

# Primary School Admissions 2020

Information for admissions to state mainstream schools for Reception and Year 3 in 2020 and for in-year admissions during the school year 2020/21



Apply online at  
[www.southend.gov.uk/  
admissions](http://www.southend.gov.uk/admissions) by  
15 January 2020

Published on the Council's website September 2019

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.

**A summary of this booklet can be provided in alternative formats such as Braille, audio-tape or in large print. Translations of this document in alternative languages are also available**

**Albanian:** Nëse dëshironi një kopje të kësaj fletushke në gjuhën tuaj amtare, ose nëse doni të në kontaktoni, ju lutemi telefononi në numrin e poshtë-shënuar. Ne do të përdorim një përkthyes për mes telefonit të ndihmojmë me kërkesën tuaj.

**Czech:** Zkrácená verze této publikace je k dostání i v alternativních formátech, konkrétně v Braillu, na audiokazetě a tištěná ve klíčovém typu písma, které je snadno čitelné. Tento dokument byl přeložen i do dalších jazyků a tyto překlady jsou vám také k dispozici.

**Ndebele:** Lolugwalo luyatholakala njalo lunciphisiwe ngalezi indlela; ngombhalo weziphofu (Braille), kasethi (audio tape), loba lulotshwe ngamabala amakhulu. Luyatholakala njalo lolugwalo lulotshwe ngezihlobo ezitshiyeneyo.

**Polish:** Streszczenie tej publikacji jest dostępne w innych formach, takich jak pismo Braille'a, taśmy audio lub w dużym druku. Dostępne są także przekłady tego dokumentu na inne języki.

**Portuguese:** Um resumo desta publicação pode ser fornecida em formatos alternativos tais como Braille, cassete áudio ou em impressão de letras grandes. Também temos disponíveis traduções deste documento em outros idiomas.

### **Punjabi**

ਇਸ ਪੁਸਤਕ ਦਾ ਸਾਰ ਬ੍ਰੇਲ, ਆਡੀਓ-ਟੇਪ ਵਰਗੇ ਬਦਲਵੇਂ ਰੂਪਾਂ ਜਾਂ ਵੱਡੇ ਪਿੰਟ ਵਿੱਚ ਉਪਲਬਧ ਕਰਾਇਆ ਜਾ ਸਕਦਾ ਹੈ। ਇਸ ਦਸਤਾਵੇਜ਼ ਦਾ ਬਦਲਵੀਆਂ ਭਾਸ਼ਾਵਾਂ ਵਿੱਚ ਅਨੁਵਾਦ ਵੀ ਉਪਲਬਧ ਹੈ।

Pfupikiso yegwaro iri inowanika zvakare seBraille (bhuku rinoverengwa nemapofu), tepi yekuteererera nezvakanyorwa nerunyoro runooneka. Gwaro iri rakaturikirwa mune imwe mitauro zvakare, uye magwaro acho aripo

### **Chinese**

如欲索取本雜誌的其他語文或格式版本、或希望訂閱更多份雜誌，請致電下列號碼

### **Urdu**

اس رسالے کی کاپی کسی بھی دیگر زبان یا شکل میں حاصل کرنے یا اس کی مزید کاپیاں آرڈر کرنے کے لیے برائے مہربانی درج ذیل نمبر ڈائل کریں۔

### **Bengali**

অন্য কোন ভাষা, আকারে এই ম্যাগাজিনের কপি জন্মে, অথবা অতিরিক্ত কপি অর্ডার করার জন্যে অনুগ্রহ করে যে নম্বরে ফোন করবেন সে নম্বর নিচে উল্লেখ করা হলো

# Contents

Foreword	1
Applying for a school place online	2
Introduction	3
Important dates in the process	4
General information about schools and the admission process	5
General admission criteria	10
Under and over age applicants	12
Admission of children below compulsory school age and deferred entry to school	13
The application process explained	15
How allocation of places works	16
Waiting lists and Catchment areas	17
Map illustrating primary catchment boundaries	18
Other admission matters	19
Primary schools in Southend	20
Additional Information & Term Dates	47
Contact points for parents	47
Frequently Asked Questions	48
Admission of children from overseas	49
Schools in Southend	50
Useful addresses and telephone numbers	51
Glossary of abbreviations and terms	53
Application Checklist	56
Supplementary Information Forms	58

Applications for transfer to mainstream schools for Reception and Year 3 can be made online at:

[www.southend.gov.uk/admissions](http://www.southend.gov.uk/admissions)

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



We recommend that applications for primary school places be made online at [www.southend.gov.uk/admissions](http://www.southend.gov.uk/admissions)

# Forward

*Dear Parent,*

Your child is about to start his or her life at school and we want this to be a good opportunity for you to make a decision that will be in your child's best interests. Starting school is an exciting time for both your child and you as a parent or carer.

Our ambition is that all children are happy and successful throughout their primary school life in Southend. Southend-on-Sea Borough Council is keen to ensure that the admission of pupils to primary schools is as straight forward as possible and there is a fully co-ordinated admissions scheme involving all primary schools in the borough. In addition there are agreements with other authorities, such as Essex County Council and Thurrock, for a coordinated admissions scheme between the authorities which enable Southend residents to apply for schools in and out of the area on one application form (the Common Application Form).

Furthermore you will be able to identify in priority order up to three primary schools that you would wish your child to attend and every effort will be made to meet one of your preferences. Keep in mind that all schools have an admission limit and we cannot admit more than that. If we cannot offer you a preferred school we will offer you the closest school to your home address with spaces.

As shown on the next page of this booklet we are recommending that parents apply online for a primary school place. Over 90% of parents used the online facility very successfully during the 2019 round of admissions.

I wish you all the best with making this important decision and join you in wishing your child a successful school career.

*Simon Leftley*  
Deputy Chief Executive, Department for People



# Applying for a school place online

There are two ways to make your application for a school place; it can be done either:

- Online via our website (see below) or
- On a paper application, copies of which are available from the Council at the Civic Centre, Victoria Avenue.

The online system is quick, secure and confidential. You will be able to create an account and add your application details, view it, make any changes and submit your final version before the closing date, as well as view the offer. It is hoped that as in previous years as many parents as possible will apply online for primary school places for September 2020. For the September 2019 round of admissions 90% of parents applied online (4% more than in 2018).

The website address is;

[www.southend.gov.uk/admissions](http://www.southend.gov.uk/admissions)

The benefits of making your application online are:

- the online facility is available 24 hours a day and 7 days a week from 14 September 2019 until midnight on the closing date of 15 January 2020;
- you can log in and view your application form and you can make changes to the details on the application form up until midnight on the closing date;
- the system is secure and has a series of security procedures which keeps the information provided safe;
- there is no risk that your application will get lost in the post;
- you can log in and view your child's school offer on national offer day, 16 April 2020. The offer will only be sent by email on the offer day to those that request it;

## Accessing the website to apply online

It is possible to access the website from anywhere with internet access. Free internet access is available at any Library in the Borough. Please note that you will need an email address to use the online facility.

**Where possible, please keep the same email address during the round. Please inform us if you change your email address during these months if you have applied online.**

### Who should apply for Reception?

If your child was born between 1 September 2015 and 31 August 2016, they are due to start school in September 2020, therefore you need to apply for a school place by 15 January 2020.

### Who should apply for transfer from year 2 to year 3?

If your child was born between 1 September 2012 and 31 August 2013, and is attending an infant school you need to apply by 15 January 2020 for a Junior/Primary school place for September 2020.

# Introduction

The information in this booklet provides details about the admission process into primary schools and is mostly relevant to your child's first year in primary education and transition from infant to junior school. Parents must make a separate application for transfer from nursery to primary school and from infant to junior school. The admission arrangements and criteria are relevant to all admissions for all year groups. Starting primary school is a major event for all children and we hope that this booklet will answer most of your questions. If, however, there is anything further you need to know or if you are unsure what to do at any stage please contact us.

The School Admissions Team at the Council will be pleased to answer any questions you may have regarding catchment areas, online admissions, completion of the Common Application Form, the allocation of places, waiting lists and the appeals process. Details of all the relevant contact points and telephone numbers are shown below. If you feel there is any way that we can improve our service please let us know.

**Email:**

[admissions@southend.gov.uk](mailto:admissions@southend.gov.uk)

**Telephone:**

The School Admission Team 01702 212 934  
Department for People 01702 215007

School Admissions Team  
Southend-on-Sea Borough Council  
Department for People  
Civic Centre  
Victoria Avenue  
Southend-on-Sea  
SS2 6ER

**Remember:**

Information in this booklet is for admission to mainstream non special Infant, Junior and Primary schools only. Information on special schools and on independent schools in the borough is available further in the booklet or on the Council website.



Throughout this booklet, 'parents' should be taken to include all those with parental responsibility, including guardians and carers.

Any reference to parental responsibility is as defined by the Children Act 1989 (also refer to Section 576 Education Act, Section 2 of Children's Act). In making an application for a school place only one parent with parental responsibility is required to do so for the purposes of admissions. Consent by both parents is not required and the LA does not require the details of both parents (section 2.2; The School Admissions Code 2014).

## Important dates in the process

Date	Event
September & October 2019	Flyers and posters encouraging parents to apply are sent to nursery schools, pre-schools, registered child minders, doctors, dentists, libraries, and other community venues.
September 2019	Letters sent to parents of all year 2 pupils advising them that they must make an application for their child to transfer from infant to junior school. Parents wishing for their child to remain in the current primary school do not need to apply and will move to year 3 as usual.
19 November 2019	School Admissions Team Information Events (9am start and 5pm start)
15 January 2020	Closing date for Supplementary Information Forms (SIF) to be returned to Our Lady of Lourdes Catholic Primary School, Sacred Heart Catholic Primary School, St George's Catholic Primary School, St Helen's Catholic Primary School and St Mary's, Prittlewell, CofE Primary School (refer to appendix documents)
Date	Admission timeline
14 September 2019	Opening date for admissions round for Reception and transfer to year 3
15 January 2020	Closing date* for admissions round for Reception and transfer to year 3
16 April 2020	National offer day**
16 April 2020 – 22 August 2020	Waiting lists are maintained by the Council for all schools in the Borough. Some schools will hold their own waiting lists from August 2020.
14 May 2020	Closing date for on-time admission appeals to be submitted to schools (unless otherwise stated on the schools website)
15 July 2020	All on-time appeals completed by schools.

**\*Closing date for the completed Common Application Form to be received by The School Admissions Team (either online or by paper copy).** The website for online applications will close at midnight.

\*\*parents that applied online will be able to view the offer online; Letters will be sent by 1st class post to parents who used the paper application form advising them at which school their child will be offered a place; Regardless of how you applied you can also email [admissions@southend.gov.uk](mailto:admissions@southend.gov.uk) to refuse a place, any other queries. Where parents refuse places details of alternative arrangements must be communicated to the school admissions team via email.

A reminder that you must apply to Southend-on-Sea Borough Council if you pay council tax to this council. You must apply to the local authority that you pay council tax.

# General information about mainstream schools and the school admissions process

## Statistical information about primary schools in Southend

The following table provides information regarding the number of pupils on roll, admission limits, preferences made and places offered at each school for September 2019 together with the number and outcome of appeals lodged by parents.

School name	Status	Total on roll January 2019 census	Admission limit for 2019/20	No of preferences received for admission in September 2019	Total places offered on offer day	Number of appeals lodged 2019	Number of appeals heard 2019	Number of appeals upheld 2019
Barons Court Primary	Community	245	35	179	35	5	<5	<5
Blenheim Primary	Academy	606	90	215	90	<5	<5	0
Bournemouth Park Academy	Academy	575	90	148	70	0	0	0
Bournes Green Infant School	Academy	180	60	200	60	<5	0	0
Bournes Green Junior School	Academy	265	66	83	66	0	0	0
Chalkwell Hall Infant School	Community	358	120	343	120	<5	0	0
Chalkwell Hall Junior School	Community	480	120	130	120	0	0	0
Darlinghurst Academy	Academy	643	120	129	69	0	0	0
Earls Hall Primary	Community	631	90	231	90	5	<5	0
Eastwood Primary	Foundation	388	60	103	48	0	0	0
Edwards Hall Primary	Community	392	60	126	60	<5	0	0
Fairways Primary	Community	419	60	102	47	0	0	0
Friars Primary	Academy	407	60	85	57	0	0	0
Greenways Primary	Academy	948	150	227	139	0	0	0
Hamstel Infant School	Academy	446	150	283	150	<5	0	0
Hamstel Junior School	Academy	564	150	149	149	0	0	0
Heycroft Primary	Community	399	60	101	52	0	0	0
Hinguar Community Primary	Academy	210	30	135	30	<5	<5	0
Leigh North Street Primary	Community	620	90	234	90	<5	<5	0
Milton Hall Primary	Foundation	624	90	171	90	0	0	0
Our Lady of Lourdes Catholic Primary	Academy	416	60	86	58	0	0	0
Porters Grange Primary	Academy	361	60	70	37	0	0	0
Prince Avenue Academy	Academy	408	60	78	44	0	0	0
Richmond Avenue Primary	Academy	409	60	129	60	0	0	0
Sacred Heart Catholic Primary	Academy	325	60	117	60	0	0	0
St George's Catholic Primary	Academy	211	30	77	30	<5	<5	0
St Helen's Catholic Primary	Academy	327	60	123	60	0	0	0
St Mary's, Prittlewell, CofE Primary	Voluntary Aided	658	120	167	98	0	0	0
Temple Sutton Primary	Academy	729	120	176	90	0	0	0
Thorpedene Primary	Academy	524	90	98	56	0	0	0
Westborough Academy	Academy	483	60	107	60	0	0	0
West Leigh Infant School	Community	360	120	301	120	7	6	0
West Leigh Junior School	Academy	524	132	164	132	<5	<5	0

**Note:** Preferences, offers and appeal numbers change regularly as places become available, new application forms are received, pupils are offered from waiting lists and new appeals are lodged. On roll data is as per the January 2019 census data, preference data is as at 16 April 2019 and appeal data is as at 30 July 2019. Data that is less than 5 children (<5) has been suppressed to protect the potential identification of individual children.



## Starting School

By law all parents must ensure that their children receive full time education by the start of the term following their 5th birthday. This is known as “compulsory school age”.

Most children start school on a full time basis, however parents can request that their child attends part time until reaching compulsory school age (the term after their 5th birthday). Schools must accommodate these requests where it appears to be in the best interest of the child. If you wish your child to attend part time you must discuss this with the headteacher.

If you are offered and accept a place for your child during the normal admission round you can ask to defer the admission until later in the same academic year. This means that the place is held open and is not offered to another child.

You would not, however, be able to defer the admission beyond the beginning of the term after your child’s 5th birthday nor beyond the end of the academic year for which the original application was made. If you are offered a place and wish to defer the place until a later date you must discuss this with the headteacher.

In the case of children born prematurely or during the late summer months, parents may request admission outside the normal age group. Further details are available on pages 13-14 of this booklet.

## Making an application to Reception or Year 3

Applications for Reception to all schools must be made to the Council. For year 3, parents must make an application for their child to transfer from infant to junior school. Parents wishing for their child to remain in the current primary school do not need to apply and will move to year 3 as usual.

Parents living in the borough of Southend-On-Sea must apply to Southend-on-Sea Borough Council for their preferred schools. The Southend Common Application Form is the only way you can apply for a school place for your child. The form can either be completed and submitted online at [www.southend.gov.uk/admissions](http://www.southend.gov.uk/admissions) or you can complete and return the form available on the web site or from the Council. Please do not do both. If more than one application is received the authority will process the last one to be submitted.

**You must submit your application by  
15 January 2020**

Where more than one adult shares parental responsibility and lives at different addresses, it is important that agreement be reached, prior to making the application, on which schools to apply for. If different applications are received, or the Admissions Team is made aware of a dispute between two parents, these applications will be placed on hold and will not be processed until such time that:

- one joint application is made; or
- written agreement is provided from both parents with one set of preferences; or
- a court order is obtained confirming which parent’s application carries precedence.

Parents seeking information should note that the LA will only discuss specific details about your child’s application with the person who completes the form (referred to as the applicant).

### Where do I apply?

If you pay your Council Tax to Southend-on-Sea Borough Council you must apply to the School Admissions Team at Southend-on-Sea Borough Council

### What happens if I apply to the wrong authority?

Your application is not processed.



## Before making your application

- Make time to visit the school/s
- Make realistic preferences (refer to school admission criteria)
- Think about how your child will get to school
- It is recommended that one of your preferences is your catchment school

## Education Health Care Plans

If your child has special educational needs but does not yet have an Education and Health Care Plan (EHCP) naming a particular school, you must still complete the Common Application Form even if you think your child may go to a special school. If you require any further information please contact the Early Years Special Educational Needs team on 01702 215488. You can access the SEND local offer on <http://www.southendinfopoint.org/kb5/southendonsea/fsd/localoffer.page?familychannel=4>

## Selecting Preferences

- You can apply for up to three schools including out of borough schools
- You should put your preferences in the order (1 being your first preference) you would like to gain a place
- You are encouraged to use all your preferences and to consider the preferences you make carefully to avoid selecting only schools that are normally oversubscribed.

The coordinated arrangements mean that the Council will assess which school(s) can offer you a place according to the admission criteria of the school and if there is more than one school that can accommodate you; the Council will offer the school for which you expressed the highest preference. How the allocation of places works is outlined on page 16.

**Please be aware that there is no guarantee that any of your preferences will be successful.**

As a guide you need to look carefully at how schools offered places in the previous year as indicated in pages 20-46. Whilst this may not be exactly the same year on year it gives an indication for example that the school was able to admit all catchment pupils or that it had not been able to. Please check the individual admission arrangements for each school for specific details of how your application will be considered.

## Applying to schools outside of the Borough

Primary school admissions are fully coordinated across the country. This means that if you live in the Southend-on-Sea Borough and wish to apply for a school outside the Borough you must include all schools (in and out of the Borough) in your preference selections. If you do not live in the Southend-on-Sea Borough you must complete the forms for the local authority where you live.

## Supplementary Information Forms (SIF)

You will need to complete a SIF in addition to the Council's Common Application Form if you are applying for a place at any of the following schools in the borough: Our Lady of Lourdes Catholic Primary, Sacred Heart Catholic Primary, St George's Catholic Primary, St Helen's Catholic Primary, St Mary's Prittlewell CofE Primary.

These are forms used to provide additional information in support of your application.

However, it is not an application form and parents must name the school on the Local Authority's Common Application Form to be considered as having made a valid application.

The SIF is available from the school or the Council's website. SIFs must be returned direct to the school. If you are applying to more than one school you must complete a SIF for each school.

SIFs may also be required to apply for places at some schools outside the Borough. The individual schools concerned will be able to advise you whether a SIF is needed.

**Reminder: Your application must be completed by 15 January 2020**



## Online Applications

You are reminded that:

- All forms must be submitted before midnight on 15 January 2020. All applications forms must be submitted to be considered
- **Un-submitted application forms will not be considered**
- Please ensure that you have read the Terms and Conditions before you submit your application
- If you change your application at any time you must ensure that it is resubmitted, otherwise the changes on the application cannot be processed. In this situation your most recently submitted form will be taken into account.
- It is the parents' responsibility to ensure that the sibling details have been provided on your application form. Please double check. You can view the sibling details on your online form and update them before the closing date.

Please inform the School Admissions Team if the sibling changes school during the admission round as this will influence the ranking of the submitted application form.

## Sibling details

Please ensure that you have provided us with sibling details on the application form where applicable.

You should check the priority given to siblings in each school's admissions criteria to assess the chances of siblings gaining a place at the same school.

There is no automatic guarantee that siblings can go to the same school. Your chances will be reduced if you do not apply on time.

Please do not assume that the School Admissions Team are aware of any siblings. It is your responsibility to ensure the sibling details are provided on the application form.

Please inform the School Admissions Team if the sibling changes school between Sept and July.

## Submitting your application

Please check what you have 'submitted' on the online form as that is the only information used when allocating places. **It is not possible to process un-submitted forms.**

## Acknowledging receipt of your application

All applications receive confirmation of receipt.

- If you applied online, once you submit your form, you will receive an email confirmation that your application has been received.
- If you applied by post, a letter confirming receipt will be posted to you.

If you apply on paper and post your form to us we recommend that you obtain proof of postage. If the application form is not received by the closing date, you will need to show evidence that it was posted before the closing date.

Regardless of how you applied you can email the team on [admissions@southend.gov.uk](mailto:admissions@southend.gov.uk) with any queries.

## Changes to the order of school preferences

Changes to the order of preferences already expressed, received after the closing date, will not be accepted unless the circumstances are deemed to be exceptional and the changes can be accommodated. Changes received after the closing date will be considered after National Offer Day.

## Offers of school places

If you made an online application for a school place we will let you know by email on the National Offer Day at which school your child has been offered a place unless you have requested to receive your offer by post.

If you applied on the paper application form, you will be sent a letter by first class post, on National Offer Day advising you at which school your child has been offered a place.

## Allocation of school places if all preferences are refused

If you live in the borough and it has not been possible to allocate your child a place at any of your preferred schools, the School Admissions Team will allocate a place to your child at the nearest school in the borough to your home address which has vacancies at that time.

The Council does not 'fill' schools. Admissions are highly regulated and school offers are only made in line with the published admission criteria for schools using parental preference. The Council makes alternative offers, where no preferences can be met, to the next nearest school or by further parental choice.

## Accepting the offer of a school place

Offers are automatically recorded as 'accepted' and parents that wish to refuse an offer must inform the admissions team of alternative arrangements for their child's education. Parents wishing to refuse a place will need to email the admissions team. It is recommended that places are not refused without very careful consideration.

## Welcome packs from schools

Many schools send out welcome packs to all pupils that have been offered a place soon after National Offer Day.

You can still decline an offer, even if you have received a welcome pack from the school. The School Admissions Team notifies the schools of all responses.

## Ongoing offer of places

In the situation where parents make alternative arrangements and refuse an offered school places become available and available places are offered from the respective school waiting list. This applies to out of area schools as well. This process continues right up to September 2020.

This stage will include: those pupils who were refused a place on offer day (waiting list), changes of preference due to a change of address and late applications.

## Withdrawal of school places

Once a school place has been offered this can only be withdrawn by the Council or the school in very limited circumstances.

These may include:

- a) where a parent has failed to respond to an offer within a reasonable time;
- b) where an offer was made on the basis of a fraudulent or misleading application form, for example, a false claim to residence in the catchment area;
- c) where the Council offered the place in error.

Places can be withdrawn up to the end of December of the round.

## New School Applications

Applications from parents moving into the area, who in the view of the LA could not have made an application by the closing date, will be slotted into the system as and when received. 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. If parents, that could not have made an application by the closing date but move and are living within the borough before 1 February 2020 for primary applications, they will be slotted into the system and processed with on-time applications where possible. Any further new applications received after these dates will be considered after the initial allocation of places on offer day.

## Late Applications

Applications received from parents after the closing date and who, in the view of the School Admissions Team, could normally have completed an application on-time will be treated as late applications. Such applications will be considered after all on-time applications have been processed, where possible late applications will receive an offer of a place on National Offer Day. This will only be for preferences at schools that have remaining spaces after all on-time places have been allocated.

Where a late application cannot be offered a place at a preference school, an alternative offer will be made at the next nearest school with places available within the Borough.

If this is not possible because of a lack of time, parents whose applications are late will be advised at which school their child will be offered a place as soon as possible.

### Key Points to Remember

It is very important to remember to:

- 'Submit' your online form
- Un-submitted forms will not be accepted by School Admissions.
- An un-submitted form is not an application
- Obtain a receipt for your paper submission as proof
- Inform the Admissions Team of any change of address

# General Admission Criteria

## Information used when considering a child's home address

In all cases the use of any particular address when deciding on the allocation of places would be on the basis that this is your child's normal place of residence during the majority of the school week.

If it is claimed that a child spends an equal amount of time at separate addresses during the school week, the parents will need to provide a signed affidavit, medical registration certificate or other legal document to confirm the child's usual place of residence.

Southend-on-Sea Borough Council takes very seriously any attempt to gain unfair advantage in the admissions process by giving false/misleading information (for example providing a false address).

## Moving house/changing address details

If you move address during the admissions process (September to July), you must notify School Admissions immediately by email or letter.

You should provide proof of exchange of contracts if you have purchased your new home, or tenancy agreement if you are renting. If there are changes to your plans you must let School Admissions know immediately or your child's offer of a place could be withdrawn.

If you know you are moving to Southend Borough before the closing date for applications but are not able to provide evidence by that date, you must apply for Southend schools via your current home authority.

If you make an online application and you have moved house it is not sufficient only to change your address on your online application. You must inform School Admissions in writing, by email or letter, and provide evidence of your move as described. If there are changes to your address details you must let School Admissions

know immediately or your child's offer of a place could be withdrawn.

It is your responsibility to provide the Admissions Team with proof of address. Please do not assume that the Admissions Team have access to other records the Council (eg Council Tax) may hold about you.

## Change of home address within the Borough after the closing date

Due to the high variations of address policies across the various LAs and own admission authorities, (regardless of home LA), for admission to schools in Southend-on-Sea must be your child's normal place of residence (address) as at the closing date for Primary Admissions, 15 January 2020. Any address changes after the closing date, are updated after offer day and the applications ranked accordingly.

## Parents who provide false information in support of their application for a school place

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 or relatives address).

In relation to any application for a school place the Council may ask a sample of applicants to provide proof of their home address. This is likely to include;

- UK driving licence;
- copy of the child benefit letter ( if you have one);
- council tax notification;
- at least two utility bills dated within the last three months (gas, electricity, water)
- Signed Tenancy Agreement
- Exchange of contracts letter

**Renting a property?**

If a parent claims to be renting a property, a rental agreement / lease arranged through a letting agency or estate agent will be requested together with written evidence that it is the child's normal place of residence. Informal letting agreements will not be accepted.

If, in addition to the rented property, the child's parents also own another property and have previously resided in that property, the Council will consider carefully whether the application for a school place has been made in good faith. In this situation consideration will be given to whether the rented property or the other property should be regarded as the child's normal place of residence.

**What if I own more than one property?**

If a parent owns more than one property they must use the address that is the child's usual place of residence (that is: habitual place of residence for the school week). If, the child has resided in another property still owned by the parents, parents must not use this address. In this situation the Council will consider carefully whether the application for a school place has been made in good faith and if the child is currently resident at that address. Consideration will be given to the property that should be regarded as the child's normal place of residence. Parents are reminded that where properties are under renovation and they have future plans to move properties (that they own or don't own), the allocation of a school place cannot be determined on any intended future home arrangements. School allocations will therefore be on the current normal/habitual place of residence for the child.

**Can I use a Temporary Address?**

You should not use an address that has been rented or moved into on a short term basis because of a temporary move due to personal circumstances, works being carried out to the main family residence, or living temporarily with family or friends at another home. If your circumstances have meant you have had no choice but to temporarily move to another property, you should advise The School Admissions Team when you apply, to advise them of the reasons why and to provide evidence to support your circumstances. The School Admissions Team will advise you which address you should use, but in most circumstances it will be the address that you normally reside at and will likely move back to at some point in the future.

**Can I use a friend/family address?**

The use of an address of a friend or relative would not be regarded as the normal place of residence. Please be aware that an address used for before and after-school childcare arrangements will not be considered.

**I am moving when will this address be used?**

Due to the high variations of address policies across the various LAs and own admission authorities, (regardless of home LA), for admission to schools in Southend-on-Sea must be your child's normal place of residence (address) as at the closing date for Primary Admissions, 15 January 2020. Any address changes after the closing date, are updated after offer day and the applications ranked accordingly.

**What additional checks are carried out?**

The School Admissions Team takes steps to verify your child's home address either by cross referencing information held by your child's current setting (if in Southend) or by requesting that you provide proof of address.

Checks will also be made with other departments in the Council and, where it is suspected that the family live outside of Southend, contact will be made with the relevant Local Authority.

Where there is reasonable doubt as to the validity of a home address, the School Admissions Team reserves the right to take additional checking measures including, in some cases, unannounced home visits.

From time to time the School Admissions Team also carries out 'blanket' address checks.

**What happens if I use a false address?**

If, after offers of school places have been made, or the child has started at the said school, it is established that fraudulent or intentionally misleading information has been provided in order to gain a place at a school, the School Admissions Team will withdraw any school place offered.

If an offer of a school place is withdrawn the parent can submit a fresh application or the application will be considered a fresh with the correct address. All parents must provide proof of change of address if they move any time between September and July. Change of address affects the ranking of the application. Not disclosing a change of address constitutes 'misleading information'.

## Under and Over age applicants

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.

Details are provided in the Admission Scheme 2020/21 for the main rounds and requests submitted from parents are coordinated by the LA and follow the requirements in the School Admissions Code. Applications for over or under age applications in-year will be handled in line with the School Admissions Code 2014, 2.17 (a & b).

Such requests for Schools in Southend-on-Sea are directly to the school and the school advises the LA of their view and final decisions are made by the LA. Requests for year 6 must have been submitted by the parent and considered by the admission authority before the closing date for applications to year 7, i.e. 31 October of any given year. Admission authorities must make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.

This will include documenting the following:-

- 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.

When informing a parent of their decision on the year group the child should be admitted to, the admission authority must set out clearly the reasons for their decision. (2.17a School Admissions Code 2014)

In circumstances where a child transfers from another school already 'outside of normal age group', community schools and the LA will support any over or under age application where the above has been met and the LA is satisfied that the child should continue to be educated out of normal age group.

# Admission of children below compulsory school age and deferred entry to school

## Admission of children at compulsory school age (CSA) as they were born in the late summer and deferred entry to school

Most children start school on a full time basis, however parents can request that their child attends part time until reaching compulsory school age (the term after their 5th birthday). Once parents receive an offer and accept a place for their child during the normal admission round they can ask to defer the admission until later in the same academic year. Schools must accommodate these requests where it appears to be in the best interest of the child. Parents wishing their child to attend part time they must discuss this with the headteacher of their allocated school. The approved deferred 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.

## Deferring the start of school/ admission outside normal age group for after CSA

In the case of children born prematurely or the late summer months parents may request admission outside the normal age group there is no statutory barrier to children being admitted outside their normal year group (DfE Guidance, Dec 2014).

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.

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 may submit requests to the LA for any community schools and directly to own admission authorities for Academy schools. Parents applying for schools outside the Borough of Southend will need to consult the respective LA's policy in this regard.

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 for the 'usual age group for their child' or the same time if they are applying a year later. Parents applying for admission after CSA may need to also complete an in-year form for year 1 any time after April.

Parents are welcome to discuss their wishes with Head Teachers of their preferred schools before submitting a formal request. Requests for deferment of admission to community schools should be sent to the Council and for Academy and Voluntary aided schools directly to the school/admission authority.

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. For community schools, parental requests to be addressed and sent to the Pupil Access Manager, School Admissions Team, Southend-on-Sea Borough Council.

Admission authorities will only consider 'admission outside the normal age group', that is, whether or not a child can start school in the Reception year the year after they turn 5 years of age (after CSA) 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 2012 section 2.16).

Admission authorities should document the following in considering the 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 or the nursery school.
- The views of the preferred schools should also provide a view.



The admission authority must set out clearly the reasons for their decision when informing the parent of the outcome (2.17a School Admissions Code 2014).

A parent cannot appeal against refusal to the 'out of normal age group' application.

Where possible, admission authorities should make their decision before 16 April, national offer day, for Reception.

### **If the Council or admission authority for a school, uphold the request for admission after CSA:**

If the parents case for delayed admission into reception is upheld by the panel, 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 able to be offered in the preferred school. The decision of the panel is binding to the admitting school including own admission authority schools.

It is expected that children admitted after CSA, where the documentation has been provided to the LA and the LA is in agreement, will be able to transfer to junior and secondary school in Southend without a re-assessment. However, parents may find they have to resubmit requests for transfer to schools outside the borough and

may need to look at the policy for registering for the 11+ assessment for entry to a grammar school.

### **If the Council or admission authority refuse the request for admission outside normal age group**

If the parent 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.

Late applications for admission outside the normal age group cannot be accepted after the National offer day for primary schools (16 April) for the same year.

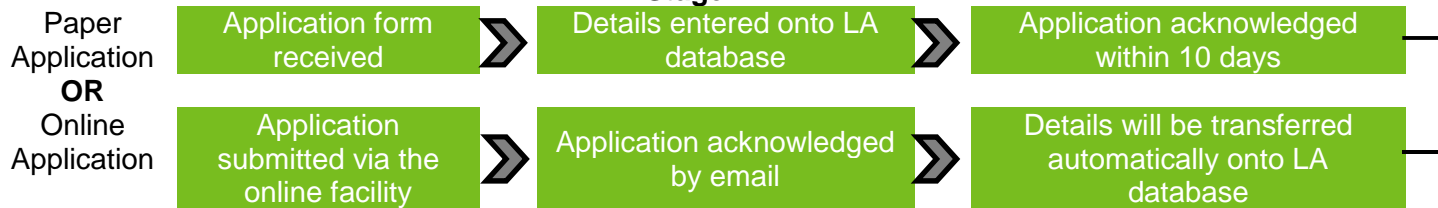
Further details provided in the Admission Scheme 2020/21 and Guidelines on deferred entry to school for summer born children on the Council website.

The composite prospectus for all schools in the Borough, the scheme (process), admission procedures and all other policies and procedures are available on

[www.southend.gov.uk/admissions](http://www.southend.gov.uk/admissions)

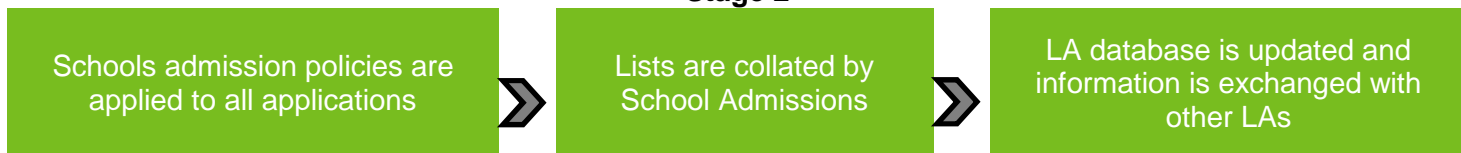
# The application process explained

## Stage 1

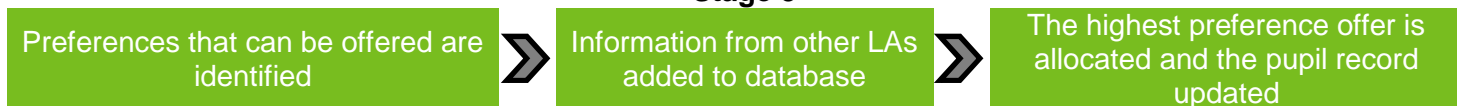


**CLOSING DATE FOR RECEIPT OF APPLICATIONS IS 15 JANUARY 2020**

## Stage 2



## Stage 3



## Stage 4

**16 APRIL 2020 – NATIONAL OFFER DAY**



**Paper Applications** An offer letter is sent to applicants giving the results of their application.

**OR**  
**Online Applications** Email sent to online applicants, letter sent to those who have requested it, giving the result of their application.



Offers automatically updated to 'accepted' by the LA. Parents wishing to refuse an offer do so in writing by emailing. Paper applicants can respond by returning form enclosed with offer letter, using the business reply envelope. Alternatively, all applicants can respond by emailing [admissions@southend.gov.uk](mailto:admissions@southend.gov.uk)



Pupils will be held on a waiting list for any schools of higher preference than that offered unless parents inform School Admissions that they no longer wish to be considered for a place. Waiting lists will be maintained by the LA for all schools until the end of August.



If a place becomes available then the child at the top of the waiting list will be offered the place.



Parents are given the right to appeal against all preferences not offered.

**If none of your preferences can be met you will be offered a place at the nearest school to the home address with a space available in the borough.**

# How the allocation of places works

All preferences are treated equally.

If a place is available at each of your preference schools the offer for a place will be made at your highest preference school that has a place available. Places are allocated according to the admission criteria on pages 20-46.

## How places are allocated:

If there are places at your first preference school the place will be offered to you.



If there are no places at your first preference school and there are places at your second preference the place will be offered to you. You may request to remain on the waiting list for the first preference and will be offered your right to appeal for the first preference.



If there are no places at your second preference school and there are places at your third preference the place will be offered to you. You will automatically be on the waiting list for the first and second preferences and will have a right to appeal for the first and second preferences.



If it has not been possible to allocate your child a place at any of your preferred schools, the School Admissions Team will allocate a place to your child at the nearest school in the Borough to your home address with vacancies at that time. You will automatically be on the waiting list for all the preferences that you have been refused and will have a right to appeal.

**Note:** Parents do not have to accept the alternative offer and can request other schools with places by contacting the School Admissions Team.

If a school cannot offer your child a place this will be as it has met its published limit with children higher on its admission criteria.

# Waiting lists and Catchment

## How waiting lists work

On offer day the School Admissions Team has a list that ranks on-time preferences for each child according to the admission priority of the school (Southend schools only). Where there are more applications than there are places available, the ranked list is used to determine who gets a place at the school in accordance with the Published Admission Number (PAN).

Once places have been offered, any remaining pupils on the ranked list form the basis of the initial waiting list. Names are only removed from the waiting list at the parent's request.

Late applications are then placed on the list and the list is re-ranked to take account of the appropriate admission priorities for all applications.

When offers are declined this affects the places available at schools. Any places available are allocated from the waiting list.

## General information on waiting lists

Changes to the waiting list occur when other applications to schools are made. This may be families moving into Southend or additional applications from those that did not get their preferred school(s). Each application will be slotted into the waiting list according to the admission criteria relevant to the school. An example of this would be a family moving into the catchment area and having a higher priority than someone already on the waiting list with an out of catchment sibling.

Successful appeals will also impact on a waiting list position. Additional pupils admitted by an Appeal Panel would put the potential number

above the Published Admission Number (PAN) of a school. Before anyone else is admitted from a waiting list the number of pupils must go below the PAN.

It should be noted that if you are applying for a place at a school in another local authority, for example: Essex, then different waiting list systems may apply. You should consult the scheme details for the other local authority.

Waiting lists will be maintained by the School Admissions Team for all Southend schools, for Reception and year 3 until August 2020.

## School catchment areas

The map on page 18 illustrates the catchment areas for the primary schools in Southend. If you require more detailed information about primary school catchment areas in Southend you can either:

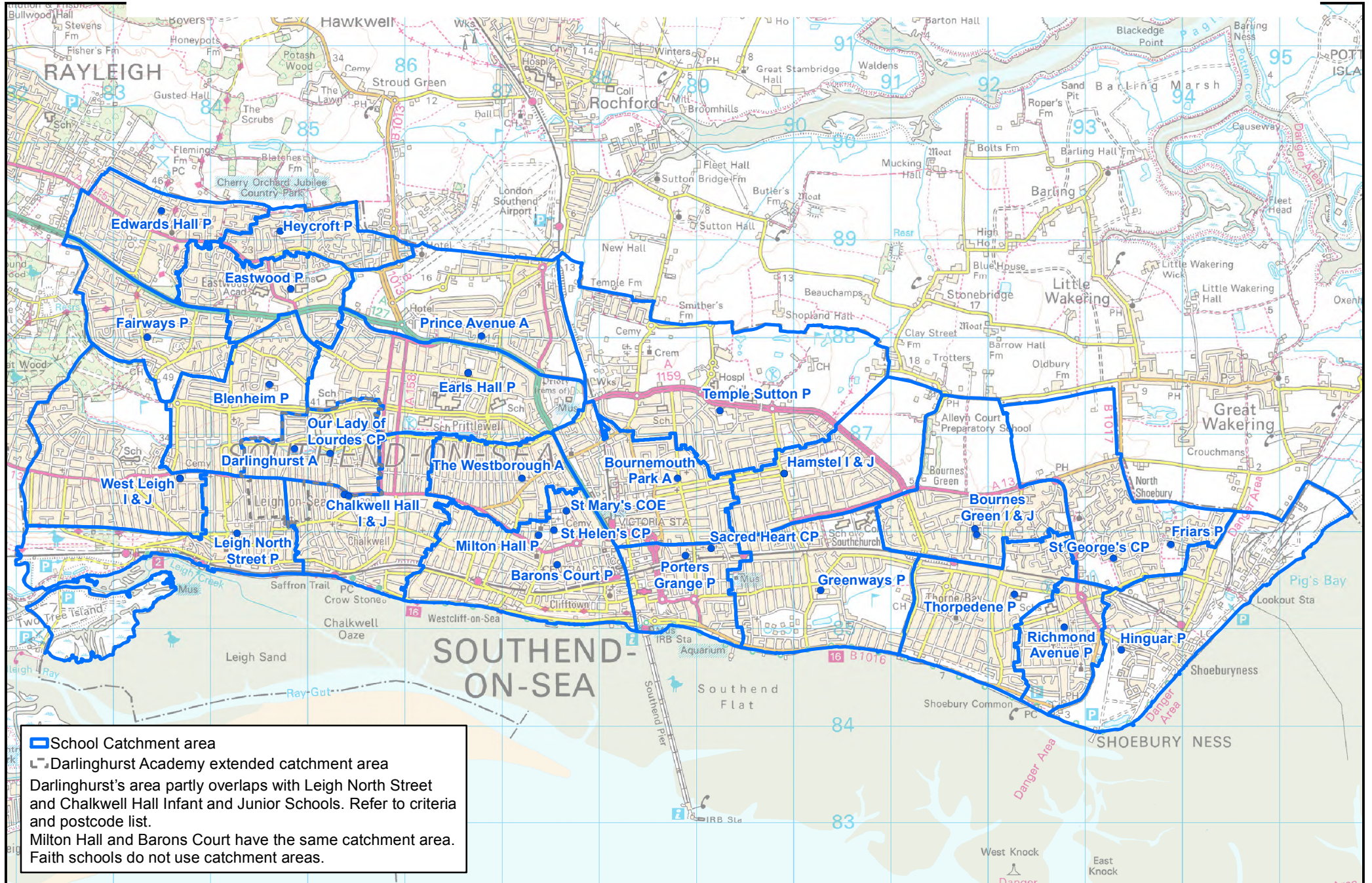
- refer to the list on [www.southend.gov.uk/admissions](http://www.southend.gov.uk/admissions) and select "Catchment areas for Primary and Secondary schools" or;
- contact the School Admissions Team on [admissions@southend.gov.uk](mailto:admissions@southend.gov.uk) or 01702 212934.

There is no guarantee of a place at any school even if you live in the catchment area, although most schools give a high priority to pupils living in their area. It is recommended that you should use one of your preferences on the Common Application Form for your catchment area school. All schools have a published admissions number above which they will not admit. Details of the individual school admission limits are shown in pages 20-46.



Infant, Junior and Primary School Catchment areas - Southend-on-Sea

Illustrative Maps provide a general idea of catchment areas. Catchment areas can be checked on the postcode list - [www.southend.gov.uk/admissions](http://www.southend.gov.uk/admissions)



School Catchment area  
 Darlinghurst Academy extended catchment area  
 Darlinghurst's area partly overlaps with Leigh North Street and Chalkwell Hall Infant and Junior Schools. Refer to criteria and postcode list.  
 Milton Hall and Barons Court have the same catchment area.  
 Faith schools do not use catchment areas.

# Other Admission Matters

## In-year applications for primary school

Applications for a school place during the school year is referred to as in-year admissions, a person with parental responsibility can make an application either by typing on an electronic form and emailing that to the admission team or paper application form. Parents can apply if their child has already started school and wish to move them to another school or if they are new to the borough and require a school place.

There is no requirement for local authorities to co-ordinate in-year applications. The Local Authority is the admission authority for all community schools. The admission authorities for Academies, Foundation and Voluntary Aided schools are in most cases the Trust body and most are taking responsibility for their own in-year admissions. If you have applied directly to a school or schools and have not been able to secure an offer, please contact the School Admissions Team at the Council. The Team will be able to direct you to your nearest school(s) with a place. For more details and application forms please see the council's website [www.southend.gov.uk/admissions](http://www.southend.gov.uk/admissions)

## In-year Fair Access Protocols

The School Admissions Code requires each Local Authority to have a Fair Access Protocol in place to ensure that access to education is secured quickly for children, especially the most vulnerable, who have no school place, and to ensure that all schools in the area admit their fair share of children who may present challenges to a school. The full policy is available on the website.

## Pupils in public care requiring a school place outside the normal round

Children in public care and previously in public care that require admission outside the normal round, gain top priority on the oversubscription criteria and where necessary may be admitted over number. The nearest school with places will be considered in the first instance. This may be more complex for admission to faith schools as admission criteria will have to be met, such as faith category.

## Appeals

Information on the appeals process is available on the council's website.

## Applications for children of UK service personnel (UK Armed Forces)

In line with the School Admissions Code, for applications made for children of UK service personnel, the School Admissions Team will allocate a place in advance of the family arriving in the area, provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address. The application will be considered against the school oversubscription criteria.

## Nurseries, Children services and childcare options

Information about breakfast clubs, after school clubs and other options can be obtained from individual schools. Information about other child care options, nursery schools, children centres can be obtained from the Family Information Service and online directory (SHIP): Tel: 01702 215007 Website: [www.southendinfopoint.org](http://www.southendinfopoint.org)

Please note that even if your child is already attending the Children's Centre or nursery class attached to the Infant or Primary school you want them to attend, he / she is not guaranteed a place in the Reception year and you must complete the Common Application Form to apply for admission. The school admission criteria will be used to allocate places in the event that more applications are received than available places.

## Enquiries on your application

A request from a parent for information about their child's school admission application is made in line with the requirements of the General Data Protection Regulation (GDPR). A parent who was not the applicant does not have an automatic right to information about his/her child. This also applies to any other family member. If The School Admissions Team are contacted by anyone other than the parent who made the original application **we must not provide any information unless we have the agreement in writing from the parent who made the application.**

## How we use your information

For details on our Privacy Notice (how we use your information) please see the Council's website.

# Primary Schools in Southend-on-Sea

The following few pages give brief information on the mainstream primary schools in the borough, **for the full arrangements parents can request this from the admission team at the LA or can access a copy from the respective school website:**

- School Admission Arrangements for mainstream schools in the borough of Southend-on-Sea;
- school contact details;
- school website address;
- the school admission limit (also known as Published Admission Number – PAN);
- number of places allocated in the last five years to Reception year for infant and primary schools and, to year 3 for junior schools and number of appeals lodged
- When considering the allocation data provided in the table for each school, please note that allocation data is as on offer day (16 April). Data changes as parents respond to offers and more offers are made.

DATA THAT IS LESS THAN 5 CHILDREN (<5) HAS BEEN SUPPRESSED TO PROTECT THE POTENTIAL IDENTIFICATION OF INDIVIDUAL CHILDREN.

# Overall explanatory notes

Parents must complete a Southend-on-Sea Common Application Form (CAF) for applications to year reception and year 3 between 14 September 2019 and 15 January 2020. Parents can request a copy of the full admission arrangements for any particular school, from the admission team at the LA, the Council website or can access a copy from the respective school websites. The full determined arrangements are available on [https://www.southend.gov.uk/info/200176/school\\_admissions/777/admission\\_policies](https://www.southend.gov.uk/info/200176/school_admissions/777/admission_policies)

## The explanatory notes that follow are linked to the admission arrangements for all schools, unless otherwise specified

### **Pupils in public care and children that were previously in public care:**

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 a child arrangements or special guardianship order) 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.

### **Pupils with Education, Health and Care Plans:**

All children whose statement of special educational needs (SEN) or Education, Health and Care (EHC) plan names the school must be admitted. Children with a statement or a plan will follow a different process for admission. Further information can be found on:  
[www.southend.gov.uk/info/200225/children\\_with\\_disabilities/290/special\\_educational\\_needs](http://www.southend.gov.uk/info/200225/children_with_disabilities/290/special_educational_needs)  
[www.southendinfopoint.org/kb5/southendonsea/fsd/localoffer.page](http://www.southendinfopoint.org/kb5/southendonsea/fsd/localoffer.page)

**Parents are reminded that oversubscription criteria explanatory notes for academy, foundation and voluntary aided schools are available on the school websites.**

## The explanatory notes that follow are linked to community schools only.

### **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.

### **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 children will be offered and the sibling will be an 'excepted pupil'.

### **Distance where parents have separated:**

The LA should not have the details of both parents or know of the marital status of the parents. Only one application can be received. Details of what happens when more than one application is received is provided in this booklet.

### **Siblings:**

Siblings are considered to be a brother or sister, half-brother or half-sister, stepbrother 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.



**Pupils of staff of the school:**

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

- (a) where the member of teaching staff (including, 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.

**Pupils eligible for pupil premium (West Leigh Infant and West Leigh Junior Schools):**

Schools are given a pupil premium (or 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 on: [www.southend.gov.uk/fsm](http://www.southend.gov.uk/fsm)

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

**Waiting lists:**

Details on how waiting lists work is provided on page 17.

**Over and Under age applications:**

Please see information provided on page 12

**Admissions for Children Born in the Summer Term:**

Please see information provided on page 13

Admission Arrangements and more details for **schools, in alphabetical order**, can be found on the pages that follow: **pages 23–36**

Admission Arrangements and more details for **faith schools** can be found on the pages that follow: **pages 37-46**

The determined admission arrangements 2020 and the coordinated admissions scheme 2020 are published on [www.southend.gov.uk/admissions](http://www.southend.gov.uk/admissions) (under 'Admission Policies and Reports')

[https://www.southend.gov.uk/info/200176/school\\_admissions/777/admission\\_policies](https://www.southend.gov.uk/info/200176/school_admissions/777/admission_policies)

# Barons Court Primary School and Nursery

Southend-on-Sea Borough Council

**Headteacher:** Mrs J Jones

**Address:** Avenue Road, Westcliff-on-Sea, SS0 7PJ  
**Tel:** 01702 331356

**Email:** admin@baronscourt.southend.sch.uk  
**website:** www.baronscourt.southend.sch.uk

**Published Admission Number (PAN):**  
 35 in each year group

If at the closing date for applications, there are not enough places for all those who have expressed a wish to have their child admitted to the school; places will be allocated using the admission/oversubscription criteria as below. This will not apply to children with a statement of special educational needs (SEN) or Education, Health and Care (EHC) plans they must be admitted to the named 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 who live in the catchment area;
4. Pupils who live outside the catchment area who have a sibling attending the school;
5. Pupils of staff at the school;
6. Pupils who live outside the catchment area.

for all criteria, catchment area map and additional information please refer to explanatory notes and maps in this booklet. The full determined arrangements are available on the school website or on the following link [https://www.southend.gov.uk/info/200176/school\\_admissions/777/admission\\_policies](https://www.southend.gov.uk/info/200176/school_admissions/777/admission_policies)

## Barons Court Primary School and Nursery

Number of preferences received for admission into the Reception year group in September 2019 = 179

Admission criteria	Number of pupils allocated a place				
	2019	2018	2017	2016	2015
EHCP or in/was in Public Care	<5	<5	<5	0	0
Catchment area siblings	10	18	15	11	12
Catchment area	22	15	18	24	23
Out of catchment siblings	0	0	0	0	0
Pupils of Staff	0	0	0	0	0
Out of catchment	0	0	0	0	0
<b>Total offered on National Offer Day</b>	<b>35</b>	<b>35</b>	<b>35</b>	<b>35</b>	<b>35</b>

The last child was admitted under admission criterion: Catchment with the last place offered to a pupil living 0.209 miles from the school.

	2019	2018	2017	2016	2015
Number of appeals lodged	5	<5	<5	<5	<5
Number of appeals heard	<5	<5	<5	0	<5
Number of successful appeals	<5	0	0	0	0

# Blenheim Primary School

Learning in Harmony Multi Academy Trust

**Executive Headteacher:** Mr D Woollard

**Acting Associate Headteacher:** Mrs A Wiley

**Address:** School Way, Blenheim Chase,  
 Leigh-on-Sea, SS9 4HX **Tel:** 01702 474684

**Email:** office@blenheimprimary.co.uk  
**website:** www.blenheimprimary.co.uk

**Published Admission Number (PAN):**  
 90 in each year group

If at the closing date for applications, there are not enough places for all those who have expressed a wish to have their child admitted to the school; places will be allocated using the admission/oversubscription criteria as below. This will not apply to children with a statement of special educational needs (SEN) or Education, Health and Care (EHC) plans they must be admitted to the named 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 served by the school;
4. Pupils of staff at the school;
5. Remaining applications.

for all criteria, catchment area map and additional information please refer to explanatory notes and maps in this booklet. The full determined arrangements are available on the school website or on the following link [https://www.southend.gov.uk/info/200176/school\\_admissions/777/admission\\_policies](https://www.southend.gov.uk/info/200176/school_admissions/777/admission_policies)

## Blenheim Primary School

Number of preferences received for admission into the Reception year group in September 2019 = 215

Admission criteria	Number of pupils allocated a place				
	2019	2018	2017	2016	2015
EHCP or in/was in Public Care	<5	<5	0	0	<5
Siblings attending the school	33	n/a	n/a	n/a	n/a
Catchment area siblings	n/a	9	21	10	10
Catchment area	20	21	22	28	32
Pupils of staff	0	n/a	n/a	n/a	n/a
Out of catchment siblings	n/a	23	13	15	14
Out of catchment	34	30	23	30	30
<b>Total offered on National Offer Day</b>	<b>90</b>	<b>84</b>	<b>79</b>	<b>83</b>	<b>90</b>

The last child was admitted under admission criterion 'living outside the catchment area' at a distance of 1.878 miles from the school.

	2019	2018	2017	2016	2015
Number of appeals lodged	<5	0	<5	0	<5
Number of appeals heard	<5	0	<5	0	0
Number of successful appeals	0	0	0	0	0

# Bournemouth Park Academy

Eastwood Park Academy Trust

**Acting Principal:** Mr W Brogan

**Address:** Bournemouth Park Road, Southend-on-Sea, SS2 5JN Tel: 01702 468046

**Email:** admissions@bournemouthpark.southend.sch.uk  
**website:** www.bournemouthpark.co.uk

**Published Admission Number (PAN):**  
90 in each year group

If at the closing date for applications, there are not enough places for all those who have expressed a wish to have their child admitted to the school; places will be allocated using the admission/oversubscription criteria as below. This will not apply to children with a statement of special educational needs (SEN) or Education, Health and Care (EHC) plans they must be admitted to the named school.

1. Looked after children and previously looked after children;
2. Pupils who live in the catchment area and have a sibling on roll at the Academy at the time of application;
3. Pupils who live in the catchment area served by the Academy;
4. Pupils who live outside the catchment area and have a sibling on roll at the Academy;
5. Pupils living outside the Academy's catchment area;
6. Remaining applications.

for all criteria, catchment area map and additional information please refer to explanatory notes and maps in this booklet. The full determined arrangements are available on the school website or on the following link [https://www.southend.gov.uk/info/200176/school\\_admissions/777/admission\\_policies](https://www.southend.gov.uk/info/200176/school_admissions/777/admission_policies)

# Bournes Green Infant School

Southend East Community Academy Trust

**Headteacher:** Mrs L Cooney

**Address:** Burlescoombe Road, Thorpe Bay, Southend-on-Sea, SS1 3PS Tel: 01702 587099

**Email:** office@bournesgreen-inf.southend.sch.uk  
**website:** www.bournesgreeninfants.org

**Published Admission Number (PAN):**  
60 in each year group

If at the closing date for applications, there are not enough places for all those who have expressed a wish to have their child admitted to the school; places will be allocated using the admission/oversubscription criteria as below. This will not apply to children with a statement of special educational needs (SEN) or Education, Health and Care (EHC) plans they must be admitted to the named school.

1. Looked after children and previously looked after children;
2. Children who were previously in state care outside of England and have now been adopted
3. Pupils who live in the catchment area who have a sibling attending the school or attending Bournes Green Junior 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 attending Bournes Green Junior School;
6. Pupils who live outside the catchment area.

for all criteria, catchment area map and additional information please refer to explanatory notes and maps in this booklet. The full determined arrangements are available on the school website or on the following link [https://www.southend.gov.uk/info/200176/school\\_admissions/777/admission\\_policies](https://www.southend.gov.uk/info/200176/school_admissions/777/admission_policies)

## Bournemouth Park Academy

Number of preferences received for admission into the Reception year group in September 2019 = 148

Admission criteria	Number of pupils allocated a place				
	2019	2018	2017	2016	2015
EHCP or in/was in Public Care	0	<5	<5	0	0
Catchment area siblings	19	26	16	13	18
Catchment area	24	27	26	22	22
Out of catchment siblings	11	11	17	19	17
Out of catchment	16	13	15	10	25
Total offered on National Offer Day	70	78	75	64	82

For Admission into the Reception year group in September 2019 every child that applied on time gained a place (excluding those that were offered a higher preference).

2019 2018 2017 2016 2015

Number of appeals lodged	0	0	<5	0	0
Number of appeals heard	0	0	<5	0	0
Number of successful appeals	0	0	<5	0	0

## Bournes Green Infant School

Number of preferences received for admission into the Reception year group in September 2019 = 200

Admission criteria	Number of pupils allocated a place				
	2019	2018	2017	2016	2015
EHCP or in/was in Public Care	<5	<5	<5	<5	<5
Catchment area siblings	26	20	19	31	13
Catchment area	25	26	37	28	26
Out of catchment siblings	<5	8	0	0	8
Out of catchment	7	5	0	0	11
Total offered on National Offer Day	60	60	60	60	60

For Admission into the Reception year group in September 2019 the last child was admitted under admission criterion 'out of catchment' with the last place offered to a pupil living 0.575 miles from the school.

2019 2018 2017 2016 2015

Number of appeals lodged	<5	0	<5	<5	<5
Number of appeals heard	0	0	<5	<5	<5
Number of successful appeals	0	0	0	0	0

## Bournes Green Jnr School

Southend East Community Academy Trust

**Headteacher:** Mr J Lupton

**Address:** Ladram Road, Thorpe Bay, Southend-on-Sea, SS1 3PX Tel: 01702 587913

**Email:** office@bournesgreen-jun.southend.sch.uk  
**website:** www.bournesgreenjuniorschool.co.uk

**Published Admission Number (PAN):**  
66 in each year group

If at the closing date for applications, there are not enough places for all those who have expressed a wish to have their child admitted to the school; places will be allocated using the admission/oversubscription criteria as below. This will not apply to children with a statement of special educational needs (SEN) or Education, Health and Care (EHC) plans they must be admitted to the named school.

1. Looked after children and previously looked after children;
2. Pupils attending Bournes Green Infant School;
3. Pupils who live in the catchment area and who have a sibling attending the school or Bournes Green Infant 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 Bournes Green Infant School;
6. Remaining applications.

for all criteria, catchment area map and additional information please refer to explanatory notes and maps in this booklet. The full determined arrangements are available on the school website or on the following link [https://www.southend.gov.uk/info/200176/school\\_admissions/777/admission\\_policies](https://www.southend.gov.uk/info/200176/school_admissions/777/admission_policies)

### Bournes Green Junior School

Number of preferences received for admission into the Reception year group in September 2019 = 83

Admission criteria	Number of pupils allocated a place				
	2019	2018	2017	2016	2015
EHCP or in/was in Public Care	<5	0	<5	0	0
Year 2 at BGIS	58	60	60	60	61
Catchment area siblings	<5	0	0	0	0
Catchment area	<5	<5	<5	<5	<5
Out of catchment siblings	<5	0	0	<10	0
Out of catchment	<5	<5	0	0	0
<b>Total offered on National Offer Day</b>	<b>66</b>	<b>66</b>	<b>66</b>	<b>66</b>	<b>66</b>

For admission into year 3 in September 2019 the last pupils offered was in the criteria 'pupils living outside the catchment area' at a distance of 0.765 miles.

	2019	2018	2017	2016	2015
Number of appeals lodged	0	0	<5	6	<5
Number of appeals heard	0	0	<5	<5	<5
Number of successful appeals	0	0	0	0	<5

## Chalkwell Hall Infant School

Southend-on-sea Borough Council

**Headteacher:** Mrs S Clements

**Address:** London Road, Leigh-on-Sea SS9 3NL  
Tel: 01702 478533

**Email:** education@chalkwell-inf.southend.sch.uk  
**website:** www.chalkwellhallinfants.co.uk

**Published Admission Number (PAN):**  
120 in each year group

If at the closing date for applications, there are not enough places for all those who have expressed a wish to have their child admitted to the school; places will be allocated using the admission/oversubscription criteria as below. This will not apply to children with a statement of special educational needs (SEN) or Education, Health and Care (EHC) plans they must be admitted to the named 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 refer to explanatory notes and maps in this booklet. The full determined arrangements are available on the school website or on the following link [https://www.southend.gov.uk/info/200176/school\\_admissions/777/admission\\_policies](https://www.southend.gov.uk/info/200176/school_admissions/777/admission_policies)

### Chalkwell Hall Infant School

Number of preferences received for admission into the Reception year group in September 2019 = 340

Admission criteria	Number of pupils allocated a place				
	2019	2018	2017	2016	2015
EHCP or in/was in Public Care	<5	<5	<5	<5	<5
Catchment area siblings	42	40	39	36	33
Pupils of Staff	0	n/a	n/a	n/a	n/a
Catchment area	57	56	47	64	69
Out of catchment siblings	12	8	5	<5	0
Out of catchment	8	15	27	<5	0
<b>Total offered on National Offer Day</b>	<b>120</b>	<b>120</b>	<b>120</b>	<b>108</b>	<b>105</b>

For Admission into the Reception year group the last child was admitted under admission criterion ' Out of Catchment area' at a distance of 0.396 miles.

	2019	2018	2017	2016	2015
Number of appeals lodged	<5	<5	<5	<5	5
Number of appeals heard	0	<5	0	<5	<5
Number of successful appeals	0	0	0	<5	0

# Chalkwell Hall Junior School

Southend-on-Sea Borough Council

**Headteacher:** Mr N Linfield

**Address:** London Road, Leigh-on-Sea SS9 3NL  
Tel: 01702 478570

**Email:** office@chalkwellhall-jun.southend.sch.uk  
**website:** www.chalkwellhall.co.uk

**Published Admission Number (PAN):**  
120 in each year group

If at the closing date for applications, there are not enough places for all those who have expressed a wish to have their child admitted to the school; places will be allocated using the admission/oversubscription criteria as below. This will not apply to children with a statement of special educational needs (SEN) or Education, Health and Care (EHC) plans they must be admitted to the named school.

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

for all criteria, catchment area map and additional information please refer to explanatory notes and maps in this booklet. The full determined arrangements are available on the school website or on the following link [https://www.southend.gov.uk/info/200176/school\\_admissions/777/admission\\_policies](https://www.southend.gov.uk/info/200176/school_admissions/777/admission_policies)

## Chalkwell Hall Junior School

Number of preferences received for admission into the Reception year group in September 2019 = 130

Admission criteria	Number of pupils allocated a place				
	2019	2018	2017	2016	2015
EHCP or in/was in Public Care	<5	0	0	0	0
Year 2 at CHIS	114	120	109	105	105
Pupils of Staff	0	n/a	n/a	n/a	n/a
Catchment area siblings	0	0	<5	0	0
Catchment area	0	0	<5	<5	0
Out of catchment siblings	0	0	<5	<5	0
Out of catchment	<5	0	<5	<5	0
<b>Total offered on National Offer Day</b>	<b>120</b>	<b>120</b>	<b>120</b>	<b>108</b>	<b>105</b>

For admission into year 3 in September 2019, the last place offered was to a child under the category 'out of catchment' at a distance of 0.646 miles.

	2019	2018	2017	2016	2015
Number of appeals lodged	0	<5	0	0	<5
Number of appeals heard	0	<5	0	0	<5
Number of successful appeals	0	0	0	0	0

# Darlinghurst Academy

Legra Academy Trust

**Headteacher:** Mrs E Nicholls

**Address:** Pavilion Drive, Leigh-on-Sea SS9 3JS  
Tel: 01702 478379

**Email:** generalenquiries@darlinghurst.co.uk  
**website:** www.darlinghurst.uk

**Published Admission Number (PAN):**  
120 in years R, 1 & 2 and 4-6 and 90 year 3

If at the closing date for applications, there are not enough places for all those who have expressed a wish to have their child admitted to the school; places will be allocated using the admission/oversubscription criteria as below. This will not apply to children with a statement of special educational needs (SEN) or Education, Health and Care (EHC) plans they must be admitted to the named school.

1. Looked after children and previously looked after children;
2. Pupils who have a sibling attending the Academy;
3. Pupils of staff at the school;
4. Pupils who live in the catchment area;
5. Pupils of the school attending Darlinghurst Nursery in the term preceding the application deadline;
6. Remaining applications.

or all criteria, catchment area map and additional information please refer to explanatory notes and maps in this booklet. The full determined arrangements are available on the school website or on the following link [https://www.southend.gov.uk/info/200176/school\\_admissions/777/admission\\_policies](https://www.southend.gov.uk/info/200176/school_admissions/777/admission_policies)

## Darlinghurst Academy

Number of preferences received for admission into the Reception year group in September 2019 = 129

Admission criteria	Number of pupils allocated a place				
	2019	2018	2017	2016	2015
EHCP or in/was in Public Care	<5	0	<5	0	0
Pupils with sibling	37	n/a	n/a	n/a	n/a
Catchment area siblings	n/a	12	13	12	20
Pupils of staff	<5	n/a	n/a	n/a	n/a
Catchment area	11	10	13	15	33
Darlinghurst nursery	0	n/a	n/a	n/a	n/a
Out of catchment siblings	n/a	20	25	29	33
Out of catchment	19	18	36	40	34
<b>Total offered on National Offer Day</b>	<b>69</b>	<b>60</b>	<b>88</b>	<b>96</b>	<b>120</b>

For Admission into the Reception year group in September 2019 every child that applied on time gained a place (excluding those that were offered a higher preference).

	2019	2018	2017	2016	2015
Number of appeals lodged	0	0	0	0	0
Number of appeals heard	0	0	0	0	0
Number of successful appeals	0	0	0	0	0

# Earls Hall Primary School

Southend-on-sea Borough Council

**Headteacher:** Mr M Badcock

**Address:** Carlton Avenue, Westcliff-on-Sea  
SS0 0QN **Tel:** 01702 333360

**Email:** office@earlshallprimary.co.uk  
**website:** www.earlshallprimary.co.uk

**Published Admission Number (PAN):**  
90 in each year group

If at the closing date for applications, there are not enough places for all those who have expressed a wish to have their child admitted to the school; places will be allocated using the admission/oversubscription criteria as below. This will not apply to children with a statement of special educational needs (SEN) or Education, Health and Care (EHC) plans they must be admitted to the named 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 refer to explanatory notes and maps in this booklet. The full determined arrangements are available on the school website or on the following link [https://www.southend.gov.uk/info/200176/school\\_admissions/777/admission\\_policies](https://www.southend.gov.uk/info/200176/school_admissions/777/admission_policies)

# Eastwood Primary School

Governing body of the school

**Headteacher:** Mrs R Perman

**Address:** Rayleigh Road, Leigh-on-Sea SS9 5UT  
**Tel:** 01702 525137

**Email:** office@eastwoodprimary.southend.sch.uk  
**website:** www.eastwoodprimarieschool.co.uk

**Published Admission Number (PAN):**  
60 in each year group

If at the closing date for applications, there are not enough places for all those who have expressed a wish to have their child admitted to the school; places will be allocated using the admission/oversubscription criteria as below. This will not apply to children with a statement of special educational needs (SEN) or Education, Health and Care (EHC) plans they must be admitted to the named school.

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

for all criteria, catchment area map and additional information please refer to explanatory notes and maps in this booklet. The full determined arrangements are available on the school website or on the following link [https://www.southend.gov.uk/info/200176/school\\_admissions/777/admission\\_policies](https://www.southend.gov.uk/info/200176/school_admissions/777/admission_policies)

## Earls Hall Primary School

Number of preferences received for admission into the Reception year group in September 2019= 231

Admission criteria	Number of pupils allocated a place				
	2019	2018	2017	2016	2015
EHCP or in/was in Public Care	0	<5	<5	<5	<5
Catchment area siblings	21	20	28	17	21
Pupils of staff	<5	n/a	n/a	n/a	n/a
Catchment area	31	30	27	38	32
Out of catchment siblings	19	14	24	15	14
Out of catchment	18	24	7	18	21
<b>Total offered on National Offer Day</b>	<b>90</b>	<b>90</b>	<b>90</b>	<b>90</b>	<b>90</b>

For Admission into the Reception year group in September 2019 the last child was admitted under admission criterion 'Out of Catchment area' at a distance of 0.508 miles from the school.

	2019	2018	2017	2016	2015
Number of appeals lodged	5	<5	<5	<5	<5
Number of appeals heard	<5	<5	<5	<5	<5
Number of successful appeals	0	<5	<5	0	0

## Eastwood Primary School

Number of preferences received for admission into the Reception year group in September 2019= 108

Admission criteria	Number of pupils allocated a place				
	2019	2018	2017	2016	2015
EHCP or in/was in Public Care	0	0	<5	0	0
Siblings	21	n/a	n/a	n/a	n/a
Catchment area siblings	n/a	9	8	8	6
Pupils of staff	0	n/a	n/a	n/a	n/a
Catchment area	13	8	11	5	8
Out of catchment siblings	n/a	16	16	28	13
Out of catchment	14	21	8	15	23
<b>Total offered on National Offer Day</b>	<b>48</b>	<b>54</b>	<b>44</b>	<b>56</b>	<b>50</b>

For Admission into the Reception year group in September 2019 every child that applied on time gained a place (excluding those that were offered a higher preference).

	2019	2018	2017	2016	2015
Number of appeals lodged	0	0	0	0	0
Number of appeals heard	0	0	0	0	0
Number of successful appeals	0	0	0	0	0

# Edwards Hall Primary School

Southend-on-sea Borough Council

**Headteacher:** Mr J Johnson

**Address:** Macmurdo Road, Eastwood, Leigh-on-Sea SS9 5AQ Tel: 01702 524470

**Email:** office@edwardshall.southend.sch.uk  
**website:** www.edwardshallprimary.co.uk

**Published Admission Number (PAN):**  
 60 in each year group

If at the closing date for applications, there are not enough places for all those who have expressed a wish to have their child admitted to the school; places will be allocated using the admission/oversubscription criteria as below. This will not apply to children with a statement of special educational needs (SEN) or Education, Health and Care (EHC) plans they must be admitted to the named 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 who live in the catchment area;
4. Pupils of staff at the school;
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 refer to explanatory notes and maps in this booklet. The full determined arrangements are available on the school website or on the following link [https://www.southend.gov.uk/info/200176/school\\_admissions/777/admission\\_policies](https://www.southend.gov.uk/info/200176/school_admissions/777/admission_policies)

# Fairways Primary School

Southend-on-sea Borough Council

**Headteacher:** Mr L Pinchback

**Address:** The Fairway, Leigh-on-Sea SS9 4QW Tel: 01702 525693

**Email:** office@fairways.southend.sch.uk  
**website:** www.fairways.southend.sch.uk

**Published Admission Number (PAN):**  
 60 in each year group

If at the closing date for applications, there are not enough places for all those who have expressed a wish to have their child admitted to the school; places will be allocated using the admission/oversubscription criteria as below. This will not apply to children with a statement of special educational needs (SEN) or Education, Health and Care (EHC) plans they must be admitted to the named 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 refer to explanatory notes and maps in this booklet. The full determined arrangements are available on the school website or on the following link [https://www.southend.gov.uk/info/200176/school\\_admissions/777/admission\\_policies](https://www.southend.gov.uk/info/200176/school_admissions/777/admission_policies)

## Edwards Hall Primary School

Number of preferences received for admission into the Reception year group in September 2019= 126

Admission criteria	Number of pupils allocated a place				
	2019	2018	2017	2016	2015
EHCP or in/was in Public Care	0	<5	0	<5	<5
Catchment area siblings	21	8	11	15	23
Catchment area	20	14	24	12	15
Pupils of Staff	0	n/a	n/a	n/a	n.a
Out of catchment siblings	16	12	8	10	10
Out of catchment	<5	9	15	7	11
<b>Total offered on National Offer Day</b>	<b>60</b>	<b>45</b>	<b>58</b>	<b>46</b>	<b>60</b>

For Admission into the Reception year group in September 2019 the last child was admitted under admission criterion 'Out of Catchment' at a distance of 0.552 miles .

	2019	2018	2017	2016	2015
Number of appeals lodged	<5	0	0	0	0
Number of appeals heard	0	0	0	0	0
Number of successful appeals	0	0	0	0	0

## Fairways Primary School

Number of preferences received for admission into the Reception year group in September 2019 = 102

Admission criteria	Number of pupils allocated a place				
	2019	2018	2017	2016	2015
EHCP or in/was in Public Care	0	0	0	0	<5
Siblings	27	n/a	n/a	n/a	n/a
Catchment area siblings	n/a	26	17	20	12
Catchment area	10	29	24	26	31
Pupils of staff	<5	n/a	n/a	n/a	n/a
Out of catchment siblings	n/a	5	9	8	11
Out of catchment	9	0	10	6	5
<b>Total offered on National Offer Day</b>	<b>47</b>	<b>60</b>	<b>60</b>	<b>60</b>	<b>60</b>

For Admission into the Reception year group in September 2019 every child that applied on time gained a place (excluding those that were offered a higher preference).

	2019	2018	2017	2016	2015
Number of appeals lodged	0	0	<5	<5	<5
Number of appeals heard	0	0	<5	<5	<5
Number of successful appeals	0	0	0	<5	0

# Friars Primary School

Portico Academy Trust

**Principal: Mr McClay**  
**Executive Headteacher: Mrs C Woolf**

**Address:** Constable Way, Shoeburyness SS3 9XX  
**Tel:** 01702 294837 (school and nursery)

**Email:** office@friars.southend.sch.uk  
**website:** www.friarsprimary.co.uk

**Published Admission Number (PAN):**  
 60 in each year group

If at the closing date for applications, there are not enough places for all those who have expressed a wish to have their child admitted to the school; places will be allocated using the admission/oversubscription criteria as below. This will not apply to children with a statement of special educational needs (SEN) or Education, Health and Care (EHC) plans they must be admitted to the named school.

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

for all criteria, catchment area map and additional information please refer to explanatory notes and maps in this booklet. The full determined arrangements are available on the school website or on the following link [https://www.southend.gov.uk/info/200176/school\\_admissions/777/admission\\_policies](https://www.southend.gov.uk/info/200176/school_admissions/777/admission_policies)

# Greenways Primary School

Learning in Harmony Multi Academy Trust

**Principal: Mr A Eastwood**

**Address:** Greenways, Thorpe Bay SS1 3BS  
**Tel:** 01702 987950

**Email:** contact@greenways-jun.southend.sch.uk  
**website:** www.greenways.southend.sch.uk

**Published Admission Number (PAN):**  
 150 (year R -5) 120 (year 6)

If at the closing date for applications, there are not enough places for all those who have expressed a wish to have their child admitted to the school; places will be allocated using the admission/oversubscription criteria as below. This will not apply to children with a statement of special educational needs (SEN) or Education, Health and Care (EHC) plans they must be admitted to the named 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 who live in the catchment area;
4. Pupils who live outside the catchment area who have a sibling attending the school;
5. Pupils who live outside the catchment area.

for all criteria, catchment area map and additional information please refer to explanatory notes and maps in this booklet. The full determined arrangements are available on the school website or on the following link [https://www.southend.gov.uk/info/200176/school\\_admissions/777/admission\\_policies](https://www.southend.gov.uk/info/200176/school_admissions/777/admission_policies)

## Friars Primary School

Number of preferences received for admission into the Reception year group in September 2019 = 85

Admission criteria	Number of pupils allocated a place				
	2019	2018	2017	2016	2015
EHCP or in/was in Public Care	0	<5	0	0	<5
Catchment area siblings	21	28	22	22	23
Catchment area	24	26	26	24	26
Out of catchment siblings	<5	5	6	8	<5
Pupils of staff	<5	n/a	n/a	n/a	n/a
Out of catchment	8	0	6	6	7
Total offered on National Offer Day	57	60	60	60	60

For Admission into the Reception year group in September 2019 every child that applied on time gained a place (excluding those that were offered a higher preference).

	2019	2018	2017	2016	2015
Number of appeals lodged	0	6	<5	0	<5
Number of appeals heard	0	6	<5	0	0
Number of successful appeals	0	0	0	0	0

## Greenways Primary School

Number of preferences received for admission into the Reception year group in September 2019 = 227

Admission criteria	Number of pupils allocated a place				
	2019	2018	2017	2016	2015
EHCP or in/was in Public Care	<5	<5	<5	0	<5
Catchment area siblings	33	37	30	25	36
Catchment area	42	52	51	56	63
Out of catchment siblings	21	28	28	16	13
Out of catchment	42	32	39	48	36
Total offered on National Offer Day	139	150	150	150	150

For Admission into the Reception year group in September 2019 every child that applied on time gained a place (excluding those that were offered a higher preference).

	2019	2018	2017	2016	2015
Number of appeals lodged	0	<5	<5	0	<5
Number of appeals heard	0	0	0	0	<5
Number of successful appeals	0	0	0	0	0



## Hamstel Infant School

Portico Academy Trust

**Headteacher:** Mrs L Clark

**Address:** Hamstel Road, Southend-on-Sea SS2 4PQ  
Tel: 01702 468461

**Email:** office@hamstel-inf.southend.sch.uk  
**website:** www.hamstelinfants.co.uk

**Published Admission Number (PAN):**  
150 in each year group

If at the closing date for applications, there are not enough places for all those who have expressed a wish to have their child admitted to the school; places will be allocated using the admission/oversubscription criteria as below. This will not apply to children with a statement of special educational needs (SEN) or Education, Health and Care (EHC) plans they must be admitted to the named 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 Hamstel Junior School;
3. Pupils who live in the catchment area;
4. Pupils who live outside the catchment area who have a sibling attending the school or Hamstel Junior School;
5. Pupils of the school attending Hamstel Nursery
6. Pupils of staff at the school;
7. Pupils who live outside the catchment area.

for all criteria, catchment area map and additional information please refer to explanatory notes and maps in this booklet. The full determined arrangements are available on the school website or on the following link [https://www.southend.gov.uk/info/200176/school\\_admissions/777/admission\\_policies](https://www.southend.gov.uk/info/200176/school_admissions/777/admission_policies)

## Hamstel Junior School

Portico Academy Trust

**Headteacher:** Mrs C Farrell

**Address:** Hamstel Road, Southend-on-Sea SS2 4PQ  
Tel: 01702 468 048

**Email:** admin@hamstel-jun.southend.sch.uk  
**website:** www.hamsteljuniors.co.uk

**Published Admission Number (PAN):**  
150 in each year group

If at the closing date for applications, there are not enough places for all those who have expressed a wish to have their child admitted to the school; places will be allocated using the admission/oversubscription criteria as below. This will not apply to children with a statement of special educational needs (SEN) or Education, Health and Care (EHC) plans they must be admitted to the named school.

1. Looked after children and previously looked after children;
2. Pupils attending Hamstel Infant School;
3. Pupils who live in the catchment area who have a sibling attending the school or Hamstel Infant 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 Hamstel Infant School;
6. Pupils of staff at the Academy;
7. Pupils who live outside the catchment area;
8. Remaining applications.

for all criteria, catchment area map and additional information please refer to explanatory notes and maps in this booklet. The full determined arrangements are available on the school website or on the following link [https://www.southend.gov.uk/info/200176/school\\_admissions/777/admission\\_policies](https://www.southend.gov.uk/info/200176/school_admissions/777/admission_policies)

### Hamstel Infant School

Number of preferences received for admission into the Reception year group in September 2019= 283

Admission criteria	Number of pupils allocated a place				
	2019	2018	2017	2016	2015
EHCP or in/was in Public Care	<5	<5	<5	<5	<5
Catchment area siblings	22	22	22	14	17
Catchment area	28	35	27	39	36
Out of catchment siblings	36	44	42	37	31
Hamstel Nursery	12	n/a	n/a	n/a	n/a
Pupils of staff	0	n/a	n/a	n/a	n/a
Out of catchment	50	44	57	58	63
<b>Total offered on National Offer Day</b>	<b>150</b>	<b>148</b>	<b>150</b>	<b>150</b>	<b>150</b>

The last child was admitted under admission criterion 'living outside the catchment area' at a distance of 9.749 miles

	2019	2018	2017	2016	2015
Number of appeals lodged	<5	0	0	<5	<5
Number of appeals heard	0	0	0	<5	<5
Number of successful appeals	0	0	0	0	0

### Hamstel Junior School

Number of preferences received for admission into the Reception year group in September 2019= 149

Admission criteria	Number of pupils allocated a place				
	2019	2018	2017	2016	2015
EHCP or in/was in Public Care	6	0	0	0	0
Year 2 at HIS	143	150	150	150	120
Catchment area siblings	0	0	0	0	0
Catchment area	0	0	0	0	0
Out of catchment siblings	0	0	0	0	0
Out of catchment	0	0	0	0	0
<b>Total offered on National Offer Day</b>	<b>149</b>	<b>150</b>	<b>150</b>	<b>150</b>	<b>120</b>

For admission into year 3 in September 2019 the last place offered was to a child attending year 2 at Hamstel Infant School.

	2019	2018	2017	2016	2015
Number of appeals lodged	0	0	0	<5	0
Number of appeals heard	0	0	0	0	0
Number of successful appeals	0	0	0	0	0

# Heycroft Primary School

Southend-on-sea Borough Council

**Headteacher:** Mr A Palmer

**Address:** Benvenue Avenue, Leigh-on-Sea SS9 5SJ  
Tel: 01702 521832

**Email:** office@heycroft.southend.sch.uk  
**website:** www.heycroftschoool.org.uk

**Published Admission Number (PAN):**  
60 in each year group

If at the closing date for applications, there are not enough places for all those who have expressed a wish to have their child admitted to the school; places will be allocated using the admission/oversubscription criteria as below. This will not apply to children with a statement of special educational needs (SEN) or Education, Health and Care (EHC) plans they must be admitted to the named 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 who live in the catchment area;
4. Pupils of staff at the school;
5. Pupils who live outside the catchment area who have a sibling attending the school;
6. Pupils who live outside the catchment area.

or all criteria, catchment area map and additional information please refer to explanatory notes and maps in this booklet. The full determined arrangements are available on the school website or on the following link [https://www.southend.gov.uk/info/200176/school\\_admissions/777/admission\\_policies](https://www.southend.gov.uk/info/200176/school_admissions/777/admission_policies)

# Hinguar Primary School

Southend East Community Academy Trust

**Headteacher:** Mrs V Stevens

**Address:** New Garrison Road, Shoeburyness SS3 9FE Tel: 01702 292721

**Email:** office@hinguar.southend.sch.uk  
**website:** www.hinguarprimary.org

**Published Admission Number (PAN):**  
30 in each year group

If at the closing date for applications, there are not enough places for all those who have expressed a wish to have their child admitted to the school; places will be allocated using the admission/oversubscription criteria as below. This will not apply to children with a statement of special educational needs (SEN) or Education, Health and Care (EHC) plans they must be admitted to the named 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 who live in the catchment area;
4. Pupils who live outside the catchment area who have a sibling attending the school;
5. Pupils who live outside the catchment area.

or all criteria, catchment area map and additional information please refer to explanatory notes and maps in this booklet. The full determined arrangements are available on the school website or on the following link [https://www.southend.gov.uk/info/200176/school\\_admissions/777/admission\\_policies](https://www.southend.gov.uk/info/200176/school_admissions/777/admission_policies)

## Heycroft Primary School

Number of preferences received for admission into the Reception year group in September 2019 = 101

Admission criteria	Number of pupils allocated a place				
	2019	2018	2017	2016	2015
EHCP or in/was in Public Care	0	0	0	0	2
Catchment area siblings	12	16	18	17	19
Catchment area	16	12	18	22	20
Pupils of Staff	<5	n/a	n/a	n/a	n/a
Out of catchment siblings	6	10	6	8	8
Out of catchment	16	12	16	12	11
<b>Total offered on National Offer Day</b>	<b>52</b>	<b>50</b>	<b>58</b>	<b>59</b>	<b>60</b>

For Admission into the Reception year group in September 2019 every child that applied on time gained a place (excluding those that were offered a higher preference).

	2019	2018	2017	2016	2015
Number of appeals lodged	0	0	<5	0	<5
Number of appeals heard	0	0	<5	0	<5
Number of successful appeals	0	0	0	0	0

## Hinguar Primary School

Number of preferences received for admission into the Reception year group in September 2019 = 135

Admission criteria	Number of pupils allocated a place				
	2019	2018	2017	2016	2015
EHCP or in/was in Public Care	0	0	0	0	0
Catchment area siblings	10	13	6	12	13
Catchment area	20	17	22	16	17
Out of catchment siblings	0	0	<5	<5	0
Out of catchment	0	0	0	0	0
<b>Total offered on National Offer Day</b>	<b>30</b>	<b>30</b>	<b>30</b>	<b>30</b>	<b>30</b>

For Admission into the Reception year group in September 2019 the last child was admitted under admission criterion 'Catchment area' at a distance of 0.7 miles.

	2019	2018	2017	2016	2015
Number of appeals lodged	<5	6	<5	0	6
Number of appeals heard	<5	<5	0	0	<5
Number of successful appeals	0	0	0	0	0

# Leigh North Street Primary School

Southend-on-Sea Borough Council

**Headteacher:** Mr A Hautler

**Address:** North Street, Leigh-on-Sea SS9 1QE  
Tel: 01702 476224

**Email:** office@leigh.southend.sch.uk  
**website:** www.leighnorthstreetprimaryschool.co.uk

**Published Admission Number (PAN):**  
90 in each year group

If at the closing date for applications, there are not enough places for all those who have expressed a wish to have their child admitted to the school; places will be allocated using the admission/oversubscription criteria as below. This will not apply to children with a statement of special educational needs (SEN) or Education, Health and Care (EHC) plans they must be admitted to the named 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.

or all criteria, catchment area map and additional information please refer to explanatory notes and maps in this booklet. The full determined arrangements are available on the school website or on the following link [https://www.southend.gov.uk/info/200176/school\\_admissions/777/admission\\_policies](https://www.southend.gov.uk/info/200176/school_admissions/777/admission_policies)

## Leigh North Street Primary School

Number of preferences received for admission into the Reception year group in September 2019 = 234

Admission criteria	Number of pupils allocated a place				
	2019	2018	2017	2016	2015
EHCP or in/was in Public Care	<5	0	<5	<5	<5
Catchment area siblings	34	26	24	33	47
Pupils of Staff	0	n/a	n/a	n/a	n/a
Catchment area	33	50	45	50	39
Out of catchment siblings	5	6	5	<5	0
West Leigh Catchment	n/a	7	<5	0	0
Out of catchment	17	<5	11	0	0
<b>Total offered on National Offer Day</b>	<b>90</b>	<b>90</b>	<b>90</b>	<b>90</b>	<b>90</b>

For Admission into the Reception year group in September 2019 the last child was admitted under admission criterion 'Out of Catchment area' at a distance of 0.398 miles

	2019	2018	2017	2016	2015
Number of appeals lodged	<5	<5	0	<5	<5
Number of appeals heard	<5	<5	0	<5	<5
Number of successful appeals	0	0	0	0	0

# Milton Hall Primary School

Governing Body for the school

**Headteacher:** Mr Andy Douglas

**Address:** Salisbury Avenue, Westcliff-on-Sea  
SS0 7AU Tel: 01702 330758

**Email:** office@miltonhall.southend.sch.uk  
**website:** www.miltonhallschool.com

**Published Admission Number (PAN):**  
90 in each year group

If at the closing date for applications, there are not enough places for all those who have expressed a wish to have their child admitted to the school; places will be allocated using the admission/oversubscription criteria as below. This will not apply to children with a statement of special educational needs (SEN) or Education, Health and Care (EHC) plans they must be admitted to the named school.

1. Looked after children and previously looked after children;
2. Pupils who live in the catchment area who have an older sibling attending the school;
3. Pupils who live in the catchment area;
4. Pupils who live outside the catchment area who have an older sibling attending the school;
5. Pupils who live outside the catchment area.

or all criteria, catchment area map and additional information please refer to explanatory notes and maps in this booklet. The full determined arrangements are available on the school website or on the following link [https://www.southend.gov.uk/info/200176/school\\_admissions/777/admission\\_policies](https://www.southend.gov.uk/info/200176/school_admissions/777/admission_policies)

## Milton Hall Primary School

Number of preferences received for admission into the Reception year group in September 2019 = 171

Admission criteria	Number of pupils allocated a place				
	2019	2018	2017	2016	2015
EHCP or in/was in Public Care	0	0	0	0	0
Catchment area siblings	11	22	12	11	16
Catchment area	40	33	27	26	25
Out of catchment siblings	11	13	9	21	16
Out of catchment	28	22	26	32	33
<b>Total offered on National Offer Day</b>	<b>90</b>	<b>90</b>	<b>74</b>	<b>90</b>	<b>90</b>

For Admission into the Reception year group in September 2019 every child that applied on time gained a place (excluding those that were offered a higher preference).

	2019	2018	2017	2016	2015
Number of appeals lodged	0	0	<5	0	<5
Number of appeals heard	0	0	<5	0	0
Number of successful appeals	0	0	0	0	0

# Porters Grange Primary School

Portico Academy Trust

**Head of School:** Miss D Henley

**Address:** Lancaster Gardens, Southend-on-Sea  
SS1 2NS Tel: 01702 468047

**Email:** office@portersgrange.southend.sch.uk  
**website:** www.portersgrange.co.uk

**Published Admission Number (PAN):**  
60 in each year group

If at the closing date for applications, there are not enough places for all those who have expressed a wish to have their child admitted to the school; places will be allocated using the admission/oversubscription criteria as below. This will not apply to children with a statement of special educational needs (SEN) or Education, Health and Care (EHC) plans they must be admitted to the named school.

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

for all criteria, catchment area map and additional information please refer to explanatory notes and maps in this booklet. The full determined arrangements are available on the school website or on the following link [https://www.southend.gov.uk/info/200176/school\\_admissions/777/admission\\_policies](https://www.southend.gov.uk/info/200176/school_admissions/777/admission_policies)

# Prince Avenue Academy

South East Essex Academy Trust

**Headteacher:** Mr Gary Clement

**Address:** Hornby Avenue, Westcliff-on-Sea  
SS0 0LG Tel: 01702 311411

**Email:** office@princeavenue.southend.sch.uk  
**website:** www.princeavenue.co.uk

**Published Admission Number (PAN):**  
60 in each year group

If at the closing date for applications, there are not enough places for all those who have expressed a wish to have their child admitted to the school; places will be allocated using the admission/oversubscription criteria as below. This will not apply to children with a statement of special educational needs (SEN) or Education, Health and Care (EHC) plans they must be admitted to the named school.

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

for all criteria, catchment area map and additional information please refer to explanatory notes and maps in this booklet. The full determined arrangements are available on the school website or on the following link [https://www.southend.gov.uk/info/200176/school\\_admissions/777/admission\\_policies](https://www.southend.gov.uk/info/200176/school_admissions/777/admission_policies)

## Porters Grange Primary School

Number of preferences received for admission into the Reception year group in September 2019 = 70

Admission criteria	Number of pupils allocated a place				
	2019	2018	2017	2016	2015
EHCP or in/was in Public Care	0	0	0	<5	0
Catchment area siblings	5	6	14	14	16
Catchment area	10	16	15	5	17
Out of catchment siblings	5	<5	<5	7	5
Pupils of staff	0	n/a	n/a	n/a	n/a
Out of catchment	17	27	9	<5	13
<b>Total offered on National Offer Day</b>	<b>37</b>	<b>53</b>	<b>42</b>	<b>31</b>	<b>51</b>

For Admission into the Reception year group in September 2019 every child that applied on time gained a place (excluding those that were offered a higher preference).

	2019	2018	2017	2016	2015
Number of appeals lodged	0	0	0	0	0
Number of appeals heard	0	0	0	0	0
Number of successful appeals	0	0	0	0	0

## Prince Avenue Primary School

Number of preferences received for admission into the Reception year group in September 2019 = 78

Admission criteria	Number of pupils allocated a place				
	2019	2018	2017	2016	2015
EHCP or in/was in Public Care	<5	<5	<5	<5	<5
Pupils of staff	0	0	0	0	0
Catchment area siblings	15	15	19	19	12
Catchment area	14	15	13	11	19
Out of catchment siblings	5	6	<5	11	11
Out of catchment	9	14	8	13	16
<b>Total offered on National Offer Day</b>	<b>44</b>	<b>51</b>	<b>44</b>	<b>55</b>	<b>59</b>

For Admission into the Reception year group in September 2019 every child that applied on time gained a place (excluding those that were offered a higher preference).

	2019	2018	2017	2016	2015
Number of appeals lodged	0	0	0	0	0
Number of appeals heard	0	0	0	0	0
Number of successful appeals	0	0	0	0	0

# Richmond Primary School

Southend East Community Academy Trust

**Headteacher: Mrs D Hughes**

**Address:** Richmond Avenue, Shoeburyness  
SS3 9LG Tel: 01702 292197

**Email:** admin@richmond-pri.southend.sch.uk  
**website:** www.richmond-avenue.co.uk

**Published Admission Number (PAN):**  
60 in each year group

If at the closing date for applications, there are not enough places for all those who have expressed a wish to have their child admitted to the school; places will be allocated using the admission/oversubscription criteria as below. This will not apply to children with a statement of special educational needs (SEN) or Education, Health and Care (EHC) plans they must be admitted to the named 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 who live in the catchment area;
4. Pupils who live outside the catchment area who have a sibling attending the school;
5. Pupils who live outside the catchment area.

for all criteria, catchment area map and additional information please refer to explanatory notes and maps in this booklet. The full determined arrangements are available on the school website or on the following link [https://www.southend.gov.uk/info/200176/school\\_admissions/777/admission\\_policies](https://www.southend.gov.uk/info/200176/school_admissions/777/admission_policies)

## Richmond Primary School

Number of preferences received for admission into the Reception year group in September 2019 = 129

Admission criteria	Number of pupils allocated a place				
	2019	2018	2017	2016	2015
EHCP or in/was in Public Care	0	<5	0	<5	0
Catchment area siblings	12	18	19	17	13
Catchment area	24	28	13	24	24
Out of catchment siblings	11	7	11	10	13
Out of catchment	13	6	17	9	10
<b>Total offered on National Offer Day</b>	<b>60</b>	<b>60</b>	<b>60</b>	<b>61</b>	<b>60</b>

For Admission into the Reception year group in September 2019 the last child was admitted under admission criterion 'Out of Catchment area' at a distance of 0.505 miles

	2019	2018	2017	2016	2015
Number of appeals lodged	0	<5	0	<5	<5
Number of appeals heard	0	<5	0	<5	<5
Number of successful appeals	0	0	0	0	0

# Temple Sutton Primary School

Learning in Harmony Multi Academy Trust

**Headteacher: Ms O Laniyan**

**Address:** Eastern Avenue, Southend-on-Sea  
SS2 4BA Tel: 01702 468582

**Email:** admin@templesuttonprimary.co.uk  
**website:** www.templesutton.org.uk

**Published Admission Number (PAN):**  
120 in each year group

If at the closing date for applications, there are not enough places for all those who have expressed a wish to have their child admitted to the school; places will be allocated using the admission/oversubscription criteria as below. This will not apply to children with a statement of special educational needs (SEN) or Education, Health and Care (EHC) plans they must be admitted to the named 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 who live in the catchment area;
4. Pupils who live outside the catchment area who have a sibling attending the school;
5. Pupils of staff at the school;
6. Pupils of the school attending Temple Sutton Nursery;
7. Pupils who live outside the catchment area.

for all criteria, catchment area map and additional information please refer to explanatory notes and maps in this booklet. The full determined arrangements are available on the school website or on the following link [https://www.southend.gov.uk/info/200176/school\\_admissions/777/admis-](https://www.southend.gov.uk/info/200176/school_admissions/777/admis-)

## Temple Sutton Primary School

Number of preferences received for admission into the Reception year group in September 2019 = 176

Admission criteria	Number of pupils allocated a place				
	2019	2018	2017	2016	2015
EHCP or in/was in Public Care	<5	<5	0	<5	<5
Catchment area siblings	16	24	13	27	20
Catchment area	23	28	25	29	12
Out of catchment siblings	17	19	23	25	21
Pupils of Staff	0	n/a	n/a	n/a	n/a
Temple Sutton nursery	12	n/a	n/a	n/a	n/a
Out of catchment	19	24	29	28	20
<b>Total offered on National Offer Day</b>	<b>90</b>	<b>97</b>	<b>90</b>	<b>110</b>	<b>79</b>

For Admission into the Reception year group in September 2019 every child that applied on time gained a place (excluding those that were offered a higher preference).

	2019	2018	2017	2016	2015
Number of appeals lodged	0	0	0	0	<5
Number of appeals heard	0	0	0	0	0
Number of successful appeals	0	0	0	0	0

# Thorpedene Primary School

Southend East Community Academy Trust

**Headteacher:** Miss S Walsh

**Address:** Delaware Road, Shoeburyness SS3 9NP  
Tel: 01702 582225

**Email:** office@thorpedene.southend.sch.uk  
**website:** www.thorpedene.southend.sch.uk

**Published Admission Number (PAN):**  
90 in each year group

If at the closing date for applications, there are not enough places for all those who have expressed a wish to have their child admitted to the school; places will be allocated using the admission/oversubscription criteria as below. This will not apply to children with a statement of special educational needs (SEN) or Education, Health and Care (EHC) plans they must be admitted to the named 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 who live in the catchment area;
4. Pupils who live outside the catchment area who have a sibling attending the school;
5. Pupils who live outside the catchment area.

for all criteria, catchment area map and additional information please refer to explanatory notes and maps in this booklet. The full determined arrangements are available on the school website or on the following link [https://www.southend.gov.uk/info/200176/school\\_admissions/777/admission\\_policies](https://www.southend.gov.uk/info/200176/school_admissions/777/admission_policies)

# Westborough Academy

The Challenger Multi Academy Trust

**Headteacher:** Mrs T Brook

**Address:** Macdonald Avenue, Westcliff-on-Sea SS0 9BS Tel: 01702 349249

**Email:** westborough@westborough.southend.sch.uk  
**website:** www.thewestboroughschool.co.uk

**Published Admission Number (PAN):**  
60 for years R-5 and 90 for year 6

If at the closing date for applications, there are not enough places for all those who have expressed a wish to have their child admitted to the school; places will be allocated using the admission/oversubscription criteria as below. This will not apply to children with a statement of special educational needs (SEN) or Education, Health and Care (EHC) plans they must be admitted to the named school.

1. Looked after children and previously looked after children;
2. Children with a brother or sister on roll at the close of applications for the forthcoming academy year and living at the same address within the catchment area;
3. Children living within the catchment area;
4. Children with a brother or sister on roll at the close of applications for the forthcoming academy year and living at the same address outside the catchment area
5. Children living outside the catchment area.

for all criteria, catchment area map and additional information please refer to explanatory notes and maps in this booklet. The full determined arrangements are available on the school website or on the following link [https://www.southend.gov.uk/info/200176/school\\_admissions/777/admission\\_policies](https://www.southend.gov.uk/info/200176/school_admissions/777/admission_policies)

## Thorpedene Primary School

Number of preferences received for admission into the Reception year group in September 2019 = 98

Admission criteria	Number of pupils allocated a place				
	2019	2018	2017	2016	2015
EHCP or in/was in Public Care	0	<5	0	0	<5
Catchment area siblings	11	11	13	19	14
Catchment area	6	11	17	12	9
Out of catchment siblings	21	14	14	15	13
Out of catchment	18	34	24	27	40
Total offered on National Offer Day	56	71	68	73	77

For Admission into the Reception year group in September 2019 every child that applied on time gained a place (excluding those that were offered a higher preference).

	2019	2018	2017	2016	2015
Number of appeals lodged	0	0	<5	0	0
Number of appeals heard	0	0	<5	0	0
Number of successful appeals	0	0	<5	0	0

## Westborough Academy

Number of preferences received for admission into the Reception year group in September 2019 = 107

Admission criteria	Number of pupils allocated a place				
	2019	2018	2017	2016	2015
EHCP or in/was in Public Care	0	0	0	0	0
Catchment area siblings	19	25	18	20	21
Catchment area	24	24	22	25	39
Out of catchment siblings	5	5	6	14	0
Out of catchment	12	6	13	<5	0
Total offered on National Offer Day	60	60	59	60	60

For Admission into the Reception year group in September 2019 every child that applied on time gained a place (excluding those that were offered a higher preference).

	2019	2018	2017	2016	2015
Number of appeals lodged	0	0	0	0	12
Number of appeals heard	0	0	0	0	12
Number of successful appeals	0	0	0	0	0

# West Leigh Infant School

Southend-on-sea Borough Council

**Headteacher:** Mrs Y Sayer

**Address:** Ronald Hill Grove, Leigh-on-Sea SS9 2JB  
Tel: 01702 476610

**Email:** office@westleigh-inf.southend.sch.uk  
**website:** www.westleighinfants.co.uk

**Published Admission Number (PAN):**  
120 in each year group

If at the closing date for applications, there are not enough places for all those who have expressed a wish to have their child admitted to the school; places will be allocated using the admission/oversubscription criteria as below. This will not apply to children with a statement of special educational needs (SEN) or Education, Health and Care (EHC) plans they must be admitted to the named 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 the catchment area who have a sibling attending the school or West Leigh Junior School;
7. Pupils who live outside the catchment area.

for all criteria, catchment area map and additional information please refer to explanatory notes and maps in this booklet. The full determined arrangements are available on the school website or on the following link [https://www.southend.gov.uk/info/200176/school\\_admissions/777/admission\\_policies](https://www.southend.gov.uk/info/200176/school_admissions/777/admission_policies)

# West Leigh Junior School

Portico Academy Trust

**Head of School:** Mr J Lear

**Address:** Ronald Hill Grove, Leigh-on-Sea SS9 2JB  
Tel: 01702 478593

**Email:** office@westleigh-jun.southend.sch.uk  
**website:** www.westleighjunior.co.uk

**Published Admission Number (PAN):**  
128 in each year group

If at the closing date for applications, there are not enough places for all those who have expressed a wish to have their child admitted to the school; places will be allocated using the admission/oversubscription criteria as below. This will not apply to children with a statement of special educational needs (SEN) or Education, Health and Care (EHC) plans they must be admitted to the named school.

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

for all criteria, catchment area map and additional information please refer to explanatory notes and maps in this booklet. The full determined arrangements are available on the school website or on the following link [https://www.southend.gov.uk/info/200176/school\\_admissions/777/admission\\_policies](https://www.southend.gov.uk/info/200176/school_admissions/777/admission_policies)

## West Leigh Infant School

Number of preferences received for admission into the Reception year group in September 2019 = 301

Admission criteria	Number of pupils allocated a place				
	2019	2018	2017	2016	2015
EHCP or in/was in Public Care	<5	<5	<5	<5	<5
Catchment area siblings	51	39	42	55	50
Pupils of staff	0	n/a	n/a	n/a	n/a
Catchment pupil premium	0	n/a	n/a	n/a	n/a
Catchment area	68	63	70	64	67
Out of catchment siblings	0	6	<5	0	0
Out of catchment	0	11	<5	0	0
<b>Total offered on National Offer Day</b>	<b>120</b>	<b>120</b>	<b>120</b>	<b>120</b>	<b>120</b>

For Admission into the Reception year group in September 2019 the last child was admitted under admission criterion 'Catchment area' at a distance of 0.899 miles

	2019	2018	2017	2016	2015
Number of appeals lodged	7	<5	<5	11	5
Number of appeals heard	6	<5	<5	7	<5
Number of successful appeals	0	0	0	0	0

## West Leigh Junior School

Number of preferences received for admission into the Reception year group in September 2019 = 164

Admission criteria	Number of pupils allocated a place				
	2019	2018	2017	2016	2015
EHCP or in/was in Public Care	<5	<5	0	0	0
Year 2 at WLIS	116	120	120	121	120
Catchment area siblings	9	0	0	0	0
Pupils of staff	0	n/a	n/a	n/a	n/a
Catchment pupil Premium	0	n/a	n/a	n/a	n/a
Catchment area	<5	<5	<5	<5	<5
Out of catchment siblings	0	0	<5	0	<5
Out of catchment	0	<5	<5	<5	<5
<b>Total offered on National Offer Day</b>	<b>128</b>	<b>128</b>	<b>128</b>	<b>129</b>	<b>128</b>

For admission into year 3 in September 2019 the last pupils offered was in the criteria 'catchment area' at a distance of 0.616 miles

	2019	2018	2017	2016	2015
Number of appeals lodged	<5	0	0	0	<5
Number of appeals heard	<5	0	0	0	<5
Number of successful appeals	0	0	0	0	0

# Our Lady of Lourdes Catholic Primary School

Assisi Catholic Trust

**Headteacher: Mrs S Nutman**

**Address:** Manchester Drive, Leigh-on-Sea SS9 3 HS

**Tel:** 01702 475689

**Email:** [office@ourladyoflourdes.southend.sch.uk](mailto:office@ourladyoflourdes.southend.sch.uk)

**website:** [www.olol.co.uk](http://www.olol.co.uk)

**Published Admission Number (PAN):** 60 in each year group

Parents applying for a place at this Catholic school must also complete a Supplementary Information Form (SIF) and a Priest's Reference Form which can be obtained from the school. The SIF form and Priest's Form must be returned to the school along with a copy of your child's baptism certificate. The SIF form is not an application form but provides the Governors with information in order to place applications in priority order according to the school's admission criteria.

## ADMISSIONS/OVERSUBSCRIPTION POLICY

Preference will first be given to children in the following order:

1. Looked after children from Catholic families and children who were looked after but ceased to be so because they were adopted by Catholic families (or became subject to a residence order or special guardianship order).<sup>1</sup>
2. Baptised Catholic children from practising Catholic families who reside in the Parishes of Our Lady of Lourdes, Leigh on Sea & St. Peter's, Eastwood, whose applications are supported by their Parish Priest.<sup>2</sup>
3. Baptised Catholic children from practising Catholic families, who do not reside in the parishes of Our Lady of Lourdes, Leigh on Sea or St. Peter's, Eastwood, whose applications are supported by their Parish Priest.
4. Baptised Catholic children who reside in the Parishes of Our Lady of Lourdes, Leigh on Sea & St. Peter's, Eastwood.
5. Baptised Catholic children resident in other parishes.
6. Other looked after children and children who were looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

7. Catechumens and members of other Eastern Christian Churches.

8. Baptised children of practising Christians of other Christian denominations providing evidence of Baptism and whose application is supported by their Minister.<sup>3</sup>

9. Baptised children of practising Christians of other Christian denominations.

10. Children who are living in the parishes of Our Lady of Lourdes and St. Peter's, whose parents demonstrate a genuine desire for their children to receive a Catholic education.

### Additional explanatory notes:

1. Looked after children are defined within section 22 of the Children Act 1989 and refers to children in public care. It also includes children, who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order)
- 2 'Practising Catholic' is a person who observes the Churches precept of attending Mass each Sunday and on Holy Days of Obligation and where the application is supported by a Catholic Priest. The Governing Body will expect this practice to be verified by a reference from the Priest in the standard format laid down by the diocese.

Continued overleaf...



3 Definition of children of other Christian denominations. “Children of other Christian denominations” means: children who belong to other churches and ecclesial communities which, acknowledging God’s revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God’s will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

**The full school policy and the Supplementary information form (SIF) are available on the school website and at the end of the booklet**

## Our lady of Lourdes Catholic Primary School

Number of preferences received for admission into the Reception year group in September 2019 = 86

**Number of pupils allocated a place in years:**

<b>Admission criteria</b>	2019	2018	2017	2016	2015
Looked after children from Catholic families & Pupils with statements of SEN	<5	<5	<5	<5	<5
Baptised Catholic children of practising Catholic teachers currently employed at the school, and having been so employed for a minimum of two academic years, and having support of their parish Priest.	38	0	0	0	0
Baptised Catholic children from practising Catholic families who reside in the Parishes of Our Lady of Lourdes, Leigh on Sea & St.Peter's, Eastwood, whose application are supported by their Parish Priest.	<5	32	30	36	31
Baptised Catholic children from practising Catholic families who do not reside in the Parishes of Our Lady of Lourdes, Leigh on Sea & St.Peter's, Eastwood, whose application are supported by their Parish Priest.	<5	24	22	12	24
Baptised Catholic children who reside in the Parishes of Our Lady of Lourdes, Leigh on Sea & St.Peter's, Eastwood.	<5	<5	<5	<5	<5
Baptised Catholic children who reside in other Parishes.	0	0	0	<5	<5
Catechumens and members of other Eastern Christian Churches.	0	0	0	0	<5
Other looked after children	<5	0	0	0	0
Baptised children of practising Christians of other Christian denominations providing evidence of Baptism and whose application is supported by their Minister.	0	0	<5	<5	0
Children who are living in the Parishes of Our Lady of Lourdes, Leigh on Sea & St.Peter's, Eastwood, whose parents demonstrate a genuine desire for their children to receive a Catholic education.	13	0	<5	5	<5
<b>Total offered on National Offer Day</b>	<b>58</b>	<b>60</b>	<b>60</b>	<b>60</b>	<b>61</b>

For Admission into the Reception year group in September 2019 every child that applied on time gained a place (excluding those that were offered a higher preference).

<b>Appeals</b>	2019	2018	2017	2016	2015
Number of appeals lodged for places in the Reception year group	0	<5	0	0	0
Number of appeals heard	0	<5	0	0	0
Number of successful appeals	0	0	0	0	0

# Sacred Heart Catholic Primary School & Nursery

**Headteacher:** Mrs S Nutman

**Address:** Windermere Road, Southend-on-Sea, SS1 2RF

**Tel:** 01702 534546

**Email:** office@sacredheart.southend.sch.uk

**website:** www.shs-southend.co.uk

**Published Admission Number (PAN): 60 R-4 & 30 5&6 s**

Parents applying for a place at this Catholic school must also complete a Supplementary Information Form (SIF) which can be obtained from the School or the Local Authority. A Certification of Practice can be obtained from the Parish Church.

The SIF form and the Priest's Form must be returned to Sacred Heart School by 22nd January 2019. The SIF form is not an application form but provides the Governors with information in order to place applications in priority order according to the school's admission criteria, as seen below.

The standard number of children admitted each year is 60 in all year groups from reception to year 3 and 30 in years 4 to 6; the Governors intend to admit this number. The parish catchment area for the school extends from Eastern Avenue and along the north boundary to Thorpe Hall Avenue. The southern boundary follows along the B1016 including Thorpe Esplanade, Eastern Esplanade and on to Marine Parade and Pier Hill. It continues along the west boundary along High Street and Victoria Avenue to East Street on the B1015.

All admissions are determined by the Governing Body, who reserve the right to protect the denominational character of the school and to consider each application in line with the admissions criteria below. Parents will be advised of their applications by the Local Authority on 16th April 2019.

## Oversubscription Criteria

- 1) Looked after children from Catholic Families and children who were looked after but ceased to be so because they were adopted by Catholic families (or became subject to a residence order or special guardianship order.)<sup>1</sup>
- 2) Baptised Catholic children of practising Catholic parent(s) whose practice is verified by a Catholic Priest and who live in the parish of Sacred Heart and St John Fisher (only within the boundary of the former parish of Sacred Heart).

3) Baptised Catholic children of practising Catholic parent(s) whose practice is verified by a Catholic Priest, who do not live in the parish of Sacred Heart and St John Fisher (only within the boundary of the former parish of Sacred Heart)

4) Baptised Catholic children residing in the parish.

5) Baptised Catholic children, but live outside the parish.

6) Other looked after children and children who were looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order)<sup>1</sup>

7) Catechumens and their children seeking baptism and members of other Eastern Christian churches

8) Baptised (or equivalent) children of another Christian faith who attend church regularly and whose application is supported by their minister.<sup>3</sup>

9) Baptised (or equivalent) children of another Christian faith.

10) Other children whose parents have shown a preference for Sacred Heart School.

## Notes:

- Evidence of Baptism (or equivalent) needs to support application to the school.
- 'Catholic' means a member of a church in communion with the See of Rome. This includes Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church.
- 'Catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.
- 'Eastern Christian Churches' includes Orthodox Churches and is normally evidenced by a certificate of baptism or reception from the authorities of that church.

NOTES continued.

<sup>1</sup>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 residence or special guardianship orders) immediately following having been looked after.

<sup>2</sup>'Practising Catholic' is a person who observes the Churches precept of attending Mass each Sunday and on Holy Days of Obligation and where the application is supported by a Catholic Priest. The Governing Body will expect this practice to be verified by a reference from the Priest in the standard format laid down by the diocese.

<sup>3</sup>Definition of children of other Christian denominations. "Children of other Christian denominations" means:

children who belong to other churches and ecclesial communities which, acknowledging God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above. All members of Churches Together in England and of CYTŪN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

**The full school policy and the Supplementary information form (SIF) are available on the school website and at the end of this booklet**

## Sacred Heart Catholic Primary School & Nursery

Number of preferences received for admission into the Reception year group in September 2019 = 117

Number of pupils allocated a place in years:

Admission Criteria	2019	2018	2017	2016	2015
Looked after children from Catholic families & Pupils with EHC Plans	0	0	<5	<5	<5
Baptised Catholic children of practising Catholic parents who live in the parish of Sacred Heart and St John Fisher	21	23	25	29	19
Baptised Catholic children of practising Catholic parents who do not live in the parish of Sacred Heart and St John Fisher	0	<5	<5	<5	<5
Baptised Catholic children residing in the parish	10	<5	8	8	8
Baptised Catholic children, living outside the parish	<5	<5	<5	0	0
Catechumens and their children seeking baptism and members of other Eastern Christian churches	<5	0	<5	0	<5
Other looked after children	0	<5	0	0	0
Baptised (or equivalent) children of another Christian faith who attend church regularly and whose application is supported by their minister	<5	5	<5	<5	<5
Baptised (or equivalent) children of another Christian faith	<5	<5	<5	<5	0
Other children whose parents have shown a preference for Sacred Heart School	23	23	18	18	8
<b>Total offered on National Offer Day</b>	<b>60</b>	<b>60</b>	<b>60</b>	<b>60</b>	<b>43</b>

For admissions into the Reception year group in September 2019 the last child was admitted under admission criterion - Other children whose parents have shown a preference for Sacred Heart School

Appeals	2019	2018	2017	2016	2015
Number of appeals lodged for places in the Reception year group	0	0	0	0	0
Number of appeals heard	0	0	0	0	0
Number of successful appeals	0	0	0	0	0

# St George's Catholic Primary School

**Headteacher: Mrs A Delgado**

**Address:** Eagle Way, Shoeburyness SS3 9RN

**Tel:** 01702 293522

**Email:** office@st-georges.southend.sch.uk

**website:** www.sgcps.co.uk

**Published Admission Number (PAN):** 30 in each year group

St George's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will always be given to Catholic children in accordance with the oversubscription criteria listed below.

The school is situated in the Diocese of Brentwood and is maintained by Southend Local Authority (LA). The School primarily serves the parish of St George's and the English Martyrs

The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government, and seeks at all times to be a witness to Our Lord Jesus Christ. As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The governing body is the admission authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round. The governing body has set its admission number at 30 pupils to be admitted to the reception cohort in the school year which begins in September 2019. The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's Published Admissions Number ("PAN").

Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs (see note 1) The admission of pupils with a Statement of Special Educational Needs or an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with a Statement of Special Educational Needs or Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

## Oversubscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

1. Catholic looked after and previously looked after children (see notes 2 & 3)
2. Catholic children who are resident in the parish of St. George and the English Martyrs.
3. Other Catholic children.
4. Other looked after and previously looked after children (see note 2)
5. Catechumens and members of an Eastern Christian Church. (see notes 4 & 5)
6. Children of other Christian denominations whose membership is evidenced by a minister of religion. (see note 6)
7. Children of other faiths whose membership is evidenced by a religious leader. (See note 7)
8. Any other children.

Within each of the categories listed above, the following provision will be applied in the following order.

(i) the attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made (see note 8).

### Tie Break

In the event of two or more applications for the same place, preference will be given to those living in the parish, as shown on the map available from the school. If, after this consideration, there is oversubscription in any one category, "straight line" distance will be used to measure the distance between the pupil's home and the nearest pupil entrance to the school. If the pupil's home is a flat, the distance will be measured to the main external entrance of the building. If the same distance is shared by more than one pupil, and only one place is available, the place will be awarded on the basis of a computerised random allocation process (supervised by someone independent of the Governing Body). Distances will be measured using the Local Authority's computerised measuring system.

**The full school policy and the Supplementary information form (SIF) are available on the school website and in this booklet**

## St George's Catholic Primary School

Number of preferences received for admission into the Reception year group in September 2019= 77

Number of pupils allocated a place in years

<b>Admission Criteria</b>	<b>2019</b>
Looked after children from Catholic families & Pupils with EHC Plans	<5
Catholic children who are resident in the parish of St. George and the English Martyrs	16
Other Catholic children.	<5
Other looked after and previously looked after children	<5
Catechumens and members of an Eastern Christian Church	11
Children of other Christian denominations whose membership is evidenced by a minister of religion.	0
Children of other faiths whose membership is evidenced by a religious leader	0
Any other children.	0
<b>Total offered on National Offer Day</b>	<b>30</b>
For admissions into the Reception year group in September 2019 the last child was admitted under admission criterion - Catechumens and members of an Eastern christian church	
<b>Appeals</b>	<b>2019</b>
Number of appeals logged for places in the Reception year group	<5
Number of appeals heard	<5
Number of successful appeals	0

Information on the number of pupils allocated a place in previous years is available from the school.

# St Helen's Catholic Primary School

Assisi Catholic Trust

**Headteacher: Mrs E Mouchel**

**Address:** North Road, Westcliff-on-Sea SS0 7AY

**Tel:** 01702 343 823

**Email:** office@st-helens.southend.sch.uk

**website:** www.st-helens.southend.sch.uk

**Published Admission Number (PAN):** 60 for Years R-5 and 30 for year 6

St. Helen's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic Families. The school is conducted by its Governing Body as part of the Catholic Church in accordance with its trust deed and instrument of Government, and seeks at all times to be a witness to Jesus Christ.

Whenever there are more applications than places available, the Governing Body will apply the oversubscription criteria listed below. All applicants are required to declare their positive support for the aims and ethos of the school.

## Oversubscription Criteria

1. Looked after children from Catholic families and children who were looked after but ceased to be so because they were adopted by Catholic families (or became subject to a residence order or special guardianship order).
2. Baptised Catholic children of practising Catholic parent (s), whose practice is verified by a Catholic Priest and who live in the Parish of St. Helen's.
3. Baptised Catholic children of practising Catholic parent (s), whose practice is verified by a Catholic Priest but who live outside the Parish of St. Helen's.
4. Other Baptised Catholic children, living within the Parish of St. Helen's.
5. Other Baptised Catholic children, living outside of the Parish of St. Helen's.
6. Other looked after children and children who were looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
7. Catechumens and their children seeking Baptism and members of other Eastern Christian Churches.
8. Baptised Christian children of practising parent (s) as defined by their own Minister of Religion.
9. Christian children whose application is supported by a letter from their minister.
10. Other children

The Parish Priest or Minister of Religion is required to complete and sign the appropriate reference form and return it to the school. If the child is not a Baptised Christian but attends Church, then a letter of support from the Minister of Religion should accompany the completed Supplementary Information Form (SIF). In categories 2, 3, 4, 5, 8 and 1 (if applicable), the child's Baptismal Certificate must accompany the completed Supplementary Information Form (SIF) and returned to the school office by the deadline.

Parent/Carers will be advised of their applications by the Local Authority on **16th April 2019**.

**The full school policy and the Supplementary information form (SIF) are available on the school website and later in this booklet**

# St Helen's Catholic Primary School

Number of preferences received for admission into the Reception year group in September 2019 =123

Number of places offered to

Admission Criteria	Number of places offered to				
	2019	2018	2017	2016	2015
Looked after children from Catholic families & Pupils with EHC Plans	0	0	0	0	0
Baptised Catholic children of practising Catholic parent(s), whose practice is verified by a Catholic Priest and who live in the Parish of St. Helen's	16	13	19	17	10
Baptised Catholic children of practising Catholic parent(s), whose practice is verified by a Catholic Priest and who live outside the Parish of St. Helen's	<5	<5	<5	<5	<5
Other Baptised Catholic children, living within the Parish of St. Helen's	6	<5	0	5	8
Other Baptised Catholic children, living outside of the Parish of St. Helen's	<5	0	0	0	<5
Other looked after children	<5	0	0	0	0
Catechumens and their children seeking Baptism and members of other Eastern Christian Churches	0	<5	<5	0	<5
Baptised Christian children of practising parent(s) as defined by their own Minister of Religion	<5	0	<5	<5	<5
Christian children whose application is supported by a letter from their minister	<5	<5	<5	<5	<5
Other children	24	39	29	20	14
<b>Total offered on National Offer Day</b>	<b>60</b>	<b>60</b>	<b>56</b>	<b>49</b>	<b>45</b>

For admissions into the Reception year group in September 2019 the last child was admitted under admission criterion - Other children

Appeals	2019	2018	2017	2016	2015
Number of appeals logged for places in the Reception year group	0	0	<5	0	0
Number of appeals heard	0	0	<5	0	0
Number of successful appeals	0	0	0	0	0

# St Mary's, Prittlewell, Church of England Primary School

**Headteacher:** Mr N Booth

**Address:** Boston Avenue, Southend-on-Sea SS2 6JH

**Tel:** 01702 354012

**Email:** office@st-marysprittlewell.southend.sch.uk

**website:** www.st-marysprittlewell.com

**Published Admission Number (PAN):** 120 R-3 and 90 years 4&5 and 60 year 6

As you may know St. Mary's is the only Aided Church of England School within the Borough of Southend. The admission of any particular child to this school is subject to the decision of the Governing Body as the Admissions Authority as part of the co-ordinated admissions procedure of Southend Borough Council Local Authority. The school enjoys the confidence of parents and is frequently over-subscribed. Therefore, the Governing Body follows an established admissions procedure which is detailed below for your guidance.

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

### **Oversubscription Criteria:**

1. Looked After Children (LAC) or previously looked after children (please see Note I below for definition).
2. Children of parents who worship at St. Mary's Church, Prittlewell as defined in Group A and B.
3. Children of parents who worship at other Anglican Churches as defined in Group A and B.
4. Where there are siblings, (please see note IV for definition).
5. Children of parents who worship at St. Mary's Church, Prittlewell as defined in Group C.
6. Children of parents who worship at other Anglican Churches as defined in Group C.
7. Children of parents who worship at other Christian Churches that are members of the Churches Together in Britain and Ireland, as defined in Group A, B or C.
8. Children who live in the area of Central Southend i.e. – **inside** the area bounded by and including Chalkwell Avenue, Westbourne Grove, Prince Avenue to Cuckoo Corner, Priory Crescent, Eastern Avenue, Royal Artillery Way, Thorpe Hall Avenue and the seafront between Thorpe Hall Avenue and Chalkwell Avenue.
9. Other children – children living **outside** the area bounded by the roads named above in Category 8.

### **NOTES:**

1. Looked After Children (LAC) and previously Looked After Children is defined as:

- Children who are in the care of the local authority or are provided with accommodation by the local authority in the exercise of its social services functions (see the definition in section 22(1) of the Children Act 1989);
- Children who were "looked after" but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order);
- Children who were adopted or subject to a residence order or special guardianship order immediately following having been "looked after".

References to being adopted refer to being adopted under the terms of the Adoption and Children Act 2002 section 46.

ii. A parent is defined as birth or adoptive parents, or person who has Parental Responsibility for the child.

iii All applicants are required to complete this Supplementary Information Form (SIF) which is available from the school and must be returned to the school. Applicants for **Reception** places for September 2019 must **return this form to the school by 22<sup>nd</sup> January 2019.**

All applicants for **Reception** places are ALSO required to complete the Southend Borough Council Local Authority Common Application Form (CAF) **which must be returned to the Local Authority at Southend Borough Council by the closing date of 15<sup>th</sup> January 2019.**

The Local Authority will advise the parent of the availability or non-availability of a school place for their child on **16<sup>th</sup> April 2019** by first-class post, or by email depending on your chosen preference of response.



**NOTES continued**

Iv. A sibling is considered to be a brother or sister, step-brother or step-sister, adopted brother or adopted sister, foster-brother or foster-sister, sharing one or both parents in common and living permanently at the same address, who attends the school at the time of application with a reasonable expectation that he or she will still be attending at the time of the proposed admission.

V. Claims for admission under categories 2, 3, 5, 6 and 7 must be accompanied by a letter from the incumbent or minister, or from the Church that is supporting the application and must be on official church headed paper. Evidence will be verified by the school. Failure to provide this evidence will result in the application being assigned to another relevant category. The evidence must contain details of the length of time that the parent/s have been members of the congregation and the pattern of attendance of the parent/s at the church as in the following defining Groups;

A - At the heart of the church – i.e. attending Sunday services or/involved in weekday worship at least twice a month

B - Attached to the church - i.e. attending Sunday services/ or involved in weekday worship at least on a monthly basis

C - Known to the church – i.e. parent/s who are occasional worshippers at the church

N.B. Attendance by the child alone at Church or Sunday School, is not a sufficient qualification for inclusion under categories **2, 3, 5, 6 or 7**.

In case of over subscription within a category where Groups A, B and C apply (see note V above), precedence will be given to children in Group A, then B then C in that order and within each group, in distance order according to proximity to the school (**Boston Avenue site**). In applying this policy, distance from the school in terms of the shortest “straight line” distance from the child’s home front gate to the **Boston Avenue site’s** main entrance gate will be used (in accordance with the LA approved scheme). Where a child spends part of the week with parents with shared responsibility, the child’s home address is defined as the address which is the child’s usual place of residence during the majority of the school week.

**The full school policy and the Supplementary information form (SIF) are available on the school website and later in the booklet**

## St Mary’s, Prittlewell, Church of England Primary School

Number of preferences received for admission into the Reception year group in September 2019 =167

Admission Criteria	2019	2018	2017	2016	2015
Looked After Children (LAC) or previously looked after children	<5	0	0	0	<5
Children of parents who worship at St.Mary’s Church, Prittlewell as defined in Group A and B	0	<5	<5	5	7
Children of parents who worship at other Anglican Churches as defined in Group A and B	<5	6	4	<5	<5
Where there are siblings (please see note III for definition)	23	22	26	27	37
Children of parents who worship at St.Mary’s Church, Prittlewell as defined in Group C	0	0	0	0	<5
Children of parents who worship at other Anglican Churches as defined in Group C	0	0	<5	<5	0
Children of parents who worship at other Christian Churches that are members of the Churches Together in Brit-	0	5	0	<5	5
Children who live in the area of Central Southend	19	20	21	39	23
Other children	52	34	32	18	14
Total offered on National Offer Day	98	89	86	92	94
For admissions into the Reception year group in September 2019 the last child was admitted under admission criterion – Other children					
Appeals	2019	2018	2017	2016	2015
Number of appeals logged for places in the Reception year group	0	0	0	0	0
Number of appeals heard	0	0	0	0	0
Number of successful appeals	0	0	0	0	0

# Additional Information & Term Dates 2020/21

## School term and holiday dates for the academic year 2020/21

These dates are generally followed by all schools in Southend but you should check with the individual school. All schools will also have a number of non-pupil days when children will not be expected to attend. These vary from one school to another. The day when certain schools begin a new term may also vary. Please contact the school office for more details.

You should avoid taking your child out of school for holidays, as this will inevitably disrupt the child's education. Absence without the approval of the headteacher is regarded as unauthorised absence. Parents should be aware that unauthorised absence may lead to Penalty Notices (anything from £60), and prosecution at Magistrates Court.



<b>Autumn Term:</b>	Wednesday 2 September 2020 – Friday 18 December 2020 <i>Half Term 26 October – 30 October</i>
<b>Spring Term:</b>	Monday 4 January 2021 – Friday 26 March 2021 <i>Half Term 15 February - 19 February</i>
<b>Summer Term:</b>	Monday 12 April 2021 – Wednesday 21 July 2021 <i>Half Term 31 May – 4 June, and May Bank Holiday, 3 May</i>

Full copy on [www.southend.gov.uk](http://www.southend.gov.uk) (search school term dates)

We know that parents have lots of questions about their options for a primary school for their child so we've provided responses to questions that are asked most often in the following pages.



# Frequently Asked Questions

**We know that parents/carers have lots of questions about their options for a primary school for their child so we've listed below some of the ones that are asked most often.**

## **How do I find out more about the primary schools in Southend-on-Sea?**

One of the best ways to find out more about which will be the best school for your child is to visit them. Please contact the school and arrange a day/time to visit.

## **When can I apply for my child's primary school and if I apply early will I be more likely to get my 'first' choice?**

The online primary school application form (for the parents/carers of pupils living in Southend who are due to start Reception or Year 3 in September 2020) will be open from 14 September 2019 and the closing date is 15 January 2020. School places are NOT offered on a 'first come first served' basis, but are considered in line with the admission criteria for each school.

## **Do I have to pay to go to any of the Southend schools featured in this guide?**

There are no fees for the 33 schools that are listed within this booklet. There are some costs and examples of the cost that parents would need to cover are uniform, stationery and trips. There are fee paying, independent primary schools in the area, please see page 50 for further details.

## **What if my child has a statement of EHCP (Education Health Care Plan)?**

Parents will receive information from the special educational needs team regarding the primary school application process.

## **Can my child have free school meals at primary school?**

Yes. It is really easy to apply either in person at the school or using our online service at [www.southend.gov.uk/fsm](http://www.southend.gov.uk/fsm). If you are eligible for free school meals you will save between £10 and £15 per week. In line with new Government plans, parents for children in years R, 1 and 2 will automatically receive free school meals. Some schools will also provide a free or lower cost uniform if you are registered for free school meals.

## **Can my child attend any school?**

Every school has their own set of admission criteria. This may depend on, for example, where

you live, whether your child has a sibling at the school. Admission arrangements for schools are available on pages 20-46.

## **Can my child attend a school outside of Southend-on-Sea Borough?**

Parents can express preferences for schools in and out of the area. Primary school admissions are fully co-ordinated across the country. This means that if you are resident in Southend-on-Sea you only need to fill out one form, even if some, or all, of your preferred schools are outside Southend.

## **When and how will I find out my child has a primary school place?**

Parents/carers will be informed on 16 April 2020 via email or first class post (depending on whether the application was made online or on paper) of the school place that their child is being offered.

## **Will the Council pay the transport costs of getting my child to school?**

Parents are responsible for ensuring their child gets to school and the majority walk, cycle or use public transport. Please take into account the location of the school when making your choices. In a few cases transport may be provided using specific criteria on distance and/or specific benefits. Full details can be found at [www.southend.gov.uk/etc](http://www.southend.gov.uk/etc)

## **Where can I find out about school uniform?**

All of the schools have uniform suppliers listed on their website. If you do not have internet access then please contact the school directly who will be able to give you more information. Under Southend-on-Sea Borough Council's current policy there is no financial support for uniform grants.

## **How do I contact the team who are responsible for school admissions at the Council?**

The School Admissions Team on 01702 212934 will be able to answer your enquiries. You can contact the team by email at [admissions@southend.gov.uk](mailto:admissions@southend.gov.uk)

## Admission of children from overseas

All children of compulsory school age (5 to 16 years) in the UK have a right of access to education. However, where a child is in the UK for a short period only, for example less than half a term, it may be reasonable to refuse admission to a school.

Children who hold full British Citizen passports (not British Dependent Territories or British Overseas passports), have a passport endorsed to show a right of abode in the UK or are European Economic Area nationals normally have unrestricted entry to the UK. An application for a school place will be accepted for such children even though they may not be resident in the UK at the time of application. The application may however be processed on the basis of the overseas address.

If an applicant meeting the above criteria owns a property in the borough of Southend-on-Sea but is not living in it, perhaps because they are working abroad at the time of application but they intend to take up residency at the Southend home before the start of the autumn term, the application will be processed using the Southend address. Any offer of a school place will then be conditional upon receipt of evidence of taking up residency at that property in Southend.

Other children from overseas do not generally have automatic right of entry to the UK. An application for a school place will not therefore be accepted until they are resident in the UK. Proof of residency such as an endorsed passport or entry visa will be required with the application.

Any change in legislation must be taken into account when processing applications. Updates are announced on the Department for Education <https://www.gov.uk/guidance/schools-admissions-applications-from-overseas-children>

# Schools in Southend

## State Mainstream

School name	Type of school and age range
Barons Court Primary	Community 3-11
Blenheim Primary	Academy 3-11
Bournemouth Park Academy	Academy 4-11
Bournes Green Infant School	Academy 5-7
Bournes Green Junior School	Academy 7-11
Chalkwell Hall Infant School	Community 5-7
Chalkwell Hall Junior School	Community 7-11
Darlinghurst Academy	Academy 3-11
Earls Hall Primary	Community 4-11
Eastwood Primary	Foundation 3-11
Edwards Hall Primary	Community 4-11
Fairways Primary	Community 4-11
Friars Primary	Academy 3-11
Greenways Primary School	Academy 4-11
Hamstel Infant School	Academy 3-7
Hamstel Junior School	Academy 7-11
Heycroft Primary	Community 4-11
Hinguar Community Primary	Academy 3-11
Leigh North Street Primary	Community 4-11
Milton Hall Primary	Foundation 3-11
Our Lady of Lourdes Catholic Primary	Academy 4-11
Porters Grange Primary	Academy 3-11
Prince Avenue Academy	Academy 3-11
Richmond Avenue Primary	Academy 3-11
Sacred Heart Catholic Primary	Academy 3-11
St George's Catholic Primary	Academy 4-11
St Helen's Catholic Primary	Academy 4-11
St Mary's, Prittlewell, CofE Primary	Voluntary Aided 4-11
Temple Sutton Primary	Academy 3-11
Thorpedene Primary	Academy 4-11
Westborough Academy	Academy 3-11
West Leigh Infant School	Community 4-7
West Leigh Junior School	Academy 7-11

## Registered Private/Independent

Admissions process: Contact the school/s directly	
School	Type of school and age range
Alleyn Court Preparatory	Independent 2-11
Saint Pierre School	Independent 2-11
St Michaels CofE Preparatory	Independent 3-11
Thorpe Hall School	Independent 2-16

## Registered Specialist Primary Provision

**Admissions process:** Admission for specialist provision is for children who have an Education, Health and Care Plan (EHCP).

**Telephone:** 01702 215246 **Email:** [SENTeam@southend.gov.uk](mailto:SENTeam@southend.gov.uk)

School	Type of school and age range
Kingsdown School	Academy 3-14
Ocean Lodge Independent School	Independent 7-16
Sutton House Academy	Academy 5-16
The St. Christopher School	Academy 3-19

## Registered Primary Alternative Provision

**Admissions process:** Alternative provision is not usually possible and most arrangements are between schools and the provider for children on a school roll.

School	Type of school and age range
Victory Park Academy (PRU)	Academy 5-16

A list of all schools in the borough of Southend-on-Sea can be found on <http://apps.southend.gov.uk/learning/schools.asp>

# Useful addresses and telephone numbers

## Education offices for Essex and Thurrock

### Essex County Council

School Planning and Admissions, Schools,  
Children and Families Directorate,  
Essex County Council,  
PO Box 4261,  
Chelmsford CM1 1GS.  
Telephone: 0345 603 2200  
Fax: 01245 436 739  
[admissions@essex.gov.uk](mailto:admissions@essex.gov.uk)

### Thurrock Council

Admissions Team  
Learning and Universal Outcomes  
PO Box 118  
Civic Offices  
New Road  
Grays RM17 6GF  
Telephone: 01375 652883  
[school.admissions@thurrock.gov.uk](mailto:school.admissions@thurrock.gov.uk)

## Education Offices of neighbouring local authorities

### Cambridgeshire County Council

Admissions Team  
OCT1221  
The Octagon  
Shire Hall Site  
Cambridge CB3 OAP  
Telephone: 0345 045 1370  
[admissions@cambridgeshire.gov.uk](mailto:admissions@cambridgeshire.gov.uk)

### Hertfordshire County Council

Admissions and Transport Team CHR102  
County Hall  
Pegs Lane  
Hertford SG13 8DF  
Telephone: 0300 123 4043  
[transfer.admissions@hertfordshire.gov.uk](mailto:transfer.admissions@hertfordshire.gov.uk)

### London Borough of Barking and Dagenham

School Admissions Team 5th Floor,  
Roycraft House  
15 Linton Road  
Barking IG11 8HE  
Telephone: 020 8215 3004  
[admissions@lbbd.gov.uk](mailto:admissions@lbbd.gov.uk)

### London Borough of Enfield

Enfield Schools Admission Service  
Civic Centre  
Silver Street  
Enfield EN1 3XA  
Telephone: 020 8379 5501  
[enfield.school.admissions@enfield.gov.uk](mailto:enfield.school.admissions@enfield.gov.uk)

### London Borough of Havering

Admissions Team  
c/o Town Hall  
Main Road  
Romford RM1 3BD  
Telephone: 01708 434600  
[schooladmissions@haverinq.gov.uk](mailto:schooladmissions@haverinq.gov.uk)

### London Borough of Newham

Pupil Services PO Box 69972 London  
E16 9DG  
[pupil.services@newham.gov.uk](mailto:pupil.services@newham.gov.uk)

### London Borough of Redbridge

Admissions & Awards  
Lynton House  
255–259 High Road  
Ilford IG1 1NN  
Telephone: 0208 708 3562/3055  
[admissionsandawards@redbridge.gov.uk](mailto:admissionsandawards@redbridge.gov.uk)

### London Borough of Waltham Forest

School Admissions Service  
Harvey House  
1A Harvey Road  
London E11 3DB  
Telephone: 020 8496 3000  
[admissions@walthamforest.gov.uk](mailto:admissions@walthamforest.gov.uk)

## A guide to further information sources

<b>Essex County Council</b> <a href="http://www.essex.gov.uk">www.essex.gov.uk</a> Tel: 0345 743 0430	Primary Education in Essex booklet. Contact details of all primary and secondary schools in Essex.
<b>Department for Education (DfE)</b> <a href="http://www.gov.uk/government/organisations/department-for-education">www.gov.uk/government/organisations/department-for-education</a> Tel: 0370 000 2288	Information regarding national standards and curriculum. Performance tables and research statistics. Details of Local Authorities. Various publications
<b>Ofsted</b> <a href="http://www.gov.uk/government/organisations/ofsted">www.gov.uk/government/organisations/ofsted</a> Tel: 0300 123 4234	School inspection reports. Details of Local Education Authorities
<b>Independent Schools Council – ISC</b> <a href="http://www.isc.co.uk">www.isc.co.uk</a> Tel: 020 7766 7070	Information about independent schools. Various publications. Information for parents e.g. fees.
<b>ACE Education</b> <a href="http://www.ace-ed.org.uk">www.ace-ed.org.uk</a>	Information about appeals, exclusion and Bullying. General educational advice. Various publications. Links to other organisations
<b>Coram Legal Advice</b> <a href="http://www.childrenslegalcentre.com">www.childrenslegalcentre.com</a> Tel: 0808 802 0008	Experts in all areas of children’s rights, immigration, child protection, education and juvenile justice

## Contact points for parents

Enquiries about all Southend-on-Sea Borough Council services should be made to the Borough Customer Service Centre  
 Tel: 01702 215000

Enquiries about services provided by the Department for People should be made to:  
 Tel: 01702 215 007 or 01702 212 934

Details of all Southend-on-Sea Borough Council Services are also available on the Council website  
[www.southend.gov.uk](http://www.southend.gov.uk)

Specific enquiries about admissions issues can be made by email to:  
[admissions@southend.gov.uk](mailto:admissions@southend.gov.uk)

# Glossary of abbreviations and terms:

**Academies** – Schools that have the status of ‘Academy’ are funded directly by Central Government and are independent of local authority. Academy schools must meet the requirements of section 1A of the Academies Act 2010 <https://www.legislation.gov.uk/ukpga/2010/32/section/1A>.

**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.

## Admission Arrangements

The overall procedure, practices and oversubscription criteria used in deciding the allocation of school places including any device or means used to determine whether a school place is to be offered.

## Admission Number (or Published Admission Number – (PAN))

The number of school places that the admission authority must offer in each relevant age group of a school for which it is the admission authority. Admission numbers are part of a school’s admission arrangements.

**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 April.

**Admission authority** – The official body that determines the criteria on how pupils will be admitted to a school and are responsible for deciding who is admitted using the published criteria.

**CAF** – Common Application Form – The form parents complete, listing their preferred choices of schools, and then submit to local authorities when applying for a school place for their child as part of the local co-ordination scheme, during the normal admissions round. Parents must be allowed to express a preference for a minimum of three schools on the relevant common application form as determined by their local authority. Local authorities may allow parents to express a higher number of preferences if they wish.

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

**Changes in preference** – Changes in the order of preferences already expressed (ie not an additional application) unless this is due to a change of address. Changes of preference are only considered after the National Offer Day.

**Child Benefit** – Until recently child benefit was a universal credit and could be produced as confirmation of a child’s usual place of residence. Where a child benefit letter cannot be provided parents will need to provide a signed affidavit or other legal document to confirm child’s usual place of residence

**Council** – Southend-on-Sea Borough Council who are the Local Authority. In most cases the function of the Council will be undertaken by The School Admissions Team within the Department for People.

**DfE – (Department for Education)** – Central government department responsible for education matters.

**EHCP** – See definition under; statement of special educational needs on page 53

**Essex** – Essex County Council who are the local authority. In most cases the function of the Council in relation to school admissions will be undertaken by the Planning & Admissions Team.

**FAP** – Fair Access Protocol.

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



**FTT** – Facilities and Transport Team

**General Data Protection Regulation (GDPR)** – We are committed to protecting your privacy when you use our services. It is important to us that you can trust us to keep your information safe and to use it in ways that you will think are reasonable and ethical. Southend-on-Sea Borough Council are the data controller for the information we have about you, this means we control how your personal information is processed and for what purposes.

The Privacy Notice, available in full on the council website [http://www.southend.gov.uk/downloads/file/5542/privacy\\_notice\\_may\\_2018](http://www.southend.gov.uk/downloads/file/5542/privacy_notice_may_2018) explains how we use information about you and how we protect your privacy. We have a Data Protection Officer who makes sure we respect your rights and follow the law. If you have any concerns or questions about how we look after your personal information, please contact the Data Protection Officer at [Dataprotection@southend.gov.uk](mailto:Dataprotection@southend.gov.uk) or by calling 01702 215000.

**Governing Body** – It is the responsibility of the admission authority to ensure that admission arrangements are compliant with the School Admissions Code. Here a school is the admission authority, this responsibility falls to the governing body or Academy Trust. School governing bodies are corporate bodies responsible for conducting schools with a view to promoting high standards of educational achievement. Governing bodies have three key roles: setting strategic direction, ensuring accountability, and monitoring and evaluation.

**Independent Appeal Panel** – A group of 3 or 5 people who decide whether a child that has already been turned down for a school place by the admission authority should be given a place.

**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** – 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'. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). Looked after and previously looked after children are given the highest priority for each relevant age group unless specified.

**Ranking for Faith schools differ slightly in that:**

**For faith schools:** Looked after and previously looked after children are given the appropriate priority for each relevant age group in line with the admission criteria.

**New applications** – Parents moving into the area who, in the view of Southend-on-Sea Borough Council, could not have made an application by the closing date of 15 January 2020 will have their application slotted into the system as and when received.

**National Offer Day** – The day (16 April 2020) on which all offers of places will be made communicated to parents.

**Normal round of admissions** – Under the Southend Co-ordinated Primary Admissions Scheme, the normal round of admissions refers to admissions to Year R and 3 up to the end of the first week of the autumn term. The Council co-ordinates all admissions during this period.

**PAN – (Published Admission Number)** – the number of pupils that the admission authority has decided it can admit. Also recorded as admission limit.

**Parental Responsibility** – As defined by the Children Act 1989 (also refer to Section 576 Education Act, Section 2 of Children's Act and The School Admissions Code 2014). In making an application for a school place only one parent with parental responsibility is required to do so. Consent by both parents is not required and the LA should not have details of both parents in processing the application (The School Admissions Code 2014).

A request from a parent for information about their child's school admission application is made under the Data Protection Act and as such a parent does not have an automatic right to information about his/her child. This also applies to any other family member. If The School Admissions Team are contacted by anyone other than the parent who made the original application we must not provide any information unless we have the agreement in writing from the parent who made the application.

**SAT** – School Admissions Team at the Council

**SIFs** – Supplementary Information Forms – forms on which parents are asked to provide additional information in support of their applications in order to enable the school to apply their admission criteria. It is not an application form and parents must always complete the Council's Common Application Form.

**SEN or EHCP or Statement of Special Educational Need (SEN) and Education Health and Care Plan (EHCP)** – A Statement of Special Educational Need is a statement made by the local authority under Section 324 of the Education Act 1996, specifying the special educational provision required for that child. If the school is oversubscribed, the admission of pupils with a Statement of Special Educational Needs or Education, Health and Care Plan where the school is named in the Statement or Plan, is mandatory. Children with an EHCP/Statement are required to meet the required academic level before they can be considered for admission to selective and partially selective schools. The school must have been named in the Statement or plan.

### Suppression of Data

When working with data, and the publication of it, it is important to ensure that the requirements of data protection are met within the requirements of the current legislation. In order to ensure that the risk of identification of an individual through data is minimised it is best practice to suppress data especially where the numbers are small. The Department for Education (DfE) will often suppress or round to 5 and the NHS will suppress where numbers are below 7 or 5 depending on the circumstances. Further suppression techniques are used depending on the circumstances. The local authority aims to be as transparent as possible with published data, but in line with best practice where numbers are small the local authority will state that they are below 5 (<5) rather than publish the actual number. The local authority applies this generically so that this is a consistent approach to its methodology and risk management. The local authority can of course reconsider this in specific cases and in doing so would consider the purpose and the risk.

**Under and Over age** - An applicant is under age if he or she will be under 3 years of age on 31 August immediately prior to admission in September. An applicant is over age if he or she is not under 5 years of age on 31 August immediately prior to admission in September. **In all cases requests must be discussed or submitted directly to preferred schools.**

**Usual Age of admission - (also referred to as Normal age of admission)** - This is the age group at which pupils are or will normally be admitted to the school e.g. reception, year 7 and year 12 where the school admits external applicants to the sixth form. (Section 142 of the SSFA 1998) (The School Admissions Code 2014).

### Young Carer

A young carer is under 18 years of age and helps to look after a family member who is disabled, physically or mentally ill or has a substance misuse problem. Caring can involve physical or emotional care, or taking responsibility for someone's safety or wellbeing. The level of responsibility assumed by a young carer is often inappropriate to their age and at a level beyond simply helping out with jobs at home, which is a normal part of growing up. Information shared via the admissions process, between the LA and the school is highly confidential and is not shared school wide. However, information shared on school enrollment forms, post admission would be at the discretion of the school and covered in the schools data protection (GDPR) policies.

For further information please visit

[https://www.southend.gov.uk/info/200386/help\\_and\\_advice\\_for\\_carers/234/young\\_carers](https://www.southend.gov.uk/info/200386/help_and_advice_for_carers/234/young_carers)

# 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. _____ <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.	<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 15 January 2020 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 15 January 2020	<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. _____
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





*Our Lady of Lourdes Primary School*  
 Executive Headteacher Mrs Sally Nutman  
 Manchester Drive, Leigh on Sea, Essex SS9 3HS  
 01702 475689 Email: [office@ourladyoflourdes.southend.sch.uk](mailto:office@ourladyoflourdes.southend.sch.uk)



### **SUPPLEMENTARY INFORMATION FORM**

Please provide the school with the following information, to enable your child to be considered for a place at Our Lady of Lourdes Primary School.

**Details about your child:**

Child's Surname <small>(Capital letters)</small>			
Child's First names <small>(Capital letters)</small>			
Date of Birth		Male	Female
Child's Religion			
Child's Home Address  <small>(Please advise the school office if you change address)</small>			Postcode

**Details about Parents/Carers:**

Mother/ Carer's Name		Religion
Father/Carer's Name		Religion
Address  <small>(If different, please state which parent)</small>		Postcode
Home Phone		
Mobile Number		
Work Number		

**Details of siblings attending the school.**

Name		Date of Birth	
Name		Date of Birth	

**If your child has been baptised as a Catholic, please complete the boxes below:**

Baptism Date: <small>(Please enclose a copy of your child's Baptism Certificate.)</small>	Parish:
--	---------

If your child is Catholic, you must also ask a Priest to support your application, by completing a Certificate of Catholic Practice. This provides information to enable us to apply our admissions criteria. Please give details of the Priest who has agreed to support your application.

Priest Name:
Church:
Address:

**Please complete this section if your child is NOT Catholic:**

If your child is not a Catholic, but a practising member of another faith, please give details: (Please enclose a copy of your child's Baptism certificate if appropriate.)	
If your child is not Catholic you should obtain a letter, which states that you are practising their faith, from your Minister / Religious Leader before the closing date for applications. (Please tick the box if you intend to do this.)	

**To ensure that your child's application can be processed immediately please ensure that:**

The Single Application Form has been fully completed and submitted to the Local Education Authority. (For Reception intake only. If you wish to apply for a place during the school year for Reception Class or Years 1 to 6 please contact the school office.)	(Please tick)
This form, the Supplementary Information Form has been fully signed and completed.	
Where applicable a copy of the Baptism Certificate has been provided.	
The name & address of the Priest who has agreed to support your application has been completed.	
A letter from your Minister / Religious Leader is enclosed (For non-Catholic applications).	

**Declaration.**

**We are practising Catholics/ Christians (delete if not applicable)  
 If our child is admitted to Our Lady of Lourdes Primary School we understand that he/she will be educated in the Catholic faith and that he/she will participate in the religious life of the school.**

**Signature of parent/carer completing this application.**

**Signed.....Date.....**

**Name.....**

**FOR RECEPTION CLASS ONLY**

This Supplementary Information Form (SIF) along with the Certificate of Catholic Practice or Minister/Religious Leaders letter (where applicable) and Baptism Certificate (where applicable) must be submitted to the School Office by *22nd January (or next working day)*.

The Single Application Form (SAF) must be submitted to Southend Borough Council by *15<sup>th</sup> January*.  
 Parents/Carers will be advised (BY SOUTHEND BOROUGH COUNCIL) of the school their child has been offered a place at on *16<sup>th</sup> April*.

**Admission to Our Lady of Lourdes Catholic Primary School is in accordance with the determined admission arrangements. If the number of applications outnumbers the admission limit, applications are allocated in accordance with the School Admission Criteria and therefore not all applications will be successful.**

**If you wish to apply for a place during the school year for the Reception class or for Years 1 to 6, please contact the school directly.**

---



## Sacred Heart Catholic Primary School and Nursery

Headteacher Mrs Sally Nutman

Windermere Road, Southend on Sea, Essex, SS1 2RF

Phone: 01702 534546 Email: [office@sacredheart.southend.sch.uk](mailto:office@sacredheart.southend.sch.uk)



### SUPPLEMENTARY INFORMATION FORM – MAIN SCHOOL

Please provide the school with the following information, to enable your child to be considered for a place at the Sacred Heart School.

#### Details about your child:

Child's Surname <small>(Capital letters)</small>			
Child's First names <small>(Capital letters)</small>			
Date of Birth		Male	Female
Child's Religion			
Child's Home Address  <small>(Please advise the school office if you change address)</small>			Postcode

#### Details about Parents/Carers:

Mother/ Carer's Name		Religion
Father/Carer's Name		Religion
Address  <small>(If different, please state which parent)</small>		Postcode
Home Phone		
Mobile Number		
Email Address		

#### Details of siblings attending the school.

Name		Date of Birth	
Name		Date of Birth	

#### If your child has been baptised as a Catholic, please complete the boxes below:

Baptism Date:	Parish:
<small>(Please enclose a copy of your child's Baptism Certificate.)</small>	

If your child is Catholic, you may also ask a Priest to support your application, by completing a Certificate of Catholic Practice. This provides information to enable us to apply our admissions criteria. Please give details of the Priest who has agreed to support your application.
Priest Name:
Church:
Address:

**Please complete this section if your child is NOT Catholic:**

If your child is not a catholic, but a practising member of another faith, please give details: (Please enclose a copy of your child's Baptism certificate if appropriate.)	
If your child is not Catholic you should obtain a letter, which states that you are practising another faith, from your Minister / Religious Leader before the closing date for applications. (Please tick the box if you intend to do this.)	

**To ensure that your child's application can be processed immediately please ensure that:**

	(Please tick)
The Single Application Form has been fully completed and submitted to the Local Education Authority. (For Reception Class only)	
This form, the Supplementary Information Form has been fully signed and completed.	
Where applicable a copy of the Baptism Certificate has been provided.	
Where applicable a copy of the Certificate of Catholic Practice has been provided.	
A letter from your Minister / Religious Leader is enclosed (For non-Catholic applications).	

**Declaration.**

**We are practising Catholics / Christians (delete if not applicable)**

**If our child is admitted to Sacred Heart School we understand that he/she will be educated in the Catholic faith and that he/she will participate in the religious life of the school.**

**Signature of parent/carer completing this application.**

**Signed.....Date.....**

**Print Name.....**

**FOR RECEPTION CLASS (SEPTEMBER 2020 INTAKE) ONLY**

This Supplementary Information Form (SIF) along with the Certificate of Catholic Practice (where applicable) and Baptism Certificate (where applicable) must be submitted to the school office by **22<sup>nd</sup> January 2020.**

The Single Application Form (SAF) must be submitted to Southend Borough Council by **15<sup>th</sup> January 2020.** Parents/Carers will be advised (BY SOUTHEND BOROUGH COUNCIL) of the school their child has been offered on national offer day which is: 16<sup>th</sup> April 2020.

**Admission to Sacred Heart Catholic Primary School is in accordance with the determined admission arrangements. If the number of applications outnumbers the admission limit, applications are allocated in accordance with the School Admission Criteria and therefore not all applications will be successful.**

**If you wish to apply for a place during the school year for the Reception class or for Years 1 to 6, please contact the school directly.**





**ST. GEORGE'S CATHOLIC PRIMARY SCHOOL**

**SUPPLEMENTARY INFORMATION FORM (SIF) 2020 Intake**

Please provide the following details concerning your child to enable the school to process your application.

Child's surname ..... (Capital letters)

Child's first names ..... (Capital letters)

Male or female ..... Date of Birth ..... Child's Religion.....

Child's home address.....

.....

Post Code .....

(Please advise the school office if you change address)

Mother/carer's name.....Religion.....

Father/carer's name .....Religion.....

Parents address (if different – please state which parent and the reasons why)

Address: .....

.....

Post Code .....

Reasons: .....

Telephone numbers: Home/Mobile.....

Names and dates of birth of any siblings attending the school

Name .....Date of birth .....

If your child attends a Nursery/Pre-school, please provide details.....

If your child has been baptised as a Catholic, please complete the box below:

Baptism Date:	Parish:
Please enclose a copy of your child's Baptism Certificate.	



## ST. GEORGE'S CATHOLIC PRIMARY SCHOOL

If your child is not a catholic, but a practising member of another faith, please give details:

.....  
 (Please enclose a copy of your child's Baptism certificate if appropriate.)

If your child is not Catholic and you are a practising member of another denomination/faith, you should obtain a letter from your Minister / Religious Leader before the closing date for applications. Please tick the box if you intend to do this.

To ensure that your child's application can be processed immediately please ensure that:

1. The Single Application Form has been full completed and submitted to the Local Education Authority.
2. This form, the Supplementary Information Form has been fully signed and completed.
3. Where applicable a copy of the Baptism Certificate has been provided.
4. A letter from your Minister / Religious Leader is enclosed (For non-Catholic applications).

**Declaration.**

**If our child is admitted to St George's Catholic Primary School we understand that he/she will be educated in the Catholic faith and that he/she will participate in the religious life of the school.**

**Signature of parent/carer completing this application.**

**Signed.....Date.....**

**Name.....**

**IMPORTANT INFORMATION**

The school also requires a copy of the Baptism & Birth Certificate for your child.

You must complete a **Single Application Form** and return it to the Local Authority by

15<sup>th</sup> January 2020

The **Supplementary Information Form** must be returned to this school by

22<sup>nd</sup> January 2020



DIOCESE OF BRENTWOOD  
**ST. HELEN'S CATHOLIC PRIMARY SCHOOL**

HEADTEACHER: **MRS ELIZABETH MOUCHEL**

North Road Westcliff on Sea Essex SS0 7AY

Phone: 01702 343823 Fax: 01702 437065 E-mail: office@st-helens.southend.sch.uk

---

**SUPPLEMENTARY INFORMATION FORM**  
**2020-2021**

If you are expressing a preference for a place for your child at St. Helen's Catholic Primary School in the Southend Local Authority area and **wish to apply under a faith criterion**, you should complete this Supplementary Information Form.

- The completed Supplementary Information Form, together with all supporting documentation (see notes below) should be returned to the school office at the address above by the closing date of 15<sup>th</sup> January 2020.
- If you are applying to more than one Catholic school you will need to complete a separate Supplementary Information Form for each school.
- **If you do not provide the information required in this form and return it to the school, with all supporting documentation, by the closing date, your child may not be placed in the appropriate faith category and this is likely to affect your child's chance of being offered a place.**
- Remember – you **must** also complete the Council's Common Application form.

Name of child: \_\_\_\_\_

Address of child: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Parent/Carer Details**

Parent/Carer Name: \_\_\_\_\_

Parent/Carer Address  
 (if different from above) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(Please read the Admissions Policy for St. Helen's Catholic Primary School, noting in particular any faith criteria, and Southend Borough Council's Primary School's Admissions Booklet before completing this form.)

**NOTE: When completing the Common Application Form, it is important that you provide details of any siblings (brothers or sisters) who will be attending St. Helen's Catholic Primary School at the proposed time of admission. If this information is not provided the admission authority of St. Helen's Catholic Primary School may not be able to place the application within the correct criteria).**

**Religious Status of child (please indicate by placing a tick in the appropriate box – please note that a tick should be indicated in only a single box)**

<b>Criteria</b>	<b>Tick box</b>	<b>Evidence (insert details in accordance with the Notes below)</b>
2. Catholic and resident in the parish of St. Helen's	<input type="checkbox"/>	
3. Catholic and resident in the parishes of Sacred Heart, Our Lady of Lourdes and St. Teresa's for whom St. Helen's is the nearest Catholic school.	<input type="checkbox"/>	
4. Other Catholic	<input type="checkbox"/>	
6. Catechumens	<input type="checkbox"/>	
6. Member of an Eastern Christian Church	<input type="checkbox"/>	
7. Member of other Christian denomination	<input type="checkbox"/>	
8. Member of other faith	<input type="checkbox"/>	

Catholic Parish in which your child lives:
--

(The data on this form will only be used within the school admissions system, and will not be divulged to any third party outside the school admissions system in accordance with current Data Protection legislation.)

**I confirm that I have read St. Helen's Catholic Primary School's Admissions Policy and that the information I have provided is correct. I understand that I must notify the school immediately if there is any change to these details and that, should any information I have given prove to be inaccurate, the governing body may withdraw any offer of a place even if the child has already started school.**

Signed..... Date.....

## Notes

### 1. Evidence of Catholic Baptism

If application is being made for a place at the school for a Catholic child, evidence of Catholic Baptism or reception into the Church is required. A certificate of baptism or certificate of reception into the full communion of the Catholic Church should be provided at the same time as this form is returned to school.

(The Admission Authority may request additional supporting evidence if the written documents that are provided do not clarify the fact that the child was baptised or received into the Catholic Church e.g. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not. Those who have difficulty obtaining written evidence of baptism or reception into the Church should contact their Parish Priest.)

### 2. Evidence for Catechumens

If application is being made for a place at the school for a catechumen, evidence of their being a member of the catechumenate of a Catholic Church will be required. A certificate of reception into the order of catechumens should be provided at the same time as this form is returned to the school.

### 3. Evidence of Membership of an Eastern Christian Church

If application is being made for a place at the school for a member of an Eastern Christian Church, including Orthodox Churches, evidence of membership will be required. A certificate of baptism or reception from the authorities of that Church should be provided at the same time as this form is returned to the school.

### 4. Evidence for other Christian Denominations and other faiths

If application is being made for a place at the school as a member of another Christian denomination or another faith, a letter confirming membership of that Christian Denomination or faith, and signed by the appropriate minister of religion or faith leader, will be required. The letter should be provided at the same time as this form is returned to the school.

#### (Checklist:

Have you enclosed?

- Copy of baptism or certificate of reception into the Catholic Church (where applicable)
- Letter confirming membership of a Christian denomination or other faith (where applicable)

Have you completed and returned a Common Application Form to Southend Borough Council?)

**St. Mary's, Prittlewell,  
Church of England Primary School**  
BOSTON AVENUE . SOUTHEND-ON-SEA . ESSEX . SS2 6JH



A Caring, Christian community

# SIF

## (Supplementary Information Form)

Please ensure that you complete and return this form to:

St. Mary's, Prittlewell, Church of England Primary School,  
Boston Avenue,  
Southend-on-Sea, Essex. SS2 6JH.

Telephone: 01702 354012 E-mail: [pa@st-marysprittlewell.southend.sch.uk](mailto:pa@st-marysprittlewell.southend.sch.uk)  
Fax: 01702 354016 Website: [www.st-marysprittlewell.com](http://www.st-marysprittlewell.com)

Admissions Officer: Mrs H Ali Rowlingson

Please note, if you are applying for a Reception place for the academic year 2020/21 this form **MUST** be returned to the School by 22 January 2020.

You will also need to complete the Common Application Form (CAF) which should be obtained from Southend Borough Council and be returned to them by 15 January 2020.

For places in all other year groups, please also complete the Common Application form (CAF) which should be obtained by Southend Borough Council via the online system on [www.southend.gov.uk/admissions](http://www.southend.gov.uk/admissions) or a paper form which must be submitted on time. Please then return this form to the School Office as soon as possible in order that your child's details can be placed on the waiting list.

In order to be considered for a place at St. Mary's, Prittlewell, C of E Primary School, you **must** complete **BOTH** forms – the SIF for the school and the CAF for Southend Borough Council.

If you do not complete this SIF and return it to us on time we will have to rank you under the criteria 'Other children'.

It is not the school's responsibility to communicate with the parent in any way to expedite receipt of the SIF. It is the parents' responsibility entirely to ensure the SIF is received safely at the school.

Please note for ALL applications to St. Mary's School, the parent/carer must complete the Local Authority (Southend Borough Council) Common Application Form (CAF) in addition to this form. An application will not be considered unless a CAF is returned to the Local Authority.

If you do not complete this SIF and return it to us on time we will have to rank you under the criteria 'Other children'

**PLEASE COMPLETE ALL SECTIONS AND MARK CLEARLY IN BLOCK CAPITAL LETTERS**

Child's Surname:

First Name(s):

Date of Birth:

Male/Female:

Child's home address\*:

Postcode:

\* (Where a child spends part of the week with parents with shared responsibility, the child's home address is defined as the address which is the child's usual place of residence during the majority of the school week).

Full name of Parent/s (Please see **Note II** overleaf for definition of parent):

1) (Mr/Mrs/Miss/Ms – Please delete as applicable)

2) (Mr/Mrs/Miss/Ms – Please delete as applicable)

Telephone Numbers

Telephone Numbers

Day-time:

Day-time:

Home:

Home:

Mobile:

Mobile:

Parent/s address/es if different from the child's address above and please state why:

1)

2)

Postcode:

Postcode:

Child's previous/current school or pre-school: .....

**PLEASE INDICATE THE CATEGORY UNDER WHICH YOU SEEK ADMISSION FOR YOUR CHILD/CHILDREN**

*(Failure to complete this section, may result in your application not being considered)*

Category Applied for: \_\_\_\_\_ (please choose ONE category from categories 1 to 9, listed overleaf)

If Category 1 (Looked After Child), please state Local Authority responsible for the child \_\_\_\_\_

If category 4 (Sibling), please provide name of child currently attending \_\_\_\_\_

If category 2, 3, 5, 6 or 7 parents/carers **MUST** provide a supporting letter from the incumbent or minister with this application. Details of requirements of the supporting letter are listed within **section V** overleaf. Evidence will be verified by the school. Failure to provide this evidence will result in the application being assigned to another relevant category.

I understand that:

(1) St. Mary's is a Church of England School and is conducted by its Governing Body as part of the Diocese of Chelmsford in accordance with its Trust Deed and seeks at all times to be a witness to Jesus Christ.

(2) Admission is subject to the decision of the Governing Body as part of the co-ordinated admissions procedure of the Local Authority and the information supplied on this Supplementary Information Form does not guarantee a place at this school.

Parent/Carer Signature ..... Date.....

**This booklet is mainly for**

Parents; Schools; School admission authorities; Local Authorities; Independent appeal panels

**Overview**

Admission policies and processes for all admissions to Southend-on-Sea primary schools for the year 2020/21.

**Review date:**

June 2019 for 2020 transfer to Primary School

**Statutory reference:**

School Admission Code 2014

School Admission Appeals Code 2012

Department for Education – GOV.UK

<https://www.gov.uk/government/organisations/department-for-education>

EU Exit: no deal preparations for schools in England

<https://www.gov.uk/government/publications/eu-exit-no-deal-preparations-for-schools-in-england/eu-exit-no-deal-preparations-for-schools-in-england#school-places>

**Consultation and Determination references:**

The co-ordinated Admission Scheme for 2020/21 and

Determined Admission Arrangements for September 2020 – composite document

Available from: [www.southend.gov.uk/admissions](http://www.southend.gov.uk/admissions) (select 'Admission Policies and Reports')

**Published School Data (SOP 2018)**

This Data Supplement is produced on an annual basis based on the latest January Annual School Census (ASC). The Data Supplement is intended to give a clear analysis of demography, the organisation of school places, and the need to add, remove, relocate or otherwise re-organise school places.

No consultation is required and the Supplement is published for information only and available to the public on: [https://www.southend.gov.uk/downloads/file/3256/sop\\_2018\\_document](https://www.southend.gov.uk/downloads/file/3256/sop_2018_document)

Published by Southend-on-Sea Borough Council

September 2019

School Admissions Team

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

Tel: 01702 215000

Customer Service Centre

Tel: 01702 215007 / 01702 212934

Department for People / School Admissions  
Team

Email: [admissions@southend.gov.uk](mailto:admissions@southend.gov.uk)

