

Transferring to Secondary school in September 2020

APPLY
before 31 October 2019
to ensure your
application is on-time

This flyer serves as a reminder for admission to state mainstream schools. Details include a reminder to apply by the deadline, 31 October 2019, key dates and also provide additional school data that was not available when the secondary booklet was published in June.

What are the important dates in the admission process?

Date	Event
14 May – 1 July 2019	Registration period for those wishing to take the selection test (11+) organised by the Consortium of Selective Schools in Essex (CSSE). Details on www.csse.org.uk
June-October 2019	Secondary school open evenings & open days (see open day pages)
1 September 2019	Closing date for parents to register for their child to take either the Sports or Performing Arts aptitude tests at The Eastwood Academy. Complete the Academy SIF form
9 September (PA) 14, 19, and 20 September (S)	Sports (S) and Performing Arts (PA) aptitude tests to be taken at The Eastwood Academy by those pupils whose parents have registered for them to take the tests.
21 September 2019	Selection test (11+) to be taken by those pupils whose parents have registered for them to take the test with the CSSE (www.csse.org.uk).
15 October 2019	Those pupils who took the selection test (11+) will be advised of the outcome by CSSE.
Before 31 October (exact date TBC)	Those pupils who took either the Sports or Performing Arts aptitude tests at The Eastwood Academy will be advised of the outcome by the school.
31 October 2019	Closing date for Supplementary Information Forms (SIFs) to be returned to St Bernard's High School and St Thomas More High School.
Admission timeline	
1 Sept 2019	Admissions round for transfer to year 7 opens . Applications can be submitted to the Local Authority.
31 Oct 2019	Admissions round for transfer to year 7 closes*
1 March 2020	National offer day**
1 March 2020 – 22 Aug 2020	Waiting lists are maintained by the Council for all schools in the Borough.
30 March 2020	Closing date for 'on time' admission appeals to be submitted to schools. Late appeals will be heard within 30 days of submission.
11 June 2020	All on-time appeals completed.
Early July 2020	Transition day for year 6s to their allocated secondary school
September 2020	Start at secondary school

Additional school data	Total roll Jan 2019 census (excluding 6th form)	Admission limit for 2019	Total number of preferences received for admission in Sept 2019	Total number of places offered on offer day 1 March 2019	Number of appeals lodged for 2019	number of appeals heard for 2019	Number of appeals upheld for 2019
School							
Belfairs Academy	1,208	292	899	292	23	17	7
Cecil Jones Academy	747	220	210	142	0	0	0
Chase High School	845	196	306	173	0	0	0
Shoeburyness High School	1,427	310	901	310	19	16	2
Southchurch High School	577	168	377	168	25	21	3
Southend High School for Boys	891	180	924	180	26	24	1
Southend High School for Girls	870	180	975	180	22	19	1
St Bernard's High School	721	175	689	175	14	9	0
St Thomas More High School	788	180	729	180	22	20	8
The Eastwood Academy	985	220	945	220	30	23	2
Westcliff High School for Boys	869	185	1009	185	14	14	0
Westcliff High School for Girls	907	184	1066	184	17	15	0

Frequently asked questions

The answers to most questions will be found in the secondary admissions booklet 2020 which is available on line on www.southend.gov.uk/admissions
Some common questions that parents raise are noted below.

What does order of preference mean?

You are asked to select up to 5 schools in order of preference. The school you want most should be number 1, your second preference number 2 etc. So if you really want your child to do the 11+ and attend a grammar school then you must state the grammar school as the higher preference.
For example, you might live in the catchment and in the same road as a school and put this school as your first preference and a grammar school as your second preference. Even if your child passes the 11+ with the highest mark in the Borough, if you meet the admission criteria for the first preference because you live in the catchment area and near the school you will be offered a place at that school and not the grammar school.
So if you would prefer a grammar school put the grammar school as your higher preference.

Does putting a school as a higher preference affect my chance of getting into another school?

No, when you apply for a place the school will not know your order of preference. Only you and the Council will know. So your chances of getting offered a place are not affected by the preference you put. No school gets details and order of your preferences.

What are admissions criteria?

If the school is oversubscribed these are the categories used by the admission authorities to decide which pupils to admit. All schools give first priority to Looked After Children. These are generally followed by those with older siblings already in the school, those in the catchment area then those living outside the catchment area. Each schools criteria is detailed in the Admissions Booklet or will be shown in the school prospectus.

Am I guaranteed a place at my local catchment school?

No. There are no guarantees for any places. However, we would advise that you put your local catchment school as one of your preferences. This will improve your chance of getting at least an offer of a school place at one of your preferred schools in March. Check your catchment school on the postcode look up table on www.southend.gov.uk/admissions (select secondary and look down the bullet points)

When will I know which school my child is to be offered a place at?

If you applied on-line you will be advised on 1st March by email. If you used the paper form, letters' will be sent out on 1st March and parents will receive them on 2nd or 3rd March.

What happens if I miss the closing date of 31st October?

Do not miss it. Your child will be disadvantaged as late applications are considered after all "on time" applicants. Remember that applications have to be received by the Council on or before 31st October.

Do I have to apply for five schools?

No you do not, but the fewer schools you apply for, potentially the lower your chances are of getting an offer. So our advice is to apply for five.

If my child passes the 11+ should I only apply for the school I want?

Our advice is no, use all your five preferences. We recommend that you select both of the boys or both of the girls grammar schools and to also consider the faith schools and other partially selective schools in the borough. This will maximise your chances of securing a grammar school place if your child passes the 11+

Does every child get offered a school place?

Every child who has applied will get an offer of a school place on 1st March. However you can reduce your chances of not getting an offer at one of your preferred schools by putting your local catchment school as one of your preferences and using all of your 5 preferences. If on 1st March your child cannot be offered a place at any of your preferred schools, a place will be offered to you at the nearest school in the Borough to your home address that has vacancies at that time.

10 THINGS YOU MUST REMEMBER

1. Make sure you apply to the correct authority. If you pay council tax to Southend-on-Sea Borough Council you must apply to Southend.
2. Visit secondary schools you are interested in on their open evenings – dates in the booklet.
3. Make sure you read through the Secondary admission booklet before you consider completing the application form.
4. If your child has taken the 11+ you don't need to wait until you get the result before completing the Council's application form. You can submit a form and make changes after you get the result.
5. Complete 5 preferences, in order, ensuring that the schools you want most are at the top.
6. Ensure you understand how your preferred schools allocate places, if they get more applications than there are places.
7. Check whether any of your preferred schools need you to complete a Supplementary Information Form (SIF).
8. Make sure you are aware which secondary school catchment area you live in. It is recommended that you put your catchment school as one of your preferences.
9. Decide whether you will be applying on line – if not contact the School Admissions Team at Southend Council for a paper application form: Tel: 01702-212 934 Email: admissions@southend.gov.uk
10. Complete your application form (and SIF, if applicable), preferably online.
11. Ensure the application form is received by the Council before the closing date of 31st October 2012.



Short Application Checklist

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

Online Application (Citizen Portal) Login Details

(www.southend.gov.uk/admissions (application link on left of the web page))

Email address: _____
 Password: _____
 Security Answer: _____

To Do	Tick to show done
<p>I pay my Council Tax to Southend-on-Sea Borough Council and have applied to them. 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</p>	<p><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</p>
<p>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 www.southend.gov.uk/admissions (on the link on this web page) and remembered to press SUBMIT by 31 October 2019</p>	<p><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;</p> <ol style="list-style-type: none"> 1. _____ 2. _____ 3. _____ 4. _____ 5. _____
<p>I submitted my application and have proof</p> <ul style="list-style-type: none"> • Electronic copy of form • Or if posted, a copy of the form and proof of postage/submission at the Civic Centre 	<p><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</p>
<p>I have received either an email acknowledgement for my online application or a letter within 10 working days of sending my paper application.</p>	<p><input type="checkbox"/> I received my acknowledgement on: __/__/____</p>
<p>I have a sibling at the school</p>	<p><input type="checkbox"/> I added the siblings name on the form</p>

I need more information, who do I contact about admissions?

School Admissions Team
 Southend-on-Sea Borough Council can be contacted direct on:

Tel: 01702 212 934

Specific enquiries about admissions issues can be made by email to:

admissions@southend.gov.uk

Applications for transfer to state schools - Year 7 can be made online at:

www.southend.gov.uk/admissions

Parents must apply to their home local authority (the LA you pay council tax to)

Please refer to the Secondary Admission Booklet 2020 for the full details, available on www.southend.gov.uk/admissions