Determined Admissions Arrangements for Community Schools

For September 2027/28 round of admissions

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For office use

Key Dates	**Task**
September 2025	Cabinet – Proposal for no consultation
Sept – 31st October 2025	PAN consultation with Governing Bodies for community schools
January 2026	Final Determined Admission Arrangements by Cabinet (post PAN consultation)
15th March 2026	Publication of Composite Prospectus of Determined Arrangements
16th March – 15th May 2026	Window for Objections to the School Adjudicator.
12th September 2026	Final arrangements for 2026 are published in the Primary booklet
October 2026	Updates as determined by the Office of the Schools Adjudicator VAR2802

Contents

1. Introduction **3**
2. Community Schools Published Admissions Number 2027/28 ..... **3**
3. Oversubscription criteria for community schools **3**
Chalkwell Hall Infant School 3
Earls Hall Primary School 3
Fairways Primary School 4
Leigh North Street Primary School 4
West Leigh Infant School 4
4. Explanatory notes, including maps, apply to all community schools in Southend-on-Sea **4**
4.1 Looked after children and children that were previously looked after 4
4.2 Pupils with Education, Health and Care Plans 5
4.3 Pupils eligible for pupil premium – Early years pupil premium (West Leigh Infant School) 5
4.4 Pupils of staff of the school 5
4.5 Distance 6
4.6 Distance where parents have separated 6
4.7 Infant to partner Junior admissions ..... **Error! Bookmark not defined.**
4.8 Siblings 6
4.9 Waiting lists 6
4.10 Admission of children below compulsory school age and deferred entry to school. 6
4.11 In-year admissions 7
4.12 Right of Appeal 8
4.13 Home Address 8
4.14 Catchment area 8
5. Catchment Map **9**

1. Introduction

Southend-on-Sea City Council is the admission authority for all community schools in the city. This document sets out the formal policies for all community schools in the city. The arrangements below, including the explanatory notes, are in line with government legislation and guidance (School Admissions Code and School Admissions Appeals Code) and designed to ensure there is a fair, clear and reasonable admissions procedure for all applicants, and to help guide parents through the application process.

2. Published Admissions Number 2027/28

Community Primary Schools	PAN
Chalkwell Hall Infant School	90
Earls Hall Primary School	90
Fairways Primary School	60
Leigh North Street Primary School	60
West Leigh Infant School	120

3. Oversubscription criteria for community schools

Criteria are set for each individual school below and apply to admissions for year 2027/28. Explanatory notes, below, apply to all community school arrangements. The published admission number for each community schools is provided above.

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 community school; places will be allocated using the admission criteria as below. This will not apply to children with an Education, Health and Care (EHC) plan as the plan names the school and therefore the child must be admitted to the named school. The admission criteria are listed below by school with explanatory notes following:

Chalkwell Hall Infant School

1. Looked after children and previously looked after children
2. Pupils who live in the catchment area who have a sibling attending the school or Chalkwell Hall Junior School
3. Pupils of staff at the school
4. Pupils who live in the catchment area
5. Pupils who live outside the catchment area who have a sibling attending the school or Chalkwell Hall Junior School
6. Pupils who live outside the catchment area

(for all criteria, catchment area map and additional information please see explanatory notes and maps below)

Earls Hall Primary School

1. Looked after children and previously looked after children
2. Pupils who live in the catchment area who have a sibling attending the school
3. Pupils of staff at the school

4. Pupils who live in the catchment area
5. Pupils who live outside the catchment area who have a sibling attending the school
6. Pupils who live outside the catchment area

(for all criteria, catchment area map and additional information please see explanatory notes and maps below)

Fairways Primary School

1. Looked after children and previously looked after children
2. Pupils who have a sibling attending the school
3. Pupils who live in the catchment area
4. Pupils of staff at the school
5. Pupils who live outside the catchment area

(for all criteria, catchment area map and additional information please see explanatory notes and maps below)

Leigh North Street Primary School

1. Looked after children and previously looked after children
2. Pupils who live in the catchment area who have a sibling attending the school
3. Pupils of staff at the school
4. Pupils who live in the catchment area
5. Pupils who live outside the catchment area who have a sibling attending the school
6. Pupils who live outside the catchment area

(for all criteria, catchment area map and additional information please see explanatory notes and maps below)

West Leigh Infant School

1. Looked after children and previously looked after children
2. Pupils who live in the catchment area who have a sibling attending the school or West Leigh Junior School
3. Pupils of staff at the school
4. Pupils eligible for pupil premium who live in the catchment area
5. Pupils who live in the catchment area
6. Pupils who live outside that catchment area who have a sibling attending the school or attending West Leigh Junior School
7. Pupils who live outside the catchment area

(for all criteria, catchment area map and additional information please see explanatory notes and maps below)

4. Explanatory notes, apply to all community schools in Southend-on-Sea

Parents must make a separate application for transfer from nursery to primary school and from infant to junior/primary school. Parents must complete a Common Application Form (CAF) for applications to year reception and year 3 between 14th September and 15th January.

4.1 Looked after children and children that were previously looked after

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a

local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).Child arrangements orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 which defines a 'special Guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

4.2 Education, Health and Care Plans

An Education, Health and Care Plan is a plan made by the local authority specifying the special education, health and social care provision required for that child. All children whose Education, Health and Care (EHC) plan names the school must be admitted. Children with a plan will follow a different process for admission.

4.3 Pupils eligible for pupil premium – Early years pupil premium (West Leigh Infant School)

Nurseries and schools are given a pupil premium/early years pupil premium for children who have qualified for free school meals at any point in the past six years. Parents will need to tick on the application form and/or supplementary information form or notify the Local Authority in writing if they are eligible or registered for pupil premium. Any disclosure for pupil premium will be used only to rank applications against the admission criteria and will not be held for any other purpose.

Parents can check their eligibility by filling out the LA online form

Parents that are in receipt of one of the following may be eligible for pupil premium:

- Income Support
- Income-based Job Seekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The Guaranteed Element of State Pension Credit
- Child Tax Credit (if they not entitled to Working Tax Credit and have an annual income under £16,190)
- Working Tax Credit 'run-on' - the payment someone may get for another 4 weeks after they stop qualifying for Working Tax Credit and Universal Credit

4.4 Pupils of staff at the school

Children will be ranked in this admission criteria if they are children of staff at the school under the following circumstances: -

a. where the member of teaching staff (including, teaching staff that are at the school in positions, such as: Senior Leadership Team/level, Head of Year Group, Head of Department, Office Manager or SENCo) that has been employed at the school* for two or more years at the time at which the application for admission to the school is made, and/or

b. the member of staff is recruited to fill a vacant post for which there is a demonstrable specialist skill shortage. This is determined by Headteacher discretion based on recruitment evaluation and will be discussed with the member of staff for clarity and

c. are the children of the member of staff, living permanently with the member of staff at the same address. The member of staff must be working at the school at the time of

application and expected to continue with their employment at the school during the application and allocation process.

*for infant schools, this will include pupils of staff at the feeder junior school with the same definition as above in A-C, but not including staff that are working in the administration of the trust, only pupils of staff that work at the school as above in A-C.

4.5 Distance

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.

4.5.1 Tie-Break

To be used to decide between two applications that cannot otherwise be separated: 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). In the case where the last child offered is a twin or sibling of a multiple birth sibling both/all children will be offered and the sibling will be an ‘excepted pupil’.

4.6 Distance where parents have separated

The distance is measured the same for all applications. Only one application can be received. The LA should not have the details of both parents or know of the marital status of the parents. If more than one application is received from parents, applications will be placed on hold until such time that:

1. an application is made that both parents agree to; or
2. written agreement is provided from both parents; or
3. a court order is obtained confirming which parent's application takes precedence’.

Details on address checks and which address is relevant are also provided in the admission booklet. In all cases the child’s normal place of residence is applicable for the purposes of the application.

4.8 Siblings

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, 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 and in line with the School Admissions Code, the additional pupil(s) will be admitted even if this results in the admission limit for the year group being exceeded.

4.9 Waiting lists

A waiting list is maintained for a full school year and children are added to the waiting list automatically when refused a place. Each time a child is added to the waiting list it the waiting list is ranked again in line with the published oversubscription criteria. Priority is not given to children based on the date their application was received, or their name was added to the list. Looked after children or previously looked after children allocated a place at the school in accordance with a Fair Access Protocol must take precedence over those on a waiting list. Waiting lists for all year groups are closed at the end of each

school year. A new application must be submitted to be able to join a waiting list for a new academic year.

4.10 Admission of children below compulsory school age and deferred entry to school.

The Council provides for the admission of all children in the September following the child's fourth birthday. Most children start school on a full time basis, however parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age (the term after they turn age 5) and not beyond the beginning of the final term of the school year for which it was made (for reception this will be start of summer term/April);

Parents wishing their child to attend part time, or to delay starting must discuss their decision with the headteacher of their allocated school. The deferment means that the place is held open and is not offered to another child and the parents must take up the place full time by the start of the Summer Term in April. Part-time agreements should include core teaching sessions.

In the case of children born in the summer months (1 April- 31August) parents may request admission outside the normal age group so that their child starts school the September after their 5th birthday. Such requests for Schools in Southend-on-Sea are directly to the school, via a written request or meeting the Headteacher and the school advises the parent of their decision. In most cases school will notify the Council and the Council will inform the parent in writing. Parents must notify the LA and provide any letters relating to this matter, especially for agreements outside the Council's area.

Parents submitting a request for admission outside the normal age group must also complete the Single application Form during the main admission round, 14th September – 15th January for the 'usual age group for their child'.

Parents may apply for their summer born child to enter school in Year 1 if no request for admission out of the normal age group is submitted or the request is denied.

Requests must be made directly to the school either in writing or meeting with the Headteacher

4.11 In-year admissions

As permitted by law parents can make an application at any time to any school outside the normal admissions. Where places are available applicants will be offered. Where there are no places applicants will be refused and can join the waiting list for the school. Waiting lists are ranked according to the admission criteria for the school. In some cases where a child is already on a school roll locally the place may be offered for the start of the next term.

To apply for reception after the normal admission cycle or for admission into Years 1-6, parents will need to complete an In-Year application form which is available from the Council's offices and the website, www.southend.gov.uk/admissions and admissions@southend.gov.uk

Applications in the current school year are processed within a maximum of 15 school days, applications for the next school year are processed as received from 1 July, however most decisions are released on return of schools in September.

Pupils that are refused a place and added to the waiting list and remain on the waiting list until 31 Aug of any given year. Waiting lists close on 31 Aug of any given year and new waiting lists are created for the next academic year (from the applications for the next school year). Waiting lists from previous years are not rolled over to the next. Parents wishing to continue on a waiting list for a following year are required to make a fresh application.

As required by the School Admissions Code parents will be notified within 15 school days of the outcome of their application and will be sent a written outcome, with a reminder of the right of appeal. Applications are shared with the allocated school and with a school that is a preference and is its own admission authority. Full details on how information is processed is published on the Councils website.

4.12 Right of Appeal

Main round appeals (reception and year 3): Parents can appeal against the refusal for schools for which they did not receive an offer. Appeals must be lodged within 20 school days of the date of the letter. Appeals must be heard withing 40 school days of the deadline for lodging appeals. Parents can access the information on appeals and submit an appeal online on the council's web site www.southend.gov.uk/admissions or email admissions@southend.gov.uk to request an appeal application form. All appeals are considered by an Independent Appeals Panel.

Main round appeals (in-year R-6): Parents can appeal against the refusal for schools for which they did not receive an offer. Appeals must be lodged within 20 school days of the date of the letter. For applications for in-year admissions, appeals must be heard within 30 school days of the appeal being lodged. Parents can access the information on appeals and submit an appeal online on the council's web site www.southend.gov.uk/admissions or email admissions@southend.gov.uk to request an appeal application form. All appeals are considered by an Independent Appeals Panel.

4.13 Home Address

For all applications, the address used will be the child's habitual normal place of residence as at the closing date for applications, i.e., 15th January (reception and year 3) during and most of the school week. Addresses used for childcare, relatives, or friends cannot be used. If your child spends time with relatives (for example, grandparents), we may ask for more information about who has parental responsibility and why this arrangement is in place. In most cases, an address where the parent/carer does not live will not be accepted. Where the applicant is not a resident at the address, further information will be required. If parents/child live at more than one property, the address used must be where the child habitually lives during the school week or most of the school week. Changes to address can be accommodated up to a month after the closing date. Where the address change cannot be accommodated within the reasonable period, parents will be advised, and changes will be updated after all on time applications have been processed.

4.14 Catchment area

The catchment area is provided in the illustrative catchment map below and access to a postcode look up facility is available on this link.

The relevant Coordinated Admissions Scheme and Primary Admission booklets should be read in conjunction to the Determined Admission Arrangements for all schools in the City of Southend-on-Sea. The Primary Admission booklet contains further details, provides more information and is written to support parents through the rounds.

5. Illustrative Catchment Map

