

DETERMINED ADMISSIONS ARRANGEMENTS

FOR THE SEPTEMBER 2016

ROUND OF ADMISSIONS

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

Date published: 1st May 2015

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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 2016 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@osa.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 2016 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 17th March 2015, agreed to the following admission numbers for community primary schools for September 2016.

Community Primary Schools	Admission limit for 2016/17
Barons Court Primary School & Nursery	35 (years R and Year 3)
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 Primary School	90
Edwards Hall Primary School	60
Fairways Primary School	60
Friars Primary School & Nursery	60
Hamstel Infant School	150
Hamstel Junior School	150
Heycroft Primary School	60
Hinguar Community Primary School	30
Leigh Infant School	90
Leigh North Street Junior	90
Porters Grange Primary School & Nursery	60
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

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.

2.3 Oversubscription criteria for Leigh Infant and Leigh North Street Junior School for September 2016.

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.

2.4 . 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 School Admissions 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

Determined Admission arrangements 2016/17

At the closing date for admission applications, 15th January 2016, the places will be allocated, up to a maximum of 120. 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 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 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 Darlinghurst School.

Appeals.

All appeals must be made in writing and letters should be addressed to the school 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: 60.

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

The Reception Admission limit: 60

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.

In-year admissions

To apply for a school place during the academic year, or for Years 1-6 and during the year for the reception year group parents will need to complete an In-Year Application Form (available from the school office).

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. In the case of oversubscription within any one of the above categories, priority will be given according to the date when the pupil was placed on the waiting list. Whenever a space becomes available during the school year, this policy will be followed to determine which pupil will be offered that space.

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 adopted (or became subject to a residence order or special guardianship order). "

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

(c) "Applicants with siblings already in the school take precedence in the category in which they fall. Siblings are considered to be an older brother or sister, half-brother or half-sister, step-brother or step-sister, adopted brother or sister, living at the same address, who attends the school at the time of application with a reasonable expectation that he or she will still be attending at the time of the proposed admission. In relation to primary schools, twins and children from multiple births when one of the siblings is the thirtieth child admitted count as 'excepted pupils' from the time they are in an Infant class or until the class numbers fall back to the current infant class size limit."

(d) "Those living nearer to the school will take precedence in the category in which they fall, as determined by measuring the straight-line distance between the child's home and the main entrance to

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

(e) "The Local Authority will advise parents of the availability or non-availability of a place at the school for their child on 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 2016.

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 – 2016/2017

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 2016/2017

Application Procedures and Timetable

Admission limit 60

Application Procedures and Timetable

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 14th September 2015 to 15th January 2016.

The Single Application Form must be returned to the Council by the closing date of 15th January 2016.

Parents applying for a place at this Catholic school must also complete a Supplementary Information Form (SIF) which can be obtained from the School or the Local Authority. A Priest's Form is also required, and this can be obtained from the Parish Church.

The SIF form and the Priest's Form must be returned to Sacred Heart School by 22nd January 2016.

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 18th April 2016.

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 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 Education Health & Careplan (EHC) the school and the Local Authority have a duty to admit the child. The admission of pupils with an EHC 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

Unsuccessful applicants will be advised of their right to appeal to an independent panel. Details of this can be obtained from the School Office. 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. In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on the waiting list.

Mid-year Applications/ Waiting List

Parents can complete a Supplementary Information Form (SIF) and hand it to the office, for their child to be put on the Waiting List. The Waiting List will hold names of the children wishing to attend the school, but for whom there is no place available.

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. When a space becomes available, the school will refer to the Waiting List for that Year Group and then also to the Admissions Criteria and the place will be offered to the child in the highest category.

Parents wishing to remain on the waiting list for year 3 will need to make fresh application to the Council in the main round of admissions which is during 14th September 2015 and 15th January 2016.

The Governing Body has sole responsibility for admissions to this school and will only admit a maximum of 60 for the Reception group admitted in 2015 and 30 per class in EYFS, Key Stage 1 or Key Stage 2. This is due to the size of classrooms limiting the number to 30.

This Policy is subject to annual review.

Last reviewed: February 2015



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 2016 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 2016.

The Single Application Form (SAF) must be completed and submitted to Southend Borough Council by 15th January 2016.

Parents/Carers will be advised (BY SOUTHEND BOROUGH COUNCIL) of the school their child has been offered a place at on 16th April 2016.

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 2016

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 2016.

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. 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. 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, 8,9 and 1(if applicable), the child's Baptismal Certificate (or appropriate certificate) must accompany the completed Supplementary information from (SIF).

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

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 and libraries. Adverts and editorials are in local press. Parent/carers are encouraged to apply on-line on southend.gov.uk/admissions between 14th September 2015 and 15th January 2016.

The Single Application Form application form must be returned to the Council by the closing date of 15th January 2016.

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 2016.

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 during April 2016.

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.

Mid year applications

Parents will complete an application (in year LA transfer form) in addition to the supplementary information form and hand it to the office to be put on the waiting list. The waiting list will hold names of children wishing to attend the school, but for whom there is no space, from Reception to Year 6. 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. When a space is available in any of the year groups, the school will refer to the waiting list for that year group and offer the place to the child in the highest category. If there is more than one child, they will be ranked according to any siblings and then distance from school. The parent will then follow the local authority admission process. The Governing Body has sole responsibility for admissions to this school and will only admit a maximum of 30 children

per class in EYFS, Key Stage 1 or Key Stage 2. This is due to the size of the classrooms limiting the number to 30.

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.
- ‘Equivalent’ is interpreted as a recognised reception into a Christian faith by 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 2016 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 2016.**

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 2016.**

Parents/Carers will be advised by SOUTHEND BOROUGH COUNCIL of the school their child has been offered a place at on 18th **April 2016**



ST. HELEN'S CATHOLIC PRIMARY SCHOOL

ADMISSIONS POLICY 2016/2017

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 to the 2 reception classes** in the school year which begins September 2016.

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.

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 reception classes in September 2016. 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.

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 completed Supplementary Information Form (SIF).

In categories 2, 3, 4, 5, 8 and 1(if applicable), the child's Baptismal Certificate must accompany the completed Supplementary Information Form (SIF) and returned to the school office by the deadline.

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 an Education and Health Care Plan 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 and libraries. Adverts and editorials are in local press. Parent/carers are encouraged to apply on-line on southend.gov.uk/admissions between 14th September 2015 and 15th January 2016.

The Single Application Form must be returned to the Council by the closing date of January 15th 2016.

If you have registered your child's name with St. Helen's, a Supplementary Information Form will be sent to you. These are also available on request. You will also need to get a Priest's Reference Form from your Priest.

Our current school prospectus can be viewed on our school website and is available as a paper copy on request.

The Supplementary Information Form, Baptismal certificate and Priests form or supporting letter from your minister must be submitted to the school by January 22nd 2016. 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 18th April 2016.

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.

Other applications (All applications other than those submitted for Reception class children in the normal admissions round).

The school requires Parents/Carers to complete and submit to the office, the same forms as those requested in the normal Reception class admissions round.

If no place is available for the child, they will be placed on our waiting list. This holds names of children wishing to attend our school (but for whom there is no space) in any of the years from Reception class to Year 6. The waiting list will be maintained in order of the oversubscription criteria (relevant to the academic year we are in) and not in the order in which applications are received or added to the list. When a space becomes available the school will refer to the waiting list for the relevant school year group and offer the place to the child who is highest ranked according to the current oversubscription criteria.

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 a 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).*

<p><u>Declaration.</u></p> <p>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.</p> <p>Signed</p> <p>Date.....</p> <p>Print Name</p>

FOR RECEPTION CLASS (SEPTEMBER 2016 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 2016.

The Single Application Form (SAF) must be completed and submitted to Southend Borough Council by 15th January 2016.

Parents/Carers will be advised (BY SOUTHEND BOROUGH COUNCIL) of the school their child has been offered a place at on 16th April 2016.

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

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.

Admission limit 120

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.

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 2016 must return this form to the school by 22nd January 2016.

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 2016. The Local Authority will advise the parent of the availability or non-availability of a school place for their child on 18th April 2016 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.

- 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 2016, 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: Mr N Booth Contact for Admissions: Mrs S Mee

Please note, if you are applying for a Reception place for the academic year 2016/17 this form MUST be returned to the School by 22nd January 2016.

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 2016.

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 2016**

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 2016, 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.

In-year admissions

To apply for a school place during the academic year, or for Years 1-6 and during the year for the reception year group parents will need to complete an In-Year Application Form, available from the School Admissions Team, Southend-on-sea borough Council and submit the form to the council. The Council manage in-year admissions to the school this may change during the school year and information will be available on the School and Council respective web sites.

The Westborough School

Policy and Numbers for 2016/17

- (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 60 for years 1 – 6. In year groups where historically the PAN was higher than 60, classes will continue as they are however over time it is expected that classes will meet the new PAN of 60. Places will therefore not be offered out until the year group is below 60.

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.

In-Year Admissions

To apply for a school place during the academic year, or for Years 1-6 and during the year for the reception year group 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.

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

Published admission number: 232

The Governing Body has responsibility for admissions at the Academy and for September 2016, 232 students will be admitted into Year 7. All available places will be offered - no places will be held back for late applicants who may move into the area. Any places that have been offered based on incorrect, or fraudulent information may be withdrawn.

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

Admission Criteria:

Priority 1: Looked After children and previously Looked After children; children who are registered as being in the care of a Local Authority, as well as previously looked after children who have left care through adoption, a residence order, or special guardianship order.

Priority 2: Students who attend the following named Feeder schools and have an older sibling at the Academy;

Blenheim Primary School, Chalkwell Hall Junior School, Darlington Primary School, Fairways Primary School, Leigh North Street Junior School, Westleigh Junior School.

Priority 3: Students who attend the following named Feeder schools;

Blenheim Primary School, Chalkwell Hall Junior School, Darlington Primary School, Fairways Primary School, Leigh North Street Junior School, Westleigh Junior School.

Priority 4: Children who live in the catchment area served by the Academy and have an older sibling at the Academy.

Priority 5: Children who live in the catchment area served by the Academy.

Priority 6: Children who live outside the catchment area served by the Academy and have an older sibling at the Academy.

Priority 7: Children who live outside the catchment area served by the Academy.

Siblings

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

Oversubscription Criteria

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

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

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

Late Applications:

Applications received after the published closing date will be deemed as late and will only be considered in accordance with Southend's Admissions Scheme, after those received by the published closing date.

Admission criteria

The waiting list is maintained by the Local Authority and thereafter will be maintained by the Academy under the guidance of the Governing Body. Where there are more applicants than places available, waiting lists will operate for each year group according to the oversubscription criteria for the Academy, without regard to the date the application was received, or when a child's name was added to the

waiting list. Waiting lists for the initial intake will be maintained until the last day of the Autumn term, when they will be cancelled. Parents wishing to remain on the waiting list after this date, must write to the academy by 31st December, stating their wish and providing their child's name, date of birth and the name of their child's current school. After 31st December, parents whose children are not already on the waiting list, but who wish them to be so, must apply for in-year admission. Waiting lists for all year groups will be cancelled at the end of each academic year.

Right to Appeal:

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

Children with a Statement of Special Educational Needs:

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

Further information:

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

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.

For Level 3 students, progression into Year 13 is based on the successful completion of Year 12 studies and good attendance.

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 2016 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.

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.

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 online. The closing date for applications is April 30th, although late applicants can be considered any time up to September 30th.

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

Places on Level 3 courses can be offered to applicants who meet the minimum course requirements. Five GCSE's are also offered to those with a D grade. Our Sixth Form entry requirements are as follows:

LEVEL OF COURSE	COURSE EQUIVALENT TO	LENGTH OF COURSE	ENTRY REQUIREMENTS
2	GCSE Grades A* - C	1 year	2 x GCSEs at Grade D or above
3	A Levels at Grades A – E	2 years	5 x GCSEs at Grades A* - B (including English and Maths)
3	BTEC Level 3 D*-P	2 years	5 x GCSEs at Grades A* - C (including English and Maths)

Futures Community College - 2016 /17

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

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).

In-Year Admissions

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

Arrangements for appeals:

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



St Bernard's High School ADMISSIONS POLICY 2016/17

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

Waiting Lists:

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

APPEALS AGAINST NON-ADMISSION

Appeals against a decision of the Governors should be addressed to the Correspondent to the Governors within 2 weeks of the receipt of the decision. These appeals will be considered by the Independent Appeal Committee, before which parents are entitled to attend. 435 applications were received for the Year 7 places for September 2015. 18 appeals were lodged and the Appeals Committee granted TBA places.

ST BERNARD'S HIGH SCHOOL

2016

(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 2015.

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 2016

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

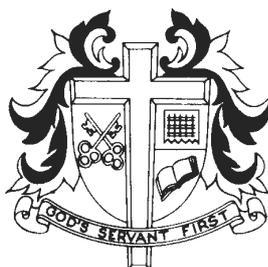
To apply for a school place during the academic year, or for Years 8-11 parents will need to complete an In-Year Application Form (available from the school office).

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 2015 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?
(If so, you must also complete the C.S.S.E. S.I.F. form)

Yes

No

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. If any selective places remain unfilled, the Governors should consider whether any of the remaining applicants who took the selection tests are eligible to be awarded a borderline selective place. In doing so, preference will be given to those students with the highest scores in order of merit
4. Pupils who live in the catchment area served by the school and who have an older sibling attending the school
5. Pupils who live in the catchment area served by the school
6. Pupils who live outside the catchment area served by the school and who have an older sibling attending the school
7. Pupils who live outside the catchment area served by the school

Explanatory notes:

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

Pupils with Statements of 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.

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 2016

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 2016 intake, the school's published admission number is 180.
3. The CSSE Supplementary Information Form (SIF) must be completed in order to register a child to sit the selection tests and should be returned to the CSSE by the published deadline. It can also be completed on line and accessed through the CSSE website at: www.csse.org.uk.
4. Tests in English and mathematics will be taken in September each year at the school parents have identified on the SIF. Sample practice papers are available free-of-charge on the CSSE website along with full details of the application process.
5. The CSSE will send the results of the tests by first-class post in October on the date specified annually by the CSSE.
6. Parents must express a preference for this school on their Local Authority (LA) 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 3rd October (subject to confirmation).]
7. Children under the age of 11 on 31st August 2016 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, SS3, SS4, SS5, SS6, SS7, SS8 and SS9, subject to their passing the entrance examination. A quota of up to 5/6 of the published admissions number is reserved at this school for children in this category. Places are allocated in order of the mark achieved, higher passing candidates first. The school is 'full' within the priority area when it has taken its full quota of pupils

from within that area or when there are no more passing candidates who have listed the school as a preference.

- iii) Priority will be given thereafter to those candidates whose parents' primary residence (as assessed by receipt of Child Benefit or a signed affidavit or other legal document to confirm the child's usual place of residence) lies *outside* the postcode areas SSO, SS1, 552, SS3, SS4, 555, 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 4th December 2015.

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 2016

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 2016 intake, the school's published admission number is 180.
3. The CSSE Supplementary Information Form (SIF) must be completed in order to register a child to sit the selection tests and should be returned to the CSSE by the published deadline. It can also be completed on line and accessed through the CSSE website at: www.csse.org.uk.
4. Tests in English and mathematics will be taken in September each year at the school parents have identified on the SIF. Sample practice papers are available free-of-charge on the CSSE website along with full details of the application process.
5. The CSSE will send the results of the tests by first-class post in October on the date specified annually by the CSSE.
6. Parents must express a preference for this school on their Local Authority (LA) 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 2015(subject to confirmation).]
7. Children under the age of 11 on 31st August 2016 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 75% of the published admission limit (PAN) is reserved at this school for children in this category. Places are allocated in order of the mark achieved, higher passing candidates first. The school is 'full' within the priority area when it has taken its full quota of pupils from within that area or when there are no more passing candidates who have listed the school as a preference.

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

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

i) Where the candidate is a child in public care (looked after child), and children who were looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order) their case will be considered ahead of candidates not in public care.

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

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

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

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

the school to request an application form or obtain a copy of the application form from the school web site.

On receipt of the application form, if there are vacant places in the year group concerned we will invite the applicant together with any other applicants for the same year group to sit a series of tests at the school. These tests will be in English, Mathematics and Science. If upon receipt of the application form, there are no vacant places in the year group concerned, the applicant is placed on a waiting list.

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

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

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

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

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



SOUTHEND HIGH SCHOOL FOR GIRLS
Admission to the Sixth Form for September 2016

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

Admissions Arrangements

If the number of applications for places at the Academy is **within** the Published Admission Number (PAN) of **180**, then the Academy will allocate places to everyone who applies.

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

1. Looked after children and children who were looked after but ceased to be so because they were adopted or became subject to a residence order or special guardianship order. 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 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** tuition. Parents of children with an aptitude in these areas are invited to complete a Supplementary Information Form (SIF). Prospective pupils will then be required to undertake an assessment of their aptitude. Aptitude testing is scheduled to take place in September and details can be found on the Academy's website.

In-Year Admissions

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

Appeals

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

The Eastwood Academy

**Supplementary Information Form
(Aptitude for Performing Arts)
September 2016**

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		
Surname (Mr,Mrs,Miss,Ms)	Forename:	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 7th
September 2015 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
7TH SEPTEMBER 2015**

The Eastwood Academy

**Supplementary Information Form
(Aptitude for Sports)
September 2016 Entry**

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		
Surname (Mr, Mrs, Miss, Ms)	Forename:	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>	
<ul style="list-style-type: none"> <input type="radio"/> Football <input type="radio"/> Basketball <input type="radio"/> Rugby <input type="radio"/> Netball 	<ul style="list-style-type: none"> <input type="radio"/> Swimming <input type="radio"/> Athletics <input type="radio"/> Trampolining

All students will complete a **FITNESS Test** on Friday 25th September 2015. This will be the multi-stage fitness test and will be performed indoors

Sporting Information	
<p>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.</p>	
<p>Please insert extra pages or references from other bodies on a separate page</p>	
<p>Please return this completed form By 7th September 2015 to:</p>	<p>Admissions The Eastwood Academy (11-18) Rayleigh Road Leigh on Sea Essex SS9 5UU</p>

Thank you for your cooperation in completing the above

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

**THIS FORM MUST BE RETURNED TO THE EASTWOOD SCHOOL BY
7th SEPTEMBER 2015**

WESTCLIFF HIGH SCHOOL FOR BOYS



Admission Criteria and Arrangements for Entry 2016

1. Westcliff High School for Boys is a Selective Academy Grammar School. Admission to the School at age 11 is determined through a selection procedure administered by the Consortium of Selective Schools in Essex (CSSE).
2. For the September 2016 intake, the School's published admission number is 154. In 2014 and 2015, approximately 800 pupils applied for a place at Westcliff High School for Boys.

Parents must complete two forms on behalf of applicants

3. **The CSSE Supplementary Information Form (SIF)** must be completed in order to register a child to sit the selection tests and should be returned to the CSSE by the published deadline. It can also be completed online and accessed through the CSSE website at: www.csse.org.uk.
4. Tests in English and Mathematics will be taken on Saturday 19 September at the School parents have identified as their preferred test centre on the SIF. In the event of a Test Centre reaching its maximum capacity for testing, an alternative CSSE School Test Centre will be allocated by the CSSE office. Sample familiarisation papers are available free-of-charge on the CSSE website. Details of the application process for the selective system are published in the CSSE Information Guide 2016 Entry.
5. The CSSE will send the results of the tests by first-class post in October on the date specified annually by the CSSE.
6. Parents must express a preference for this School on **their Local Authority (LA) 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 30 October 2015 (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 1 March 2016 and parents will have until 21 March 2016 to accept in writing any places offered.
8. Children under the age of 11 on 31 August 2016 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.
13. Places do become available higher up the School (Years 8-11). Testing generally takes place in English, Mathematics, Science and French/German/Spanish at intervals across the year and subject to places being available.
14. 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 2016

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 2016 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 2015 (subject to confirmation).
7. Children under the age of 11 on 31st August 2016 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:

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.

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.

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

- 1.1 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.
- 1.2 Pupils must attend our Induction activities in July to hold their place in the Sixth Form.
- 1.3 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

- 2.1 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.
- 2.2 All applicants must return a completed options form.
- 2.3 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.
- 2.4 All applicants must be able and willing to study a minimum of four subjects at AS level plus the Extended Project which is completed in Year 13.
- 2.5 Applicants will not be accepted for entry if, once the timetable is constructed, they cannot study at least four subjects plus the Extended Project.
- 2.6 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).
- 2.7 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.

- 3.1 On receipt of the request form and the reference form completed by the students' school which includes estimated grades (available on the website) students on course to achieve 12 points or more will be offered a course selection meeting to discuss their subject choices.
- 3.2 The application form (available on the website) must be brought to the course selection meeting.

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

3.4 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.

3.5 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.

3.6 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.

3.7 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 2014

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 the 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.

Extended Project

Students must take the Extended Project in Year 12 unless they are studying five subjects at AS or Accelerated Mathematics. It involves a lighter workload than other A Level subjects and is taught for 3 hours a fortnight in comparison with the 9 hours for all other subjects. Students will complete the A Level course in Year 13. This is an opportunity to take an area of interest and develop it, producing a 5,000 word dissertation or an artefact/performance and 1,000 words. This course helps to enrich the A Level curriculum and many universities now recognise that this forms an excellent preparation for undergraduate study. Some recognise this by giving a lower offer to those who perform well in the Extended Project.

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.

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. To continue with any individual subject, students must achieve a good D Grade (55% or more) in the first year of the course.

END