals must be lodged directly with the school within 20 school days of the date of notification that their application was unsuccessful. Panel hearings take place with 40 school days of the deadline for lodging appeals.

12. Please refer to the glossary for the definition of
   ■ looked after children and previously looked after children and
   ■ children with a statement of special educational need/Education Health and Care Plan.

**In-year admission procedure**

(For entry outside the normal CSSE 11+ selection procedure)

Parents who wish to apply for a place in Years 7 – 11 at Southend High School for Girls (after the first week of the autumn term in the case of new year 7 students) should contact the school to request an application form or obtain a copy of the application form from the school website.

On receipt of the application form, if there are vacant places in the year group concerned we will invite the applicant together with any other applicants for the same year group to sit a series of tests at the school. These tests will be in English, Mathematics and Science.

If upon receipt of the application form, there are no vacant places in the year group concerned, the applicant is placed on a waiting list.

If a place subsequently becomes available in the year group concerned, the applicants for the particular year group will be invited in to sit the tests. No more than one application can be made in any one academic year.

If, based upon her performance, an applicant is deemed to meet the required standard for entry into the relevant year group; the Headteacher will offer a place on behalf of the Governors’ Admissions Committee. If there are more applicants deemed to have met the required standard than there are places; then places will be awarded strictly according to the rank order based upon the overall performance of the applicants.

Ability in English, Mathematics and Science is indicative of a pupil’s ability to cope with the demands of academic subjects in general; therefore, where a candidate scores below the bottom quartile of our own students in these subjects; that candidate will be deemed to be unsuitable for entry into the relevant year group.

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

The school’s prospectus can be viewed on the website: www.shsg.org

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**Southend High School for Girls**

<table>
<thead>
<tr>
<th>Number of preferences received for admission to Year 7 in September 2017</th>
<th>843</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allocations in line with the published admission criteria as follows for the past few years are provided below:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Pupils with an Education, Health and Care Plan</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Pupils living in the Priority admissions area</td>
<td>111</td>
<td>109</td>
<td>94</td>
<td>93</td>
<td>81</td>
</tr>
<tr>
<td>Pupils living outside the Priority admissions area</td>
<td>69</td>
<td>71</td>
<td>86</td>
<td>57</td>
<td>69</td>
</tr>
<tr>
<td>Total offered 1st March</td>
<td>180</td>
<td>180</td>
<td>150</td>
<td>150</td>
<td>150</td>
</tr>
</tbody>
</table>

For Admission into Year 7 in September 2017 the last child was admitted under admission criterion number 3: Pupils living outside the Priority admissions area

<table>
<thead>
<tr>
<th></th>
<th></th>
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<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of appeals lodged for places in Year 7 group</td>
<td>TBC</td>
<td>24</td>
<td>6</td>
<td>15</td>
</tr>
<tr>
<td>Number of appeals heard</td>
<td>TBC</td>
<td>22</td>
<td>5</td>
<td>10</td>
</tr>
<tr>
<td>Number of successful appeals</td>
<td>TBC</td>
<td>0</td>
<td>0</td>
<td>4</td>
</tr>
</tbody>
</table>

*2017 appeal data is published in the updated flyer provided to year 6 pupils in September 2017

Please refer to explanatory notes on page 22. Data only a snap shot on National Offer day.
If the number of applications for places at the Academy is within the Published Admission Number (PAN) of 200, then the Academy will allocate places to everyone who applies.

If the number of applications for places at the Academy is higher than the admission number set, the following factors, in priority order, will be applied to decide which pupils will be given places:

1. 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.
2. Pupils who have a sibling on roll at the Academy at the time of application (see note on siblings)
3. Pupils who are granted preferential admission up to a limit of 10%.
4. Pupils living inside the Academy’s priority admissions area.
5. Pupils of staff employed by the Academy (see note)
6. Pupils living outside the Academy’s priority admissions area (see notes).

In the case of oversubscription in any one category, places within that category will be allocated according to random allocation. The random allocation process is organised by the Vice Principal (using approved computer software) and supervised by someone independent of the Academy.

Notes:

Siblings

By definition, a sibling is a child who lives as a brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers or sisters. The ‘same house’ is considered to be the address at which the child resides on a permanent basis. If the child lives at more than one address it is the address of the parent/guardian that is in receipt of child benefit, that is considered the same address.

Pupils of staff

Where the member of staff has been employed for two or more years at the time at which the application is made and/or the member of staff is recruited to fill a vacant post for which there is demonstrable skill shortage

Please refer to the glossary for the definition of

- looked after children and previously looked after children and
- children with a statement of special educational need/Education Health and Care Plan.

Preferential Admissions

The Academy offers excellent Physical Education and Performing Arts tuition. Parents of children with an aptitude in these areas are invited to complete a Supplementary Information Form (SIF). Prospective pupils will then be required to undertake an assessment of their aptitude. Aptitude testing is scheduled to take place in September and details can be found on the Academy’s website.

In-Year Admissions

To apply for a school place during the academic year, or for Years 8-11, parents will need to complete an In-Year Application Form. Details can be found on the Academy’s website.

Appeals

Parents unsuccessful in securing a place have the right to appeal to an Independent Appeals Panel. Details can be found on the Academy’s website.

Sport and performing arts aptitude tests reminder:

Registration for Sports or Performing Arts aptitude tests with The Eastwood Academy is due by 1st September 2017.

Arrangements for the test

The test will take place on 11th September 2017 (PA) 18th September 2017 (S)

Outcome of test

13th October 2017

Please check schools web site for further information.
We recommend that applications for secondary school places be made online at www.southend.gov.uk/admissions

The Eastwood Academy

Number of preferences received for admission to Year 7 in September 2017 = 802

Allocations in line with the published admission criteria as follows for the past few years are provided below:

<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Pupils with an Education, Health and Care Plan</td>
<td>4</td>
<td>1</td>
<td>3</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Pupils in Public Care</td>
<td>6</td>
<td>1</td>
<td>2</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Pupils with a sibling at the school</td>
<td>72</td>
<td>47</td>
<td>43</td>
<td>63</td>
<td>49</td>
</tr>
<tr>
<td>Specialist</td>
<td>20</td>
<td>18</td>
<td>17</td>
<td>17</td>
<td>19</td>
</tr>
<tr>
<td>Pupils living in the catchment area</td>
<td>98</td>
<td>102</td>
<td>97</td>
<td>87</td>
<td>72</td>
</tr>
<tr>
<td>Pupils of staff employed for more than 2 years</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Pupils living outside the catchment area</td>
<td>0</td>
<td>21</td>
<td>17</td>
<td>0</td>
<td>27</td>
</tr>
<tr>
<td>Total offered 1st March</td>
<td>200</td>
<td>190</td>
<td>180</td>
<td>168</td>
<td>170</td>
</tr>
</tbody>
</table>

For Admission into Year 7 in September 2017 the last child was admitted under admission criterion number 5: Pupils living in catchment area by random allocation.

<table>
<thead>
<tr>
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<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of appeals lodged for places in Year 7 group</td>
<td>TBC</td>
<td>16</td>
<td>18</td>
<td>23</td>
<td>7</td>
</tr>
<tr>
<td>Number of appeals heard</td>
<td>TBC</td>
<td>16</td>
<td>18</td>
<td>23</td>
<td>7</td>
</tr>
<tr>
<td>Number of successful appeals</td>
<td>TBC</td>
<td>16</td>
<td>18</td>
<td>23</td>
<td>7</td>
</tr>
</tbody>
</table>

*2017 appeal data is published in the updated flyer provided to year 6 pupils in September 2017

Please refer to explanatory notes on page 22. Data only a snap shot on National Offer day.
SECONDARY SCHOOL ADMISSIONS 2018–2019

Westcliff High School for Boys

Headmaster: Mr M A Skelly, M.A.

Address: Kenilworth Gardens, Westcliff-on-Sea SS0 0BP Tel: 01702 475443 Fax: 01702 470495

Email: office@whsb.essex.sch.uk Website: www.whsb.essex.sch.uk

Admission limit: 185

1. Westcliff High School for Boys is a Selective Academy Grammar School. Admission to the School at age 11 is determined through a selection procedure administered by the Consortium of Selective Schools in Essex (CSSE).

2. For the September 2018 intake, the School’s published admission number is 185. In 2016 and 2017, more than 800 pupils applied for a place at Westcliff High School for Boys.

Parents must complete two forms on behalf of applicants

3. The CSSE Supplementary Information Form (SIF) must be completed in order to register a child to sit the selection tests and should be returned to the CSSE by the published deadline. It can also be completed online and accessed through the CSSE website at: www.csse.org.uk.

4. Tests in English and Mathematics will be taken on Saturday 17th September at the School parents have identified as their preferred test centre on the SIF. In the event of a Test Centre reaching its maximum capacity for testing, an alternative CSSE School Test Centre will be allocated by the CSSE office. Sample familiarisation papers are available free-of-charge on the CSSE website. Details of the application process for the selective system are published in the CSSE Information Guide 2018 Entry.

5. The CSSE will send the results of the tests by first-class post in October on the date specified annually by the CSSE.

6. Parents must express a preference for this School on their Local Authority (LA) Common Application Form (or Common Application Form) in order for their child to be considered for a place. The deadline for completing this form if you live within the Southend or Essex Local Authorities is 31st October 2017.

7. The LA will identify those to whom places are to be offered taking into consideration both a pupil’s performance in the entrance examination and the expressed sequence of parental preferences. Under Co-ordinated Admissions Procedures, offers of places will be made on 1st March 2018 and parents will have until 14th March 2018 to accept in writing any places offered.

8. Children under the age of 11 on 31st August 2018 may, exceptionally, be allowed to sit the tests. Their application to sit the tests is at the discretion of the Governors of the School of first preference. The application will be processed through the Local Authority Co-ordinated Admissions Procedure. If unsuccessful in the tests, the child will not be allowed to sit the tests a second time for entry to Year 7.

9. The offer of a place is dependent upon passing the selection tests. However, passing the selection tests is not a guarantee of being offered a place. A pass mark for the tests is set annually, which ensures that the entrance standard remains comparable to that obtaining in the period 1990 to 1994. No pupil will be admitted below this pass mark. The School determines admission in the order of priority set out below:

   i) Where the School is named in a boy’s EHCP and the boy passes the selection tests, the School and the Local Authority have a duty to admit the boy.

   ii) Priority is given to those candidates whose parents’ primary residence (as assessed by receipt of Child Benefit or a signed affidavit or other legal document to confirm the child’s usual place of residence) lies within the postcode areas SS0, SS1, SS2, SS3, SS4, SS5, SS6, SS7, SS8 and SS9, subject to their passing the entrance examination. A maximum of 75% (139) places is reserved at this School for children in this category. Places are allocated in order of the mark achieved, higher passing candidates first. The School is ‘full’ within the priority area when it has taken its full quota of pupils from within that area or when there are no more passing candidates who have listed the School as a preference.

   iii) Priority (maximum 25% of PAN) will be given thereafter to those candidates whose parents’ primary residence (as assessed by receipt of Child Benefit or a signed affidavit or other legal document to confirm the child’s usual place of residence) lies outside the postcode areas SS0, SS1, SS2, SS3, SS4, SS5, SS6, SS7, SS8 and SS9, subject to their
passing the entrance examination. In the case of children applying in this category, places will be offered according to the order of merit of those who sit and pass the entrance examination. The candidates who score higher marks will be allocated places before those who pass at a lower level. This process will continue until all available places have been filled.

10. In the event of pupils achieving the same mark for the last available place, preference will be given on the following basis:
   i) Where the candidate is a child in public care (looked after child), 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) their case will be considered ahead of candidates not in public care.
   ii) Where a child is not in public care preference will be given to the pupil who lives closest to the School as measured in a straight line from the front door of the child’s home address (including flats) to the nearest pupil entrance to the School, with those living nearest being given preference. Distances will be measured using the Local Authority’s computerised measuring system. If the same distance is shared by more than one pupil and only one place is available, the place will be awarded on the basis of a computerised random allocation process (supervised by someone independent of the Governing Body). (If a child lives with different parents for part of a week, the ‘home’ address will be deemed to be the address to which Child Benefit would be payable.)

11. If a School place is obtained through fraudulent means, the offer of a place would be withdrawn. This can include the removal of a pupil once started at the School.

12. All parents have a statutory right of appeal against non-admission, which may be exercised only after School places have been offered. Appeals must be lodged directly with the School within three weeks of the offer date. Panel Hearings take place within 40 school days.

13. Places do become available higher up the School (Years 8-11). Testing generally takes place in English, Mathematics, Science and French/German/Spanish at intervals across the year and subject to places being available.

14. Please refer to the glossary for the definition of
   ■ looked after children and previously looked after children and
   ■ children with a statement of special educational need/Education Health and Care plan.

--

Westcliff High School for Boys

Number of preferences received for admission to Year 7 in September 2017 = 848

Allocations in line with the published admission criteria as follows for the past few years are provided below:

<table>
<thead>
<tr>
<th></th>
<th></th>
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<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Pupils with an Education, Health and Care Plan</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Pupils living in the Priority admissions area</td>
<td>89</td>
<td>83</td>
<td>107</td>
<td>82</td>
<td>65</td>
</tr>
<tr>
<td>Pupils living outside the Priority admissions area</td>
<td>95</td>
<td>101</td>
<td>77</td>
<td>72</td>
<td>89</td>
</tr>
<tr>
<td>Total offered 1st March</td>
<td>185</td>
<td>185</td>
<td>184</td>
<td>154</td>
<td>154</td>
</tr>
</tbody>
</table>

For Admission into Year 7 in September 2017 the last child was admitted under admission criterion number 3: Pupils living outside the Priority admissions area.

<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of appeals lodged for places in Year 7 group</td>
<td>TBC</td>
<td>13</td>
<td>24</td>
<td>22</td>
<td>10</td>
</tr>
<tr>
<td>Number of appeals heard</td>
<td>TBC</td>
<td>13</td>
<td>10</td>
<td>20</td>
<td>10</td>
</tr>
</tbody>
</table>

*2017 appeal data is published in the updated flyer provided to year 6 pupils in September 2017

Please refer to explanatory notes on page 22. Data only a snap shot on National Offer day.
We recommend that applications for secondary school places be made online at www.southend.gov.uk/admissions

1. Westcliff High School for Girls is a selective girl’s school. Admission to the school at age 11 is determined through a selection procedure administered by the Consortium of Selective Schools in Essex (CSSE).

2. For the September 2018 intake, the school’s published admission number is 184.

3. The CSSE Supplementary Information Form (SIF) must be completed in order to register a child to sit the selection tests and should be returned to the CSSE by the published deadline. It can also be completed online and accessed through the CSSE website at: www.csse.org.uk.

4. Tests in English and mathematics will be taken in September each year at the school parents have identified on the SIF. Sample practice papers are available free-of-charge on the CSSE website along with full details of the application process.

5. The CSSE will send the results of the tests by first-class post in October on the date specified annually by the CSSE.

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

7. Children under the age of 11 on 31st August 2018 may, exceptionally, be allowed to sit the tests. The application to sit the tests must be approved by the Governing Body of any one of the CSSE schools to which they intend to apply. However, admission to each of those schools is at the discretion of the individual Governing Bodies. The application will be processed through the Local Authority Co-ordinated Admissions Procedure.

8. The offer of a place is dependent upon passing the selection tests. However, passing the selection tests is not a guarantee of being offered a place. A pass mark for the tests is set annually, which ensures that the entrance standard remains comparable to that which was applied in the period 1990 to 1994. No pupil will be admitted below this pass mark. The school determines admission in the order of priority set out below:

   i) Where the school is named in a child’s EHCP and the child passes the selection tests, the school and the Local Authority have a duty to admit the child.

   ii) Priority is given to those candidates whose parents’ primary residence (as assessed by receipt of Child Benefit or a signed affidavit or other legal document to confirm the child’s usual place of residence) lies within the postcode areas SS0, SS1, SS2, SS3, SS4, SS5, SS6, SS7, SS8 and SS9, subject to their passing the entrance examination. A maximum of 75% of the published admission limit (PAN) is reserved at this school for children in this category. Places are allocated in order of the mark achieved, higher passing candidates first. The school is ‘full’ within the priority area when it has taken its full quota of pupils from within that area or when there are no more passing candidates who have listed the school as a preference.

   iii) Priority will be given thereafter to those candidates whose parents’ primary residence (as assessed by receipt of Child Benefit or a signed affidavit or other legal document to confirm the child’s usual place of residence) lies outside the postcode areas SS0, SS1, SS2, SS3, SS4, SS5, SS6, SS7, SS8 and SS9, subject to their passing the entrance examination. In the case of children applying in this category, places will be offered according to the order of merit of those who sit and pass the entrance examination. The candidates who score higher marks will be allocated places before those who pass at a lower level. This process will continue until all available places have been filled.

9. In the event of pupils achieving the same mark for the last available place, preference will be given on the following basis:

   i) Where the candidate is a child in public care (looked after child), 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) their case will be considered ahead of candidates not in public care.

   ii) Where a child is not in public care preference will be given to the pupil who lives closest to the school as
measured in a straight line from the front door of the child’s home address (including flats) to the nearest pupil entrance to the school, with those living nearest being given preference. Distances will be measured using the Local Authority’s computerised measuring system. If the same distance is shared by more than one pupil and only one place is available, the place will be awarded on the basis of a computerised random allocation process (supervised by someone independent of the Governing Body). (If a child lives with different parents for part of a week, the ‘home’ address will be deemed to be the child’s residence for the major part of that week, and in the event of this being equal, the deciding factor will be the address to which child benefit would be payable.)

10. If a school place is obtained through fraudulent means, the offer of a place would be withdrawn. This can include the removal of a pupil once started at the school.

11. All parents have a statutory right of appeal against non-admission, which may be exercised only after school places have been offered. Appeals must be lodged directly with the school within 20 school days of the date of notification that their application was unsuccessful. Panel hearings take place within 40 school days of the deadline for lodging appeals.

12. Please refer to the glossary for the definition of
- looked after children and previously looked after children and
- children with a statement of special educational need/Education Health and Care Plan.

Westcliff High School for Girls • South East Essex Academy Trust

Number of preferences received for admission to Year 7 in September 2017 = 883
Allocations in line with the published admission criteria as follows for the past few years are provided below:

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Pupils with an Education, Health and Care Plan</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Pupils living in the Priority admissions area</td>
<td>93</td>
<td>97</td>
<td>90</td>
<td>81</td>
<td>77</td>
</tr>
<tr>
<td>Pupils living outside the Priority admissions area</td>
<td>91</td>
<td>87</td>
<td>94</td>
<td>73</td>
<td>77</td>
</tr>
<tr>
<td>Total offered 1st March</td>
<td>184</td>
<td>184</td>
<td>184</td>
<td>154</td>
<td>154</td>
</tr>
</tbody>
</table>

For Admission into Year 7 in September 2017 the last child was admitted under admission criterion number 3: Pupils living outside the Priority admissions area.

<table>
<thead>
<tr>
<th>Year 7 appeals data</th>
<th>2017*</th>
<th>2016</th>
<th>2015</th>
<th>2014</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of appeals lodged for places in Year 7 group</td>
<td>TBC</td>
<td>8</td>
<td>4</td>
<td>8</td>
<td>13</td>
</tr>
<tr>
<td>Number of appeals heard</td>
<td>TBC</td>
<td>7</td>
<td>4</td>
<td>6</td>
<td>11</td>
</tr>
<tr>
<td>Number of successful appeals</td>
<td>TBC</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

*2017 appeal data is published in the updated flyer provided to year 6 pupils in September 2017

Please refer to explanatory notes on page 22. Data only a snap shot on National Offer day.
Additional information

We know that parents have lots of questions about their options for a secondary school for their child so we’ve provided responses to questions that are asked most often in the section with the open evenings and provide some additional information below:

School term and holiday dates for the academic year 2018/19

These dates are generally followed by all schools in Southend but you should check with the individual school. All schools will also have a number of non-pupil days when children will not be expected to attend. These vary from one school to another. The day when certain schools begin a new term may also vary. Please contact the school office for more details.

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

www.southend.gov.uk/downloads/file/252/school_attendance_information_for_parents

Term Dates 2018/19


<table>
<thead>
<tr>
<th>Autumn Term:</th>
<th>Wednesday 5 September 2018 – Thursday 21 December 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Half Term 22 October – 26 October</td>
</tr>
<tr>
<td>Spring Term:</td>
<td>Thursday 3 January 2019 – Friday 5 April 2019</td>
</tr>
<tr>
<td></td>
<td>Half Term 18 February – 22 February</td>
</tr>
<tr>
<td>Summer Term:</td>
<td>Monday 23 April 2019 – Wednesday 24 July 2019</td>
</tr>
<tr>
<td></td>
<td>Half Term 27 May – 31 May, and May Bank Holiday, 6 May</td>
</tr>
<tr>
<td>Total:</td>
<td>195 days</td>
</tr>
</tbody>
</table>

Please note: Schools are able to set their own term dates therefore the calendar may vary. You are strongly advised to check with your child’s school or academy before making any holiday or other commitments.
What happens post 16?

The Government introduced changes so young people, following Year 11, are now required to remain in learning until at least their 18th birthday. Young people will, however, have a range of options they can consider including:

- Full-time education, such as school with a Sixth Form, College or a Sixth Form College.
- Work based learning, such as an Apprenticeship or Traineeship Part-time education or training if the young person is employed, self-employed or volunteering for more than 20 hours a week.

All education establishments will publish their entry criteria for a place in their sixth form or college within their prospectus or on their website.

If your son or daughter is interested in an Apprenticeship or Traineeship there are a wide range of Training Providers working with employers, in Southend-on-Sea, to deliver these programmes. Your child’s school will supply information to your son or daughter in Year 11 on all the opportunities and Training Providers available in the local area or to find out more visit: www.apprenticeships.org.uk

To find out more about the next steps and all the options available to young people, please contact the Connexions service:

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

The service works in partnership with schools, colleges and training providers to ensure the best support is available.

Connexions Personal Advisers also offer one to one support to help young people overcome any barriers that are preventing them moving into learning, training or work.

Contact Number 01702 534300 or email Connexionsservice@southend.gov.uk or Connexions2@southend.gov.uk

More information is available on the Southend Information Point (SHIP)

www.southendinfopoint.org/kb5/southendonsea/fsd/service.page?id=6Cv9T2wFJHE

For applications and admission criteria to post 16 education providers in Southend-on-Sea from outside of the county, including from other countries, please contact each institution directly for support in applying for a place.
Schools in Essex or elsewhere

Applying to schools outside of Southend-on-Sea

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

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

You can either apply online at www.southend.gov.uk/admissions or complete and return the form. Please do not do both.

Useful contact for neighbourhood secondary schools

This list is not exhaustive and only for guidance purposes.

<table>
<thead>
<tr>
<th>School name &amp; address</th>
<th>Phone number</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Castle View School, Foksville Road, Canvey Island SS8 7FH</td>
<td>01268 696811</td>
<td><a href="http://www.castleview.essex.sch.uk">www.castleview.essex.sch.uk</a></td>
</tr>
<tr>
<td>Greensward Academy, Greensward Lane, Hockley SS5 5HG</td>
<td>01702 202571</td>
<td><a href="http://www.greenswardacademy.org">www.greenswardacademy.org</a></td>
</tr>
<tr>
<td>The Appleton School, Croft Road, South Benfleet SS7 5RN</td>
<td>01268 794215</td>
<td><a href="http://www.theappletonschool.org">www.theappletonschool.org</a></td>
</tr>
<tr>
<td>The Cornelius Vermuyden School &amp; Arts College, Dinant Avenue, Canvey Island SS8 9QS</td>
<td>01268 685011</td>
<td><a href="http://www.corneliusvermuyden.com">www.corneliusvermuyden.com</a></td>
</tr>
<tr>
<td>The Deanes School, Daws Heath Road, Thundersley, Benfleet SS7 2TD</td>
<td>01268 773545</td>
<td><a href="http://www.deanesschool.co.uk">www.deanesschool.co.uk</a> (Southend bus service)</td>
</tr>
<tr>
<td>The FitzWimarc School, Hockley Road, Rayleigh SS6 8EB</td>
<td>01268 743884</td>
<td><a href="http://www.fitzwimarc.essex.sch.uk">www.fitzwimarc.essex.sch.uk</a></td>
</tr>
<tr>
<td>The King Edmund School, Vaughan Close, Rochford SS4 1TL</td>
<td>01702 545771</td>
<td><a href="http://www.kes.essex.sch.uk">www.kes.essex.sch.uk</a></td>
</tr>
<tr>
<td>The King John School, Shipwrights Drive, Thundersley SS7 1RQ</td>
<td>01702 558284</td>
<td><a href="http://www.thekjs.essex.sch.uk">www.thekjs.essex.sch.uk</a></td>
</tr>
<tr>
<td>The Sweyne Park School, Sir Walter Raleigh Drive, Rayleigh SS6 9BZ</td>
<td>01268 784721</td>
<td><a href="http://www.sweynepark.com">www.sweynepark.com</a></td>
</tr>
</tbody>
</table>

For any other school not provided here please seek information from the respective local authority or the school web sites.

A list of all schools in the borough of Southend-on-Sea can be found on http://apps.southend.gov.uk/learning/schools.asp and on www.southendlearningnetwork.co.uk/Contacts/ContactSites
Useful addresses and telephone numbers

Education offices for Essex and Thurrock

Essex County Council
School Planning and Admissions, Schools, Children and Families Directorate,
Essex County Council,
PO Box 4261,
Chelmsford CM1 1GS.
Telephone: 0345 603 2200
Fax: 01245 436 739
admissions@essex.gov.uk

Thurrock Council
Admissions Team
Learning and Universal Outcomes
PO Box 118
Civic Offices
New Road
Grays RM17 6GF
Telephone: 01375 652883
school.admissions@thurrock.gov.uk

Education Offices of neighbouring local authorities

Cambridgeshire County Council
Admissions Team
OCT1221
The Octagon
Shire Hall Site
Cambridge CB3 OAP
Telephone: 0345 045 1370
admissions@cambridgeshire.gov.uk

Hertfordshire County Council
Admissions and Transport Team CHR102
County Hall
Pegs Lane
Hertford SG13 8DF
Telephone: 0300 123 4043
transfer.admissions@hertfordshire.gov.uk

London Borough of Barking and Dagenham
School Admissions Team 5th Floor, Roycraft House 15 Linton Road
Barking IG11 8HE
Telephone: 020 8215 3004
admissions@lb bd.gov.uk

London Borough of Enfield
Enfield Schools Admission Service
Civic Centre
Silver Street
Enfield EN1 3XA
Telephone: 020 8379 5501
enfield.school.admissions@enfield.gov.uk

London Borough of Havering
Admissions Team
c/o Town Hall
Main Road
Romford RM1 3BD
Telephone: 01708 434600
schooladmissions@havering.gov.uk

London Borough of Newham
Pupil Services
PO Box 69972
London
E16 9DG
pupil.services@newham.gov.uk

London Borough of Redbridge
Admissions & Awards
Lynton House
255–259 High Road
Ilford IG1 1NN
Telephone: 0208 708 3562/3055
admissionsandawards@redbridge.gov.uk

London Borough of Waltham Forest
School Admissions Service
Harvey House
1A Harvey Road
London E11 3DB
Telephone: 020 8496 3000
secondary.admissions@walthamforest.gov.uk

Suffolk County Council
The Admissions Team
Endeavour House
8 Russell Road
Ipswich IP1 2BX
Telephone: 0345 600 0981
admissions@suffolk.gov.uk

We recommend that applications for secondary school places be made online at
www.southend.gov.uk/admissions
Contact points for parents

Enquiries about all Southend-on-Sea Borough Council services should be made to the Borough Customer Service Centre

Tel: 01702 215000

Details of all Southend-on-Sea Borough Council services are also available on the Council website

www.southend.gov.uk

Enquiries about services provided by the Department for People should be made to:

Tel: 01702 215007
or 01702 212934

Specific enquiries about admissions issues can be made by email to:

admissions@southend.gov.uk

Applications for transfer to Year 7 can be made online at:

www.southend.gov.uk/admissions
Glossary of abbreviations and terms:

**Academies** – Schools funded directly by Central Government where the Academy Trust employs the staff and is the admission authority.

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

**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.

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

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

**Changes in preference** – Changes in the order of preferences already expressed (ie 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 can not be provided parents will need to provide a signed affidavit or other legal document to confirm child’s usual place of residence

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

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

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

**EHCP** – See definition under statement of special educational needs on page 53

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

FTT – Facilities and Transport Team.

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

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

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

Looked after children and Previously looked after children – Children who are in the care of local authorities as defined by Section 22 of the Children Act 1989. In relation to school admissions legislation a ‘looked after child’ is a child in public care at the time of application to the school’. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

Looked after and previously looked after children are given the highest priority for each relevant age group and in ranking for schools. Ranking for Faith and Selective schools differ slightly in that:

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

and 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 Borough Council, could not have made an application by the closing date of 31st October 2017 will have their application slotted into the system as and when received.

National Offer Day – The day (1st March 2018) on which all offers of places will be made. Non-selective places – school places offered without reference to the selective (11+) procedure.

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

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

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

**SIFs** – Supplementary Information Forms – forms on which parents are asked to provide additional information in support of their applications in order to enable the school to apply their admission criteria. It is not an application form and parents must always complete the Council’s Single Application Form.

**Statement of Special Educational Need (SEN) and Education Health and Care Plan (EHCP)** – A Statement of Special Educational Need is a statement made by the local authority under Section 324 of the Education Act 1996, specifying the special educational provision required for that child. If the school is oversubscribed, the admission of pupils with a Statement of Special Educational Needs or Education, Health and Care Plan where the school is named in the Statement or Plan, is mandatory.

Children with an EHCP/Statement are required to meet the required academic level before they can be considered for admission to selective and partially selective schools. The school must have been named in the Statement or plan.
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 secondary schools for the year 2018/19.

Review date:
July 2018 for 2019 transfer to Secondary School

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:
http://www.southend.gov.uk/downloads/download/369/education_policies_plans_and_strategies

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

Please note: The schools admission criteria have not been finalised and may be subject to change. Any changes will
be announced on the website and on the websites of any affected schools.