

Summary of the Admission System

- Southend (and Essex) use a Single Application Form (sometimes called a Common Application Form) for applications for places at all secondary schools in Southend Essex or elsewhere. This includes grammar schools, academies and church schools, Essex schools and schools in other Council area e.g. Thurrock.
- The application form, which goes to the Council (not the school), enables you to apply for up to five schools **in order of preference.**
- There are NO key changes from previous years

31st October 2018-absolute deadline for school applications

The Procedure for secondary admissions

- JULY/ SEPTEMBER- Everyone living in Southend with a year 6 child should receive via their child's primary school a letter about the secondary admissions process together with a copy of the Secondary admissions booklet for 2019/20.
- The Secondary Admissions booklet gives detailed information about individual schools including the criteria used to allocate places, the number of applications each school received last year, the number of places offered together with data about the number of appeals submitted and how many were successful. The booklet is available online or from the Council.
- SCHOOL PROSPECTUSES- Individual secondary schools also produce prospectuses with detailed information about their schools.
- ONLINE APPLICATIONS-It is recommended that parents use the on-line facility to apply for The on- line facility closes and midnight on **31st October 2018**. Any paper applications delivered to the Civic Centre by 31st October will be considered as on-time, any applications delivered on 1st November will be considered as late.
- LATE APLLIATIONS-Places are allocated to late applicants after allocations are made to all those applications were received before the closing date.

If your application is late your child will be disadvantaged especially if you are applying for a place at a school that is over subscribed.

BEFORE YOU SUBMIT YOUR APPLICATION

- If you are considering applying for a place at a school in Essex you will need to check the admission criteria for the school concerned. To get hold of this information you will either need to look at the Essex Council website or phone Essex Council & ask for a copy of their admissions booklet or ask the school concerned for a prospectus. Contact details for Essex are shown on the back of the admissions booklet.
- By looking at the school information in the admissions booklet you will be able to gauge whether or not you are likely to be successful in gaining a place at a particular school. For example if you live outside the catchment area of your preferred school you will be able to see how many pupils were admitted from the category.
- If your child has done the 11+ wait until you have the result before submitting your application. You will get the results round about 15/16th October. The 11+ result will give you details of

what the result means to enable you to assess the chances of your child securing a selective place.

MAKING AN APPLICATION

- You can apply for up to **5 schools in order of preference**; these can include schools both in Southend and elsewhere.
- If your child has done a selective tests wait until you get the result before submitting an application.
- **No school in the Borough guarantees a place to everyone living in their catchment area, you cannot assume that just because you live in a certain schools area that your child will automatically get a place-if you do not indicate your catchment school as one of your preferences on the form you will not get a place even if you live next door to the school.**

Supplementary information forms (SIFs) –

These forms that you will need to complete in addition to the Single Application Form, but they are only used by St. Thomas More and St Bernard's in Southend.

If you are applying for a non-selective place (i.e. a religious place) at either St. Thomas More or St Bernard's then you will need to complete a SIF and submit the SIF direct to the school before the closing date of 31st October 2018. The application form still needs to come to the Council.

The Eastwood School offers 10% of its place as a result of an aptitude in performing arts or sport. Your child had to go through an audition or testing to gain one of these places

DEADLINE FOR APPLICATION SEPTEMBER 1ST 2018

Test W/C 10th September for performing arts and w/c 17th September for Sport

There is no point applying for these specialist places if you child had not done the audition and been successful. If you want to apply for one of these specialist places you must tick the specialist place box on the Application Form.

It is possible that a number of schools outside the Borough may also be using SIFs. If you are considering applying for a place at an Essex school you will need to either look in the school prospectus or ask the school concerned whether you need to complete a SIF.

OFFER LETTERS IN MARCH 2019

On 1st March 2019 e-mails will be sent to every parent who applied online confirming the school place offered. If you change your e-mail address between the times you made the application and 1st March you must tell us the new e-mail address.

Also on 1st March letters will be sent to all parents who complete paper application forms. These letters should be received on 2nd or 3rd March.

You will be given 3 weeks to accept the offer of a place. Parents who applied on-line for a school place will be able to accept the offer on-line.

You can ask to be put on the waiting list for a school where you were not allocated a place. Places are offered as and when vacancies occur. Waiting lists are kept in the order of the schools admissions criteria. After March 2019 a child's position on a waiting list can change on a regular basis if more application is received e.g. someone moves into the area that lives closer to the school than your child.

APPEALS

If you are refused a place at a school of **your choice** you have the right to an appeal to an independent appeals panel. Detailed information about the appeals process is shown in the School Admission Appeals booklet that is available on either the Borough Council website or from the Pupil Access Team.

You will have the opportunity to attend the appeal hearing to put your case personally before the appeal panel. The decision of the appeal panel is binding on you and the school-if you are offered a place as a result of an appeal the school must admit your child even though they are already full to capacity in the year group.

Even if you are appealing we still advise you to accept the place you have been initially offered. Most appeals are not successful and you are not disadvantaged at an appeal by having a school place.

If you still wish to be considered for a place at a school where your application has been refused you will be given the opportunity to have your child's name added to a waiting list.

A REMINDER OF THE NEXT STEPS

- Visit the individual school you are interested in during their open evenings and open days and get their individual details.
- Decide whether you will apply on-line or whether you will need to contact the Council for a paper copy of the form.
- If your child has done the 11+ or the Eastwood test wait for the outcomes before making an application.
- No matter how you apply, make sure you submit your application to Southend Council by **31st October 2018**.

SOME COMMON QUESTIONS PARENTS HAVE ALREADY RAISED

1. What does order of preference mean?

You are asked to select up to 5 schools in order of preference. The school you want should be number 1, your second preference number 2 etc. So if you really want your child to do the 11+ and attend a grammar school then you **must** state the grammar school as the higher preference.

For example, you might live near Eastwood and put this school as your first preference and Westcliff Boys as your second preference. Even if your child passes the 11+ with the highest mark in the Borough, if you meet the admissions criteria for Eastwood because you live near the school you will be offered a place at Eastwood and not Westcliff as Eastwood was your highest preference.

So if you would prefer a grammar school put the grammar school as your higher preference.

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

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

What are admissions criteria?

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

Am I guaranteed a place at my local catchment school?

No. There are no guarantees for any places. However, we would advise that you put your local catchment school as one of your preferences. This will improve your chance of getting at least an offer of a school place at one of your preferred schools in March.

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

If you applied on-line you will be advised on 1st March by e-mail. If you used the paper form letters' will be sent out on 1st March and parents will receive them on 3rd or 4th March.

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

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

Do I have to apply for a five schools?

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

Can I apply for a school twice?

No-but you do have two opportunities to get into Eastwood. However, even if you apply under 2 categories for a particular school this will only count as one school preference on the application form.

Does every child get offered a school place?

Every child who has applied will get an offer of a school place on 1st March.

However you can reduce your chances of not getting an offer at one of your preferred schools by putting your local catchment school as one of your preferences and using all of your 5 preferences.

If on 1st March your child cannot be offered a place at any of your preferred schools a place will be offered to you at the nearest school in the Borough to your home address that has vacancies at that time.