



**Determined admissions arrangements for the  
September 2013 round of admissions**

**April 2012**

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## **INTRODUCTION:**

The School Admissions Code requires admission authorities to undertake a public consultation for an 8 week period on annual admission arrangements. The closing date for any representations to have been made about any aspect of the admission arrangements contained in this document was 1<sup>st</sup> March 2012.

Following the consultation process Cabinet and full Council formally determined the admission arrangements for community schools. The individual governing bodies of academies, foundation and voluntary aided schools have formally determined their own admission arrangements.

Details of the determined admission arrangements have been notified to all those who raised any objections to the draft proposals and to those bodies previously consulted.

All schools in the Borough (including academies, foundation and voluntary aided schools) have agreed that their determined admission arrangements be included in this composite document.

Anyone wishing to object to the Schools Adjudicator regarding any of the admission arrangements included in this document has until 30<sup>th</sup> June 2012 to make an objection. The Schools Adjudicator may be contacted as follows:

Office of the Schools Adjudicator, Mowden Hall, Staindrop Road,  
Darlington DL3 9BG

Tel: 0870 0012468

Fax: 01325 391313

Email [OSA.TEAM@dcsf.gsi.gov.uk](mailto:OSA.TEAM@dcsf.gsi.gov.uk)

Sue Cook  
Interim Corporate Director Children & Learning  
Southend on Sea Borough Council  
Civic Centre  
Victoria Avenue  
Southend on Sea  
SS2 6ER

## **Admission arrangements**

The following arrangements will apply to all schools for the September 2013 round of admissions:

### **1. Application procedures**

In respect of Reception, Year 3 and Year 7 admissions for September 2013 parents will complete a Single Application Form (SAF) on which they will express a preference for up to 3 schools (primary) and 5 schools (secondary) in order of priority. Parents will be urged to apply on-line at [www.southend.gov.uk](http://www.southend.gov.uk)

Paper copies of the SAF will be available for parents who do not wish to apply on line. All SAFs must be sent back to SBC which is the only body that can make offers to parents on behalf of schools.

The closing date for Reception applications is 15<sup>th</sup> January 2013 with offers being made on 18<sup>th</sup> April 2013. This also applies to some year 3 admissions into junior and primary schools.

The closing date for year 7 applications is 31<sup>st</sup> October 2012 with offers being made on 1<sup>st</sup> March 2013.

The SAF will detail which schools also require Supplementary Information Forms (SIFs). These may be obtained from either the school or SBC. SIFs must be sent back to the individual school. These forms are not application forms and parents must complete the SAF.

The deadline for receipt of any SIFs by individual schools may be later than the closing date for applications but cannot be any earlier. However, parents are encouraged to send in the SAF to SBC and any SIFs (if required) to the school as early as possible prior to the closing date.

If SBC receives any SIFs then these will be forwarded onto the school. Similarly if any school receives by mistake any SAFs then these must be sent onto SBC.

SBC will input into a database all information on the SAF, including any reasons for the application included on the form, and will provide details electronically to all academies, foundation and voluntary aided schools in the Borough.

Academies, foundation and voluntary aided schools are required to rank in order of their criteria all pupils who have applied to their school and to return these lists to SBC by the agreed date,

SBC will match the parental preferences against the rank order lists provided by Southend schools.

- Where a parent's first preference can be met – a place will be allocated at the first preference school and the Council will not consider the parent's application for schools at second preference or below.
- Where a parent's first preference cannot be met but the second preference can be met – a place will be allocated at the second preference school and the Council will not consider the parent's application for schools at third preference.

The process will continue until all preferences are exhausted.

SBC will provide any other Local Authority with details of any pupils resident in their area who can be offered places at schools in the Borough (and vice versa) SBC will send an offer of a single place to pupils applying for a school place in their area on the offer day. Parents who completed an on-line application, and have provided an e-mail address, will be advised of the outcome of their application by email on offer day. Parents who completed a paper application form will be notified by 1<sup>st</sup> class post.

Parents will be given 3 weeks to either accept or reject an offer of a school place. Parents who applied on-line will be able to accept or reject the school place offered by using the on-line facility.

For any pupil who has not been allocated a school place SBC will email or write to the parents on the offer day offering them a place at the school in the Borough nearest to the home address with vacancies at that time.

Any places (that are in demand) will be reallocated if parents advise SBC that they no longer require a place.

## **2. Waiting lists**

For the Reception, Year 3 and Year 7 rounds of admissions, on offer day Southend Borough Council (SBC) will have a waiting list for each oversubscribed school which will exclude any late applicants, late changes in preference or additional applicants – who will not have been ranked by the school. Schools will be asked to re-rank the waiting list to include late applications, new applications not already considered and on-time applications and to return the list to SBC. In most cases SBC will be able to rank the pupil from existing information eg distance. This then becomes the waiting list for the first reallocation of places. Depending on the admission criteria a late applicant or new application could be slotted immediately to the top of the waiting list.

After the first reallocation of places, late changes in preferences and additional applications will be added to the waiting list. Schools will be asked to rank such pupils where SBC is not able to do so.

Waiting lists will be maintained by SBC strictly in accordance with the admission criteria of the school concerned.

For academies, foundation and voluntary aided schools who are responsible for their own in-year admissions, SBC will maintain the waiting list as ranked by schools until the end of the first week of the autumn term. After that time these schools will assume responsibility for their own waiting lists.

For community and other schools who are not responsible for their own in-year admissions, SBC will maintain the waiting list as ranked by schools until the end of the autumn term.

Parents wishing to remain on the waiting list after this date will have to confirm this to SBC.

Pupils who have been allocated a school place are only included on a waiting list if they indicate that they wish to remain on the list.

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

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

SBC will delete pupils from the waiting list who are offered and accept a place at a higher ranking school or who fail to advise SBC that they wish to remain on the waiting list.

Where, as part of the school admissions process, a parent is required to complete a SIF, SBC should be advised by the school within 10 working days of where such pupils fit in relation to other pupils on the waiting list. New pupils will not be added to the waiting list until this information has been provided by the school

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

### **3. Late applications**

Applications received after the closing date from those who could have made an application on time, will be regarded as late and will therefore not be considered until all "on time" applications have been considered and the initial allocation of places are notified to parents. Late applications will be considered in the first reallocation of places. SBC will be the final arbiter, under the coordinated scheme, as to whether an application is late or not.

Schools should apply their admission criteria to such late pupils but identification as “Late” by SBC will prevent schools from putting a ranking against these pupils when the full list is sent back to SBC.

#### **4. Catchment areas**

There are no proposals to amend the catchment area for any school for the September 2013 round of admissions.

## **Community primary schools**

### **1. Admission limits**

Cabinet at their meeting on 13<sup>th</sup> March 2012, agreed to the following admission numbers for community primary schools for September 2013. This decision was confirmed by full Council on 19<sup>th</sup> April 2012.

The only change for September 2013 is the proposed increase in the admission limit from 120 to 150 per year for Hamstel Infant School.

<b>Community Primary Schools</b>	<b>Proposed admission limit for 2013/14</b>
Barons Court Primary School & Nursery	30
Blenheim Primary School, School Way	90
Bournemouth Park Primary School	90
Bournes Green Infant School	60
Bournes Green Junior School	66
Chalkwell Hall Infant School	105
Chalkwell Hall Junior School	105
Darlinghurst Primary & Nursery School	90
Earls Hall Infant School	90
Earls Hall Junior School	90
Edwards Hall Primary School	60
Fairways Primary School	60
Friars Primary School & Nursery	60
Hamstel Infant School	150
Hamstel Junior School	120
Heycroft Primary School	60
Hinguar Community Primary School	30
Leigh Infant School	90
Leigh North Street Junior	90
Porters Grange Primary School & Nursery	90
Richmond Primary School	60
Temple Sutton Primary School	120
Thorpe Greenways Infant School	120
Thorpe Greenways Junior School	120
West Leigh Infant School	120
West Leigh Junior School	128

### **2. Oversubscription criteria**

For community primary schools 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 a particular school, places will be allocated using the following criteria:

**a) Reception intake:**

1. Looked after children and previously looked after children (see explanatory note );
2. Pupils who live in the catchment area served by the school and who have an older sibling attending the school or attending the “partner” junior 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 an older sibling attending the school or attending the “partner” junior school;
5. Pupils who live outside the catchment area served by the school.

**b) Junior school intake:**

Priority will be given to those pupils currently attending the “partner” infant school. Provided that the number of pupils in year 2 of the infant school does not exceed the admission limit of the junior school they will all be guaranteed a place. If places remain unfilled the following criteria will be used, in priority order to allocate places up to the annual admission limit of the junior school.

1. Looked after children and previously looked after children (see explanatory note );
2. Pupils who live in the catchment area served by the school and who have an older 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 an older sibling attending the school;
5. Pupils who live outside the catchment area served by the school.

**3. Oversubscription criteria for Leigh Infant and Leigh North Street Junior School for September 2013.**

**a) Reception intake:**

1. Looked after children and previously looked after children (see explanatory note);
2. Pupils who live in the catchment area served by the school and who have an older sibling attending the school or attending Leigh North Street Junior School;
3. Pupils who live in the catchment area served by the school;
4. Pupils who live outside the catchment served by the school and who have an older sibling attending Leigh Infant School or Leigh North Street Junior School;
5. Pupils who live in the catchment area of West Leigh Infant and Junior Schools;
6. Pupils who live outside the catchment served by the school or outside the West Leigh Infant and Junior Schools catchment area

## **b) Junior school intake:**

Priority will be given to those pupils currently attending Leigh infant school. Provided that the number of pupils in year 2 of the Leigh Infant school does not exceed the admission limit of Leigh North Street Junior school they will all be guaranteed a place. If places remain unfilled the following criteria will be used, in priority order to allocate places up to the annual admission limit of the Leigh North Street Junior school.

1. Looked after children and previously looked after children,(see explanatory note )
2. Pupils who live in the catchment area served by the school and who have an older 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 an older sibling attending the school;
5. Pupils who live in the catchment area of West Leigh Infant and Junior Schools;
6. Pupils who live outside the catchment served by the school or outside the West Leigh Infant and Junior Schools catchment area.

### **3. Explanatory notes:**

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.

Pupils with Statements of Special Educational Needs 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 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 Council / governing body).

All admissions criteria for pupils applying to start the Reception year and year 3 (in a separate Junior school) 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.

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.

If it is not possible to offer the child a place at any community school, details of the appeals process will be forwarded to the parent by the Pupil Access Team.

## **Secondary schools**

In relation to all secondary schools in the Borough the individual school governing bodies are responsible for setting the admission arrangements for these schools. The admission arrangements include the admission criteria, admission numbers and catchment areas.

## **Belfairs High School**

**Admission limit: 232 for Year 7, 219 for Years 8-11**

### **Admission criteria:**

1. Looked after children and previously looked after children.
2. Pupils who at the time of admission are living in the catchment area served by the school, whose parents have submitted an application form by the appropriate closing date and who will have brothers or sisters attending the school at the time of admission.
3. Pupils who at the time of admission are living in the catchment area served by the school and whose parents have submitted an application form by the appropriate closing date.
4. Pupils outside the catchment area whose parents have submitted an application form by the appropriate closing date and who will have brothers or sisters attending the school at the time of admission.
5. Pupils living outside the catchment area whose parents have submitted an application form by the appropriate closing date.

Pupils are considered to be siblings if:

- a) They are full or half brother or sister living together at the same address;
- b) They are adoptive brother and sister living at the same address.

There are no special conditions that apply to twins or triplets other than to say that we would wish to keep these youngsters together. When determining the 'home' address we check the information provided by the Applicant with the Local Authority data and the feeder primary school records where concerns exist.

Students will be admitted without reference to aptitude or ability to Year 7 and by appropriate prior academic qualifications to Year 12.

In the case of over subscription 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 school, as measured by the Local Authority's computerised measuring system, with those living the closest being given priority.

Where the school is named in a child's statement of special education needs the school and the Local Authority have a duty to admit the child.

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, and who the local authority

has confirmed will still be looked after at the time when they are admitted to the school. 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 school. The application form used relating to entry to the school is the Single Application Form used across the Local Authority. Parents wishing for their child to be considered for entry to Belfairs High School must name the school as one of their preferences on the form, which will be returned to the Local Authority by the advertised closing date. The Local Authority will make offers of places on 1st March 2013. Appeals are held in May and June. Information on admission to the school will also be available from the Borough of Southend annual publication to parents on Secondary School Admissions.

### **Admission at age 16**

Prospective Sixth form pupils are encouraged to attend an Open Evening held at the school in the autumn term. Application details, including a prospectus and more specific course and curriculum information is available on this night. Prospective students may be invited to attend an Induction/Course Taster Programme in the summer term.

Students should complete the application form and return it to the school. All external applicants will be invited in for an admissions meeting before an offer is formally made.

At present, we have a maximum of 300 students in Post 16, although some practical subjects have upper limits based on access to technical equipment. We will endeavour to run additional classes in the most popular subjects to assure choice. In the case of over-subscription Children in Public Care will be afforded the highest priority.

Places on Level 3 courses can normally be offered to applicants who meet the minimum course requirements of 4 grades C and above in 3 separate subject disciplines. Students wishing to study Maths, English Literature, Physics, Biology and Chemistry should contact the school regarding specific GCSE grades needed to study these at Level 3. Many subjects do not require a specific GCSE for Level 3 study.

Students who do not achieve entry on to Level 3 courses will be offered an alternative programme of study consisting of a Level 2 course with English Mature GCSE, Maths re-sit and Vocational ICT if required. In some circumstances, a personalised programme of Level 2 and Level 3 courses combined, can be followed. (Contact the school for details). All students have a Sport entitlement and PSHE in Year 12.

For Level 3 students, progression into Year 13 is based on the successful completion of Year 12 studies and good attendance. Students following a Level 2 course must achieve a Merit in their chosen subject in order to progress onto Level 3 courses.

The school reserves the right to alter the curriculum and withdraw courses depending on student numbers and staff changes. We guarantee, however, courses run in Year 12 will be continued into Year 13.

## **Cecil Jones College**

**Admission Limit: 280 in each of year 7 to 11**

### **Admission Criteria**

The admission criteria to be used to determine which pupils will be admitted in September 2013 are as follows:

**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. Selective places**

Twenty-eight places will be available to pupils who pass the selection procedure as administered by the CSSE (of which the College is a founder member). Parents/Carers are required to complete the CSSE Supplementary Information Form (SIF) to register their child for the 11+ selection test. Places will be awarded by reference to the order of merit list, with preference given to pupils with highest scores.

In the event of 2 or more pupils achieving the same mark for the last place available, preference will be given as follows:

- (a) Where the child has a sibling currently attending the College. (See explanatory note (i) below)
- (b) Proximity of the child's home to the College, with those living nearer being accorded the higher priority. (See explanatory note (ii) below)

**3. Borderline Selective places**

If any selective places remain unfilled, the Governors will consider whether any of the remaining applicants who took the selection test are eligible to be awarded a borderline selective place.

In doing so, preference will be given to those students with the highest scores in the order of merit.

**4. Non Selective places:**

The remaining places will be allocated without reference to ability or aptitude. Where applications for admissions 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) Where the child has a sibling attending the College (see explanatory note (i) below).

- (b) Where the child lives within the catchment area served by the College (see explanatory note (ii) below).
- (c) The remaining places will be allocated by random allocation (an independently supervised lottery will take place for each round of allocation).

However, where the school is named in a child's statement of special educational needs the College and the Local Authority have a duty to admit the child.

### **Admission to Key Stage 5 (Sixth Form)**

The College has an inclusive approach to post-compulsory education and welcomes applications from students in Year 11 at other schools. A prospectus and application form is available from the Main College office and we welcome the opportunity to show our superb Sixth Form Centre to prospective students, and to discuss suitable courses. The offer is tailored to the needs of students and includes over twenty five AS/A2 subjects (with a mix of traditional academic and vocational options), from which 3 must be chosen. There is also Child Care (CCE) and 2 further level 2 courses. Criteria for entry to the courses vary and are tailored to the subject. The average GCSE capped point score is used to select students for courses. Specific details can be found in the college prospectus.

1. Numbers that can be accommodated in each subject vary and the College is committed to providing suitable courses for all applicants, where this is possible within its resources. The College currently places a limit of 250 on its sixth form provision. Should there be more suitable applicants than places on a course, then 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) will be given the highest priority. Progression onto the second year of the subject is dependent on performance at AS indicating that success at the highest level is likely.

### **Explanatory Notes**

#### **(i) Definition of Sibling**

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.

#### **i. Definition of Proximity to College**

Where the child lives within the catchment area serviced by the college,

then straight-line distance, measured from the front door of the child's home address (including flats) to the East Gate at the Eastern Avenue Site will be used, with those living nearest being given preference. Distances will be measured using the Local Authority's computerised measuring system. The home address 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 for the child that is considered as the home address. Verification may be required.

**Arrangements for appeals:**

Parents are asked to indicate their intention to appeal within 3 weeks of receiving notification that they have failed to secure a place for their child. Letters of appeal should be sent to the clerk to the Governing Body and addressed to the school.

## **Chase High School**

### **Admission limit: 196 (Year 7) 300 (for Sixth 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)
2. Pupils who live in the catchment area served by the school and who have an older 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 an older sibling attending the school.
5. Pupils who live outside the catchment area served by the school.

Pupils with Statements of Special Educational Needs 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 the Council/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.

### **6<sup>th</sup> Form admissions**

Prospective Sixth Form students are encouraged to visit the school in the autumn term.

Application details, including a prospectus, can be obtained from the school office. The

closing date for applications is April 30<sup>th</sup>, although late applicants can be considered any time up to September 30<sup>th</sup>. Prospective Sixth Formers will be invited to attend an induction programme in the Summer Term.

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)

Students should complete the appropriate application form and return it to the school. Up to an extra 30 students can be accepted into the Sixth Form from other schools in addition to those already attending Year 11 in this school who achieve the Sixth Form entry requirements detailed below.

Places on Level 1, Level 2 and Level 3 courses can normally be offered to applicants who meet the minimum course requirements. Our Sixth Form entry requirements are as follows:

<b>LEVEL OF COURSE</b>	<b>COURSE EQUIVALENT TO</b>	<b>LENGTH OF COURSE</b>	<b>ENTRY REQUIREMENTS</b>
1	GCSE Grades D – G	1 year	2 x GCSEs at Grade F or above
2	GCSE Grades A* - C	1 or 2 years	2 x GCSEs at Grade D or above
3	A Levels at Grades A – E	2 years	5 x GCSEs at Grades A* - C (including English and Maths)

Should there be more candidates of the required level than places, selections will be based on GCSE performance with priority being given to Children in Public Care

### **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.

## **Futures Community College**

The maximum number of students to be admitted in years 7 to 11 is 168.

The maximum number of students to be admitted in Year 12 is 100, subject to the overall number of post-16 places for which Futures is funded in any given year.

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)
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 statement of special educational needs 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).

## **Sixth Form**

Sixth Form Students will be admitted into the sixth form at age 16 where the college agrees it is able to offer the student (and provide resources for) a programme of study from which he or she will benefit. Applicants will be interviewed by senior staff and offers of places will be made based upon the range of courses previously pursued and the levels achieved. The Sixth Form Prospectus will indicate requirements in each subject/course of study. To continue with a course during Year 13 students will normally need to achieve a pass standard in Year 12 unless there are particular exceptional circumstances. Applicants will sign an agreed working contract.

## **Over Subscription to Sixth Form**

Where applications for admission exceed the number places available and funded at the sixth form, the following criteria will be applied, in the order given, to determine which children to admit:

- Students currently attending the college
- 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).

## **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.

## **St Bernards High School & Arts College**

### **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 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)
- 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) Other girls who do not fall into the above categories

**Note:**

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.

**Definitions:**

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

\*\*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" (or "walking" if that is currently used) 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 Council / 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 Priest's reference.

**ADMISSION AT AGE 16**

Admission to the Sixth Form is by individual application using the School's Sixth Form application form. Details of the entry requirements and the courses on offer are fully detailed in the Sixth Form Prospectus which is available from the school. Applications are welcomed from students from outside the School.

Meetings take place to discuss option choices and course availability. Following the meeting, places are offered to girls and boys who meet the entry requirements.

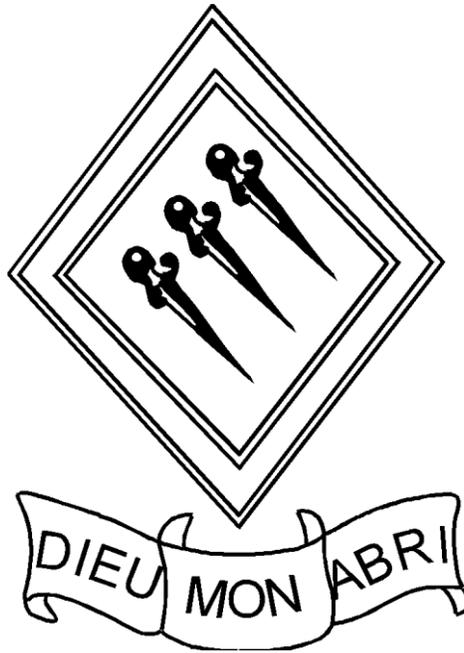
**Waiting Lists:**

Waiting lists: Lists for each intake year are kept for students wishing to remain on our waiting list. Admission, if a vacancy becomes available, is strictly by criteria order.

## **APPEALS AGAINST NON-ADMISSION**

Appeals against a decision of the Governors should be addressed to the Correspondent to the Governors within 2 weeks of the receipt of the decision. These appeals will be considered by the Independent Appeal Committee, before which parents are entitled to attend. 314 applications were received for the Year 7 places for September 2012. ?? appeals were lodged and heard and the Appeals Committee granted ?? places.

**ST BERNARD'S HIGH SCHOOL**  
*A Catholic Academy for Arts and  
Science*



**CATHOLIC SCHOOLS'  
SUPPLEMENTARY INFORMATION  
FORM**

**VALID FOR ENTRY INTO  
YEAR 7 2013**

# ST BERNARD'S HIGH SCHOOL

## 2013

Please supply the following details concerning your daughter: - (*Block capitals please*)

**SURNAME:** .....

**FORENAMES:** .....

**DATE of BIRTH** .....

**\*ADDRESS** .....

.....**POSTCODE:** .....

*\*the address where your daughter lives the majority of her time.*

**TELEPHONE NUMBER: (Home)** .....

**FATHER/CARER'S NAME:** .....

**MOBILE/OTHER TELEPHONE NUMBER**.....

**MOTHER/CARER'S NAME:** .....

**MOBILE/OTHER TELEPHONE NUMBER**.....

**PRESENT SCHOOL:** .....

If your daughter was baptised as a Catholic in one of the following parishes please complete the box below: 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.

BAPTISM DATE: .....	PARISH .....
FIRST COMMUNION DATE .....	PARISH .....

If your daughter is Catholic and was baptised outside the feeder parishes or a practising Christian of another denomination please include a copy of her Baptism Certificate with this application.

If your daughter is not a Catholic but a practising member of another faith please give details:-

.....

Name of any other daughter who is currently attending St Bernard's or son who is currently attending St Thomas More's:-

.....

If your daughter is Catholic, please give below details of a Priest who has **agreed** to support your application.

CHURCH YOU ATTEND: .....

PRIEST'S NAME: .....

PRIEST'S ADDRESS: .....

If your daughter is not a Catholic you should also obtain a letter, which states that your daughter is practising her faith, from your Minister/Religious Leader before the closing date for applications. Please tick the box if you intend to do this.

**Please tick the box if your daughter will be taking the 11+ Selective Test.**

*(if ticked you will need to complete a CSSE application form)*

**To ensure that your daughter's application can be processed immediately please ensure that:**

1. The **single application form** has been fully completed and **submitted to the Local Education Authority.**

2. This form, **Catholic School's Supplementary Information Form** has been fully completed and signed.

3. Where applicable a copy of your daughter's Baptism Certificate is included.

4. The full name and address of the Priest who has **agreed** to support your application has been given. *(Catholic applicants)*

5. A letter from your Minister/Religious Leader is enclosed. *(Non Catholic applicants)*

**Declaration**

***We are practising Catholics/Christians (Delete if not applicable)***

***If our daughter is admitted to St Bernard's High School we understand that she will be educated in the Catholic faith and that she will participate in the religious life of the school.***

***Signature of parent/carer completing this application***

SIGNED: ..... DATE: .....

NAME:.....

Please return the completed Catholic Schools' Supplementary Information form to Ms Smyth, St Bernard's High School , Milton Road, Westcliff on Sea, Essex, SS0 7JS by 31 October 2012

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FOR OFFICE USE ONLY      DATE APPLICATION RECEIVED: .....

DATE OF PRIEST'S LETTER OF SUPPORT REQUESTED .....

DATE MINISTER'S LETTER RECEIVED ..... ATTENDING CATHOLIC PRIMARY   

BAPTISM CERTIFICATE RECEIVED            SIBLING PRESENT     

CATEGORY.....      DATE OFFERED .....

## **Admission to the Sixth Form**

Prospective Sixth form pupils are encouraged to visit the school in the autumn term. Application details, including a prospectus, can be obtained via the school office. The closing date for applications is the final day of the autumn term as published in the prospectus. Late applicants will be considered at anytime up to the end of the spring term however it should be noted that for late applications all courses may not be available. Prospective Sixth Formers will be invited to attend the school in the spring term or at another time convenient to the candidate in order to discuss course choices. Students should complete the appropriate application form and return it to the school. Up to 25 students per year group can be accepted into the Sixth form from other schools in addition to those students already attending year 11 in this school who achieve the Sixth Form course entry requirements detailed below.

Places on AS courses can, subject to available places, normally be offered to applicants who meet the minimum course requirements. Our Sixth Form entry requirement is usually based on the candidate's best 8 GCSEs including English and Mathematics with a minimum of 184 points (equivalent to 4 'B' grades) over four subjects (excluding English and Mathematics). Preferably students should also achieve a 'C' grade or above in English and Mathematics.

Students therefore must have A\*, A or B in the subjects chosen or in a related discipline as specified in the prospectus. The points used are the Department for Education (DoE) points - 58 A\*, 52 A, 46 B, 40 C, 34 D, 28 E. (Maximum = 8 A\* = 464 Points).

Should there be more candidates of the required level than places when the selection will be based on rank ordering the GCSE points scores, as detailed above, of those pupils entering Year 12 from outside. Progression onto the second year of the course (A2) is dependent on successful completion and passing of two or more AS levels.



# ST BERNARD'S HIGH SCHOOL

## SIXTH FORM ENTRY 2013

PLEASE WRITE CLEARLY IN BLOCK CAPITALS AND REFER TO THE ENCLOSED INFORMATION SHEET

<b>Surname:</b>		<b>Forenames:</b>	
<b>Gender:</b>	<b>Male</b> <input type="checkbox"/>	<b>Female</b> <input type="checkbox"/>	<b>Date of Birth:</b>
<b>Home Address:</b>			
<b>Home No:</b>	<b>Mobile No:</b>	<b>E-Mail Address:</b>	
<b>Present School:</b>		<b>Head of Year:</b>	
<b>School Address:</b>		<b>Telephone No:</b>	
<b>Postcode</b>			

**GCE AS/A level subjects you are considering: (in preference order)**

1
2
3
4
5
6

As you may be aware, St Bernard's is part of the Southend 14-19 Consortium. This allows our Sixth Form students to take a maximum of one course at another venue, in cases where the course is not available at St Bernard's.



## **St Thomas More High School**

### **Admission Limit: 150**

The school is a five form entry, boys' bi-lateral school, with Mathematics and Computing College status, designed to serve the Roman Catholic community of South East Essex, admitting 150 pupils annually into Year 7.

The governors place particular emphasis on the commitment of pupils and their families to the expectations and opportunities of St. Thomas More High School, and seek those who demonstrate that they will support the school and enhance its reputation.

Consideration will only be given to boys whose parents, applying for admission to years 7 to 11, have completed the Single Application Form (SAF). 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 completed form of reference from the applicant's Parish Priest (or another Priest who knows the family well). Those wishing to apply for a selective place should also complete the Consortium of Selective Schools in Essex (CSSE) supplementary information form to register their son for the 11+ examination.

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

### **Selective Places**

30 places will be offered to boys who have passed the selection procedure as administered by the Consortium of Selective Schools in Essex (of which the school is a founder member). Baptised practising Roman Catholic boys will be given priority and any remaining selective places will be filled first by baptised Roman Catholic selective boys and second by non-Catholic selective boys where priority will be given to practising Christians. The following criteria will be used, in order, to decide which boys to admit should there be more than 30 Catholic boys who pass the selection procedure.

(Throughout this document "Catholic Church" is defined as any Church in communion with the See of Rome).

- a) The commitment of the family to the practice of the faith as defined by (I) Catholic Baptism, and (II) regular Sunday and other holy day attendance at Mass, as attested by the Priest who completed the Priest's form.
- b) Where an older sibling\* will be on roll at the time of the child's admission.
- c) Where the boy has a sibling\* currently attending St. Bernard's High School.
- d) Proximity of the child's home from school, measured by the shortest walking route from the front door of 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 pupils, 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).

\*The definition of sibling in this document being:

*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 St. Thomas More 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.*

### **Non Selective Places**

The next 120 places (plus any that are not filled by selective pupils) will be allocated as follows:

- 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) immediately following having been looked after. .
- 2) Baptised practising Roman Catholic boys living in the parishes of Our Lady of Lourdes, Leigh on Sea; St. Helen's, Westcliff; Sacred Heart, Southend; 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.  
Should it be necessary to distinguish between applicants, the criteria (a) to (d) above will be used.
- 3) Other baptised practising Roman Catholic boys.  
Should it be necessary to distinguish between applicants, the criteria (a) to (d) above will be used.
- 4) Baptised Roman Catholic boys living in the parishes of Our Lady of Lourdes, Leigh on Sea; St. Helen's, Westcliff; Sacred Heart, Southend; 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.  
Should it be necessary to distinguish between applicants, the criteria (a) to (d) above will be used.
- 5) Other baptised Roman Catholic boys.  
Should it be necessary to distinguish between applicants, the criteria (a) to (d) above will be used.
- 6) Other Looked-After boys will have priority over the non-Catholic categories overall.

- 7) Practising Christian boys within the South East Essex area whose parents desire for them a Roman Catholic education. In filling places, the governors will consider applications only from practising Christians as verified by a Church Minister.  
Should it be necessary to distinguish between applicants, the criteria (a) to (d) above will be used.
- 8) Should any places still remain, the governors will consider applications from families who desire a Roman Catholic education for their son, even though they are not themselves practising Christians.  
Should it be necessary to distinguish between applicants, the criteria (a) to (d) above will be used.

Where the school is named in a child's Statement of Special Educational Needs the school and the Local Authority have a duty to admit the child.

IF YOU ARE NAMING ST THOMAS MORE HIGH SCHOOL AS ONE OF YOUR CHOICES FOR ADMISSION TO YEARS 7 TO 11, THE SCHOOL'S SUPPLEMENTARY INFORMATION FORM (SIF) SHOULD BE COMPLETED TO ENABLE THE GOVERNING BODY TO APPLY ITS ADMISSIONS CRITERIA. THIS FORM IS AVAILABLE FROM THE LOCAL AUTHORITY, THE SCHOOL OR CAN BE COLLECTED ON THE OPEN EVENING.

### **Admission to the Sixth Form**

Prospective Sixth form students are encouraged to visit the school in the autumn term. Application details, including a prospectus, can be obtained via the school office. The closing date for applications is the end of the autumn term. However late applicants can be considered. Prospective Sixth Formers will be invited to visit the school in the spring term. Students should complete the appropriate application form and return it to the school.

Up to 160 students can be accepted into Year 12 of the Sixth form providing they achieve the entry requirements detailed below and in the prospectus, subject to available places on the courses.

Places on AS and other courses can, subject to availability, normally be offered to applicants who meet the minimum course requirements. Our Sixth Form entry requirement is usually based on a minimum of 5 GCSEs at grades A\* to C, with the minimum subject requirements that are specified in the prospectus. This minimum subject requirement is usually a grade B in the chosen or related subject. However, the prospectus should be consulted for details,

Should there be more candidates of the required level than places available, selection will be based on rank ordering the GCSE grades. 'Looked-After' children are to be given the highest priority in the oversubscription criteria.

Progression onto the second year of the course is dependent on several factors, including:

- Whether the student wishes to continue with the subject,
- Whether the student has performed well enough in two or more of their chosen A/S, or alternative, courses in Year 12.

### **Appeals**

In the event that an applicant should be refused admission by the Governors' Admissions Committee, parents will be given details in writing of the procedures to follow if they should wish to appeal against the decision to the Governors' Appeals Committee.

# ***ST THOMAS MORE HIGH SCHOOL***

*An Academy Trust in the Diocese of Brentwood*



## **CATHOLIC SCHOOLS' SUPPLEMENTARY INFORMATION FORM**

Child's Surname .....

Forenames .....

Date of Birth .....

Home Address .....

..... Postcode .....

Home Tel. No. ....

Present School .....

**To enable us to process your application within the L. E. A.'s deadline, this form must be returned as soon as possible and at the latest by (closing date) to:**

**The Admissions Secretary  
St. Thomas More High School  
Kenilworth Gardens  
Westcliff on Sea  
Essex SSO OBW**

***An acknowledgement will be sent if you enclose a stamped addressed envelope.***

**You must also return the separate Single Application Form to the Southend Local Authority, or if you live outside the Borough of Southend to your Local Authority.**

Please give the name and address of the Priest who has agreed to support your application for a reference regarding the religious commitment of your family. This will normally be your local Parish Priest, but if you worship in a different Parish, you should give the name of a priest who knows you from the church where you worship. (Non-Catholic applicants should specify the denomination of their church, e.g. Anglican, Methodist etc.)

Name .....

Address .....

.....

Postcode ..... Tel No. ....

Denomination ..... (*if not a Roman Catholic*)

**Please give the following information:**

Parish (where you live)..... Church .....  
(where you worship if different from above)

Church & Date of Baptism .....  
**(please enclose a copy of the baptism certificate)**

**Please give any other information regarding religious commitment which is relevant to this application.**

.....  
.....

**Any other relevant information you may wish to give, (e.g. connections with St. Thomas More: brothers attending the school, sister attending Sixth Form at St. Thomas More, sister attending St. Bernard's High School, etc.) Please give full name(s) and Year Group(s).**

.....  
.....

**Are you entering your son for the 11+ Selection Test?**

Yes

**No**

(If so, you must also complete the C.S.S.E. S.I.F. form)

***We have returned the Single Application Form to our Local Authority.***

Parental signature: .....

.....  
(Please also print name)

*END.*

# **Shoeburyness High School**

## **Admission limit 280**

### **1. Oversubscription 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. Pupils who live in the catchment area served by the school and who have an older sibling attending the school.
4. Pupils who live in the catchment area served by the school.
5. Pupils who live outside the catchment area served by the school and who have an older sibling attending the school.
6. 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 or special guardianship orders) immediately following having been looked after.

Pupils with Statements of Special Educational Needs 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 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.

## **Year 12**

Prospective Year 12 students are encouraged to visit our school prior to the autumn term. Application details, including a prospectus, can be accessed on the school website. To be sure of your application being given the best chance of being successful, please aim to complete our online application by the end of January. However, it may be possible to consider later applications. Priority is given to students who have previously attended Shoeburyness High School. However, each year we are pleased to welcome a number of students who have previously studied elsewhere.

Prospective Year 12 students will be invited to visit the school to view our facilities and to discuss our curriculum offer with the Post-16 Team. It is expected that students attend a meeting to assess their suitability for the courses they intend to study.

Up to an extra 50 students can be accepted into Year 12 from other schools, in addition to those students already attending Year 11 in this school who achieve the course entry requirements.

We offer 4 Pathways with different entry requirements:

- Pathway 1 – 4 AS courses.  
Requirements: 8 B grades or above at GCSE including Maths and English.
- Pathway 2 – 3 AS courses.  
Requirements: 5 C grades or above at GCSE including Maths and English.
- Pathway 3 – 1 Double Award Level 3 course and 1 AS course.  
Requirements: 5 C grades or above at GCSE.

- Pathway 4 – 1 Double Award Level 2 course.  
Requirements: 2 D grades or above at GCSE.

Should there be more candidates of the required level than places, selections will be based on GCSE performance with priority being given to Children in Public Care. Progression onto the second year (A2) course is dependent on successful completion and passing of two or more AS levels.

**Arrangements for appeals**

If it is not possible to offer the child a place at the school, details of the appeals process will be forwarded to the parent by the Pupil Access Team.

## **Southend High School for Boys**

### **Admission limit 150**

### **Admission Criteria**

1. Southend High School for Boys is a selective boys' school. Admission to the school at age 11 is determined through a selection procedure administered by the Consortium of Selective Schools in Essex (CSSE). Parents must express a preference for this school on the Local Authority (LA) Single Application Form in order for their child to be considered for a place. For the September 2013 intake and subsequent years, the school's published admission number is 150.
2. Tests in English, mathematics and verbal reasoning will be taken in September 2012.
3. The offer of a place is dependent upon passing the examination. A pass mark for the examination 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.
4. Where the school is named in a child's statement of special educational needs, the school and the Local Authority have a duty to admit the child.
5. Priority is given to those boys whose parents' primary residence (as assessed by receipt of Child Benefit) 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 125 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 from within that area or when there are no more passing candidates who have listed the school as a preference. The existence of reserved places does not affect parents' right of appeal.
6. Priority will be given thereafter to those boys whose parents' primary residence (as assessed by receipt of Child Benefit) 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. The existence of reserved places does not affect parents' right of appeal.
7. In the event of pupils achieving the same mark for the last available place, preference will be given on the following basis:

- a) Where the candidate is a child in public care, his case will be considered ahead of candidates not in public care.
- b) 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 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.)

## **Admission Arrangements**

The school prospectus is available from the school or on the school's website: [www.shsb.org.uk](http://www.shsb.org.uk) Parents applying for a place at this school must complete the CSSE's Supplementary Information Form (SIF) which must be returned to the CSSE by the date specified on the form. Details of the content and timing of the tests, as well as practice papers, are available from the CSSE [www.csse.org.uk](http://www.csse.org.uk) Parents will be sent the results of the tests by the CSSE either by post, or, if they registered on line, by email. If their child has met the minimum standard (the pass mark) in the tests, and they wish to apply for a place at this school, parents should then express a preference for the school on their Local Authority's Single Application Form, which must be returned to the Local Authority by the date on the form. The Local Authority will make offers of places on the national offer day, 1 March, and parents will have three weeks to accept the offer in writing. Appeals are held in May or early June.

Information on admission to the school will also be found in the Southend Borough Council booklet on Secondary School Admissions.

## **Admission to the Sixth Form**

Applications are also welcomed for entry into the school at Sixth Form level. The Sixth Form brochure and application form are available from the school office or from the school's website: [www.shsb.org.uk](http://www.shsb.org.uk) Students should complete the application form and return it to the school. The closing date for applications is the end of the Autumn Term 2012.

The number of places offered to students from outside the school will depend upon the number of our own Year 11 students who achieve the Sixth Form course entry requirements below. The minimum number to be admitted is 15.

Minimum entry criteria to the Sixth Form are as follows:

- You will need to accrue at least 12 points from your 8 best GCSE grades (where A\*=3, A=2, B=1). Short course GCSEs may be included within this calculation.
- You must achieve at least GCSE Grade C in English and Mathematics.
- You must achieve at least GCSE Grade B in subjects to be taken at AS Level (or, in the case of new subjects, in related subject areas).

Should there be more candidates of the required level than places in a subject, selection will be based on rank ordering of predicted GCSE points scores and the combination of subjects a student wishes to study. In the event of pupils achieving the same mark for the last available place, preference will be given to the candidate in public care.

## **Southend High School for Girls**

**Admission limit 150**

### **Admission at the start of year 7**

SHSG is a selective school for girls; hence admission to the School at the age of 11 is determined through a selection procedure.

The test (often known as the 11+) is taken by girls in Year 6 at primary school who will be progressing to secondary school the following September.

The school's published admissions number is 150.

The test is administered by the Consortium of Selective Schools in Essex (CSSE). It is taken in **September 2012** and, if the children pass, they will have the option of applying to Southend High School for Girls. To do this, parents must express a preference for this school on the Local Authority (LA) Single Application Form (or Common Application Form) which must be returned to the LA by **31st October 2012**.

Southend High School for Girls can only offer a place to a child who has met the minimum standard in the CSSE grammar school assessment. No pupil will be admitted below this pass mark. The school will establish admission criteria incorporating the order of priority set out below.

Passing the CSSE test does not guarantee that a child will be offered a grammar school place. Grammar schools can become oversubscribed in the same way as other schools.

### **How do I apply for my child to take the test?**

To take part in this year's CSSE test, children must be registered between **1st July and 7th September 2012** if they are seeking a grammar school place for September 2013.

### **How to register**

To register for the test, parents must complete the Consortium for Selective Schools in Essex Test Registration Form. This must be completed and returned to the CSSE Offices by **7th September 2012**. This can also be completed on-line and accessed through the CSSE website at:

[www.CSSE.org.uk](http://www.CSSE.org.uk)

The Test Registration Form allows parents to choose where they would like their daughters to sit the selection tests.

### **CSSE test papers**

Children sit an English paper, a mathematics paper and a verbal reasoning paper. The English paper takes 40 minutes, the mathematics paper takes 35

minutes and the verbal reasoning paper takes 50 minutes.  
Practice papers are available from the CSSE.

### **Test dates**

The CSSE selection tests will take place on Saturday 22nd September 2012.  
The test will be sat at the school parents have identified on the SIF.

### **When will I get the results of the selective test?**

The CSSE will post parents a letter on 17<sup>th</sup> October 2012, telling them the standardised score achieved by their child in the tests and whether or not their child has been assessed as suitable for grammar school. The letter should arrive on 18th October. If parents registered on-line, they will be sent on an email after 4pm on 17th October 2012.

The pass mark for the examination is set annually which ensures that the entrance standard remains comparable to that obtaining in the period 1990 to 1994.

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 **31<sup>st</sup> October 2012**.

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.

Under the Coordinated Admissions procedures, offers of places will be made on 1st March 2013 and parents will have until **22nd March 2013** to accept in writing any places offered. Appeals are held in May/June. Precise details of the arrangements for testing will be distributed to parents by the CSSE in November.

### **ADMISSION NUMBERS:**

The Standard Number for admission at age 11 for the year commencing 1st September 2013 is 150. Normally some 700 pupils apply for a place at SHSG.

### **CRITERIA FOR ADMISSIONS:**

The offer of a place is dependent on passing the examination. A pass mark for the examination is set annually, which ensures that the entrance standard remains comparable with that obtaining on 1990 - 1994. No pupil will be admitted below the pass mark.

Priority is given to those girls whose parents' primary residence (as assessed by receipt of Child Benefit) lies within an area defined by postcodes SS0, SS1, SS2, SS3, SS4, SS5, SS6, SS7, SS8 and SS9. A copy of a map indicating the defined area is available from the school. Up to an agreed maximum 115 places will be 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 quota of 115 pupils or when there are no more candidates who have passed and have named the school as a preference. Any places left unfilled are added to the number of places available who live outside the priority area.

The existence of reserved places does not affect parents' right of appeal.

Priority will be given thereafter to those girls whose parents' primary residence (as assessed by receipt of Child Benefit) lies outside the defined area. Pupils attending schools outside the defined area are encouraged to apply as the School always admits significant numbers from outside the defined area .

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 and who have expressed a preference for the school. The candidates who score higher marks will be allocated places before those who pass at a lower level. This process will continue until all the places are filled.

For places both within and outside the priority area where application for admissions exceed the number of places available the following criteria will apply in the sequence presented:

- 1) The girl's position on the Order of Merit ranking based on the number of marks awarded in the selection process; the girl with higher mark being accorded the higher priority.
- 2) When the lowest score securing admission to the School has been given to more than one candidate, priority will be given to a girl 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).
- 3) In the event of a tie, where (2) does not pertain, priority will be given based on the proximity of the girl's home to the School; those living closest to the Front (Reception) Entrance of the School, as measured by a straight line from the front door of the child's home address (including flats) will be used, with those living nearest being given preference. Distances will be measured using the Local Authority's computerised measuring system. (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).

Where the school is named in a child's statement of special educational needs and the child passes the selection tests the school and the Local Authority has a duty to admit the child.

Exceptionally, those under the age of 11 on 31st August in the year of admission are allowed to sit the test (and if successful, apply for a place) at the discretion of the Governors of this school and of all the schools for which parents have indicated a choice. The Local Authority would also have to consider whether to accept the application. Over-age entry is equally at the discretion of the Governors of this school and of all the schools for which parents have indicated a choice. The Local Authority would also have to consider whether to accept the application.

Pupils may only take the selection tests once for entry into the start of year 7 at Southend High School for Girls.

### **ENTRY HIGHER UP THE SCHOOL**

Places do become available higher up the School (Y8-11) and parents should contact the school if they are interested in gaining admission for their daughter. A list of those wishing to be admitted is kept and when a place becomes available (i.e. when numbers drop below the Standard Number for Admission) we will test all girls on the list who still wish to be considered. Places are then offered to the highest scoring students until the Standard Number is again reached. If the School is full in the required year group, a letter explaining this and the procedure of holding a list of names & contacts of applicants will be sent.

No more than one application can be made in any one academic year. We require parents wishing to carry an application over from one year to the next to make an explicit request for this. They will be written to in July to confirm this or withdraw. All parents not replying will be considered to have withdrawn their daughter's name from the list. Parents of Year 7 students unsuccessful in the initial 11+ may express their desire for a place, should one become available, from October of that year.

In-Year application Testing is done in English, Maths and Science. The testing of pupils takes place throughout the year as places become available.

At all stages in the process parents/guardians have the statutory right of Appeal to an independent Appeals Panel.

The school's prospectus can be viewed on the website: [www.shsg.org](http://www.shsg.org)

### **Admission to the Sixth Form**

#### **INTERNAL STUDENTS**

Places are available to all our year 11 students who would like to join the sixth form and meet the admissions criteria for entry.

#### **ADMISSIONS CRITERIA**

- a. All internal applicants should attend an advisory meeting with the head of careers or Connexions staff. These will be arranged during school time and will provide independent advice and guidance.
- b. The options form should be returned by the deadline.
- c. All applicants must meet the individual requirements for any subject they wish to study as detailed in the 6<sup>th</sup> form prospectus.
- d. Applicants must achieve a B grade or above in the subject they wish to study, or similar in the case of subjects new at A level.
- e. All applicants must start on a minimum of 4 subjects (excluding general studies) in year 12 and study at least 3 A2 subjects (or equivalent) in year 13.

- f. Applicants will not be accepted for entry after the timetable has been written if their choice of 4 subjects does not fit.
- g. All applicants must have at least a grade C in mathematics and English at GCSE level.
- h. The overall entry requirement is 57 points from nine full GCSE subjects.

Calculating points; A\* = 8, A = 7, B = 6, C = 5

A double award Applied GCSE equates to a full course GCSE.

A double award intermediate GNVQ or equivalent, gains 7 points for a distinction and 6 point for a merit and will count as one subject.

BTEC 1<sup>st</sup> certificate or equivalent counts as 7 for a distinction and 6 for a merit and counts as 1 of the nine subjects.

BTEC 1<sup>st</sup> diploma gains 7 points for a distinction and 6 points for a merit. This diploma counts as two of the nine subjects.

All multiple award level 2 courses count as one of the 9 GCSE's.

### EXTERNAL STUDENTS

Prospective Sixth form students are encouraged to visit the school in the Autumn term. An evening in the Autumn term is set aside for visits of prospective candidates. Application details, including a prospectus, can be obtained via the school office. The closing date for applications is the end of the Autumn term. However, late applicants can be considered any time up to April. Prospective Sixth Formers are expected to attend the SHSG's induction days at the end of June.

Students should complete the appropriate application form and return it to the school.

The number of external students varies from year to year according to the number of our year 11's who wish to take up places and the group size of subjects (group size maximum is 24 for most subjects and 20 for practical subjects). We expect at least 25 external students each year.

On receipt of the application form, a reference will be requested from the student's current school. This reference will ask only for details of GCSE estimates and the suitability of the student for A level study.

Offers will be made where the reference justifies this. Where estimated grades are below SHSG's admission requirement the student will be informed.

Applicants may be invited into school if there is need for a discussion about grades and choices. However, this is not an interview.

Where more external applications successfully meet the admissions criteria than there are places, the oversubscription criteria in section 4 will apply.

Changes to choices are possible after the closing date for applications but these are subject to the option blocks, spaces and the timetable.

The number of external applicants may exceed the published number when there are spaces available in each of the subjects the applicant wishes to study.

Applicants must inform SHSG if their plans change and they elect to withdraw their application.

Applicants must inform SHSG of their grades on the day of GCSE results, preferably in person. If they cannot attend personally they should send in a copy of their GCSE results within 2 days.

### OVERSUBSCRIPTION

Preference will be given to;

1. A student in Public Care.
2. The best nine GCSE examination scores achieved by the applicant
3. In the event of a tie, distance from home to school will be taken into consideration. (as defined in the policy for the Main School)

The sixth form prospectus can be viewed on SHSG's website: [www.shsg.org](http://www.shsg.org)

## **The Eastwood Academy**

### **Admission limit 168**

#### **Admission Criteria**

If the number of applications for places at The Eastwood Academy is higher than the PAN, the following criteria, 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. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided accommodation by a local authority in the exercise of their social services functions in regard to section 22(1) of the Children Act 1989.
2. Pupils who have a sibling attending the school at the time of application. Sibling is defined as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters. The 'same house' is considered to be the address at which the pupil resides on a permanent basis. If the pupil lives at more than one address, it is the address of the parent/guardian that is in receipt of child benefit that is considered as the 'same address.'
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 school where the member of staff has been employed for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
6. Pupils living outside the Academy's priority admissions area.

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.

#### **Preferential Admission**

The Eastwood Academy offers excellent Physical Education and Performing Arts facilities and tuition. Parents of children with an aptitude in these subject areas are invited to complete a Supplementary Information Form (SIF). Prospective pupils will then be required to undertake an assessment of their aptitude. Both the SIF and details of the aptitude assessments can be found on the Academy's website.

### Application Procedures

All applications must be made through the Local Authority – [www.southend.gov.uk](http://www.southend.gov.uk) by 31<sup>st</sup> October – “National Closing Date”.  
Parents will be informed on 1<sup>st</sup> March – “National Offer Day”.

### Late Applications

Applications received after the National Closing Date will be dealt with in accordance with the Coordinated Admissions Scheme.

### Appeals

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

### **6<sup>th</sup> form admissions:**

The school is currently not recruiting for the 6<sup>th</sup> Form.

# The Eastwood Academy

## Supplementary Information Form (Aptitude for Performing Arts) September 2013

<b>Please enter details about your child</b>	
Surname:	Date of Birth:
Forename:	Boy      Girl      (please tick)
Present Primary School/Academy address:	
Name of Head Teacher:	
<b>Please enter your personal details</b>	
Name:	Telephone:
Address (include postcode):	
Email:	
<b>Please enter details of another person we could contact as a reference regarding your child's aptitude for Performing Arts</b>	
Name:	Telephone Number:
Address (include postcode):	
How is the person known to the student:	



**Please indicate your child's areas of Performing Arts interest**

- Drama
- Dance
- Music – choral
- Music – instrument (please state which instrument below)

**Performing Arts Information**

Please list information (if applicable) that may present a fuller picture of your son/daughters performing arts history e.g. any graded level performing arts awards, clubs attended etc

Please insert extra pages or references from other bodies on a separate page

Please return this completed form by 10<sup>th</sup> September 2012 to:

**Admissions  
The Eastwood Academy (11-18)  
Rayleigh Road  
Leigh-on-Sea  
Essex  
SS9 5UU**

**Thank you for your cooperation in completing the above**

**Please sign the following declaration**

We confirm that the information contained in this application is correct

Signed \_\_\_\_\_ Date \_\_\_\_\_

**THIS FORM MUST BE RETURNED TO THE  
EASTWOOD ACADEMY BY 10<sup>TH</sup> SEPTEMBER  
2012**

# The Eastwood Academy

## Supplementary Information Form (Aptitude for Sports) September 2013

<b>Please enter details about your child</b>	
Surname:	Date of Birth:
Forename:	Boy                      Girl                      (please tick)
Present Primary School and address:	
Name of Head Teacher:	
<b>Please enter your personal details</b>	
Name:	Telephone:
Address (include postcode):	
Email:	
<b>Please enter details of another person we could contact as a reference regarding your child's aptitude for Sports</b>	
Name:	Telephone Number:
Address (include postcode):	
How is person known to student:	



### Aptitude Test

Please select ONE test that you wish your child to be assessed in

- |   |   |
|---|---|
| <ul style="list-style-type: none"><li><input type="radio"/> Football</li><li><input type="radio"/> Basketball</li><li><input type="radio"/> Rugby</li><li><input type="radio"/> Netball</li></ul> | <ul style="list-style-type: none"><li><input type="radio"/> Swimming</li><li><input type="radio"/> Athletics</li><li><input type="radio"/> Trampolining</li></ul> |
|---|---|

All students will complete a **FITNESS Test** on Friday 21<sup>st</sup> September 2012.  
This will be the multi-stage fitness test and will be performed indoors

### Sporting Information

Please list information (if applicable) that may present a fuller picture of your son/daughters sporting history. e.g. member of athletics club, captain of football team, player of 3 years for rugby club etc

Please insert extra pages or references from other bodies on a separate page

Please return this completed form  
by 10<sup>th</sup> September 2012 to:

**Admissions**  
**The Eastwood Academy (11-18)**  
**Rayleigh Road**  
**Leigh on Sea**  
**Essex**  
**SS9 5UU**

Thank you for your cooperation in completing the above

### Please sign the following declaration

We confirm that the information contained in this application is correct

Signed \_\_\_\_\_ Date \_\_\_\_\_

**THIS FORM MUST BE RETURNED TO THE EASTWOOD  
SCHOOL BY 10<sup>TH</sup> SEPTEMBER 2012**

**The Eastwood Academy  
Supplementary Information Form  
(Aptitude for Performing Arts)  
September 2013**

<b>Please enter details about your child</b>	
Surname:	Date of Birth:
Forename	Boy                  Girl                  (Please Tick)
Present Primary School / Academy address:	
Name of Head Teacher	

<b>Please enter your personal details</b>	
Name:	Telephone:
Address (include postcode):	
Email:	

<b>Please enter details of another person we could contact regarding your child's aptitude for Performing Arts</b>	
Name:	Telephone: Number:
Address (include postcode):	
Email:	

<b>Please indicate your child's areas of Performing Arts interest</b>

<b>Please enter details of any graded-level Performing Arts Award that your child is studying or hoping to achieve</b>	
Title of Award / Exam:	Details:

**Thank you for your cooperation in completing the above. When your child has completed the questionnaire on Page 3, please sign the declaration below and return this application to us at the Eastwood Academy by *(date to be confirmed)***

<b>Please sign the following declaration</b>
We confirm that the information contained in this application is correct
Signed: _____ Date: _____

**Please note this form is for a specialist place at the Eastwood Academy. This form must only BE RETURNED TO THE EASTWOOD ACADEMY and not Southend Local Authority. To apply for a normal admissions place you must also complete the Local Authority Single Application Form obtainable from Southend Local Authority.**

**Please return this completed form  
by *(date to be confirmed)* to:**

**Admissions  
The Eastwood Academy (11-18)  
Rayleigh Road  
Leigh on Sea  
Essex  
SS9 5UU.**

**The Eastwood Academy**  
**Supplementary Information Form**  
**(Aptitude for SPORTS)**  
**September 2013**

<b>Please enter details about your child</b>	
Surname:	Date of Birth:
Forename	Boy                  Girl                  (Please Tick)
Present Primary School / Academy address:	
Name of Head Teacher	

<b>Please enter your personal details</b>	
Name:	Telephone:
Address (include postcode):	
Email:	

<b>Please enter details of another person we could contact regarding your child's aptitude for Sports</b>	
Name:	Telephone: Number:
Address (include postcode):	
How is person known to student:	

<b>Aptitude Test</b>	
<i>Please select ONE test that you wish your child be assessed in:</i>	
<input type="radio"/> Football <input type="radio"/> Basketball <input type="radio"/> Rugby <input type="radio"/> Netball	<input type="radio"/> Swimming <input type="radio"/> Athletics <input type="radio"/> Trampolining

All students will complete a **FITNESS Test** on *(date to be confirmed)* This will be the multi-stage fitness test and will be performed indoors.

<b>Sporting Information</b>	
Please list information (if applicable) that may present a fuller picture of your son / daughter's sporting history, e.g. member of athletics club, captain of football team, player of 3 years for rugby club, etc etc	
Please return this completed form by <i>(date to be confirmed)</i> to:	<b>Admissions</b> <b>The Eastwood Academy (11 – 18)</b> <b>Rayleigh Road</b> <b>Leigh on Sea</b> <b>Essex. SS9 5UU.</b>

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Thank you for your cooperation in completing the above.

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*Please sign the following declaration*

We confirm that the information contained in this application is correct

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**THIS FORM MUST BE RETURNED TO THE EASTWOOD SCHOOL  
BY(*date to be confirmed*)**

## Westcliff High School for Boys

Admission limit 154

### ADMISSION ARRANGEMENTS FOR THOSE SEEKING ENTRY FOR SEPTEMBER 2013

1. Westcliff High School for Boys is a selective School, admission to which at the age of 11 is determined through a selection procedure, which is administered by the Consortium of Selective Schools in Essex (CSSE).
2. Exceptionally, those under the age of 11 on 31 August in the year of admission are allowed to sit the test at the discretion of the Governors of the School of first preference and, if successful, and subject to acceptance of an application under the Local Authority's Co-Ordinated Admissions Scheme, enter. Westcliff High School for Boys does not encourage such early entry.
3. Two forms need to be completed by parents on behalf of applicants :
  - i) The **CSSE Supplementary Information Form (SIF)** must be completed and is essentially an application for the 11+ Testing process. The CSSE uses the SIF to register, to co-ordinate testing and to provide the resulting Order of Merit for all candidates. The LA then uses the results to allocate selective places. After pupils have taken the Tests, parents should consider outcomes before completing :
  - ii) The **Common Application Form (CAF)** which is used across the Southend Local Authority (LA). Parents wishing their sons to be considered for entry to Westcliff must name the School as one of five Schools on the form.
4. Further explanatory information relating to the selection system for both parents and pupils is available from the CSSE Office and practice test papers may also be purchased for a reasonable fee.
5. Full details of the Co-ordinated Admission process will be found in information disseminated by Southend Borough Council and Essex County Council. Completed application forms must be returned to the LA no later than 31 October 2012.
6. Pupils seeking entry to the School (and other Grammar Schools) will take tests on Saturday 22 September in English, Mathematics and Verbal Reasoning at the School of first preference on the SIF. The results of the tests will be known in mid-October and may influence parents as they consider whether to express a preference or preferences for Grammar Schools on the Common Application Form.
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.
8. Under Co-ordinated Admissions procedures, offers of places will be made on 1 March 2013 and parents will have until 22 March 2013 to accept in writing any places offered. Precise details of the arrangements for testing will be distributed to parents by the CSSE in September.
9. The School's Standard Number for admission at the age of 11 for the year commencing 1 September 2013 is 154. In 2011 and 2012, over 700 pupils applied for a place at Westcliff High School for Boys.
10. Priority is given to Year 6 pupils who are resident within a defined local geographical area. A score will be determined each year after the testing date to enable places to be offered to those within the top 24% of the ability range.
11. Up to an agreed maximum 115 places will be available to pupils resident in local postcodes areas SS0, SS1, SS2, SS3, SS4, SS5, SS6, SS7, SS8 and SS9 provided they have satisfied the minimum test score.
12. Pupils attending Schools outside this area are encouraged to apply as the School always admits significant numbers from outside the defined local geographical area.
13. Where applications for admission exceed the number of places available the following criteria (subject to provisions in paragraphs 10 and 11 above) will apply in the sequence presented.

- a) Provided a candidate has met the required level of performance to secure entry to the School, a candidate in public care will be considered ahead of any other candidate.
  - b) The number of points awarded to a boy in the selection process; the boy with higher points being accorded the higher priority.
  - c) The proximity of the boy's home to the School by the shortest walking distance using trunk and secondary roads with those living nearer being awarded the highest priority. Where a pupil lives with parents with shared responsibility the home address will be regarded as the address to which Child Benefit is payable.
  - d) The last criterion applies when the lowest score securing admission to the School has been given to more than one candidate.
14. Places do become available higher up the School (Years 8-11). Testing generally takes place in English, Mathematics, Science and French at intervals across the year and subject to places being available.
15. Students interested in joining the Sixth Form are encouraged to complete and return application forms. Conditional offers are generally made and students asked to obtain 392 points from their best eight subjects with A grades in Mathematics, Languages and Science if those subjects are to be pursued to Advanced Level. In this calculation, an A\* grade at GCSE equates to 58 points, an A 52 and a B 46.

## **Westcliff High School for Girls**

**Admission limit 154**

### **Admissions Procedure**

Westcliff High School for Girls is a selective girls' school. The test (commonly known as the 11+) is taken by girls in Year 6 at primary school who will be going to secondary school the following September.

The school's Published Admissions Number is 154.

The test is administered by the Consortium of Selective Schools in Essex (CSSE). It is taken in September and, if children pass, they will have the option of applying to Westcliff High School for Girls. **To be considered for a place parents must express a preference for this school on the Local Authority (LA) Single Application Form (or Common Application Form)** which must be returned to the LA by 31 October. Westcliff High School for Girls can only offer a place to a child who has met the minimum standard in the CSSE grammar school assessment. Passing the CSSE test does not guarantee that a child will be offered a grammar school place. Grammar schools can become over-subscribed in the same way as other schools.

### **How do I apply for my child to take the test?**

To take part in this year's CSSE test, children needed to be registered between 1 July and 7 September 2012 if they are seeking a grammar school place for September 2013.

### **How to register**

To register for the test, parents must complete the Consortium for Selective Schools in Essex Supplementary Information Form (SIF). This must be completed and returned to the CSSE Offices by 7 September 2012. This can also be completed 'on-line' and accessed through the CSSE website at: [www.CSSE.org.uk](http://www.CSSE.org.uk)

The SIF allows parents to choose the school where they would like their daughter to sit the selection tests.

### **CSSE test papers**

Children sit an English paper, a Mathematics paper and a Verbal Reasoning paper.

The English paper takes 40 minutes, the Mathematics paper takes 35 minutes and the Verbal Reasoning paper takes 50 minutes.

Practice test papers are available from the CSSE.

### **Test dates**

The CSSE selection tests will take place on Saturday 22 September 2012.

The test will be sat in the school parents have identified on the SIF.

### **When will I get the results?**

The CSSE will post parents a letter, telling them the standardised score achieved by their child in the tests and whether or not their child has been assessed as suitable for grammar school, on 15 October 2012. The letter should arrive on 16 October. If parents registered online, they

will also be sent an email after 4pm on 15 October 2012.

The pass mark for the examination 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.

## **Admissions Criteria**

Priority is given to those girls whose parents' primary residence (as assessed by receipt of Child Benefit) lies within a defined area, subject to their passing the entrance examination. A copy of the map is available from the school or may be viewed in our Prospectus Supplement 1, available on the school's website [www.whsg.info](http://www.whsg.info). Each year a maximum of 115 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 115 pupils or when there are no more passing candidates who have listed the school as a preference. In 2012, 58 pupils were offered a place at Westcliff Girls from primary schools inside the priority area.

The existence of reserved places does not affect parents' rights of appeal.

Where the school is named in a child's statement of special educational needs and the child passes the selection tests, the school and the Local Authority have a duty to admit the child.

Priority will be given thereafter to those girls whose parents' primary residence (as assessed by receipt of Child Benefit) lies outside the defined area. There is a minimum of 39 places at this school reserved for those from outside the defined area. In the case of children applying in this category, places will be offered according to the order of merit for 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.

In 2012, 96 pupils were offered a place at Westcliff Girls from primary schools outside the priority area.

In the event of pupils achieving the same mark preference will be given on the following basis in this sequence:

- a) where the candidate is a child in long term public care (Looked After Child) or was looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order),
- b) where there are more applicants than there are places available, preference will be given to the pupil who lives closest to the School as measured in a straight line 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 Council/Governing Body). If a child lives with different parents for part of the 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 then the address to which Child Benefit would be payable.

Pupils may only take the selection tests once for entry to Year 7 at Westcliff High School for Girls.

The Local Authority will make offers of places on the National Offer Day, 1<sup>st</sup> March 2013 and parents will have until 22<sup>nd</sup> March 2013 (20 days) to accept the offer in writing. Appeals are held in May or early June.

### **UNDER-AGE ENTRY**

Exceptionally, children under the age of 11 on the 31 August immediately prior to admission to Secondary School will be allowed to apply through the Local Authority Coordinated Admissions Procedure so long as they are registered in Year 6 of their primary school from the first day of the school year in which they apply for a secondary school place and have completed the Key Stage 2 curriculum by the time they transfer to secondary school. If unsuccessful, the child will not be allowed to sit the entrance examination a second time for entry to Year 7. The decision to accept the application will be at the discretion of the Governors of the school.

### **ENTRY HIGHER UP THE SCHOOL**

The School maintains waiting lists for Years 7 to 11. Parents should complete an admission application form (available from the school or Local Authority) if they are interested in gaining admission for their daughter. When a place becomes available in a particular year group (i.e. when numbers drop below the Standard Number) all applicants on the waiting list for that year are invited to take the entrance tests.

- Applicants must be in the top 25% of the ability range as confirmed by confidential reports from their current school
- In-Year application Testing is done in English, Maths, Science and French or Spanish
- Applicants must achieve a combined percentage in the tests equal to that of the average in the Year group which they intend to join; places are then offered to the highest scoring students until the Standard Number is again reached.
- No more than one application can be made in any one academic year.
- At all stages in the process parents/guardians have the statutory right of Appeal to an independent Appeals Panel.

Students interested in joining the Sixth Form should contact the School Office for further information about the admission procedure.

The Headteacher is happy to give more information to parents who wish to send their daughters (or sons in the Sixth Form) to the School. Appointments can be made through the School Office.

### **PROSPECTUS**

Our Prospectus is available to view on the school's website, [www.whsg.info](http://www.whsg.info) Information on admission to the school will also be found in the Southend Borough Council booklet on Secondary School Admissions.

### **ADMISSION TO SIXTH FORM**

#### **Admission Arrangements for Year 12 Entry and Transfer from Year 11**

The offer of a place in the Sixth Form at Westcliff High School for Girls is dependent on meeting the general entry requirements and relevant subject grades.

## **1. INTERNAL APPLICANTS**

Places are available to all our own Year 11 pupils who would like to join our Sixth Form and meet the Admissions Criteria for entry.

Pupils must attend our Induction activities in July to hold their place in the Sixth Form.

Students who have not held a place will be offered the opportunity to join the Sixth Form after GCSE results have been published but many subjects may be full at this point.

## **2. ADMISSIONS CRITERIA**

All applicants must attend a course selection meeting with a senior member of staff to help them select an appropriate course and offer them guidance on completing the entry form.

All applicants must return a completed options form.

All applicants must meet the individual requirements for any subject they wish to study as detailed in the Sixth Form Course Outlines Booklet. If they fail to do so, every effort will be made to find another suitable course but may not be able to do so if teaching sets are full.

All applicants must be able and willing to study a minimum of four subjects at AS Level plus an AS Level in General Studies in Year 12 and to study at least three subjects at A Level, plus an AS Level in Critical Thinking or Extended Project in Year 13.

Applicants will not be accepted for entry if, once the timetable is constructed, they cannot study at least four subjects plus General Studies.

All applicants must have at least a grade C in Mathematics and English and achieve a total of at least eleven points in their best eight GCSE examinations to include English and Mathematics. (A\* = three points, A = two, B = one), (short courses equate to half a GCSE and half the points).

Double Award vocational GCSE subjects such as Health & Social Care & Engineering count as one subject eg AA = 2 points.

## **3. EXTERNAL APPLICANTS**

The number of external students accepted varies from year to year according to the number of Year 11 students from Westcliff High School for Girls expected to take up places. The formal statement says the planned Admissions number is twenty five but this is a minimum figure and the School regularly exceeds this number. Boys are welcome to apply to this Sixth Form and will be considered without prejudice.

The school's published admissions number for those being admitted to the school for the first time is twenty five. The upper limit of Year 12 external applicants will be based not on total Year 12 numbers projected for the following academic year but on the projected size of the teaching groups. Taking into account choices for A Level study, applications will be refused where the school considers the size of teaching sets to be detrimental to the education of the group and where it is not financially or educationally desirable for the Governors to alter the balance of the school's staffing or to appoint additional staff.

On receipt of applications, students will be offered a course selection meeting to discuss their subject choices. They will be given a reference request before the course selection meeting,

which they should ask their school to complete and which includes estimates of GCSE grades. Where estimated grades do not suggest suitability for our Sixth Form, applicants will be notified at the course selection meeting.

An application form will be issued at the course selection meeting which must be returned by the end of the autumn term.

Offers will be made directly to students where the estimated grades justify this.

The current minimum requirement for admission to Year 12 is 3 A grades and 5 B grades at GCSE from the best 8 subjects to include English & Mathematics (11 points) although in reality the threshold tends to be significantly higher.

Points may also be gained from some vocational qualifications including OCR Nationals and BTEC Level 2 Qualifications. Points will be awarded as follows:

- Distinction Star 3 points
- Distinction 2 Points
- Merit 1 point

All multiple award vocational qualifications will count as one of the eight GCSEs when working out the points total. No more than two vocational qualifications can be used in the best eight score.

Where more external applicants successfully meet the Admissions Criteria than there are places, the best eight GCSE score will be raised to ensure the number of applicants matches the availability of places in the Sixth Form.

The normal closing date for applications is the end of the autumn term. Applicants receiving offers will be expected to confirm acceptance within two weeks. Changes to subject choices will be possible after confirmation only if there are vacancies in subject groups. All those holding offers will be expected to attend the Sixth Form Induction Programme in July.

The number of external applicants may exceed the published admissions number when there are places available in each of the subjects an applicant wishes to study.

#### **4. OVERSUBSCRIPTION CRITERIA FOR EXTERNAL CANDIDATES**

Preference will be given on the following basis:

- 4.1 The best eight GCSE examination score achieved by the applicant.
- 4.2 Where the candidate is a child in long term public care (Looked After Child) or was looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
- 4.3 In the event that a decision cannot be reached, the overriding tie-breaker will be distance from home to school measured in a straight line 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 Council/Governing Body). If a child lives with different parents for part of the 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 then the address to which child benefit would be payable.

Applicants also need to check the requirements for the particular subjects they plan to study at WHSG; in most cases applicants will need to have attained a minimum of a B grade if they have studied the subject previously. There is an outline of the course of study for each subject and the entry grade required in this booklet which is designed to help you choose your course. All students (internal or external) also have a personal interview with a highly experienced member of staff in order to help them decide which subjects to pursue.

### **Admissions arrangements for Year 13 entry**

Entry into the Sixth Form at the end of AS courses is permitted only if a place is available. A Level courses begin in mid June so it is desirable to start then. If this does not happen, a requirement of entry will be the prompt and efficient completion of A Level work taught in the summer term.

#### **1. ADMISSIONS CRITERIA**

- All applicants must attend an advisory meeting with the Head of Sixth form.
- All applicants must return a completed application form.
- On receipt of applications a reference will be requested from the student’s current school, to include estimates of AS grades.
- All applicants must have the minimum GCSE entry requirements for Sixth Form Entry (see above)
- All applicants must meet the individual GCSE requirements for any subject they wish to study.
- Where a student has studied any subject with a different examination board, entry is dependent on the ability to transfer the award to a different board.
- Entry into Year 13 requires students to achieve at least CDD at AS level in the three A2 subjects they intend to continue, not including General Studies.
- All applicants must bring their AS results into school to be copied before the start of Year 13. Should a student fail to achieve the minimum AS grade for any subject they will not be permitted to continue even if they have attended the A Level lessons in June and July.
- All applicants must have three viable A Level courses in September to continue into Year 13.

## **Academies, Foundation & Voluntary Aided primary schools**

In relation to academies, foundation and voluntary aided primary schools the individual school governing bodies are responsible for setting the admission arrangements for these schools. The admission arrangements include the admission criteria, admission numbers and catchment areas.

## **Eastwood Primary School**

**Nursery** admissions are made directly through the school.

**Reception** admissions **must** be made through Southend Borough Council Pupil Access Team, **01702 215000** or website **www.southend.gov.uk**

To arrange an appointment to visit the school or speak to the Headteacher please contact Mrs. S. Hood 01702525137.

### **Age Range 3-11**

#### **The Nursery Admission limit: 52.**

The Nursery have three intakes in the academic year. September, January and April. Pupils can be admitted in the term after their 3rd birthday without reference to ability or aptitude. The oversubscription criteria for the Nursery is the same as for the rest of the school

#### **The Reception Admission limit: 60**

Pupils are admitted to Reception class in the September prior to their 5<sup>th</sup> birthday without reference to ability or aptitude.

#### **Oversubscription**

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

1. Pupils, who at the time of the closing date for admission applications, are in the care of the local authority.
2. Pupils, who at the time of admission, live in the catchment area served by Eastwood Primary School & Nursery and have an older brother or sister attending Eastwood Primary School & Nursery.
3. Pupils, who at the time of the closing date for admission applications, live in the catchment area served by Eastwood Primary School & Nursery.
4. Pupils, who at the time of admission, live outside the catchment area served by Eastwood Primary School & Nursery and have an older brother or sister attending Eastwood Primary School & Nursery.
5. Pupils, who at the time of the closing date for admission applications, live outside the catchment area served by Eastwood Primary School & Nursery.

Pupils with statements of Special Educational Needs that name Eastwood Primary School & Nursery will be admitted regardless of the criteria listed above.

In the case of over subscription in any one category, straight line distance will be used to measure the distance from the front door of the child's home (including flats) to the main gate of the school. Distances will be measured using the Local Authority's computerised measuring system. The pupils living nearest will be given priority.

A sibling is considered to be an older brother or sister, half brother or half sister, step brother or step sister, adopted brother or adopted sister, living at the same address, who attends the school at the time of application with a reasonable expectation that he or she will 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.

Pupils in the care of a local authority will also include 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).

**Arrangements for appeals:**

If it is not possible to offer the child a place at the school, details of the appeals process will be forwarded to the parent by the Pupil Access Team.

## **Milton Hall Primary School and Nursery**

### **1. Admission Numbers**

Admission Limit : 90

Admission limit for nursery 78 (oversubscription criteria is the same as for rest of school)

Age Range: 3-11

Annual Admission Limit : 90 in most year groups

### **2. Oversubscription**

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 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. Where the child has a sibling already attending the school
3. If the child is in the catchment area of the school.
4. Children already attending Milton Hall Nursery
5. If the child is outside the catchment area of 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).

A sibling is considered to be an older brother or sister, half brother or half sister, step brother or step sister, adopted brother or adopted sister, living at the same address, who attends the school at the time of application with a reasonable expectation that he or she will 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. This arrangement will apply to admission in Key Stage 2 year groups only (years 3-6). In view of the requirement to restrict the sizes of Key Stage groups (years Reception, 1 and 2) similar arrangements cannot apply. In this situation parents will be asked which child should be offered the place.

Pupils with Statements of Special Educational Needs that name a particular school are required to be admitted and the admission authority does not have the right to refuse admission.

### **Arrangements for appeals:**

If it is not possible to offer the child a place at the school, details of the appeals process will be forwarded to the parent by the Pupil Access Team.

## **Our Lady of Lourdes Catholic Primary School**

### **Admission limit 60**

The Governors intend to admit 60 children into our Reception Year and applications are welcomed from parents who wish their children to have a Catholic education. Please contact the school office regarding admission arrangements.

### **ADMISSIONS POLICY:**

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

1. Looked after children from Catholic families.
2. Baptised Catholic children of practising Catholic teachers currently employed at the School, and having been so employed for a minimum of two academic years, and having the support of their Parish Priest
3. Baptised Catholic children from practising Catholic families who reside in the Parishes of Our Lady of Lourdes, Leigh on Sea & St. Peter's, Eastwood, whose applications are supported by their Parish Priest .
4. Baptised Catholic children from practising Catholic families, who do not reside in the parishes of Our Lady of Lourdes, Leigh on Sea or St. Peter's, Eastwood, whose applications are supported by their Parish Priest.
5. Baptised Catholic children who reside in the Parishes of Our Lady of Lourdes, Leigh on Sea & St. Peter's, Eastwood.
6. Baptised Catholic children resident in other parishes.
7. Catechumens and members of other Eastern Christian Churches.
8. Other looked after children.
9. Baptised children of practising Christians of other Christian denominations providing evidence of Baptism and whose application is supported by their Minister.
10. Children who are living in the parishes of Our Lady of Lourdes and St. Peter's, whose parents demonstrate a genuine desire for their children to receive a Catholic education.

Where a school is named in a child's statement of Special Educational Needs, the school and the Local Authority have a duty to admit the child. The admission of pupils with a statement of Special Educational Needs follows a different procedure. Please contact the Local Authority for details.

### **Notes:**

(a) "Looked after children' means any child in the care of a local authority or provided with accommodation by them (e.g. children with foster parents), and previously 'looked after children' are children who were looked after, but ceased to be so because they were adopted<sup>18</sup> (or became subject to a residence order or special guardianship order). "

(b) "Practising" is determined by weekly attendance at Sunday Mass or worship; frequency of worship will be used to determine priority. It is the responsibility of parents to involve themselves and their children in the life of the church. Applicants must provide confirmation that they are known to their Parish Priest or Minister who must be asked to countersign the priest's reference form and provide a reference.

(c) "Applicants with siblings already in the school take precedence in the category in which they fall. 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 relation to primary schools, twins and children from multiple births when one of the siblings is the thirtieth child admitted count as 'excepted pupils' from the time they are in an Infant class or until the class numbers fall back to the current infant class size limit."

(d) "Those living nearer to the school will take precedence in the category in which they fall, as determined by measuring the straight-line distance between the child's home and the main entrance to the school. If the pupil's home is a flat the distance will be measured to the main 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 Local Authority and Governing Body)."

(e) "The Local Authority will advise parents of the availability or non-availability of a place at the school for their child on 16 April, or the next working day, each year."

(f) "Under the terms of the 1989 Education Act, so amended, any parent who so wishes has 20 days in which to appeal against the Governors' decision not to admit their child. The decision of the subsequent Appeals Committee is binding on both School and parents."

**Appeals procedure:**

Any parent may submit a written appeal against a decision refusing his/her child admission to the school and will be invited to appear before an appeals committee.

**OUR LADY OF LOURDES PRIMARY SCHOOL**  
Manchester Drive, Leigh-on-Sea, Essex SS9 3HS  
Tel: 01702 475689  
Fax: 01702 716481

**SUPPLEMENTARY INFORMATION FORM**

If you wish to apply for a place at this school you **MUST** complete this form **AND** the Local Authority Single Application Form.

Please provide the following details concerning your child to enable the school to process your application. This form must be returned to the school(s) at the latest by 22nd January 2013.

**Child's surname** ..... (Capital letters)

**Child's first names** ..... (Capital letters)

**Male or female** ..... **Date of Birth** .....

**Child's home address** .....

..... **Post Code** .....

**Mother / carer's name** .....

**Father / carer's name** .....

**Parents address** (if different – please state which parent and the reasons why)

**Address:** .....

..... **Post Code** .....

**Reasons:** .....

.....

**Telephone numbers:** Home .....

Daytime..... Mobile .....

**Names and dates of birth of any siblings attending the school**

**Name**

**Date of birth**

.....

.....

## **Prince Avenue Primary Foundation School & Nursery**

The admission of any particular child to this school is subject to the decision of the Governing Body as part of the co-ordinated admissions procedure of the Local Authority.

### **Policy & Numbers to Admit**

The school admits children without reference to ability or aptitude. The age range served by the school is 3-11. The number of intended full time admissions for Reception age pupils, for each academic year, is 60.

### **Procedure for Parents Reception**

All children who turn five during the academic year (September to August) will be admitted to a full-time Reception class in the Autumn Term. Parents have the opportunity to request that their child starts school on a staggered entry basis and this should be discussed with the Headteacher.

The allocation of places will be determined by the names of children recorded in the Admissions Register and whose SAF (Single Application Form) has been received by the Local Authority by the due date. If families move into the area subsequent to the date of allocation, there can be no guarantee of a place.

### **Nursery**

Children may be admitted to Nursery the term following their third birthday, with the older children being given preference in the event of over-subscription.

If applications exceed the number of places available, both in Nursery and Reception, the following criteria will be applied:

1. Pupils, who at the closing date for admission applications, are cared for by a Local Authority (Looked After Children will have the highest priority) and adopted children who were previously in care.
2. Pupils who live in the catchment area served by the school and who have an older sibling attending the school. (The address must be the child's primary residence; parents may be asked to provide documentary evidence with regard to residency).
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 an older sibling attending the school.
5. Pupils who live outside the catchment area served by the school.
6. In the case of twin/multiple births or of children of members of the Armed Forces, an exception may be made to the limit on infant class sizes.
7. Priority will be given for the child(ren) of a member of staff, if employed for two years or more at the school, or whose recruitment meets a skills shortage at the school.

### **Oversubscription:**

In the event 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. Those living nearer will be accorded the highest priority.

**Notes:**

1. All applications for Reception places must be made on the Single Application Form (SAF). This form must be returned to the Local Authority by the published closing date.
2. A sibling is a brother or sister, half-brother or half-sister, step-brother or step-sister, adopted brother or sister, living at the same address who attends the school at the time of application with a reasonable expectation that he or she will still be attending at the time of the proposed admission.

**General Note:**

Pupils with Statements of Special Educational Needs that name a particular school are required to be admitted and the admission authority does not have the right to refuse admission.

**Appeals**

The Governing Body will establish an Admission Committee and an independent Admission Appeals Committee to consider all admission appeals as per current legislation.

## **Sacred Heart Catholic Primary School**

**Admission limit 30**

### **Application Procedures and Timetable**

Parents will be sent admissions information from Southend Borough Council for admittance to schools in the local authority. If the information has not been received by the end of September parents/ carers should contact the Council's Pupil Access Team (01702 215007). This SAF form is the main application form and must be completed and returned to Southend Borough Council by the closing date indicated on the form (15<sup>th</sup> January 2013).

Parents applying for a place at this Catholic school must also complete a Supplementary Information Form (SIF) and a Priest's Form, which can be obtained from the school or Local Authority. The SIF form and the Priest's Form must be returned to Sacred Heart School by 22<sup>nd</sup> January 2013. The SIF form is not an application form but provides the Governors with information in order to place applications in priority order according to the school's admission criteria, as seen below:

The standard number of children admitted each year is 30 and the Governors intend to admit this number. The parish catchment area for the school extends from Eastern Avenue and along the north boundary to Thorpe Hall Avenue. The southern boundary follows along the B1016 including Thorpe Esplanade, Eastern Esplanade and onto Marine Parade and Pier Hill. It continues along the west boundary along High Street and Victoria Avenue to East Street on the B1015.

All admissions are determined by the Governing Body, who reserve the right to protect the denominational character of the school and to consider each application in line with the admissions criteria below. Parents will be advised of their applications by the Local Authority on 18<sup>th</sup> April 2013.

Children are admitted according to the following criteria in order of priority:

- 1) Looked after children from Catholic Families and children who were looked after but ceased to be so because they were adopted by Catholic families (or became subject to a residence order or special guardianship order.)\*
- 2) Baptised Catholic children of practising Catholic parent(s) whose practice is verified by a Catholic Priest and who live in the parish of Sacred Heart and St John Fisher (only within the boundary of the former parish of Sacred Heart).
- 3) Baptised Catholic children of practising Catholic parent(s) whose practice is verified by a Catholic Priest, who do not live in the parish of Sacred Heart and St John Fisher (only within the boundary of the former parish of Sacred Heart)
- 4) Baptised Catholic children residing in the parish.
- 5) Baptised Catholic children, but live outside the parish.
- 6) Catechumens and their children seeking baptism and members of other Eastern Christian churches

- 7) Other looked after children and children who were looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order)\*
- 8) Baptised (or equivalent) children of another Christian faith who attend church regularly and whose application is supported by their minister.
- 9) Baptised (or equivalent) children of another Christian faith.
- 10) Children whose parents have a strong commitment to another faith and can provide suitable evidence.
- 11) Non-baptised children whose parents have shown a preference for Sacred Heart School, and wish to send their children to a Catholic School for a Christian moral education.

Where a school is named in a child's statement of Special Educational Needs the school and the Local Authority have a duty to admit the child. The admission of pupils with a statement of Special Educational Needs follows a different procedure. Please contact the Local Authority for details.

#### Footnotes:

\* Looked after children are defined within section 22 of the Children Act 1989 and refers to children in public care. It also includes 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)

In the event of too many applications within any particular criteria then the following deciding criteria will be used in the order below to allocate places:-

- Applicants with siblings in the school take precedence in the category in which they fall.  
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 admission with reasonable expectation that he or she will be attending at the time of the proposed admission.  
In the exceptional situation where one twin or more 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. This arrangement will apply to admission into Key Stage 1 & 2 year groups (Reception- Year 6). This child will count as an excepted pupil for the time they are in an Infant class or until the class numbers fall back to the current Infant class size limit.
- Where the applicants all have siblings within the school, preference will be given to those with the highest number of siblings within the school.
- In the event that there are still two or more applicants for the same place, when the children are in the same category, preference will be given to those living closest to the school by the "shortest straight line" distance, based on figures provided by the Local Authority. 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). Distances will be measured using the Local Authority's computerised measuring system.

- Evidence of Baptism (or equivalent) needs to support application to the school.
- 'Catholic' means a member of a church in communion with the See of Rome. This includes Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church.
- 'Catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.  
'Eastern Christian Churches' includes Orthodox Churches and is normally evidenced by a certificate of baptism or reception from the authorities of that church.

Once places have been allocated and accepted no further applications will be considered. However, under the terms of the 1989 Education Act any parent who so wishes has 14 days in which to appeal against the Governors' decision not to admit their child. The decision of the subsequent Appeals Committee is binding on both school and parents.

# Sacred Heart Catholic Primary School & Nursery

## SUPPLEMENTARY INFORMATION FORM – MAIN SCHOOL

Please provide the following details concerning your child to enable the school to process your application.

Child's surname ..... (Capital letters)

Child's first names ..... (Capital letters)

Male or female ..... Date of Birth ..... Child's Religion.....

Child's home address .....

..... Post Code .....

(Please advise the school office if you change address)

Mother / carer's name ..... Religion.....

Father / carer's name ..... Religion.....

Parents address (if different – please state which parent and the reasons why)

Address: .....

..... Post Code .....

Reasons: .....

Telephone numbers: Home .....

Daytime..... Mobile .....

Names and dates of birth of any siblings attending the school

Name ..... Date of birth .....

If your child attends a Nursery/Pre-school, please provide details.....

### IMPORTANT INFORMATION

You must also complete a PRIEST/ MINISTER FORM to provide information for admission to this Catholic School, which is available from the school office.

The school also requires a copy of the Baptism & Birth Certificate for your child.

### FOR RECEPTION CLASS ONLY

The Priest Form must be returned to this school by

22<sup>nd</sup> January 2013 for a place in RECEPTION class September 2013.

You must also complete a **Single Application Form** and return it to the Local Authority by 15<sup>th</sup> January 2013, for your child to be considered for a place at this school.

## **St Georges Catholic Primary School**

### **Admission limit 30**

St. George's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its Governing Body as part of the Catholic Church in accordance with its trust deed and instrument of government, and seeks at all times to be a witness to Jesus Christ.

Whenever there are more applications than places available, priority will always be given to Catholic applicants, in accordance with the oversubscription criteria listed below. Where places are available, applications will be considered from families of other faiths. All applicants are required to declare their positive support for the aims and ethos of the school.

The Governing Body has sole responsibility for admissions to this school and intends to admit 30 pupils to the reception class in the school year which begins September 2013.

### **Oversubscription Criteria**

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

1. Looked after children from Catholic families and children who were looked after but ceased to be so because they were adopted by Catholic families (or became subject to a residence order or special guardianship order.).
2. Baptised Catholic children of practising Catholic parent(s) whose practice is verified by a Catholic priest and who live in the Parish of St. George and the English Martyrs.
3. Baptised Catholic children of practising Catholic parent(s) whose practice is verified by a Catholic priest but who do not live in the Parish of St. George and the English Martyrs.
4. Other Baptised Catholic children who live in the parish of St. George and the English Martyrs.
5. Other Baptised Catholic children not living in the parish of St. George and the English Martyrs.
6. Catechumens and their children seeking Baptism and members of other Eastern Christian churches.
7. Any other Looked after children and children who were looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
8. Christians of other denominations whose parents are in sympathy with the aims and ethos of the school and whose application is supported by a minister of religion.
9. Any other applicants whose parents are in sympathy with the aims and ethos of the school.

The Parish Priest or Minister of Religion is required to complete and sign the appropriate reference form and return it to the school

In categories 2, 3, 4, 5, 8 and 1(if applicable), the child's Baptismal Certificate (or appropriate certificate) must accompany the completed application form.

Children who have siblings already attending the school at the time of enrolment take precedence in each category. It must not be assumed that a child will be allocated a place simply because a brother or sister presently attends.

In the event of two or more applications for the same place when the children are in the same category, preference will be given to those living in the parish, as shown on the map available from the school. If, after this consideration, there is oversubscription 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). Distances will be measured using the Local Authority's computerised measuring system.

The admission of pupils with a Statement of Special Educational Needs follows a different procedure. Please contact the Local Authority for details.

### **Application Procedures and Timetable**

Admissions information will be sent to parents/carers by Southend Borough Council during September 2012. If information has not been received by the end of September parents / carers should contact the Council's Pupil Access Team (01702-215007). Admissions application forms must be returned to the Council by the closing date of 15<sup>th</sup> January 2013.

If you have registered your child's name with St. George's, a Supplementary Information Form will be sent to you. This, together with a school handbook, are also available on request. On behalf of the Diocese, we will also distribute the Priest's Reference Form. The Supplementary Information Form, Priests forms and Baptismal/other relevant certificate must be submitted to the school by January 22<sup>nd</sup>, 2013.

Parents will be advised of their applications by the Local Authority on April 18th 2013.

Unsuccessful applicants will be advised of their right of appeal to an independent panel. Details of this can be obtained from the school office. In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on the waiting list. The waiting list will be maintained in order of the oversubscription criteria and not in the order in which applicants are received or added to the list.

### **Important Notes**

- "Looked after child" has the same meaning as in section 22 of the Children Act 1989, and means any child in the care of the local authority or provided with accommodation of them (e.g. children with foster parents).
- 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. This child will count as an excepted pupil for the time they are in an infant class or until the class

numbers fall back to the current infant class size limit.

- “Catholic” means a member of a church in communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church.
- “Catechumen” means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens. “Eastern Christian Church” includes Orthodox Churches and is normally evidenced by a certificate of baptism or reception from the authorities of that church.

# St Georges Catholic Primary School

## SUPPLEMENTARY INFORMATION FORM

If you wish to apply for a place at this school you **MUST** complete this form **AND** the Local Authority Single Application Form.

Please provide the following details concerning your child to enable the school to process your application. This form must be returned to the school(s) at the latest by **22nd Jan 2013** (please enclose a SAE if you require an acknowledgement).

**Child's surname** ..... (Capital letters)

**Child's first names** ..... (Capital letters)

**Male or female** ..... **Date of Birth** .....

**Child's home address** .....

..... **Post Code** .....

**Mother / carer's name** .....

**Father / carer's name** .....

**Parents address (if different – please state which parent and the reasons why)**

**Address:** .....

..... **Post Code** .....

**Reasons:** .....

.....

**Telephone numbers:** Home .....

Daytime..... Mobile .....

**Names and dates of birth of any siblings attending the school**

<b><u>Name</u></b>	<b><u>Date of birth</u></b>
.....	.....
.....	.....

## **St Helens Catholic Primary School**

### **Admission limit 30**

St. Helen's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic Families. The school is conducted by its Governing Body as part of the Catholic Church in accordance with its trust deed and instrument of Government, and seeks at all times to be a witness to Jesus Christ.

Whenever there are more applications than places available, priority will be given to Catholic applicants in accordance with the oversubscription criteria listed below. Where places are available, applications will be considered from families of other faiths. All applicants are required to declare their positive support for the aims and ethos of the school.

The Governing Body has sole responsibility for the admissions to this school and intends to admit 30 pupils to the reception class in the school year which begins September 2013.

### **Oversubscription Criteria**

1. Looked after children from Catholic families and children who were looked after but ceased to be so because they were adopted by Catholic families (or became subject to a residence order or special guardianship order).
2. Baptised Catholic children of practising Catholic parent (s), whose practice is verified by a Catholic Priest and who live in the Parish of St. Helen's.
3. Baptised Catholic children of practising Catholic parent (s), whose practice is verified by a Catholic Priest but who live outside the Parish of St. Helen's.
4. Other baptised Catholic children.
5. Catechumens and their children seeking Baptism and members of other Eastern Christian Churches.
6. Other looked after children and children who were looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
7. Christian children of practising parent(s) as defined by their own Minister of Religion.
8. Children not included above whose parent (s) desire their children to receive a Christian education.

The Parish Priest or Minister of Religion is required to complete and sign the appropriate reference form and return it to the school.

In categories 2, 3, 4, 7 and 1(if applicable), the child's Baptismal Certificate or appropriate certificate must accompany the completed application form.

Children who have siblings already attending the school at the time of enrolment take precedence in each category. It must not be assumed that a child will be allocated a place simply because a brother or sister presently attends.

In the event of two or more applications for the same place when the children are in the same category, preference will be given to those living in the parish, as shown on the map on the accompanying prospectus. If, after this consideration there is oversubscription 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). Distances will be measured using the Local Authority's computerised measuring system.

The admission of pupils with a Statement of Special Educational Needs follows a different procedure. Please contact the Local Authority for details.

### **Application Procedures and Timetable**

Admissions information will be sent to parents/carers by Southend Borough Council during September 2012. If information has not been received by the end of September parents / carers should contact the Council's Pupil Access Team (01702-215007). Admissions application forms must be returned to the Council by the closing date of 15<sup>th</sup> January 2013.

If you have registered your child's name with St. Helen's, a Supplementary Information Form and current prospectus will be sent to you. These are also available on request. On behalf of the Diocese, we will also distribute the Priest's Reference Form. The Supplementary Information Form, Priests forms and Baptismal/other relevant certificate must be submitted to the school by January 22<sup>nd</sup> 2013.

Parents will be advised of their applications by the Local Authority on April 18<sup>th</sup> 2013.

Unsuccessful applicants will be advised of their right of appeal to an independent panel. Details of this can be obtained from the school office. In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on the waiting list. The waiting list will be maintained in order of the oversubscription criteria and not in the order in which applicants are received or added to the list.

### **Important Notes**

- "Looked after child" has the same meaning as in section 22 of the Children Act 1989, and means any child in the care of the local authority or provided with accommodation of them (e.g. children with foster parents).
- 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. This child will count as an excepted pupil for the time they are in an infant class or until the class numbers fall back to the current infant class size limit.
- "Catholic" means a member of a church in communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church.
- "Catechumen" means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens. "Eastern Christian Church" includes Orthodox Churches and is normally evidenced by a certificate of baptism or reception from the authorities of that church.

**ST HELENS CATHOLIC PRIMARY SCHOOL**

**SUPPLEMENTARY INFORMATION FORM**

If you wish to apply for a place at this school you **MUST** complete this form **AND** the Local Authority Single Application Form.

Please provide the following details concerning your child to enable the school to process your application. This form must be returned to the school(s) at the latest by 22<sup>nd</sup> January 2013.

**Child's surname** ..... (Capital letters)

**Child's first names** ..... (Capital letters)

**Male or female** ..... **Date of Birth** .....

**Child's home address** .....

..... **Post Code** .....

**Mother / carer's name** .....

**Father / carer's name** .....

**Parents address (if different – please state which parent and the reasons why)**

**Address:** .....

..... **Post Code** .....

**Reasons:** .....

.....

**Telephone numbers:** Home .....

Daytime..... Mobile .....

**Names and dates of birth of any siblings attending the school**

**Name**

**Date of birth**

.....

.....

.....

.....

## St Marys, Prittlewell, Church of England Primary School

**Admission limit:** 90 in Reception, 60 in years 1-6

As you may know St. Mary's is the only Aided Church of England School within the Borough of Southend. The admission of any particular child to this school is subject to the decision of the Governing Body as part of the coordinated admissions procedure of the LA. The school enjoys the confidence of parents and is frequently over subscribed. Therefore the Governors follow an established admissions procedure which is outlined below for your guidance.

It is the policy of the Governors to admit to the school all who apply up to that limit. However, should there be more applications than places available; a waiting list will be maintained by the Local Authority which is administered according to the published Admission Policy, which sets out the following:

### Admission Policy Criteria:

1. Looked After Children (LAC) or previously looked after children as in note I below, from families who worship at St. Mary's Church Prittlewell as defined in Group A, B and C in the notes below.
2. Children of families who worship at St. Mary's Church, Prittlewell as defined in Group A and B
3. Looked After Children (LAC) or previously looked after children as in note I below from families who worship at other Anglican Churches as defined in Group A, B and C.
4. Children of families who worship at other Anglican Churches as defined in Group A and B.
5. Other Looked After Children (LAC) or previously looked after children as in note I below.
6. Where there are siblings. (Please see note III for definition).
7. Children of families who worship at St. Mary's Church, Prittlewell as defined in Group C.
8. Children of families who worship at other Anglican Churches as defined in Group C.
9. Children of families who worship at other Christian Churches that are members of the World Council of Churches as defined in Group A, B or C.
10. Children from other families who live in the area of Central Southend i.e. – **inside** the area bounded by Chalkwell Avenue, Westbourne Grove, the Arterial Road and Eastern Avenue, Thorpe Hall Avenue and the seafront.
11. Other children – children living **outside** the area bounded by the roads named above in Category 10.

### Notes:

- I. Looked After Children (LAC) is defined as:
  - Children who are in **public care**
  - 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**),
  - Children **who were adopted** or subject to a residence order or special guardianship order **immediately following** having been "looked after".
- II. All applicants will be required to complete this Supplementary Information Form (SIF) which is available from the school and must be returned to the school. Applicants for Reception places for September 2013 must **return this form to the school by 22<sup>nd</sup> January 2013.**

**It is not the school's responsibility to communicate with the parents in any way to expedite receipt of the SIF. It is the parent's responsibility entirely to ensure the SIF is received safely at the school.**

III. All applicants for places for Reception from September 2012 onwards will ALSO be required to complete the Local Authority Single Application Form (SAF) **which must be returned to the Local Authority at Southend Civic Centre by the closing date of 15<sup>th</sup> January 2013.** The Local Authority will advise parents/carers of the availability or non-availability of a school place for their child(ren) on **18<sup>th</sup> April 2013** by first-class post.

IV. A sibling is considered to be a brother or sister, step brother or step sister, adopted brother or sister, sharing one or both parents in common and 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.

Claims for admission under categories 1, 2, 3, 4, 7, 8 and 9 must be accompanied by a letter from the incumbent or minister, or that Church supporting the application. Evidence will be verified by the school. Failure to provide this evidence will result in the application being assigned to another relevant category. The evidence must contain details of the length of time that the family have been members of the congregation and the pattern of attendance of the family at the church as in the following defining Groups;

- A - At the heart of the church – i.e. attending Sunday services or/involved in weekday worship at least twice a month
- B - Attached to the church - i.e. attending Sunday services/ or involved in weekday worship at least on a monthly basis
- C - Known to the church – i.e. occasional worshippers or a member of a family that worship at the church

**Priority will be given in categories 1, 2, 3, 4, 7, 8 and 9 above, to those children in Group A, then B then C in that order.**

- N.B. Attendance by the child alone at Church or Sunday School is not a sufficient qualification for inclusion under categories 1, 2, 3, 4, 7, 8 or 9.

V. In case of over subscription within a category, precedence will be given to children in Group A, then B then C in that order and in distance order according to proximity to the school. In applying this policy, distance from the school in terms of the shortest “straight line” distance from the child’s home front gate to the school’s main entrance gate will be used (in accordance with the LA approved scheme).

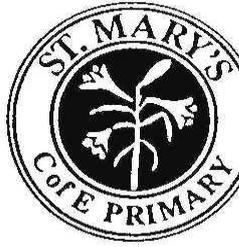
**V.a)** If the pupil’s home is a flat, the distance will be measured to the main external entrance of the building. If the same distance is shared by more than one pupil, and only one place is available, the place will be awarded on the basis of a computerised random allocation process (supervised by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

VI. Children in categories 7 and 8 will be given precedence in distance order within Group C according to proximity to the school. In applying this policy, distance from the school in terms of the shortest “straight line” distance from the child’s home front gate to the school’s main entrance gate will be used (in accordance with the LA approved scheme). Please refer to note V.a) above which also applies.

VII. In case of over subscription within a category where Groups A, B and C do NOT apply (i.e. Cat 5, 6, 10 & 11) precedence will be given according to proximity to the school. In applying this policy, distance from the school in terms of the shortest “straight line” distance from the child’s home front gate to the school’s main entrance gate will be used (in accordance with the LA approved scheme). Please refer to note V.a) above which also applies.

- VIII.** In the case of twins and children from multiple births when one of the siblings is the 90<sup>th</sup> child admitted the additional twin or triplet will count as an “excepted pupil” for the time that they are in an infant class, or until the class numbers fall back to the current infant class size limit of 30.
- IX.** Details of arrangements to enable parents to take up their statutory rights of appeal if an application is declined will be sent to parents on request.
- X.** If a child is unsuccessful in achieving a place and their parents/carers so wish, the child’s name will be maintained on a waiting list held by the school. This is maintained in accordance with this published admissions criteria.

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



## **Supplementary Information Form (SIF)**

**Please ensure that you complete and  
return this form to:**

**St. Mary's, Prittlewell, Church of England  
Primary School,  
Boston Avenue,  
Southend on sea, Essex.  
SS2 6JH.**

**Telephone: 01702 354012  
Fax: 01702 354016  
Headteacher: Mrs F Neil**

**E-mail: [office@st-marysprittlewell.southend.sch.uk](mailto:office@st-marysprittlewell.southend.sch.uk)  
Website: [www.st-marysprittlewell.com](http://www.st-marysprittlewell.com)  
Admissions Officer: Mrs H Ali Rowlingson**

**Please note, if you are applying for a Reception place for the academic year  
2013/2014 this form MUST be returned to the School by 22<sup>nd</sup> January 2013.**

**You will also need to complete the Single Application Form (SAF) which should be  
obtained from Southend Borough Council and be returned to them by  
15<sup>th</sup> January 2013.**

**For places in all other year groups, please return this form to the School Office as  
soon as possible in order that your child's details can be placed on the waiting list.**

In order to be considered for a place at St. Mary's, Prittlewell, C of E Primary School, you **must** complete  
**BOTH** forms – the SIF for the school and the SAF for Southend Borough Council.  
**If you do not complete both of these, you will not be offered a place.**

**It is not the school's responsibility to communicate with the parent(s) in any way to expedite receipt of the  
SIF. It is the parent(s) responsibility entirely to ensure the SIF is received safely at the school.**

Child's Name .....Date of Birth .....

Admissions 2013/2014

## Supplementary Information Form (SIF)

**Please note for Reception and Year 3 intake, parent(s) must complete the LA Single Application Form(SAF) in addition to this form. An application will not be considered unless a SAF is returned to the LA by 15<sup>th</sup> January 2013.**

Child's Surname: First Name(s):

Date of Birth: Male/Female:

Child's home address\*: Postcode:

*\* (Where a child spends part of the week with parents with shared responsibility, the child's home address is defined as the address where child benefit is paid)*

Full names of both Parent(s):

1) 2)

Parent(s) address/es if different from the child's address above:

1) 2)

Postcode: Postcode:

Telephone Numbers Telephone Numbers

Day-time: Day-time:

Home: Home:

Mobile: Mobile:

Child's previous/current school or pre-school:

Please indicate below:

- The category under which you seek admission for your child/children.
- Any information you may wish to give in order to support the application and to further assist the Governors.

Category Applied for ..... (from 1 – 11, see overleaf)

*If category 6 (Sibling), please provide name of child currently attending .....*

If applying for Category 1, 3 or 5, please state Local Authority responsible for the child

.....

I understand that:

(1) St. Mary's is a Church of England School and is conducted by its Governing Body as part of the Diocese of Chelmsford in accordance with its Trust Deed and seeks at all times to be a witness to Jesus Christ.

(2) Admission is subject to the decision of the Governing Body as part of the coordinated admissions procedure of the LA and this supplementary information form does not guarantee a place at this school.

Admissions 2013/2014

Signature ..... Date.....

***ST. MARY'S, PRITTLEWELL, CHURCH OF ENGLAND PRIMARY SCHOOL***

As you may know St. Mary's is the only Aided Church of England School within the Borough of Southend. The admission of any particular child to this school is subject to the decision of the Governing Body as part of the coordinated admissions procedure of the Local Authority. The school enjoys the confidence of parents and is frequently over subscribed. Therefore the Governors follow an established admissions procedure which is outlined below for your guidance.

There are 90 places in Reception as from September 2013, and 60 places in Year groups 1 to 6. It is the policy of the Governors to admit to the school all who apply up to that limit. However, should there be more applications than places available; a waiting list will be maintained by the Local Authority which is administered according to the published Admission Policy, which sets out the following:

Admission Policy Criteria:

12. Looked After Children (LAC) or previously looked after children (as in note I. below), of parent(s) who worship at St. Mary's Church Prittlewell as defined in Group A, B and C in the notes below.
13. Children of parent(s) who worship at St. Mary's Church, Prittlewell as defined in Group A and B
14. Looked After Children (LAC) or previously looked after children (as in note I. below) of parent(s) who worship at other Anglican Churches as defined in Group A, B and C.
15. Children of parent(s) who worship at other Anglican Churches as defined in Group A and B.
16. Other Looked After Children (LAC) or previously looked after children (as in note I. Below).
17. Where there are siblings. (Please see note IV for definition).
18. Children of parent(s) who worship at St. Mary's Church, Prittlewell as defined in Group C.
19. Children of parent(s) who worship at other Anglican Churches as defined in Group C.
20. Children of parent(s) who worship at other Christian Churches that are members of the World Council of Churches as defined in Group A, B or C.
21. Children who live in the area of Central Southend i.e. – **inside** the area bounded by Chalkwell Avenue, Westbourne Grove, the Arterial Road and Eastern Avenue, Thorpe Hall Avenue and the seafront.
22. Other children – children living **outside** the area bounded by the roads named above in Category 10.

Notes:

**XI.** Looked After Children (LAC) is defined as:

- Children who are in **public care**
- 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**),
- Children **who were adopted** or subject to a residence order or **special guardianship order** **immediately following** having been “looked after”.

**XII.** All applicants will be required to complete this Supplementary Information Form (SIF) which is available from the school and must be returned to the school. Applicants for Reception places for September 2013 must **return this form to the school by 22<sup>nd</sup> January 2013.**

**It is not the school's responsibility to communicate with the parent(s) in any way to expedite receipt of the SIF. It is the parent(s) responsibility entirely to ensure the SIF is received safely at the school.**

- XIII.** All applicants for places for Reception from September 2012 onwards will ALSO be required to complete the Local Authority Single Application Form (SAF) **which must be returned to the Local Authority at Southend Civic Centre by the closing date of 15<sup>th</sup> January 2013.** The Local Authority will advise parent(s) of the availability or non-availability of a school place for their child(ren) on **18<sup>th</sup> April 2013** by first-class post, or by email depending on your chosen preference of response.
- XIV.** A sibling is considered to be a brother or sister, step-brother or step-sister, adopted brother or sister, sharing one or both parents in common and 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.

**Continued overleaf**

Claims for admission under categories 1, 2, 3, 4, 7, 8 and 9 must be accompanied by a letter from the incumbent or minister, or from the Church that is supporting the application. Evidence will be verified by the school. Failure to provide this evidence will result in the application being assigned to another relevant category. The evidence must contain details of the length of time that the parent(s) have been members of the congregation and the pattern of attendance of the parent(s) at the church as in the following defining Groups;

- A - At the heart of the church – i.e. attending Sunday services or/involved in weekday worship at least twice a month
- B - Attached to the church - i.e. attending Sunday services/ or involved in weekday worship at least on a monthly basis
- C - Known to the church – i.e. parent(s) who are occasional worshippers at the church

**Priority will be given in categories 1, 2, 3, 4, 7, 8 and 9 above, to those children in Group A, then B then C in that order.**

- N.B. Attendance by the child alone at Church or Sunday School is not a sufficient qualification for inclusion under categories 1, 2, 3, 4, 7, 8 or 9.

**XV.** In case of over subscription within a category, precedence will be given to children in Group A, then B then C in that order and in distance order according to proximity to the school. In applying this policy, distance from the school in terms of the shortest “straight line” distance from the child’s home front gate to the school’s main entrance gate will be used (in accordance with the LA approved scheme).

**VIa)** If the child’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 child, 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).

**XVI.** Children in categories 7 and 8 will be given precedence in distance order within Group C according to proximity to the school. In applying this policy, distance from the school in terms of the shortest “straight line” distance from the child’s home front gate to the school’s main entrance gate will be used (in accordance with the LA approved scheme). **Please refer to note VIa) above which also applies.**

**XVII.** In case of over subscription within a category where Groups A, B and C do NOT apply (i.e. Cat 5, 6, 10 & 11) precedence will be given according to proximity to the school. In applying this policy, distance from the school in terms of the shortest “straight line” distance from the child’s home front gate to the school’s main entrance gate will be used (in accordance with the LA approved scheme). **Please refer to note VIa) above which also applies.**

**XVIII. In the case of twins and children from multiple births** – as from September 2013, when one of the siblings is the 90<sup>th</sup> child admitted into Reception, or the 60<sup>th</sup> child in Year groups 1 to 6, the additional twin or triplet will count as an “**excepted pupil**” for the time that they are in an infant class, or until the class numbers fall back to the current infant class size limit of 30.

**XIX.** Details of arrangements to enable parents to take up their statutory rights of appeal if an application is declined will be sent to parent(s) on request.

**XX.** If a child is unsuccessful in achieving a place and their parent(s) so wish/es, the child’s name will be maintained on a waiting list held by the Local Authority and then the school from September 2013. This is maintained in accordance with this published admissions criteria.

# **Thorpedene Primary School**

## **Admission limit 90**

### **Procedure for the School.**

At the closing date for admission applications, 15<sup>th</sup> January 2013, the places will be allocated, up to a maximum of 90 per year, according to the criteria:-

1. Looked after children and previously looked after children (see explanatory note );
2. Pupils who live in the catchment area served by the school and who have an older 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 an older sibling attending the school;
5. Pupils who live outside the catchment area served by the school.

#### **1. Explanatory notes:**

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.

Pupils with Statements of Special Educational Needs 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 Council / governing body).

All admissions criteria for pupils applying to start the Reception year refer to the closing date for admission applications. For all other applications the criteria will refer to the date the admission application is received.

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.

### **Appeals.**

As a Foundation School, the Governors would establish a Statutory Admissions Appeals Committee to consider all appeals made in writing. Letters should be addressed to the school

and the envelope marked 'appeal'. Parents and carers will be invited to attend that hearing. Following the Governors consideration if it is still not possible to offer the child a place at the school, details of the independent appeals process will be forwarded to the parent by the Pupil Access Team.

## **The Westborough Primary School & Nursery**

### **Policy and Numbers for 2013/14**

- (i) Pupils will normally be admitted at the start of the school year in which they reach the age of 5. Admissions will be regardless of ability or aptitude.
- (ii) The number of intended admissions will be 90 for Reception, Year 1, Year 2 and Year 3, 66 for Years 4, 5 and 6.

### **Priority will be given in the following order:**

- (1) Looked after children on long term placements and residing with carers who live within the agreed area and also 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) Children with a brother or sister on roll (a child who shares the same parent) at the close of applications for the forthcoming academic year.
- (3) Children living within the catchment area of the school.
- (4) Children living outside the catchment area.

Priority in each category will be given to the following children:

In the case of over subscription on 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 to the building.

### **Priority placements also apply for admission into Key stage 2 year groups only (years 3-6).**

The special needs of children referred to under Section 176 of the Education Act 1993 naming The Westborough School.

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 the child a place at the school, details of the appeals process will be forwarded to the parent by the Pupil Access Team.

