

DETERMINED ADMISSIONS ARRANGEMENTS

FOR THE SEPTEMBER 2015

ROUND OF ADMISSIONS

**COMPOSITE DOCUMENT FOR ALL INFANT, JUNIOR,
PRIMARY AND SECONDARY SCHOOLS IN THE BOROUGH**

Date published: 1st May 2014

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INTRODUCTION:

The School Admissions Code requires when changes are proposed to admission arrangements admission authorities must undertake a public consultation by 1st March on their admission arrangements. Where the admissions arrangements have not changed from the previous year there is no requirement to consult, subject to the requirement that admission authorities must consult at least once every seven years.

The admission arrangements for community schools have not changed from the previous year and a consultation has not taken place. Cabinet resolved that the admission arrangements and catchment areas remain unchanged. The individual governing bodies of academy, foundation and voluntary aided schools have consulted as appropriate and have formally determined their own admission arrangements.

All schools in the Borough 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 30th June 2015 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: 01325 735303 Email osa.team@dcsf.gsi.gov.uk

Simon Leftley
Corporate Director People
Southend on Sea Borough Council
Civic Centre
Victoria Avenue
Southend on Sea
SS2 6ER

1. Admission arrangements

Application procedures are set out in the Coordinated Admission Scheme for 2015 that is available at: www.southend.gov.uk/admissions

A hard copy is available on request from:

Pupil Access Team, Department of People
Southend on Sea Borough Council,
Civic Centre, Victoria Avenue,
Southend on Sea SS2 6ER

Telephone: 01702 215546
admissions@southend.gov.uk

2. Community primary schools

2.1 Admission limits

Cabinet at their meeting on 20th March 2015, agreed to the following admission numbers for community primary schools for September 2015.

Community Primary Schools	Admission limit for 2015/16
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
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
Federation of Greenways Schools -Thorpe Greenways Infant School	150*
Federation of Greenways Schools -Thorpe Greenways Junior School	120
West Leigh Infant School	120
West Leigh Junior School	128

* Subject to statutory consultation about expansion of the school this would stay at 150.

2.2 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.

2.2.1 Oversubscription criteria for Leigh Infant and Leigh North Street Junior School for September 2015.

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.

2. 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.

3 Academy, Foundation & Voluntary Aided Primary Schools

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

Darlinghurst School

Admission limit 120

Admission arrangements 2015

At the closing date for admission applications, 15th January 2015, the places will be allocated, up to a maximum of 120 per year. 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 Darlinghurst School, places will be allocated using the following 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.

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.

A sibling is 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 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. Distances will be measured using the Local Authority's computerised measuring system. The pupils living closest will be given priority.

Admissions during the school year and for years 1-6 are made directly to the Darlinghurst School.

Appeals.

All appeals must be made in writing and letters should be addressed to the schools with the envelope marked 'appeal'. The school will establish an Independent Appeal Panel to consider all appeals and parents and carers will be invited to attend that hearing.

Admission to the Nursery

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.

Nursery admissions are made directly through the school. Contact Miss Walton – 01702 509203
pupilservices@darlinghurst.co.uk

Eastwood Primary School and Nursery

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 on 01702 525 137.

School 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 5th 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. Looked after children and previously looked after children (see explanatory note).
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. 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.

Arrangements for appeals:

If it is not possible to offer the child a place at the school, the parent can contact the school to enquire about lodging an appeal.

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 previously looked after children.
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.

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.

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.

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, the parent can contact the school to enquire about lodging an appeal.

Note: Parents apply to the Local Authority for the main round of admission to reception and directly to Milton Hall Primary for all in-year admissions.

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 adopted¹⁸ (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-

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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 16th 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 2015.

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

.....

.....



Admissions Policy Statement – 2015/2016

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.

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. Places will be allocated from children on the Admission Register.

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 from the names of children 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.

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. 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.
3. 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).
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.

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.

In-Year Admissions

Applications made during the school year from Reception Year to Year 6 are called "in-year admissions". To apply for a school place during the academic year, parents will need to complete an In-Year Application Form (available from the school office).

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.
3. 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.

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

Parents/Guardians have the statutory right of Appeal to an Independent Appeals Panel for any year group. Applications for in-year admissions, i.e. not for admissions not in the normal admissions round, will be heard within 30 school days of the appeal being lodged. Applications for appeals are made directly to the school. The Appeals Form is available from the school office. 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



PRIMARY SCHOOL ADMISSIONS POLICY FOR 2015/2016

Application Procedures and Timetable

Admission limit 60 (subject to consultation)

Application Procedures and Timetable

Admission limit 60 (Subject to consultation)

During the first week of September, flyers and posters encouraging parents/carers to apply are sent by Southend on Sea Borough Council to all Nursery schools, Pre-schools, Registered child-minders, Doctors, Dentists, Libraries and to parents/carers on the early years register. Adverts and editorials are in the local press. Parents/carers are encouraged to apply on-line on southend.gov.uk/admissions from September 2014 to 15th January 2015.

The Single Application Form must be returned to the Council by the closing date of 15th January 2015.

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 22nd January 2015.

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 60 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 16th April 2015.

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) Other children whose parents have shown a preference for Sacred Heart School.

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)

'Practising Catholic' is a person who observes the Churches precept of attending Mass each Sunday and on Holy Days of Obligation and where the application is supported by a Catholic Priest. The Governing Body will expect this practice to be verified by a reference from the Priest in the standard format laid down by the diocese.

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 application 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 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 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.

Unsuccessful applicants will be advised of their right to 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 by the school and in order of the oversubscription criteria and not in the order in which applicants are received or added to the list.

The School Standards and Framework Act 1998 and the School Admission Appeals Code of Practice allows any parent who so wishes at least 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.



Sacred Heart Catholic Primary School and Nursery
 Headteacher Mrs Sally Nutman
 Windermere Road, Southend on Sea, Essex, SS1 2RF
 Phone: 01702 468052 Email: office@sacredheart.southend.sch.uk



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.....

Parent's address (if different – please state which parent)

Address:

..... Post Code

Telephone numbers: Home

Daytime..... Mobile

Names and dates of birth of any siblings attending the school

Name Date of birth

Name Date of birth

If your child has been baptised as a Catholic, please complete the box below:

Baptism Date:	Parish:
Please enclose a copy of your child's Baptism Certificate.	

If your child is not a catholic, but a practising member of another faith, please give details:

.....
 (Please enclose a copy of your child's Baptism certificate if appropriate.)

If your child is Catholic, you must also ask a Priest to support your application, by completing a Priest Minister Form. This provides information to enable us to apply our admissions criteria. Please give details of the Priest who has agreed to support your application.

Church you attend:

Priest's name:

Priest's Address:

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

- To ensure that your child'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. (For Reception intake only. If you wish to apply for a place during the school year for Reception Class or years 1 to 6 please contact the school office.)
 2. This form, the Supplementary Information Form has been fully signed and completed.
 3. Where applicable a copy of the Baptism Certificate has been provided.
 4. The name & address of the Priest who has agreed to support your application has been completed.
 5. A letter from your Minister / Religious Leader is enclosed (For non-Catholic applications).

Declaration.
We are practising Catholics/ Christians (delete if not applicable)
If our child is admitted to Sacred Heart School we understand that he/she will be educated in the Catholic faith and that he/she will participate in the religious life of the school.

Signature of parent/carer completing this application.

Signed.....Date.....

Name.....

FOR RECEPTION CLASS (SEPTEMBER 2015 INTAKE) ONLY

This Supplementary Information Form (SIF) along with the Priest's Form or Minister/Religious Leaders letter (where applicable) and Baptism Certificate (where applicable) must be submitted to the school office by 22nd January 2015.

The Single Application Form (SAF) must be completed and submitted to Southend Borough Council by 15th January 2015.

Parents/Carers will be advised (BY SOUTHEND BOROUGH COUNCIL) of the school their child has been offered a place at on 16th April 2015.

Admission to Sacred Heart Catholic Primary School is in accordance with the determined admission arrangements. If the number of applications outnumbers the admission limit, applications are allocated in accordance with the School Admission Criteria and therefore not all applications will be successful.

If you wish to apply for a place during the school year for the Reception class or for Years 1 to 6, please contact the school directly.



Let it be known that all who enter here that Christ is the reason for this school, the unseen but ever present teacher in its classes, the model for its children, the inspiration for its staff. We aim to be a Christian community and witnesses to Christ, where all can experience and grow in Christian love, through God's word and the gifts of His sacraments, and through prayer and personal example

ADMISSIONS POLICY 2015/16

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 2015.

Admission to St George's Catholic Primary school is in accordance with the determined admission arrangements. If the number of applications outnumbers the admission limit applications are allocated in accordance with the School Admission Criteria and therefore not all applications will be successful.

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 application is supported by a minister of religion.
9. Any other applicants.

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, 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 2013. If information has not been received by the end of September parents / carers should contact the Council's Pupil Access Team (01702-215007).

The Single Application Form application form must be returned to the Council by the closing date of 15th January 2015.

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 22nd January 2015. These documents enable our Governing Body to place applications in priority according to this school's oversubscription criteria.

Parents will be advised of their applications by the Local Authority on 16th April 2014.

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.
- A 'Practising Catholic' is a person who observes the Church's precept of attending Mass each Sunday and on Holy Days of Obligation. The Governing Body will expect this practice to have been verified by a Catholic Priest using the Diocesan Priest's form.

"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.



Diocese of Brentwood
ST. GEORGE'S CATHOLIC PRIMARY SCHOOL

Eagle Way, Shoeburyness, Essex SS0 0JU
Phone: 01702 293522 Fax: 01702 291126 Email: office@st-georges.southend.sch.uk
HEADTEACHER: Mrs A. Smith

SUPPLEMENTARY INFORMATION FORM (SIF)

Admission to St George's Catholic Primary school is in accordance with the determined admission arrangements. If the number of applications outnumbers the admission limit applications are allocated in accordance with the School Admission Criteria and therefore not all applications will be successful.

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 BirthChild'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 nameReligion.....

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

Name Date of birth

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

If your child has been baptised as a Catholic, please complete the box below and enclose a copy of your child's baptism certificate.

Baptism Date:	Parish:
---------------	---------

If your child is not a catholic, but a practising member of another faith, please give details:
.....
(Please enclose a copy of your child's Baptism certificate if appropriate.)

If your child is Catholic, you must also ask a Priest to support your application, by completing a Priest Minister Form. This provides information to enable us to apply our admissions criteria. Please give details below of a Priest who has agreed to support your application.

Church you attend:
Priest's name:
Priest's Address:

If your child is not Catholic and you are a practising member of another denomination/faith, you should obtain a letter from your Minister / Religious Leader before the closing date for applications. Please tick the box if you intend to do this.

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

- 6. The Single Application Form has been full completed and submitted to the Local Education Authority.
- 7. This form, the Supplementary Information Form has been fully signed and completed.
- 8. Where applicable, a copy of the Baptism Certificate has been provided.
- 9. Where applicable, the name & address of the Priest who has agreed to support your application has been completed.
- 10. Where applicable, a letter from your Minister / Religious Leader is enclosed (For non-Catholic applications).

Declaration

If our child is admitted to St George's Catholic Primary School we understand that he/she will be educated in the Catholic faith and that he/she will participate in the religious life of the school.

I confirm that I am the child's legal parent/guardian and that the information on this form is true and accurate.

Signature of parent/carer completing this application.

Signed.....Date.....
Name.....

IMPORTANT INFORMATION
FOR RECEPTION CLASS (SEPTEMBER 2015 INTAKE) ONLY

To be considered for a place at St George's Catholic School, parents must have completed a **Single Application Form and submitted it to Southend Borough Council by 15th January 2015.**

This Supplementary Information Form (SIF) along with the Priest's Form or Minister/Religious Leader's letter (where applicable) and Baptism Certificate (where applicable) **must be submitted to the school office by 22nd January 2015.**

Parents/Carers will be advised by SOUTHEND BOROUGH COUNCIL of the school their child has been offered a place at on **16th April 2015**



ST. HELEN'S CATHOLIC PRIMARY SCHOOL

ADMISSIONS POLICY 2015/2016

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, the Governing Body will apply the oversubscription criteria listed below. 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 60 pupils (subject to consultation) to the 2 reception classes** in the school year which begins September 2015.

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, living within the Parish of St. Helen's.
5. Other Baptised Catholic children, living outside of the Parish of St. Helen's.
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 Christian children of practising parent(s) as defined by their own Minister of Religion.
9. Christian children whose application is supported by a letter from their minister.
10. Other children

The Parish Priest or Minister of Religion is required to complete and sign the appropriate reference form and return it to the school. If the child is not a Baptised Christian but attends Church, then a letter of support from the Minister of Religion should accompany the application.

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

Children, who have siblings already attending the school in years R, 1, 2, 3, 4 or 5 at the time of application (but **not** year 6), take precedence in each category. This is when applying for a place in the usual admissions round, i.e. for September 2015. If applying at any other time (i.e. in-year admissions), siblings of children already attending the school in any of the year groups will 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, "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

During the first week of September, flyers and posters encouraging parent/carers to apply are sent by Southend on Sea Borough Council to all nursery schools, pre-schools, registered childminders, doctors, dentists, libraries and to parent/carers on the early years register. Adverts and editorials are in local press. Parent/carers are encouraged to apply on-line on southend.gov.uk/admissions between 14th September 2014 and 15th January 2015.

The Single Application Form must be returned to the Council by the closing date of January 15th 2015.

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, Baptismal certificate and Priests form or supporting letter from your minister must be submitted to the school by January 22nd 2015. These documents enable our Governing Body to place applications in priority according to this school's oversubscription criteria.

Parent/Carers will be advised of their applications by the Local Authority on 16th April 2015.

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.
- 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.
- A "Practising Catholic" is a person who observes the Church's precept of attending Mass each Sunday and on Holy Days of Obligation. The Governing Body will expect this practice to have been verified by a Catholic Priest using the Diocesan Priest's form.

"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



DIOCESE OF BRENTWOOD
ST. HELEN'S CATHOLIC PRIMARY SCHOOL
HEADTEACHER: MRS ELIZABETH MOUCHEL
DEPUTY HEADTEACHER: MR DANIEL CAUCHI
North Road Westcliff on Sea Essex SS0 7AY
Phone: 01702 343823 Fax: 01702 437065 E-mail: office@st-helens.southend.sch.uk

SUPPLEMENTARY INFORMATION FORM

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 Mrs/Miss/Ms..... Religion.....

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

Parents address if different – (please state which parent)

Address:

..... Post Code

Telephone numbers: Home

Daytime..... Mobile

Names and dates of birth of any siblings attending the school

Name Date of birth

Name Date of birth

Name Date of birth

If your child has been baptised as a Catholic, please complete the box below;

Baptism Date:	Parish:
Please enclose a copy of your child's Baptism Certificate.	

If your child is not a Catholic but is a practising member of another faith, please give details, enclosing a copy of their Baptism Certificate if appropriate:

.....

To ensure that your child's application can be processed immediately, please ensure that:

The Single Application Form has been fully completed and submitted to the Local Education Authority. (For new Reception Intake only. If you wish to apply for a place during the school year for Reception class or Years 1 to 6 please contact the school directly) □

Where applicable, a copy of your child's Baptism Certificate has been provided.

Where applicable, the Priest's Form has been taken to your Priest for completion and return.

Where applicable, (for non-Catholic applications) a letter from your Minister/Religious Leader is enclosed.

ALL DOCUMENTATION MUST BE RECEIVED BY THE RELEVANT CLOSING DATES (See below).

Declaration.

If our child is admitted to St Helen's Catholic Primary School we understand that he/she will be educated in the Catholic faith and that he/she will participate in the religious life of the school. We will support the Aims and Ethos of this Catholic school.

Signed

Date.....

Print Name.....

FOR RECEPTION CLASS (SEPTEMBER 2015 INTAKE) ONLY

This Supplementary Information Form (SIF) along with the Priest's Form or Minister/Religious Leaders letter (where applicable) and Baptism Certificate (where applicable) must be submitted to the school office by January 22nd 2015.

The Single Application Form (SAF) must be completed and submitted to Southend Borough Council by 15th January 2015.

Parents/Carers will be advised (BY SOUTHEND BOROUGH COUNCIL) of the school their child has been offered a place at on 16th April 2015.

Admission to St Helen's Catholic Primary School is in accordance with the determined admission arrangements. If the number of applications outnumbers the admission limit, applications are allocated in accordance with the School Admission Criteria and therefore not all applications will be successful.

If you wish to apply for a place during the school year for the reception class or for years 1 to 6, please contact the school directly.



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 the Admissions Authority as part of the co-ordinated admissions procedure of Southend Borough Council Local Authority. The school enjoys the confidence of parents and is frequently over-subscribed. Therefore, the Governing Body follows an established admissions procedure which is detailed below for your guidance.

Parents will be offered a place or places (if multiple births) at St. Mary's Church of England Primary School and not a place at either of the specific sites. Allocation to either the Boston Avenue site or the East Street site is the prerogative of the Governing Body. Parents either accept or decline this offer of a place.

Refusal of a place at either site is a refusal of a place at the school as a whole.

There will be 120 places for the Reception intake organised as follows:

- 60 places organised in two classes of 30 children in Reception at the Boston Avenue site.
- 60 places organised in two classes of 30 children in Reception at the East Street site as from September 2015.

In order to comply with Infant Class Size legislation, the pupils are organised into classes of a maximum of 30 pupils per school teacher. It is the policy of the Governors to admit to each site of 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 Governing Body Admissions Authority which is administered according to this published admission policy. If the school is oversubscribed, after the admission of pupils with a Statement of Special Educational Need, where the school is named in the Statement, priority for admission will be given to those children who meet the criteria set out below, in order. A waiting list will be maintained by the Governing Body Admissions Authority which is administered according to the information in this Supplementary Information Form:

Oversubscription Criteria:

1. Looked After Children (LAC) or previously looked after children (please see Note I below for definition).
2. Children of parents who worship at St. Mary's Church, Prittlewell as defined in Group A and B.
3. Children of parents who worship at other Anglican Churches as defined in Group A and B.
4. Where there are siblings, (please see note V for definition).
5. Children of parents who worship at St. Mary's Church, Prittlewell as defined in Group C.
6. Children of parents who worship at other Anglican Churches as defined in Group C.
7. Children of parents who worship at other Christian Churches that are members of the Churches Together in Britain and Ireland, as defined in Group A, B or C.
8. Children who live in the area of Central Southend i.e. – inside the area bounded by and including Chalkwell Avenue, Westbourne Grove, Prince Avenue to Cuckoo Corner, Priory Crescent, Eastern Avenue, Royal Artillery Way, Thorpe Hall Avenue and the seafront between Thorpe Hall Avenue and Chalkwell Avenue.
9. Other children – children living outside the area bounded by the roads named above in Category 8.

NOTES:

- I. Looked After Children (LAC) and previously Looked After Children is defined as:
- Children who are in the care of the local authority or are provided with accommodation by the local authority in the exercise of its social services functions (see the definition in section 22(1) of the Children Act 1989)
 - 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”.
References to being adopted refer to being adopted under the terms of the Adoption and Children Act 2002 section 46.
- II. A parent is defined as birth or adoptive parents, or person who has Parental Responsibility for the child.
- III. All applicants are 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 2015 must return this form to the school by 22nd January 2015.

It is not the school’s responsibility to communicate with the parent 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.

All applicants for places are ALSO required to complete the Southend Borough Council Local Authority Single Application Form (SAF) which must be returned to the Local Authority at Southend Borough Council by the closing date of 15th January 2015. The Local Authority will advise the parent of the availability or non-availability of a school place for their child on 16th April 2015 by first-class post, or by email depending on your chosen preference of response.

- IV. A sibling is considered to be a brother or sister, step-brother or step-sister, adopted brother or adopted sister, foster-brother or foster-sister, sharing one or both parents in common and living permanently 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.
- V. Claims for admission under categories 2, 3, 5, 6 and 7 must be accompanied by a letter from the incumbent or minister, or from the Church that is supporting the application and must be on official church headed paper. 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 2, 3, 5, 6 and 7 above, to those children in Group A, then B then C (see note VI) in that order in all categories.
- N.B. Attendance by the child alone at Church or Sunday School, is not a sufficient qualification for inclusion under categories 2, 3, 5, 6 or 7.

- VI. In case of over subscription within a category where Groups A, B and C apply (see note V above), precedence will be given to children in Group A, then B then C in that order and within each group, in

distance order according to proximity to the school (Boston Avenue site). 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 Boston Avenue site’s main entrance gate will be used (in accordance with the LA approved scheme). Where a child spends part of the week with parents with shared responsibility, the child’s home address is defined as the address which is the child’s usual place of residence during the majority of the school week.

VIIa)

- If the child’s home is a flat, the distance will be measured from 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).

VII. In case of over subscription within a category where Groups A, B and C (see note V above) do NOT apply

(i.e. categories 1, 4, 8 or 9) precedence will be given according to proximity to the school (Boston Avenue site). 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 VIIa above which also applies.

VIII. In the case of twins and children from multiple births – In order to comply with Infant Class Size legislation, the pupils are organised into classes of a maximum of 30 pupils per school teacher. As from September 2015, when one of the siblings is the 120th child admitted into Reception, or the 60th child in Year groups 3 to 6, the additional twin or triplet(s) 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. If an application for a place at St Mary’s Prittlewell, Church of England Primary School is declined, parent/s have the rights to appeal to an independent appeal panel. Details of arrangements to enable parents to take up their statutory rights of appeal will be sent to the parent/s on request. Refusal to accept a place at either site is the refusal of a place at St. Mary’s, Prittlewell, Church of England Primary School entirely.

X. 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 for the school, not for each site, and held by the Governing Body as the Admission Authority. This is maintained in accordance with this published Admissions criteria. Each added child will require the list to be ranked again in line with the published oversubscription criteria. Priority will not be given to children based on the date their application was received or their name was added to the list. Looked after children, previously looked after children and those allocated a place at the school in accordance with a Fair Access Protocol will take precedence over those on a waiting list.

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 E-mail: office@st-marysprittlewell.southend.sch.uk
Fax: 01702 354016 Website: www.st-marysprittlewell.com

Headteacher: Mrs F Neil Admissions Officer: Mrs H Ali Rowlingson

Please note, if you are applying for a Reception place for the academic year 2015/2016 this form MUST be returned to the School by 22nd January 2015.

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 15th January 2015.

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 in any way to expedite receipt of the SIF.
It is the parents' responsibility entirely to ensure the SIF is received safely at the school.**

Child's NameDate of Birth

Supplementary Information Form

Please note for Reception and Year 3 intake, the parent must complete the Local Authority (Southend Borough Council) Single Application Form (SAF) in addition to this form.

An application will not be considered unless a SAF is returned to the Local Authority (Southend Borough Council) by 15th January 2015.

If you are applying for a place at this school and do not complete both the SIF and SAF for the Local Authority you will not be offered a place.

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 which is the child's usual place of residence during the majority of the school week).

Full name of Parent/s (Please see Note II overleaf for definition of parent):

1) 2)

Parent/s address/es if different from the child's address above and please state why:

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 – 9, see overleaf)

.....

If category 4 (Sibling), please provide name of child currently attending

.....

If applying for Category 1 (Looked After Child), 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 co-ordinated admissions procedure of the Local Authority and the information supplied on this Supplementary Information Form does not guarantee a place at this school.

Signature

Date.....

Thorpedene Primary School

Admission limit 90

Procedure for the School.

At the closing date for admission applications, 15th January 2015, 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.

The pupil's main place of residence and the address to which Child Benefit is paid will be assumed to be their home.

(1) A sibling is 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 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. Distances will be measured using the Local Authority's computerised measuring system. The pupils living closest will be given priority.

Appeals.

All appeals must be made in writing and letters should be addressed to the schools with the envelope marked 'appeal'. The school will establish an Independent Appeal Panel to consider all appeals and parents and carers will be invited to attend that hearing.

The Westborough School

Policy and Numbers for 2015/16

- (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 60 for Reception and 90 for Year 1 and Year 2, 98 for Year 3, Year 4 and Year 5 and 66 for Year 6.

Priority will be given in the following order:

- (1) Looked after children or previously 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 at the close of applications for the forthcoming academic year and living at the same address within the catchment area.
- (3) Children living within the catchment area of the school.
- (4) Children with a brother or sister on roll at the close of applications for the forthcoming academic year and living at the same address outside the catchment area.
- (5) 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, the parent can contact the school to enquire about lodging an appeal.

4 Academy and Foundation Secondary Schools

The individual school governing bodies or academy trusts are responsible for setting the admission arrangements for the secondary schools in Southend Borough. The admission arrangements, listed below in alphabetical order, include the admission criteria and admission numbers.

Belfairs Academy

**Admission limits: 232 for Years 7-10 and
219 for Year 11**

Admission criteria:

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

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.

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

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

Where the Academy is named in a child's statement of special education needs the Academy 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 Academy. Any reference to previously looked after children means children who were adopted (or subject to residence or special guardianship orders) immediately following having been looked after.

Admission Arrangements

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

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

In-Year Admissions

To apply for a school place during the academic year, or for Years 8-11 parents will need to complete an In-Year Application Form (available on the Academy's website).

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

Admission at age 16

Prospective Sixth form students are encouraged to attend an Open Evening held at the Academy in the autumn term. Application details, including a prospectus and more specific course and curriculum information is available on this night and via the Academy website. Prospective students 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 Academy. All external applicants will be invited in for an admissions interview 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 'Looked After Children' will be afforded the highest priority.

Places on Level 3 courses are offered to applicants who meet the minimum entry requirements. In addition to the overall entry requirement, there are specific GCSE entry requirements for many subjects. Information regarding these can be found in the Post 16 Course guide within the prospectus.

Students who do not achieve entry on to Level 3 courses will be offered an alternative programme of study consisting of a Level 2. This programme includes English GCSE, Maths GCSE, and a vocational study programme.

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 may progress onto Level 3 if they meet the entry requirements at the end of their study programme.

The Academy 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: 200 (in year 7 and 8 and 280 in each of year 9 to 11)

Admission Criteria:

The admission criteria to be used to determine which pupils will be admitted in September 2015 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 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. 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.

(ii) 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.

6th Form admissions

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

Application details, including a prospectus, can be obtained from the school office. The closing date for applications is April 30th, although late applicants can be considered any time up to September 30th. 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:

LEVEL OF COURSE	COURSE EQUIVALENT TO	LENGTH OF COURSE	ENTRY REQUIREMENTS
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 can be found on Chase High School website or alternatively will be forwarded to you by the school.

In-Year Admissions (Years 7-11)

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

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 Bernard's High School
ADMISSIONS POLICY
2015/16

ADMISSION AT AGE 11

St Bernard's High School is a five form, 11-18 bi-lateral school for girls with a co-educational Sixth Form. The school serves the Catholic community of Southend and South East Essex. The partnership between home, parish and school is the basis of the school's existence as a centre for the education of all Catholic girls of secondary age in the area.

The aim of the school is to recognise and develop the potential of each student. The school provides a full and balanced curriculum which encourages the intellectual and personal development of all students.

The staff are committed to the progress of all students, setting targets with them and supporting achievement through active learning and teaching.

Students are encouraged to enter wholeheartedly into the life of the school; to work hard, to respect the needs of others; and develop those skills and competencies that will be essential in their future lives.

St Bernard's is a forward looking school with a strong and successful tradition of Christian education and inclusive ethos where all students participate in the religious life of the school.

THE ALLOCATION OF PLACES

SELECTIVE PLACES

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

NON-SELECTIVE PLACES

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

Over-Subscription

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

- A) Catholic children in public care i.e. Looked After Children and children who were looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
- B) * Practising Catholic girls living in the following parishes, whose application is supported in writing by their Parish Priest: Our Lady of Lourdes, Leigh-on-Sea; St. Helen's, Westcliff-on-Sea; Sacred Heart, Southend-on-Sea; St. Teresa's, Rochford; St. George's, Shoebury; St. Peter's, Eastwood; St. John Fisher, Prittlewell; Holy Family, South Benfleet; Our Lady of Ransom, Rayleigh and Our Lady of Canvey, Canvey Island.
- C) Other practising Catholic girls whose application is supported in writing by their Parish Priest.
- D) Baptised Catholics whose application is not supported in writing by their Parish Priest.
- E) Other children in public care i.e. other Looked After Children who were looked after but ceased to be so because they were adopted (or became subject to a residence order of special guardianship order).
- F) Girls of the Eastern Orthodox Church living in South East Essex area whose application is supported by their priest.
- G) Practising Christian girls living in the South East Essex area attending Catholic Primary schools, whose application is supported in writing by their Minister.
- H) Practising Christian girls living in the South East Essex area, whose application is supported in writing by their Minister.
- I) Non-Christian girls living in South East Essex whose application is supported in writing by their local religious leader
- J) Applications from girls who do not fall into the above categories.

Notes:

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

- i) girls with a sibling** at the school or at St. Thomas More High School, Westcliff at the time of admission.
- ii) *** proximity of the child's home to the school, as measured by the shortest route; those living closest to the school being accorded the highest priority.

Definition:

*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" distance will be used to measure between the pupil's home and the nearest pupil entrance to the school. If the pupil's home is a flat the distance will be measured to the main external entrance of the building. If the same distance is shared by more than one pupil, and only one place is available, the place will be awarded on the basis of a computerised random process (supervised by someone independent of the Governing body).

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

Catholic children baptised in parishes other than the named parishes (criteria b) and all other Christian children will be required to include a copy of their Baptismal Certificate, if appropriate, with their application. In the named parishes confirmation of Baptism will be sought from the Parish Priest at the same time as a 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. Interviews take place to discuss option choices and course availability. Following the interview, 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 by the Local Authority. 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. 365 applications were received for the Year 7 places for September 2014. 16 appeals were lodged and the Appeals Committee granted TBA places.

ST BERNARD'S HIGH SCHOOL 2015

(Sample: Supplementary Information Form. Application forms to be requested directly from the school)

We hold some information concerning yourselves and your daughter on computer. We are a Registered Data User under the Data Protection Act 1988 and as such may be asked from time to time to provide information to other professional organisations.

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.

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/has taken the 11+ Selective Test. (if ticked you will need to submit 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 2014.

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

DATE OF PRIEST'S LETTER RECEIVED.....

DATE MINISTER'S LETTER RECEIVED

BAPTISM CERTIFICATE RECEIVED Y/N

CATEGORY.....

ATTENDING CATHOLIC PRIMARY Y/N
SIBLING PRESENT Y/N



St Thomas More High School

ADMISSION ARRANGEMENTS FOR 2015

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 Common Application Form (CAF). 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).

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) attendance to Mass each Sunday and on Holy Days of Obligation, 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 on roll St. Bernard's High School at the time of the child's admission.
- d) Proximity of the child's home from school, measured by the shortest walking route 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 computerized measuring system.

*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 or St Bernards 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 boys and previously Looked-After but were subsequently adopted boys from Roman Catholic families will have priority overall.
- 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 and previously Looked-After but were subsequently adopted 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 (b) 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 (b) to (d) above will be used.

A child with a Statement of Special Educational Needs is dealt with by a separate process.

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 a meeting 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 three of their chosen Level 3 courses.

In-Year Admissions

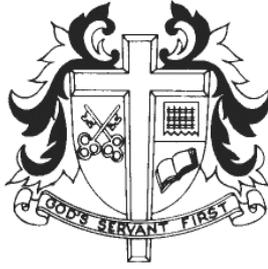
To apply for a school place during the academic year, or for Years 8-11 parents will need to complete an In-Year Application Form (available from the school office).

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.

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 31st October 2014 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 Common Application Form to the Southend Local Authority, or if you live outside the Borough of Southend to your Local Authority.

Please turn over

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 of special guardianship orders) immediately following having been looked after.

Pupils with Statements of 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 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 in 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 Single Award Level 3 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, then 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 (all year groups):

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

Southend High School for Boys

Admission criteria and arrangements for entry 2015

1. Southend High School for Boys is a selective boy's school. Admission to the school at age 11 is determined through a selection procedure administered by the Consortium of Selective Schools in Essex (CSSE).
2. For the September 2015 intake, the school's published admission number is 150.
3. The CSSE Supplementary Information Form (SIF) must be completed in order to register a child to sit the selection tests and should be returned to the CSSE by the published deadline. It can also be completed on line and accessed through the CSSE website at: www.csse.org.uk.
4. Tests in English and mathematics will be taken in September each year at the school parents have identified on the SIF. Sample practice papers are available free-of-charge on the CSSE website along with full details of the application process.
5. The CSSE will send the results of the tests by first-class post in October on the date specified annually by the CSSE.
6. Parents must express a preference for this school on their Local Authority (LA) Single Application Form (or Common Application Form) in order for their child to be considered for a place. [The deadline for completing this form if you live within the Southend or Essex Local Authorities is Friday 31st October (subject to confirmation)]
7. Children under the age of 11 on 31st August 2015 may, exceptionally, be allowed to sit the tests. The application to sit the tests must be approved by the Governing Body of any one of the CSSE schools to which they intend to apply. However, admission to each of those schools is at the discretion of the individual Governing Bodies. The application will be processed through the Local Authority Co-ordinated Admissions Procedure.
8. The offer of a place is dependent upon passing the selection tests. However, passing the selection tests is not a guarantee of being offered a place. A pass mark for the tests is set annually, which ensures that the entrance standard remains comparable to that which was applied in the period 1990 to 1994. No pupil will be admitted below this pass mark. The school determines admission in the order of priority set out below:
 - i) Where the school is named in a child's 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.
 - ii) Priority is given to those candidates whose parents' primary residence (as assessed by receipt of Child Benefit or a signed affidavit or other legal document to confirm the child's usual place of residence) lies *within* the postcode areas SSO, SS1, SS2, 553, SS4, SSS, 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 of pupils from within that area or when there are no more passing candidates who have listed the school as a preference.

- iii) Priority will be given thereafter to those candidates whose parents' primary residence (as assessed by receipt of Child Benefit or a signed affidavit or other legal document to confirm the child's usual place of residence) lies *outside* the postcode areas SSO, SS1, SS2, SS3, SS4, SSS, SS6, SS7, SS8 and SS9, subject to their passing the entrance examination. In the case of children applying in this category, places will be offered according to the order of merit of those who sit and pass the entrance examination. The candidates who score higher marks will be allocated places before those who pass at a lower level. This process will continue until all available places have been filled.
9. In the event of pupils achieving the same mark for the last available place, preference will be given on the following basis:
- i) Where the candidate is a child in public care (looked after child), and children who were looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order) their case will be considered ahead of candidates not in public care.
 - ii) Where a child is not in public care preference will be given to the pupil who lives closest to the school as measured in a straight line from the front door of the child's home address (including flats) to the nearest pupil entrance to the school, with those living nearest being given preference. Distances will be measured using the Local Authority's computerised measuring system. If the same distance is shared by more than one pupil and only one place is available, the place will be awarded on the basis of a computerised random allocation process (supervised by someone independent of the Governing Body). (If a child lives with different parents for part of a week, the 'home' address will be deemed to be the child's residence for the major part of that week, and in the event of this being equal, the deciding factor will be the address to which child benefit would be payable.)
10. If a school place is obtained through fraudulent means, the offer of a place would be withdrawn. This can include the removal of a pupil once started at the school.
11. All parents have a statutory right of appeal against non-admission, which may be exercised only after school places have been offered. Appeals must be lodged directly with the school within 20 school days of the date of notification that their application was unsuccessful. Panel hearings take place within 40 school days of the deadline for lodging appeals.

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. Students should complete the application form and return it to the school. The closing date for applications is 5th December 2014.

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 criteria and arrangements for entry 2015

1. Southend High School for Girls is a selective girls' school. Admission to the school at age 11 is determined through a selection procedure administered by the Consortium of Selective Schools in Essex (CSSE).
2. For the September 2015 intake, the school's published admission number is 150.
3. The CSSE Supplementary Information Form (SIF) must be completed in order to register a child to sit the selection tests and should be returned to the CSSE by the published deadline. It can also be completed on line and accessed through the CSSE website at: www.csse.org.uk.
4. Tests in English and mathematics will be taken in September each year at the school parents have identified on the SIF. Sample practice papers are available free-of-charge on the CSSE website along with full details of the application process.
5. The CSSE will send the results of the tests by first-class post in October on the date specified annually by the CSSE.
6. Parents must express a preference for this school on their Local Authority (LA) Single Application Form (or Common Application Form) in order for their child to be considered for a place. [The deadline for completing this form if you live within the Southend or Essex Local Authorities is Friday 31st October (subject to confirmation).]
7. Children under the age of 11 on 31st August 2015 may, exceptionally, be allowed to sit the tests. The application to sit the tests must be approved by the Governing Body of any one of the CSSE schools to which they intend to apply. However, admission to each of those schools is at the discretion of the individual Governing Bodies. The application will be processed through the Local Authority Co-ordinated Admissions Procedure.
8. The offer of a place is dependent upon passing the selection tests. However, passing the selection tests is not a guarantee of being offered a place. A pass mark for the tests is set annually, which ensures that the entrance standard remains comparable to that which was applied in the period 1990 to 1994. **No pupil will be admitted below this pass mark.** The school determines admission in the order of priority set out below:
 - i) Where the school is named in a child's 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.
 - ii) **Priority is given to those candidates whose parents' primary residence** (as assessed by receipt of Child Benefit or a signed affidavit or other legal document to confirm the child's usual place of residence) **lies within the postcode areas SS0, SS1, SS2, SS3, SS4, SS5, SS6, SS7, SS8 and SS9, subject to their passing the entrance examination.** A maximum of 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 pupils from within that area or when there are no more passing candidates who have listed the school as a preference.

- iii) **Priority will be given thereafter to those candidates whose parents' primary residence** (as assessed by receipt of Child Benefit or a signed affidavit or other legal document to confirm the child's usual place of residence) **lies outside the postcode areas SS0, SS1, SS2, SS3, SS4, SS5, SS6, SS7, SS8 and SS9, subject to their passing the entrance examination.** In the case of children applying in this category, places will be offered according to the order of merit of those who sit and pass the entrance examination. The candidates who score higher marks will be allocated places before those who pass at a lower level. This process will continue until all available places have been filled.
9. In the event of pupils achieving the same mark for the last available place, preference will be given on the following basis:
- i) Where the candidate is a child in public care (looked after child), and children who were looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order) their case will be considered ahead of candidates not in public care.
- ii) Where a child is not in public care preference will be given to the pupil who lives closest to the school as measured in a straight line from the front door of the child's home address (including flats) to the nearest pupil entrance to the school, with those living nearest being given preference. Distances will be measured using the Local Authority's computerised measuring system. If the same distance is shared by more than one pupil and only one place is available, the place will be awarded on the basis of a computerised random allocation process (supervised by someone independent of the Governing Body). (If a child lives with different parents for part of a week, the 'home' address will be deemed to be the child's residence for the major part of that week, and in the event of this being equal, the deciding factor will be the address to which child benefit would be payable.)
10. If a school place is obtained through fraudulent means, the offer of a place would be withdrawn. This can include the removal of a pupil once started at the school.
11. All parents have a statutory right of appeal against non-admission, which may be exercised only after school places have been offered. Appeals must be lodged directly with the school within 20 school days of the date of notification that their application was unsuccessful. Panel hearings take place with 40 school days of the deadline for lodging appeals.

IN-YEAR ADMISSIONS PROCEDURE

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

Parents who wish to apply for a place in Years 7 – 11 at Southend High School for Girls (after the first week of the autumn term in the case of new year 7 students) should contact their Local Authority and ask to be put on the waiting list for this school which is held by Southend Local Authority.

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

If upon receipt of the application form, there are no vacant places in the year group concerned, the Local Authority will place the applicant on a waiting list.

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

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

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

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

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

Admission to the Sixth Form for September 2015

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 (Applicable to all applicants)

- 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 6th form prospectus.
- d. Applicants for biology, chemistry or physics must have achieved at least an A grade at GCSE in additional science or in the relevant discipline. Applicants for mathematics or further mathematics must have gained at least an A grade at GCSE. Applicants for other subjects 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. Prospective sixth formers are expected to attend the SHSG's induction days at the end of June.
- 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

For *external* candidates who cannot meet this criterion because of the curriculum offered at their school, SHSG will count **one** applied GCSE or non-GCSE course

For example:

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 points for a merit and will count as one subject.

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

BTEC 1st 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.

GUIDANCE FOR 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 (which is available on-line or as a hard copy from the school) and return it to the school.

The number of external students varies from year to year according to the number of our year 11s 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.

3.1 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.

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

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

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

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

3.6 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.

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

3.8 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.

Section 4

OVERSUBSCRIPTION

Preference will be given to:

4.1 A student 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).

4.2 The applicant with the highest point score over nine GCSE subjects.

4.3 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

Admission Arrangements

If the number of applications for places at The Eastwood Academy is **within** the admission number set (168), then the Academy will allocate places to everyone who applies.

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

1. Looked after children and children who were looked after but ceased to be so because they were adopted or became subject to a residence order or special guardianship order. 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 on roll at the Academy at the time of application. By definition, a sibling is a child who lives as a brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers or sisters. The 'same house' is considered to be the address at which the child resides on a permanent basis. If the child lives at more than one address of the parent/guardian that is in receipt of child benefit, that is considered 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 Academy where the member of staff has been employed for two or more years at the time at which the application for admission is made and/or the member of staff is recruited to fill a vacant post for which there is 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 Admissions

The 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. Aptitude testing is scheduled to take place in September and details can be found on the Academy's website.

In-Year Admissions

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

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.

The Eastwood Academy

**Supplementary Information Form
(Aptitude for Performing Arts)
September 2015**

Please enter details about your child	
Surname:	Date of Birth:
Forename:	Boy Girl (please tick)
Present Primary School/Academy address:	
Name of Head Teacher:	
Please enter your personal details	
Name:	Telephone:
Address (include postcode):	
Email:	
Please enter details of another person we could contact as a reference regarding your child's aptitude for Performing Arts	
Name:	Telephone Number:
Address (include postcode):	
How is the person known to the student:	
Please indicate your child's areas of Performing Arts interest	
<input type="radio"/> Drama <input type="radio"/> Dance <input type="radio"/> Music – choral <input type="radio"/> 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 10th
September 2014 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
10TH SEPTEMBER 2014**

The Eastwood Academy

**Supplementary Information Form
(Aptitude for Sports)
September 2015**

Please enter details about your child	
Surname:	Date of Birth:
Forename:	Boy Girl (please tick)
Present Primary School and address:	
Name of Head Teacher:	
Please enter your personal details	
Name:	Telephone:
Address (include postcode):	
Email:	
Please enter details of another person we could contact as a reference regarding your child's aptitude for Sports	
Name:	Telephone Number:
Address (include postcode):	
How is person known to student:	
Aptitude Test	
<i>Please select ONE test that you wish your child to 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 Friday 21st September 2014. 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 10th September 2014 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
10TH SEPTEMBER 2014**

**The Eastwood Academy
Supplementary Information Form
(Aptitude for Performing Arts)
September 2015**

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

Please enter your personal details	
Name:	Telephone:
Address (include postcode):	
Email:	

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

Please indicate your child's areas of Performing Arts interest

Please enter details of any graded-level Performing Arts Award that your child is studying or hoping to achieve	
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)*

Please sign the following declaration	
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 2015

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

Please enter your personal details	
Name:	Telephone:
Address (include postcode):	
Email:	

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

Aptitude Test	
<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.

Sporting Information	
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:	Admissions The Eastwood Academy (11 – 18) Rayleigh Road Leigh on Sea Essex. SS9 5UU.
<i>Please sign the following declaration</i>	
We confirm that the information contained in this application is correct	
Signed: _____ Date: _____	

THIS FORM MUST BE RETURNED TO THE EASTWOOD SCHOOL

WESTCLIFF HIGH SCHOOL FOR BOYS



Admission Criteria and Arrangements for Entry 2015

1. Westcliff 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).
2. For the September 2015 intake, the School's published admission number is 154. In 2013 and 2014, approximately 700 pupils applied for a place at Westcliff High School for Boys.

Parents must complete two forms on behalf of applicants

3. **The CSSE Supplementary Information Form (SIF)** must be completed in order to register a child to sit the selection tests and should be returned to the CSSE by the published deadline. It can also be completed on line and accessed through the CSSE website at: www.csse.org.uk.
4. Tests in English and Mathematics will be taken on Saturday 20 September at the School parents have identified as their first preference on the SIF. Sample practice papers are available free-of-charge on the CSSE website along with details of the application process for the selective system.
5. The CSSE will send the results of the tests by first-class post in October on the date specified annually by the CSSE.
6. Parents must express a preference for this School on **their Local Authority (LA) Single Application Form (or Common Application Form)** in order for their child to be considered for a place. The deadline for completing this form if you live within the Southend or Essex Local Authorities is Friday 31 October 2014 (subject to confirmation).
7. The LA will identify those to whom places are to be offered taking into consideration both a pupil's performance in the entrance examination and the expressed sequence of parental preferences. Under Co-ordinated Admissions Procedures, offers of places will be made on 2 March 2015 and parents will have until 20 March 2015 to accept in writing any places offered.
8. Children under the age of 11 on 31 August 2015 may, exceptionally, be allowed to sit the tests. Their application to sit the tests is at the discretion of the Governors of the School of first preference. The application will be processed through the Local Authority Co-ordinated Admissions Procedure. If unsuccessful in the tests, the child will not be allowed to sit the tests a second time for entry to Year 7.
9. The offer of a place is dependent upon passing the selection tests. However, passing the selection tests is not a guarantee of being offered a place. A pass mark for the tests is set annually, which ensures that the entrance standard remains comparable to that obtaining in the period 1990 to 1994. **No pupil will be admitted below this pass mark.** The School determines admission in the order of priority set out below:

- i) Where the School is named in a boy's statement of special educational needs and the boy passes the selection tests, the School and the Local Authority have a duty to admit the boy.
 - ii) **Priority is given to those candidates whose parents' primary residence** (as assessed by receipt of Child Benefit or a signed affidavit or other legal document to confirm the child's usual place of residence) **lies *within* the postcode areas SS0, SS1, SS2, SS3, SS4, SS5, SS6, SS7, SS8 and SS9, subject to their passing the entrance examination.** A maximum of 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 pupils from within that area or when there are no more passing candidates who have listed the School as a preference.
 - iii) **Priority will be given thereafter to those candidates whose parents' primary residence** (as assessed by receipt of Child Benefit or a signed affidavit or other legal document to confirm the child's usual place of residence) **lies *outside* the postcode areas SS0, SS1, SS2, SS3, SS4, SS5, SS6, SS7, SS8 and SS9, subject to their passing the entrance examination.** In the case of children applying in this category, places will be offered according to the order of merit of those who sit and pass the entrance examination. The candidates who score higher marks will be allocated places before those who pass at a lower level. This process will continue until all available places have been filled.
10. In the event of pupils achieving the same mark for the last available place, preference will be given on the following basis:
- i) Where the candidate is a child in public care (looked after child), and children who were looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order) their case will be considered ahead of candidates not in public care.
 - ii) Where a child is not in public care preference will be given to the pupil who lives closest to the School as measured in a straight line from the front door of the child's home address (including flats) to the nearest pupil entrance to the School, with those living nearest being given preference. Distances will be measured using the Local Authority's computerised measuring system. If the same distance is shared by more than one pupil and only one place is available, the place will be awarded on the basis of a computerised random allocation process (supervised by someone independent of the Governing Body). (If a child lives with different parents for part of a week, the 'home' address will be deemed to be the address to which Child Benefit would be payable.)
11. If a School place is obtained through fraudulent means, the offer of a place would be withdrawn. This can include the removal of a pupil once started at the School.
12. All parents have a statutory right of appeal against non-admission, which may be exercised only after School places have been offered. Appeals must be lodged directly with the School within three weeks of the offer date. Panel hearings take place within 40 school days of the deadline for lodging appeals.
13. Places do become available higher up the School (Years 8-11). Testing generally takes place in English, Mathematics, Science and French/German at intervals across the year and subject to places being available.
14. Boys and girls 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 Criteria and Arrangements for entry September 2015

1. Westcliff High School for Girls is a selective girl's school. Admission to the school at age 11 is determined through a selection procedure administered by the Consortium of Selective Schools in Essex (CSSE).
2. For the September 2015 intake, the school's published admission number is 154.
3. The CSSE Supplementary Information Form (SIF) must be completed in order to register a child to sit the selection tests and should be returned to the CSSE by the published deadline. It can also be completed on line and accessed through the CSSE website at: www.csse.org.uk.
4. Tests in English and mathematics will be taken in September each year at the school parents have identified on the SIF. Sample practice papers are available free-of-charge on the CSSE website along with full details of the application process.
5. The CSSE will send the results of the tests by first-class post in October on the date specified annually by the CSSE.
6. Parents must express a preference for this school on their Local Authority (LA) Single Application Form (or Common Application Form) in order for their child to be considered for a place. [The deadline for completing this form if you live within the Southend or Essex Local Authorities is Friday 31st October (subject to confirmation).]
7. Children under the age of 11 on 31st August 2015 may, exceptionally, be allowed to sit the tests. The application to sit the tests must be approved by the Governing Body of any one of the CSSE schools to which they intend to apply. However, admission to each of those schools is at the discretion of the individual Governing Bodies. The application will be processed through the Local Authority Co-ordinated Admissions Procedure.
8. The offer of a place is dependent upon passing the selection tests. However, passing the selection tests is not a guarantee of being offered a place. A pass mark for the tests is set annually, which ensures that the entrance standard remains comparable to that which was applied in the period 1990 to 1994. **No pupil will be admitted below this pass mark.** The school determines admission in the order of priority set out below:
 - i) Where the school is named in a child's 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.
 - ii) **Priority is given to those candidates whose parents' primary residence** (as assessed by receipt of Child Benefit or a signed affidavit or other legal document to confirm the child's usual place of residence) **lies *within* the postcode areas SS0, SS1, SS2, SS3, SS4, SS5, SS6, SS7, SS8 and SS9, subject to their passing the entrance examination.** A maximum of 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 pupils from within that area or when there are no more passing candidates who have listed the school as a preference.
 - iii) **Priority will be given thereafter to those candidates whose parents' primary residence** (as assessed by receipt of Child Benefit or a signed affidavit or other legal document to confirm the child's usual place of residence) **lies *outside* the postcode areas SS0, SS1, SS2, SS3, SS4, SS5, SS6, SS7, SS8 and SS9, subject to their passing the entrance examination.** In the case of children applying in this category, places will be offered according to the order of merit of those who sit and pass the entrance examination. The

candidates who score higher marks will be allocated places before those who pass at a lower level. This process will continue until all available places have been filled.

9. In the event of pupils achieving the same mark for the last available place, preference will be given on the following basis:
 - i) Where the candidate is a child in public care (looked after child), and children who were looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order) their case will be considered ahead of candidates not in public care.
 - ii) Where a child is not in public care preference will be given to the pupil who lives closest to the school as measured in a straight line from the front door of the child's home address (including flats) to the nearest pupil entrance to the school, with those living nearest being given preference. Distances will be measured using the Local Authority's computerised measuring system. If the same distance is shared by more than one pupil and only one place is available, the place will be awarded on the basis of a computerised random allocation process (supervised by someone independent of the Governing Body). (If a child lives with different parents for part of a week, the 'home' address will be deemed to be the child's residence for the major part of that week, and in the event of this being equal, the deciding factor will be the address to which child benefit would be payable.)
10. If a school place is obtained through fraudulent means, the offer of a place would be withdrawn. This can include the removal of a pupil once started at the school.
11. All parents have a statutory right of appeal against non-admission, which may be exercised only after school places have been offered. Appeals must be lodged directly with the school within 20 school days of the date of notification that their application was unsuccessful. Panel hearings take place within 40 school days of the deadline for lodging appeals.

Admission Arrangements to Sixth Form at Westcliff High School for Girls

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 choose 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 A Level General Studies 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 twelve 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).

Multiple 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. Our 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 our Sixth Form and will be considered without prejudice.

The schools 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 the blue request form (including the reference form completed by the students' school which includes estimated grades) students on course to achieve 12 points or more will be offered a course selection meeting to discuss their subject choices.

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 minimum requirement for admission to Year 12 is 12 points at GCSE from the best 8 subjects to include English & Mathematics (equivalent to 4As and 4Bs) 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 oversubscription criteria in Section 4 will apply.

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, including English and Mathematics.
- 4.2 In the event of oversubscription by external candidates the best eight GCSE score will be raised to ensure the number of applicants matches the availability of places in the Sixth Form.
- 4.3 Using the minimum entry requirement, or the raised entry requirement when oversubscription occurs, and applying section 4.4, priority will be given to:
 - a) Students with a Statement of Special Educational Needs
 - b) Looked after children or previously looked after children as defined in Section 1.7 of the School Admissions Code 2012
- 4.4 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.

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.

You will also need to check the requirements for the particular subjects you plan to take here; in many cases you will need to have attained a minimum of an A grade if you have studied the subject previously. You will find an outline of the course of study for each subject and the entry grade(s) required in this booklet which is designed to help you choose your course.

Course of study

We expect our students to choose four subjects taking AS examinations in all of them and in General Studies in Year 12 and either A Level General Studies or Extended Project in Year 13. Many students will then reduce to three subjects and take the second part of the A Level exam in these three at the end of Year 13. However, there are several other possible arrangements to suit individual tastes. If you are bright and hardworking it is quite possible to study four subjects to Advanced Level, indeed about 30% of the Sixth Form do this.

AS Level Courses and Examinations

AS Level examinations are close to GCSE in style although still covering A Level content. This is intended to make the transfer between GCSE and A Level easier and to cut down the number of students nationally who drop out of A Level courses. Some modules are taken in January of Year 12 and Year 13 and students may re-sit available modules if required in June or January as long as this is not regarded as detrimental to the new examinations taken at that time.

A2 General Studies/Extended Project

Students must take General Studies in Year 12 unless they are studying five subjects at AS or A Level Mathematics. It involves a lighter workload than other A Level subjects and is taught for 2 hours a fortnight in comparison with the 9 hours for all other subjects. Students can complete the A Level course in Year 13. We also offer The Extended Project in Year 13. This is an opportunity to take an area of their A Level courses and develop it, producing a 5,000 word dissertation or an artefact/performance and 1,000 words. These courses help to enrich the A Level curriculum and we expect all students to approach them positively and work to the best of their abilities.

Structure of the Sixth Form Years

The pace of Year 12 is faster than the GCSE course and students need to be well organised from the very beginning of it. Teaching of A2 units takes longer and it is essential that the first A2 module is well under way by the end of Year 12. Therefore, we begin to teach A2 courses in June and good attendance is essential until the end of the school year. No holidays are authorised in school time. Students must achieve a good D Grade (55% or more) in the first year of the course to start the second year. Anyone who has not achieved CDD (with a UMS score above 55% in each D grade) or is not able to start three A2 courses in Year 13 will be asked to leave the Sixth Form.

END