

# Secondary School Admissions 2020

## A short guide for parents

### Is your child in year 5?

This flyer is for residents in the borough of Southend-on-Sea with children in year 5 and preparing for the application process to transfer to year 7 in September 2020.

### Looking for information on how/when to apply for a secondary school place?

The Secondary school Booklet for Southend-on-Sea schools and residents is now available on the Council website with the aim of providing you with details as early as possible, however the application window is only between **1 September 2019 and 31 October 2019** and therefore applications can only be submitted during this time.

### What can you do now?

- try to visit as many secondary schools as possible and keep in mind some school open days are later in the year (times and dates in the booklet);
- obtain any other information from your school visits on the school offer;
- read the admission criteria and consider the probability of admission based on allocations of previous years;
- Register with the Consortium of Selective Schools in Essex (CSSE) in the period 14 May – 1 July 2019 if you wish for your child to take the 11+ test.



### What to do when the applications open;

- Make sure you keep a record of all your actions, especially the username and password that you use when you register online;
- Use the checklist provided overleaf (also provided in the booklet) to keep track;
- 1 September – 31 October 2019 - register and apply on the Council website. You can amend your details as many times as you wish up to 31<sup>st</sup> October. You do not have to wait till you have the results of selection or aptitude tests;
- Remember to register for any other aptitude tests (eg. The Eastwood Academy), and complete an additional form (called a SIF) for faith schools;
- Refer to timeline in the booklet;
- You can apply for schools in and out the borough but remember to make informed decisions. We recommend that one of your choices is your catchment school;
- We recommend that you use all 5 preferences when you apply.

**A reminder: You must apply to Southend-on-sea Borough Council if you are resident in the borough and pay council tax to Southend-on-Sea Borough Council. This is regardless of which primary/junior school your child currently attends.**

### What happens between 1 November 2019 and National offer day, 1 March 2020

Applications are processed, addresses checked, applications are ranked per school, checks of ranked lists, all offers recorded and highest offer possible on preferred lists matched, exchanges of files with other LAs for schools outside the area and applicants applying from other LAs, allocations are drafted and after multiple exchanges offers are prepared. Offers are finalised and outcome prepared in time for 1<sup>st</sup> March.

Apply online at [www.southend.gov.uk/admissions](http://www.southend.gov.uk/admissions)  
1 September 2019 and  
31 October 2019

**Secondary Admissions Booklet 2020**  
published on the Council's website  
[www.southend.gov.uk/admissions](http://www.southend.gov.uk/admissions)

# Application Checklist

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

## Online Application (Citizen Portal) Login Details

Email address: \_\_\_\_\_

Password: \_\_\_\_\_

Security Answer: \_\_\_\_\_

To Do	Tick to show done
Consider which school you prefer by <ul style="list-style-type: none"> <li>Visiting the school</li> <li>Looking at the school website and other research about the school</li> </ul>	<input type="checkbox"/> We visited 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ <input type="checkbox"/> We looked at; 1. _____ 2. _____
Consider how your child will get to school	<input type="checkbox"/> Get to school by: _____
I pay my Council Tax to Southend-on-Sea Borough Council and have applied to them. <small>Please make sure you apply to the correct authority and have confirmation within 10 days that your application has been received. Please apply to the correct local authority – your home local authority</small>	<input type="checkbox"/> I pay my council tax to: _____ If I don't pay Council Tax to Southend-on-Sea Borough Council I need to apply to my home Local Authority
I completed my application form and returned it to The School Admissions Team so that it is received by 31 October 2019 Or I applied online on <a href="http://www.southend.gov.uk/admissions">www.southend.gov.uk/admissions</a> (on the link on this web page) and remembered to press <b>SUBMIT</b> by 31 October 2019	<input type="checkbox"/> I posted the form on: __/__/____ <input type="checkbox"/> I applied for the following schools and this was the same on the submission confirmation I received; 1. _____ 2. _____ 3. _____ 4. _____ 5. _____
I have received either an email acknowledgement for my online application or a letter within 10 working days of sending my paper application.	<input type="checkbox"/> I received my acknowledgement on: __/__/____
I have a sibling at the school	<input type="checkbox"/> I added the siblings name on the form
I am moving/changing address during Sept-July. I will provide the School Admissions Team at Southend-on-Sea Borough Council a copy of my exchange of contract or tenancy agreement.	<input type="checkbox"/> I provided proof of new address to Southend-on-Sea Borough Council, School Admissions Team on: __/__/____
I submitted my application and have proof <ul style="list-style-type: none"> <li>Electronic copy of form</li> <li>Or if posted, a copy of the form and proof of postage/submission at the Civic Centre</li> </ul>	<input type="checkbox"/> My copy is saved on _____ <input type="checkbox"/> My receipt of post is on _____ <input type="checkbox"/> I am sure I have submitted my form
I let the admission team at Southend-on-Sea Borough Council know of any changes during the round June 2019-August 2020	<input type="checkbox"/> I did this on: __/__/____ and their response was _____