

# Southend-on-Sea Borough Council Determined Co-ordinated Admissions Scheme for admission 2021/22

Publication: 1 January 2020

**Office use: approval route**

Admission forum:	September 2019
Cabinet:	September 2019
Consultation with schools:	1 October 2019 -11 November 2019
Minor admin corrections	1 December 2019
Approved by Directors delegated authority:	December 2019
Published: Council Web site:	20 December 2019 (or before 1 Jan 2020)

## Contents

1. Introduction.....	3
2. Aims and scope of the scheme.....	3
3. Key Aspects of the Scheme. ....	3
4. General details of the scheme .....	4
4.2 Summer Born Children.....	7
4.3 Co-ordination of pupil admissions to Year 3 of Southend junior schools 2021/22 .....	8
4.4 Co-ordinated arrangements between the offer date and start of autumn term. ....	9
4.5 Year 7 - Under and over age applicants.....	9
4.6 Overseas applicants .....	10
4.7 New applications, late applications, changes of preferences and additional applications.....	11
4.8 Supplementary Information Forms .....	12
4.9 Waiting lists.....	14
4.10 Appeals .....	15
5. Annual Review of the Scheme .....	15
6. Council and school duties under the scheme .....	16
7. List of schools to which the scheme applies.....	16
8. Definitions.....	19
9. Key dates – Infant, Primary and Junior admissions September 2021 .....	21
10. Key dates – Secondary admissions September 2021 .....	22

## **1. Introduction**

- 1.1 The School Admissions Code places a duty on local authorities to formulate a single scheme for co-ordinating all applications to all publically funded schools from parents in their area. In the Borough of Southend-on-Sea, the scheme applies to admissions into reception, year 3 and year 7. Schemes for admission to schools must be formulated by 1 January in the determination year.
- 1.2 Determined admission arrangements to be provided to SBC, for the inclusion in the composite prospectus, between 28 February and no later than 7 March.

## **2. Aims and scope of the scheme**

- 2.1 Aims of the scheme
  - 2.1.1 To facilitate the offer of one school place to each pupil.
  - 2.1.2 To simplify for parents the admission process into schools through the use of a Common Application form (CAF).
  - 2.1.3 To co-ordinate with neighbouring local authorities to avoid more than one school place being allocated to the same pupil.
- 2.2 Scope of the Scheme
  - 2.2.1 The scheme applies to families who are resident in Southend who are seeking admission into: reception year in primary and infant schools; year 3 in primary and junior schools and year 7 in secondary schools. The scheme excludes post 16 pupils.

## **3. Key Aspects of the Scheme.**

- 3.1 As required by the School Admissions Code (SAC), Southend Borough Council (SBC) co-ordinates with other local authorities to ensure that a pupil only receives one offer.
- 3.2 SBC will co-ordinate admissions, for all schools including academy, community, foundation, free school and voluntary aided schools. Co-ordination is for all pupils into reception year, year 3 and year 7.
- 3.3 SBC will send offers of places to Southend residents even if the school is in another local authority. This includes offers on behalf of academy, community, foundation, free school and voluntary aided schools.
- 3.4 The CAF will enable parents to express:
  - up to 3 preferences for admission to a primary school; or
  - up to 5 preferences for admission to a secondary school.
- 3.5 Only SBC will know the ranking of the parental preferences. Preferences will be shared with other local authorities in so far as they relate to their schools. Parental

preferences may be shared with Admission Authorities for the purposes of admission appeals.

- 3.6 SBC will provide each school with a breakdown of preferences for their own school as on offer day.
- 3.7 In all cases academies, foundation, free school and voluntary aided schools will continue to be their Admission Authorities, will apply their own criteria and will continue to be responsible for the organising of admission appeals unless they wish to commission the school admissions team for this service.

## **4. General details of the scheme**

- 4.1 Primary and secondary admissions up to the offer date
- 4.1.1 Parents will complete a Common Application Form (CAF) on which they will be able to express a preference for up to:
- 3 primary schools in order of priority; or
  - 5 secondary schools in order of priority.
- 4.1.2 Parents will be advised to apply on-line for a school place at [www.southend.gov.uk/admissions](http://www.southend.gov.uk/admissions) but will be able to complete a paper common application form if they wish.
- 4.1.3 All CAFs must be sent to SBC which is the only body that can make offers to Southend parents on behalf of primary and secondary schools.
- 4.1.4 Alerts of pupils that have not applied will be made available to current settings, on request from Nursery Schools, but completed by default with schools to identify any barriers preventing on-time applications being submitted. Where a school does not share their on roll data with SBC they will need to provide the admissions team with a list of pupils on roll to identify the pupils who have not yet submitted an application.
- 4.1.5 Parents can express a preference for a school in another local authority as Southend co-ordinates admissions with other authorities. The offer of a place at a school in another local authority will be made by SBC on behalf of that local authority. Similarly other local authorities will offer places to their residents on behalf of Southend schools. The scheme requires councils to liaise before any offers are made on behalf of schools in the other council area.
- 4.1.6 The Southend coordinated scheme considers all preferences against the admissions criteria for the individual schools.
- 4.1.7 The booklets will detail which schools also require Supplementary Information Forms (SIFs). These may be obtained from either the school or the website. SIFs must be sent back to the individual school. SIFs for the Consortium of Selective Schools in Essex (CSSE) need to be downloaded from the CSSE website or by contacting the CSSE and completed forms need to be returned to the CSSE. These forms are not application forms and parents must complete the CAF. (See section 4.7 on SIFs and section 4.1.6 for the SIF for the Consortium of Selective Schools in Essex).

- 4.1.8 For each admission round there is a national closing date for receipt of the CAF. The deadline for receipt of any SIFs is set by individual schools and the Consortium of Selective Schools in Essex (CSSE). The date may be later than the national closing date. For registration for the selective test the closing date will be much earlier. Parents are encouraged to send in the CAF to SBC and any SIFs (if required) to the school as early as possible prior to the closing date. SIFs submitted after the closing date may not be used in the processing of that application until after national offer day.
- 4.1.9 Pupils taking the selective test, or aptitude tests or auditions will need to register with CSSE or schools to make the necessary arrangements.
- 4.1.10 If SBC receives any SIFs these will be forwarded onto the school or, where appropriate CSSE. Similarly if any school receives by mistake any CAFs these must be sent onto SBC. The responsibility for submitting of SIFs or CAFs rests with the parent.
- 4.1.11 Preliminary lists will be shared with voluntary aided schools to check CAFs against SIF's submitted before the closing date and just after to ensure applicants have completed the CAF as well as the SIF.
- 4.1.12 On-line applications will be downloaded into the admissions database. SBC will input into the admissions database all information shown on any paper CAF's, including any reasons for the application, and will provide details to all academy, foundation, free school and voluntary aided schools.
- 4.1.13 SBC will send to other local authorities details of pupils who have applied to schools in their area and will receive from other local authorities details of their pupils who have applied to Southend schools. The respective councils will send to their own schools a list of pupils who have applied to the school which will include both Southend and their own residents. It has been agreed by schools that are part of the CSSE that both SBC and Essex will send information on those pupils who have applied to take the selective test direct to the consortium.
- 4.1.14 SBC will exchange information with other Local Authorities who will provide details of the ranking of Southend pupils who have applied to their schools.
- 4.1.15 Academy, foundation, free school and voluntary aided schools and, where appropriate CSSE, are required to rank in order of the schools' criteria **all** pupils who have applied to their school and to return these lists to SBC by the agreed date. Applications that are not matched to a SIF (or where there is no SIF), must still be ranked against the schools oversubscription criteria i.e./ distance.
- 4.1.16 SEN pupils will be accommodated if the named school is identified in the finalised EHCP by 15 February for Secondary and 27 March for Primary (or next working day) of any given year.
- 4.1.17 SEN and LAC pupils may need to be admitted over number on initial allocation (for offer day) and the School Admissions Team will manage the school back to the PAN until the last week of August at which time the school takes over except for community schools or for schools that commission SBC for their in-year admissions.

- 4.1.17 SBC will match the parental preferences against the rank order lists returned by Southend schools.
- 4.1.18 The scheme operates according to the order in which parents select preferences. The order of preferences should reflect the order parents wish to be offered a place, but if for example parents are unsuccessful in gaining a place for the first preference school they are not disadvantaged in obtaining their second preference or their third preference etc. Schools do not receive details of the preference and have to put pupils in order of their admission criteria without knowing the preference. The process will continue until all preferences are exhausted.
- 4.1.18 SBC will provide any other local authority with details of any pupils resident in their area who can be offered places at schools in the Borough (and vice versa).
- 4.1.19 Where possible SBC will share allocation lists to schools and the CSSE as appropriate, before offer day. This will be dependent on the process being complete before offer day. Schools will be notified if it is not possible to send the lists to them. When lists can be sent, schools will be reminded of section 2.10 of The School Admissions Code 2014, in that school must not contact parents about the outcome of the applications until after these offers have been received. Schools must be mindful that parents that made a paper application may not receive the offer of a place for one or two days after the offer date.
- 4.1.20 SBC will send an offer of a single place to pupils applying for a school places on the offer day.
- 4.1.21 Parents who completed an online application will be advised of the outcome of their application by email on offer day, unless they indicate on the CAF that they would prefer a response by letter.
- 4.1.22 Parents who completed a paper CAF will be advised of the outcome of their application by 1<sup>st</sup> class post on offer day. Parents should expect to receive the letter within 1 to 2 days of the offer day.
- 4.1.23 Offers are automatically recorded as 'accepted' and parents will be given 10 school days to notify SBC if they wish to reject an offer of a school place. Parents who applied online will be able to do this by using the online facility.
- 4.1.24 Refusals must be received in writing from the applicant to SBC, refusals sent to the schools cannot be actioned by SBC until confirmation is received by the parent or the home LA if an out of area pupil.
- 4.1.25 SBC will not log a refusal unless the parents can provide details of the educational arrangements they are putting in place for their child.
- 4.1.26 For any pupil who has not been allocated a place at one of their expressed preferences SBC will offer them a place at the school in the Borough nearest to the home address with vacancies at that time. Such offers will not be made to selective or faith schools (unless arranged with the school/s)
- 4.1.26 Offer letters for the main round to years R, 3 and 7 will remind parents not to call schools on offer day and to call SBC

- 4.1.27 Only the LA will disclose offers and waiting list positions to parents. As lists are updated schools might not have accurate information (section 2.10 School admissions Code states duty lies with LA).
- 4.1.28 Schools that send welcome letters/packs will only do so four weeks after offer day to provide parents with the opportunity to consider offer and allow for any post offer day activity at SBC
- 4.1.29 Any places (that are in demand) will be reallocated if parents advise SBC that they no longer require a place.
- 4.1.30 SBC will adhere to the requirements of section 86, SSFA in regard to the management of preferences.

## **4.2 Summer Born Children**

- 4.2.1 In the case of children born prematurely or late summer months\* parents may request admission outside the normal age group.

\*Summer born age: DfE 'Advice on the admission of summer born children' July 2013: 'Children born from the beginning of April to the end of August reach compulsory school age on 31 August. It is likely that most requests for children to be admitted out of their normal year group will come from parents of children born in the late summer months or those born prematurely'.

- 4.2.2 There is no statutory barrier to children being admitted outside their normal year group. Due to the impact on future years for a child's schooling, requests to delay admission are very carefully considered by both the admitting authority and the parents. The decision to admit outside of a child's normal age group is made on the basis of the circumstances of each case.

Parents may submit requests to SBC for any community schools and directly to Admission Authorities for Academy and voluntary aided schools. As the code requires that a decision is provided to the parents before offer day the on-time closing date for submissions is end February.

Any decision will seek an outcome in the best interest for the child and for community schools will be considered by a Panel of relevant persons. Parents applying for schools outside the Borough of Southend will need to consult the respective LA's policy in this regard.

The following items apply to SBC, for community schools only:-

- 4.2.3 Parents submitting a request for admission outside the normal age group must also complete the Common Application Form during the main admission round, 14 September – 15 January. Parents will need to provide the detailed reasons for their request including any supporting evidence from relevant professionals to enable their request to be given proper consideration.
- 4.2.4 The panel will only consider 'admission outside the normal age group', that is, whether or not a child can start school the year after they turn 5 years of age in the Reception year and not in year 1. The panel will not consider requests for deferment within the

reception year as requests can be made by parents directly to the Headteacher of the allocated school (School Admissions Code 2014 section 2.16).

4.2.5 The panel will normally consider applications from parents of children born prematurely or in the last summer months for admission outside the normal age group.

**The following items apply for all applications, LA or OAA decision:-**

4.2.6 If the parents case for delayed admission into reception is upheld by the panel, or the Own Admission Authority a new application for a place in the next cohort **must** be made in the following round (between September and mid-January) and would be considered along with all the other applicants for admission in that year. There would be no guarantee that a place would be offered in the preferred school.

4.2.7 If the parents request for delayed admission into reception is refused, the submitted application would follow due process in the round for the child's normal age group. After the offer of a place has been made the parent could then still request the allocated school to delay entry, attend part-time within the reception year group or the parent can delay admission to the following year for admission to year 1. The Head Teacher would need to consider each case and make a decision that is in the best interest of the child.

4.2.8 The full policy on applications to admit outside the normal age group for summer born children will be available in the primary admission booklet on the SBC website.

4.2.9 All admission authorities must keep a record of the decision to admit out of normal age group/delay starting school and the record should contain the following and must be provided to SBC for main rounds or on request:

- the parent's views;
- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group;
- and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.
- They must also take into account the views of the head teacher of the school concerned.

### **4.3 Co-ordination of pupil admissions to Year 3 of Southend junior schools 2021/22**

The following paragraphs relate to pupil admissions to Year 3 in primary and junior schools and should be read in conjunction with the full scheme for the co-ordination of pupil admissions to infant/primary schools.

4.3.1 Applications will not be necessary for children moving from Year 2 to Year 3 in their existing primary school as this is a single legal establishment and Year 3 in that case is not a 'relevant age group'. However, parents of children in Year 2 of an infant school must complete and submit a form of application for their child to be admitted into Year 3 of another school, even if that is the 'partner' junior school.

4.3.2 The closing date for completing a common application form for a Year 3 place is 15 January 2021



4.3.3 SBC will liaise with infant schools in the area with lists of children that have applied to the 'partner' junior school. Schools will encourage parents that have not applied for year 3 to apply.

4.3.4 SBC will provide an initial list of application received via common applications forms to all junior schools by 26 January 2021

4.3.5 SBC will provide a list of all applications received via common application forms to all junior schools by 9 February 2021

4.3.6 Schools must rank applications according to their admission criteria and return the ranked list to SBC on the agreed dates. 26 February 2021

4.3.7 For all applications received by the closing date, from parents of Year 2 children (including children attending year 2 in an infant school), SBC will inform parents of the outcome of that application on 16 April.

4.3.8 There is full co-ordination for admission to year 3 as a normal admission round. This is because we have infant and junior schools in the borough and additional places at Bournes Green Junior School and West Leigh Junior School.

4.3.9 Applications submitted for children that are in the primary school that wish to remain in the same school will be withdrawn and parents will be advised that no application is required.

#### **4.4 Co-ordinated arrangements between the offer date and start of autumn term.**

4.4.1 From the offer day until the last week of August SBC will continue to co-ordinate admission arrangements and make all offers on behalf of primary and secondary schools in Southend.

4.4.2. Late and new preferences/applications will be slotted into the waiting lists by SBC in line with school admission arrangements. This will include using new address details where relevant and re-ranking applications to appropriate positions.

4.4.2 Where parents have refused the offer of the place then the vacant place will be offered in strict order of the waiting list until the place is accepted.

4.4.3 The offer of school places as they become available will continue to be made by SBC.

4.4.4 Once the final list is sent to schools on 22 August the coordination procedures for reception year, year 3 and year 7 will cease. SBC will continue to administer waiting lists and in-year admissions for all Community and identified Own Admission Authority schools as agreed. Admission Authorities wishing to manage their own waiting lists will do so from 22 August onwards. Waiting lists must be held at least until the end of the first term (December 2021).

#### **4.5 Year 7 - Under and over age applicants**

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

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

- 4.5.2 An applicant is over age if he or she is 12 years of age or over on 31st August immediately prior to admission in September. SBC will not accept over age applicants for year 7 admissions unless there are verified exceptional circumstances for a child to repeat one of the primary school years, for example, extended illness. SBC will seek verification from the headteacher of the primary school concerned that an over-aged applicant has medically certifiable reasons or some other exceptional reason for being an over-aged applicant. SBC will wish to investigate especially thoroughly the circumstances through which any child is found to be studying in Year 6 for the second time, especially if this should involve an application to sit the GSSE selection tests for a second time. Medical evidence will be required for such applicants.
- 4.5.3 Ideally children should not miss a main round and be admitted to year R, 3 or year 7 outside their usual age group (in-year). Any exceptional decisions made must be well documented and meet the requirements of the School Admission Code in that they are in the 'best interest of the child'. Once a child, of statutory school age, has started the year and completed at least one term as an out of normal age group, they cannot apply via the coordinated round/main round for a second opportunity to year 6. Admission mid-year to move from year 7 back to year 6 would not be deemed in the best interest of a child due to the disruption and impact on emotional, social and mental health wellbeing.
- 4.5.4 All admission authorities must keep a record of the decision to admit out of normal age group and the record should contain the following and must be provided to SBC for main rounds:
- the parent's views;
  - information about the child's academic, social and emotional development;
  - where relevant, their medical history and the views of a medical professional;
  - whether they have previously been educated out of their normal age group;
  - and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.
  - They must also take into account the views of the head teacher of the school concerned.

## **4.6 Overseas applicants – applications from children whose parents are living abroad and do not have a “home authority”**

- 4.6.1 Parents who are living abroad and who wish their child to apply for a Southend school have no “home authority” (through which the regulations stipulate that all applications should be made). They can nonetheless apply through what is a proxy home authority (i.e. the Council area in which they intend to buy a house or settle the child with relatives). However, although they may apply in this way, no place will be offered until they can provide clear evidence of residency in this Borough and this may include the relevant immigration documents. In addition, proof of the home address/normal place of residence through either a house purchase, through exchange of contracts, or a long term letting agreement. The School Admissions Team would have to be satisfied that the child's normal place of residence would be at the address provided.

- 4.6.2 The CSSE will arrange for overseas applicants for year 7 to sit the selection tests overseas under invigilated conditions at an agreed test centre.
- 4.6.3 The admission into school for children previously in care but outside of England school be ranked in the same category as LAC/PLAC for all schools (ref to letter dated 4<sup>th</sup> Dec 2017, Rt Hon Nick Gibb MP). Letter on SBC website [http://www.southend.gov.uk/downloads/file/5484/rt\\_hon\\_nick\\_gibb\\_mp\\_-\\_letter\\_re\\_admission\\_of\\_children\\_adopted\\_from\\_care\\_outside\\_of\\_england](http://www.southend.gov.uk/downloads/file/5484/rt_hon_nick_gibb_mp_-_letter_re_admission_of_children_adopted_from_care_outside_of_england)

#### **4.7 New applications, late applications, changes of preferences and additional applications – for coordination of reception, year 3 and year 7**

##### 4.7.1 New applications:

Applications from parents moving into the area, who in the view of SBC could not have made an application by the closing date, will be slotted into the system when received but might only be processed after all on time offers are made. These will be regarded as new applications and will only apply for parents that could not have applied on time such as moving into the country.

Exceptional circumstances will be considered at the discretion of SBC. Moving from one borough to another would not normally be considered as an exceptional circumstance without additional circumstantial information.

If parents, that could not have made an application by the closing date but move and are living within the borough before 31 October for secondary applications and 15 January for primary applications, they will be slotted into the system and processed with on-time applications where possible.

##### 4.7.2 Change of address/New applications/preferences for secondary, infant, junior and primary schools

Due to the high variations of address policies across the various LAs and Admission Authorities, regardless of home LA, addresses for schools in Southend-on-Sea are as per the child's normal place of residence (address) at 30 November, for Secondary Admissions a month after the closing date (31 October), and for Infant, Junior and Primary Admissions as at the closing date (15 January). Any change of addresses and new application that could not have reasonably been made by these dates would be at the discretion of the LA. Any addresses after these dates are updated after offer day for the transfer group (ie. 1 March or 16 April) and the applications re-ranked accordingly. Parents that could not have applied by the deadlines for the main rounds will be considered under 4.7.1.

##### 4.7.2 Late applications

Applications received after the closing date from those who could have made an application on time, will be regarded as late and will therefore not be considered until all "on time" applications have been considered and the initial allocation of places are notified to parents. SBC will be the final arbiter, under the coordinated scheme, as to whether an application is late or not. Schools should apply their admission criteria to such late pupils but identification as "Late" by SBC will prevent schools from putting a ranking against these pupils when the full list is sent back to SBC.

#### 4.7.3 Changes in preference

Changes in the order of preferences already expressed will not be accepted after the closing dates unless, the circumstances are deemed to be exceptional and the changes can be accommodated. Change of preference for schools under another local authority will be consulted on with the appropriate LA. Changes received after the closing date will be considered after the appropriate national offer date.

#### 4.7.4 Additional preferences

Any additional preferences received after the closing dates will be considered after the offer date.

4.7.5 Southend-on-Sea Borough Council takes very seriously any attempt to gain unfair advantage in the admissions process by giving false information (for example providing a false address). Checks will be made with other departments in the Council and, where it is suspected that the family actually live outside Southend, contact will be made with the relevant Council. Where there is reasonable doubt as to the validity of a home address, the Council reserves the right to take additional checking measures including, in some cases, unannounced home visits. If, after offers of school places have been made, it is established that fraudulent or intentionally misleading information has been provided in order to gain a place at a primary or secondary school, the Council/own admission authority will withdraw any school place offered. If an offer of a school place is withdrawn under these circumstances the application would be considered afresh, (with proof of address or other relevant information) unless a new application form is deemed necessary and the parent advised of their right of appeal to an Independent Appeal Panel (2.12 of the Code) . If appropriate the withdrawal letter will be signed by both SBC and the admission authority.

4.7.6 Changes of address between offer day and the last week of August will be checked by SBC. Parents will need to provide proof of the home address in the form of; a house purchase; exchange of contracts, or a long term letting agreement. In all situations, SBC must be satisfied that it is the child's normal/habitual place of residence.

4.7.7 Places can be withdrawn up to the end of December in the situation where an offer is made in error or the application has been found to be fraudulent. Admission Authorities must inform SBC of any places withdrawn for the coordinated round up to December of each year and vice versa.

4.7.7 Schools must inform SBC of address, sibling or any other discrepancies in ranking lists or in information provided by parents on the enrolment forms post offer day.

### 4.8 **Supplementary Information Forms**

4.8.1 In order that they may seek further information to apply their admission criteria, the following schools require parents to complete a Supplementary Information Form (SIF) in addition to the appropriate application form.

School	Details
<b>Primary:</b>	
Our Lady of Lourdes Catholic Primary	For all applications
Sacred Heart Catholic Primary	For all applications
St George's Catholic Primary	For all applications
St Helen's Catholic Primary	For all applications
St Mary's, Prittlewell, C of E Primary	For all applications
<b>Secondary:</b>	
St Bernard's High School	For all applications
St Thomas More High School	For all applications
Shoeburyness High School	For year 7 applications for selective places
Southend High School for Boys	For all applications for selective places
Southend High School for Girls	For all applications for selective places
The Eastwood School	For year 7 applications for Sport / Performing Arts places
Westcliff High School for Boys	For all applications for selective places
Westcliff High School for Girls	For all applications for selective places

- 4.8.2 The SIFs for year 7 applications for selective places must be returned to the Consortium of Selective Schools in Essex (CSSE), for all rounds of admissions SIFs must be returned direct to the school.
- 4.8.3 Parents are encouraged to send in the CAF and any SIF as early as possible prior to the closing date. The SIF for selective and aptitude testing will be before the CAF closing date (also refer to sections 4.1.5 and 4.1.6).
- 4.8.4 All SIFs must clearly indicate that they are not application forms and that the appropriate application form must be completed. SIFs cannot request:
- any personal details about parents and families, such as maiden names, criminal convictions, marital, or financial status (including marriage certificates);
  - the first language of parents or the child;
  - details about a parent's, parent's or a child's disabilities, special educational needs or medical conditions;
  - parents to agree to support the ethos of the school in a practical way;
  - both parents to sign the form, or for the child to complete the form (School Admission Code 2014 section 2.4 ).
- 4.8.5 Schools must consult the School Admissions Code 2014 sections 1.9 and 2.4 when developing their supplementary information forms.
- 4.8.6 Schools must be mindful of siblings from multiple births in oversubscription criteria and where possible admit them.
- 4.8.7 Applicants must 'submit' online forms. Unsubmitted forms will not be processed. Applicants must have evidence of submitted forms therefore if application forms were posted they must have proof of postage and if applied online they must produce the automatic online receipt.
- 4.8.8 Applications must be submitted to local authority where council tax is paid (home authority). If an application is made to the wrong local authority the

application will not be processed and the applicant must submit an application to the home authority before the closing date, for it to be treated as on time.

## 4.9 Waiting lists

- 4.9.1 For the reception, year 3 and year 7 rounds of admissions, on offer day SBC will have a waiting list for each Southend oversubscribed school which will exclude any late applicant and late changes in preference. In most cases SBC will be able to rank the pupil from existing information, for example distance. Depending on the admission criteria a new application would then be slotted into the waiting list as appropriate.
- 4.9.2 SBC will maintain the waiting list as ranked by schools. Where any new pupil, such as a late application, is added to the waiting list SBC should be advised within 10 working days of where such pupils fit in relation to other pupils on the waiting list.
- 4.9.3 Where a vacancy does arise the place will be offered by SBC to the pupil on top of the waiting list.
- 4.9.4 A parent of a child at the top of the waiting list offered a place as a result of a vacancy having arisen will be expected to confirm, within 10 working days, whether or not they wish to accept the place.
- 4.9.5 SBC will maintain waiting lists for all community schools in the Borough for the full school year. Waiting lists for academy, foundation, free school and voluntary aided schools must be maintained by the school for at least the autumn term. Waiting lists will be maintained strictly in accordance with the admission criteria of the school concerned.
- 4.9.6 SBC will remove pupils from the waiting list who are offered and accept a place at a higher ranking school.
- 4.9.7 SBC will rank/re-rank pupils with address changes, late and new applications according to school admission arrangements after all on time offers are made or on the waiting list as appropriate.
- 4.9.8 Where, as part of the school admissions process, a parent is required to complete a SIF, SBC should be advised by the school within 10 working days of where such pupils fit in relation to other pupils on the waiting list. New pupils will not be added to the waiting list but will be at the bottom of the school list until this information has been provided by the school and the application can be slotted into the waiting accordingly.
- 4.9.9 All admission authorities must specify, in their arrangements, the period a child remains on a waiting list for each school year. For main round Reception, year 3 and year 7 it must be at least to December of the admission year. Community school waiting lists are held for the full school year that the application was made. Waiting lists, for all year groups close on the last day of the school year. Parents must reapply for the new school year if they wish to be added to the waiting list for the next school year, applications can be submitted from the start of the Summer Term.

## **4.10 Appeals**

- 4.10.1 Parents have the right of appeal against a decision to refuse admission to a school which they had put as a preference.
- 4.10.2 Parents will initially be given 20 school days to appeal against the decision to refuse their application for a place at a particular school. However in line with the School Admissions Appeals Code 2012 any appeals submitted after the appropriate deadline must still be heard within statutory requirements.
- 4.10.3 Parents wishing to appeal for a place at any school in the Borough will be advised by SBC to read the on-line appeals information and complete the online appeal form which will be submitted to SBC. Paper copies of the appeals information and form will also be available if required. If the appeal relates to an academy, foundation, free school or voluntary aided school the form will immediately be sent to the school concerned for them to arrange the appeal unless the school have commissioned SBC to administer the schools appeals. Appeals for places at community schools will be organised by SBC.
- 4.10.4 SBC will advise parents wishing to submit an appeal in respect of a school outside the Borough to contact the Local Authority where the school is located to enquire about the appeal arrangements.
- 4.10.5 Schools will send lists of submitted appeals to SBC. SBC will record the appeal against the admission record and provide the school with all relevant documentation to enable the School to prepare for the appeal.
- 4.10.6 Academy, foundation, free school and voluntary aided schools must inform SBC within 5 school days of the outcome of any appeal. The outcome of any appeal does not mean that the parent will necessarily take up a place as they may have other appeals or may prefer the original place offered.
- 4.10.7 Having received notification from the school, parents will have 5 school days to confirm in writing to SBC which place they wish to accept following the outcome of any appeals. Once a place is released that place will be reallocated.
- 4.10.8 Admission authorities must comply with the School Admissions Appeals Code 2012 and must record all appeals and provide the data to SBC after all appeals are heard. In the main rounds appeals must be lodged at least 20 days from the date of notification of the refusals and must be heard with 40 school days.

## **5. Annual Review of the Scheme**

- 5.1 Each year all local authorities must formulate and publish on their website a scheme by 1 January in the relevant determination year to co-ordinate admission arrangements for all publicly funded schools within their area.
- 5.2 The School Admissions Code confirms that if the Local Authority decides to continue to use the scheme from the previous year, this will fulfill the legal requirement to formulate a scheme. Local Authorities must consult admission authorities for schools affected by the scheme and other Local Authorities every 7 years as a minimum. If the scheme has changed substantially since the previous year, the Local Authority must

consult school governing bodies and other admission authorities in the area even if that is less than 7 years since the last consultation.

- 5.3 A local authority must inform the Secretary of State whether they have secured the adoption of a qualifying scheme by 15 April. If this is not achieved the Secretary of State may impose a scheme.

## **6. Council and school duties under the scheme**

- 6.1 These are set out in the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2014 and schools should refer to these if they have any queries.

- 6.2 In summary the main duties are:  
Southend Borough Council

- To forward details submitted on the Common Application Form, together with any supporting information provided by the parent to the school or to any other local authorities as appropriate;
- To sort the lists received from schools, or other local authorities, and according to the preference expressed by the parent determine which school place should be offered;
- To forward onto schools information received from other local authorities pupils who have applied to Southend schools;
- To notify schools and other local authorities of the offers to be made;
- To make an offer to parents on national offer day on behalf of schools, including for schools in other local authorities.
- Maintain the waiting list and any subsequent offers for all schools in the borough until the end of August.
- To perform the full duties of an admission authority for community schools.
- To run appeals as required.

### Admission Authority

- To notify Southend Borough Council, admissions team of any application made direct to the school;
- To notify southend Borough Council, admission team of any in-year application and its outcome;
- To determine all applications in line with the school's admission criteria and to notify the Council of this.

## **7. List of schools to which the scheme applies**

- 7.1 Southend Borough Council is the admission authority for community schools. The governing body is the admission authority for academy, foundation, free school or voluntary aided schools.



SECONDARY		
School Name	DfE Number*	Status**
Belfairs Academy	5434	Academy
Cecil Jones Academy	4001	Academy
Chase High School	4000	Academy
Shoeburyness High School	4034	Academy
Southchurch High School	4002	Academy
Southend High School for Boys	5446	Academy
Southend High School for Girls	5428	Academy
St Bernard's High School	5465	Academy
St Thomas More High School	5447	Academy
The Eastwood Academy	5414	Academy
Westcliff High School for Boys	5401	Academy
Westcliff High School for Girls	5423	Academy

PRIMARY		
School Name	DfE Number*	Status**
Barons Court Primary School & Nursery	2124	Community
Blenheim Primary School	2387	Academy
Bournemouth Park Academy	3822	Academy
Bournes Green Infant School	2128	Academy
Bournes Green Junior School (partner school)	2123	Academy
Chalkwell Hall Infant School	2022	Community
Chalkwell Hall Junior School (partner school)	2019	Community
Darlinghurst Academy	2127	Academy
Earls Hall Primary School	2023	Community
Eastwood Primary School	3825	Foundation
Edwards Hall Primary School	3826	Community
Fairways Primary School	2407	Community
Friars Primary School & Nursery	3824	Academy
Greenways Primary School	2104	Academy
Hamstel Infant School	2093	Academy
Hamstel Junior School (partner school)	2092	Academy
Heycroft Primary School	2126	Community
Hinguar Community Primary School	2094	Academy
Leigh North Street Primary School	2096	Community
Milton Hall Primary School	5273	Foundation
Our Lady Of Lourdes Catholic Primary School	2002	Academy
Porters Grange Primary School & Nursery	2001	Academy
Prince Avenue Academy	2000	Academy
Richmond Avenue Primary School	3823	Academy
Sacred Heart Catholic Primary School & Nursery	3326	Academy
St George's Catholic Primary School	3329	Academy
St Helen's Catholic Primary School	3327	Academy
St Mary's Prittlewell Church of England Primary School	3325	Voluntary Aided
Temple Sutton Primary School	2132	Academy
Thorpedene Primary School	5225	Academy
Westborough Academy	2004	Academy
West Leigh Infant School	2109	Community
West Leigh Junior School (partner school)	2108	Academy

\*DfE codes and status for schools may be subject to change if status of school changes (e.g. Community to Academy).

## 8. Definitions

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

**Admission Authority** - The body responsible for setting and applying a school's admission arrangements. For community or voluntary controlled schools, this body is the local authority. For foundation or voluntary aided schools, this body is the governing body of the school. For Academies, this body is the Academy Trust.

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

**Admissions Forum** – A body comprising of representatives from various groups which advises admissions authorities on admission arrangements in the area

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

**Changes in preference** - Changes in the order of preferences already expressed (that is not an additional application).

**Community schools** – Schools wholly funded by SBC, where the Council employs the staff and is the admissions authority.

**CSSE** – The Consortium of Selective Schools in Essex – a group of schools that are responsible for the selection test (11+) arrangements. The 10 schools below operate a consortium whereby only one test needs to be taken even though an application is being made to several schools. The schools are:

- Shoeburyness High School
- Southend High School for Boys
- Southend High School for Girls
- St Bernard's High School
- St Thomas More High School
- Westcliff High School for Boys
- Westcliff High School for Girls
- King Edward VI Chelmsford (Boys) – school in Essex
- Colchester County High School (Girls) – school in Essex
- Royal Grammar School, Colchester (Boys) – school in Essex

**DFE - Department for Education** – Central government department responsible for education matters.

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

**Free School** - are state-funded schools normally set up in response to parental demand. They have the same legal requirements as academy schools.

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

**Looked After children and Previously looked after children – (LAC/PLAC)** - Any reference to looked after children refers to children who are in the care of local authorities as defined by Section 22 of the Children Act 1989. In relation to school admissions legislation a 'looked after child' is a child in public care at the time of application to the school'. Any reference to previously looked after children means children who were adopted (or subject to child arrangements or special guardianship orders)

immediately following having been looked after. Looked after and previously looked after children are given the highest priority for each relevant age group and in all ranking.

The admission into school for children previously in care but outside of England will be ranked in the same category as LAC/PLAC for all schools. (ref to letter dated 4<sup>th</sup> Dec 2017, Rt Hon Nick Gibb MP). Letter on SBC website

[http://www.southend.gov.uk/downloads/file/5484/rt\\_hon\\_nick\\_gibb\\_mp\\_-\\_letter\\_re\\_admission\\_of\\_children\\_adopted\\_from\\_care\\_outside\\_of\\_england](http://www.southend.gov.uk/downloads/file/5484/rt_hon_nick_gibb_mp_-_letter_re_admission_of_children_adopted_from_care_outside_of_england)

**National Offer Day** – the day on which all offers of places are made. For year 7 this is on or about 1 March and reception year and year 3 this will be on or about 16 April. In each case if the day falls on a weekend or bank holiday it will be next working day. The offer day will therefore be 1 March 2021 for secondary applications and 16 April 2021 for primary applications.

**New applications** - Parents who in the view of SBC could not have made an application by the appropriate closing date, for example, when moving into the area from abroad. Refer to item 4.7.1.

**Non-selective places** – school places offered without reference to the selective (11+) procedure.

**Normal round of admissions** – Under the Southend Coordinated Admissions Scheme, the normal round of admissions refers to admissions to reception, year 3 and year 7 up to 22 August.

**Potential year 7 admissions** – All pupils in year 6 in primary schools (whether or not that is their age appropriate cohort) who will transfer to secondary schools in the following September.

**Common Application Form (CAF)** – the common application form on which parents indicate their preferences

**Selective places** – places offered at certain schools as a result of the pupils' performance in the selection (11+) procedure.

**SIFs** – Supplementary Information Forms – forms on which parents are asked to provide additional information in support of their applications in order to provide more information to enable the school to apply their admission criteria. These are not application forms.

**Southend Borough Council (SBC)** – In the areas pertaining to this scheme the function of the Council will be undertaken by the School Admissions Team within the Department of People.

**Specialist places** – School places offered to a small number of pupils at certain schools as a result of an aptitude in certain areas of the curriculum

**Voluntary Aided schools** – Schools set up and owned by a voluntary body, usually a church body, largely financed by the Council. The governing body employs the staff and is the admission authority.

## 9. Key dates – Infant, Primary and Junior admissions September 2021

1st January 2020	Date for formulation of scheme
1 September to 11 September 2020	Publish Admissions Information Advertisements, fliers and letters to registered parents of early years children
14 September 2020	Admission round opens for applications
Early October 2020	Distribution of year 3 “letter/fliers” to year 2 pupils
Mid December 2020	Preliminary lists to faith schools for SIF follow up
14 September – 22 January	SBC admissions team verifying applications
15 January 2021	Closing date for admission applications
22 January 2021	Follow up list to faith schools for SIF follow up
31 January 2021	Initial list of preferences sent to admissions authorities and other local authorities for ranking. Initial list is a pre-ranked list.
9 February 2021	Final list of preferences sent to admissions authorities
15 February 2021	SEN pupils will be accommodated if the named school is identified in the finalised EHCP
26 February 2021	Closing date for schools to return ranked preferences
End February 2021	Closing date for on-time summer born requests
16 April 2021	Where possible, final offer lists and offer data will be sent to schools under embargo.
16 April 2021	National Offer Day.
30 April 2021	Closing date for responses to offers (refusals)
20 May 2021	Closing date for appeal forms (reference to the code 2.3 of School Admissions Appeals Code 2012 – must be submitted up to 20 days for one time appeals after offer day – date is in outcome letter to applicants)
16 July 2021	All on-time appeals completed
22 August 2021	The administration of waiting lists for years R and 3 and all in-year admissions handed over to academy, voluntary aided, and foundation schools.

## 10. Key dates – Secondary admissions September 2021

1st January 2020	Date for formulation of scheme
1 week in July 2020	Publication of Secondary Admissions Information (booklet) Admissions information distribution to year 5 pupils. Open evenings at schools that admit pupils as a result of testing / auditions
1 July – 7 September 2020	Registration for testing / audition
1 September 2020	Opening of on-line admissions facility for transfer to secondary school
Week beginning 1 September 2020	Distribution of reminder flier to year 6 pupils
XX September 2020*	11+ test (to be confirmed by the CSSE – dates will be available in the Admissions booklets)
XX September 2020*	Alternative test date (for religious, illness or exceptional circumstances) 11+ test (to be confirmed by the CSSE – dates will be available in the Admissions booklets)
5 October 2020	List of pupils not applied will be made available to current primary/junior schools to identify any barriers preventing on-time applications being submitted.
XX October 2020*	Testing results to be sent to parents by CSSE / schools (to be confirmed by the CSSE – dates will be available in the Admissions booklets)
w/c 19 October 2020	Follow up list of pupils not applied will be made available to current primary/junior schools to identify any barriers preventing on-time applications being submitted.
w/c 19 October 2020	Preliminary list to be sent to faith schools for SIF follow up
31 October 2020	Closing date for admission applications
w/c 9 November 2020	Follow up list to be sent to faith schools for SIF follow up.
w/c 23 November 2020	List of preferences to be sent to schools and other authorities for ranking.
w/c 4 January 2021	Closing date for schools to return ranked preferences
15 February 2021	SEN pupils will be accommodated if the named schools is identified in the finalised EHSP by 15 February
1 March 2021	Where possible, final offer lists and offer data will be sent to schools and CSSE under embargo.
1 March 2021	National Offer day
1 March 2021	Year 6 destination lists sent to primary/junior schools under embargo.
15 March 2021	Closing date for parents to refuse offer in writing.
w/c 22 March 2021	Updated lists sent to secondary schools post offer responses.
After 1 April 2021	Secondary schools to send welcome letter/packs a month after offer day

1 April 2021	Closing date for appeal forms (reference to the code 2.3 of School Admissions Appeals Code 2012 – must be submitted up to 20 days for one time appeals after offer day – date is in outcome letter to applicants)
w/c 24 May 2021	Updated lists sent to secondary schools and primary/junior schools for year 6 transfer.
14 June 2021	All on-time appeals completed – refer to School Admissions Appeals Code 2012 (reference to the code 2.3 of School Admissions Appeals Code 2012 – must be heard within 40 days for one time appeals after 1 April)
w/c 21 June 2021	Updated lists sent to secondary schools and primary/junior schools for year 6 transfer.
22 August 2021	The administration of waiting lists handed over to academy, voluntary aided, and foundation, free schools.



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