

# Primary School Admissions 2022

Information for admissions to state mainstream  
schools for Reception and Year 3 in 2022  
and for in-year admissions during the school year  
2022/23



**Published on the Council's website September 2021**

Apply online at [www.southend.gov.uk/admissions](http://www.southend.gov.uk/admissions) by 15 January 2022

Apply to Southend-On-Sea Borough Council if you are resident in the borough and pay council tax to Southend-On-Sea Borough Council.

# Contents

Foreword.....	1
Applying for a school place online.....	2
Introduction .....	3
Important dates in the process.....	4
Statistical Information about Primary Schools in Southend.....	5
General Information on the Admissions Process .....	6
Understanding and processing applications against Admission Criteria .....	11
Under and Over age applicants .....	14
Admission of children below compulsory school age and deferred entry to school.....	15
How the allocation of places works .....	16
Waiting lists and Catchment.....	17
Other Admission Matters .....	19
School Admission Arrangements .....	21
Additional Information and Term Dates.....	62
Admission of Children from Overseas.....	62
Frequently Asked Questions .....	63
Type and Age Range of Schools in Southend .....	64
Contact Details for Neighbouring Local Authorities .....	66
A Guide to Further Information Sources .....	67
Contact Points for Parents .....	68
Glossary of Abbreviations and Terms: .....	69

# Foreword

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.

We are recommending that parents apply online for a primary school place. Over 90% of parents used the online facility very successfully during the 2021 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.



Michael Marks

Executive Director Children & Public Health

# Applying for a school place online

There are two ways to make your application for a school place:

- Online via our website or;
- On a paper application. Copies are usually available from the Council at the Civic Centre, Victoria Avenue or can be posted on request.

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.

The website address is;

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

The benefits of making your application online are:

- It is available 24 hours a day and 7 days a week from 14 September 2021 until midnight on the closing date of 15 January 2022;
- You can log in and view your application form;
- You can make changes to the details on the application form up until midnight on the closing date the system is secure, keeping your information safe, 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, 19 April 2022. (The offer will only be sent by email on offer day to those that request it)

## Accessing the website to apply online

You can access our 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 apply online.

If you apply online, **please keep the same email address**, and let us know if this changes during the application process.

### Who should apply for Reception?

If your child was born between 1 September 2017 and 31 August 2018, they are due to start school in September 2022. You need to apply for a school place by 15 January 2022.

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

If your child is attending an infant school and is in year 2 for the school year 2021/22 you need to apply by 15 January 2022 for a Junior/Primary school place for September 2022.

# Introduction

The information in this booklet provides details about the admission process into primary school. It is mostly relevant to your child's first year in primary school and when they move from infant to junior school.

Parents must make a separate application for moving 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. Please get in contact with us if you have any questions.

We can answer questions on catchment areas, online admissions, completion of the Common Application Form, the allocation of places, waiting lists and the appeals process. Our telephone and email address are detailed below.

## Contact Details

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.

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

Telephone: 01702 215007 (Department for People)  
Telephone: 01702 212934 (The School Admission Team)  
Email: [admissions@southend.gov.uk](mailto:admissions@southend.gov.uk)  
Website: [www.southend.gov.uk/admissions](http://www.southend.gov.uk/admissions)

## Reminder:

Information on special schools and on independent schools in the borough is available further in the booklet or on the Council website.

## Parental Responsibility

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 and October 2021	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 2021	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.
18 November 2021	School Admissions Team Information Events (Virtual – Via Teams) Parents must register via Eventbrite, To book a place please visit <a href="https://www.eventbrite.co.uk/e/primary-school-admissions-information-event-tickets-169639806227">https://www.eventbrite.co.uk/e/primary-school-admissions-information-event-tickets-169639806227</a>
15 January 2022	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
Date	Admission Timeline
14 September 2021	Opening date for admissions round for Reception and transfer to year 3
15 January 2022	Admissions round for Reception and transfer to year 3 closes 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.
19 April 2022	National offer day. Parents that applied online will be able to view the offer online. Parents that applied using a paper form and provided an email address will be sent an email, where no email has been provided a letter will be sent via postal system.
16 April 2022 – 22 August 2022	Waiting lists are maintained by the Council for all schools in the Borough. Some schools will hold their own waiting lists from August 2022.
14 May 2022	Closing date for on-time admission appeals to be submitted to schools (unless otherwise stated on the schools website)
15 July 2022	All on-time appeals completed by schools.

## Reminder:

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. You can apply for schools in the borough and also outside the borough on this application form.

# 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 2021 together with the number and outcome of appeals lodged by parents.

School Name	Total on roll January 2021 Census	Admission limit for 2021	Preferences received for Sept 2021 Admission	Total places offered on offer day	Number of appeals lodged 2021	Number of appeals heard 2021	Number of appeals upheld 2021
Barons Court Primary	297	35	195	35	6	4	1
Blenheim Primary	651	90	230	87	3	2	0
Bournemouth Park Primary	612	90	153	89	0	0	0
Bournes Green Infant	180	60	190	60	3	3	0
Bournes Green Junior	263	66	79	66	0	0	0
Chalkwell Hall Infant School	360	120	304	120	4	4	0
Chalkwell Hall Junior School	480	120	117	117	0	0	0
Darlinghurst School	626	60	114	56	0	0	0
Earls Hall Primary School	632	90	123	89	8	8	1
Eastwood Primary	430	60	138	56	0	0	0
Edwards Hall Primary	390	60	123	60	3	2	0
Fairways Primary	425	60	129	57	0	0	0
Friars Primary School	444	60	88	60	1	1	0
Greenways Primary School	973	120	241	120	3	1	0
Hamstel Infant	507	150	283	150	1	1	0
Hamstel Junior School	581	150	131	131	0	0	0
Heycroft Primary	401	60	118	55	0	0	0
Hinguar Community Primary	250	30	141	30	4	3	0
Leigh North Street Primary	608	90	211	90	0	0	0
Milton Hall Primary	694	90	185	89	2	1	0
Our Lady of Lourdes Catholic Primary	412	60	78	53	0	0	0
Porters Grange Primary	396	60	79	56	0	0	0
Prince Avenue Academy	441	60	86	60	0	0	0
Richmond Avenue Primary	446	60	137	60	3	2	0
Sacred Heart Catholic Primary	386	60	103	60	0	0	0
St George's Catholic Primary	209	30	66	30	0	0	0
St Helen's Catholic Primary	357	60	128	60	1	1	0
St Mary's, Prittlewell, CofE Primary	687	90	166	90	0	0	0
Temple Sutton Primary	885	120	164	85	0	0	0
Westborough Academy	510	60	132	60	3	3	0
Thorpedene Primary School	497	90	103	72	0	0	0
West Leigh Infant School	360	120	282	120	6	6	0
West Leigh Junior School	528	128	120	120	0	0	0

**Note:** Preferences, offers and appeal numbers change regularly as places become available, new application forms are processed. Total on roll includes nursery.

# General Information on the Admissions Process

## 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. Parents can request that their child attend’s 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, be able to defer the admission beyond the beginning of the term after your child’s 5th birthday. Or 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. Please refer to page 14 of this booklet for further information.

## 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.

## Who should make the application?

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.

Where more than one adult share 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).

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

Your application is **not** processed.

### Before making your application

- Make time to visit the school/s where possible
- Research school details from their websites and other links
- 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

An Education, Health and Care Plan is a plan made by the local authority under Section 37 of the Children and Families Act 2014 specifying the special education, health and social care provision required for that child. All children whose statement of special educational needs (SEND) 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

[Special Educational Needs and Disabilities \(SEND\)](#)

[Local Offer](#)

### Selecting Preferences

- You can apply for up to three schools including schools not in Southend
- 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. 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 further on in this booklet.

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 the school pages. Whilst this may not be the same year on year it gives an indication whether the school was able to admit all [catchment](#) pupils or not. 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. 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. 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.

## Online Applications

You are reminded that:

- All forms must be submitted before midnight on 15 January 2022. 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 considered.
- 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.

## 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 September 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 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 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. You do not have to take up this offer. You can contact the school Admissions Team for advice and information on schools with vacancies.

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 admission 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 2022.

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:

- where a parent has failed to respond to an offer within a reasonable time.
- where an offer was made based on a fraudulent or misleading application form, for example, a false claim to residence in the [catchment](#) area.
- where the Council offered the place in error.

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

## 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.

## 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.

# Understanding and processing applications against Admission Criteria

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

In all cases the use of an 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 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 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 (e.g., Council Tax) may hold about you.

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

Addresses for schools in Southend-on-Sea are as per the child's normal place of residence on 15 February 2022, for Primary Admissions. Any change of addresses that could not have reasonably been made by this date would be at the discretion of the Council. Any addresses after these dates are updated after national offer day and the applications re-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).

The Council may ask a sample of applicants to provide proof of their home address. Such as:

- UK driving licence.
- council tax notification.
- at least two utility bills dated within the last three months (gas, electricity, water)
- Signed Tenancy Agreement
- Exchange of contracts letter
- Registration with a local doctor, dentist etc in the child's name

### **Parents who confirm they are 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. Written evidence that it is the child's normal place of residence will also be required. Informal letting agreements will not be accepted.

If 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.

### **Parents who 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.

### **Parents living in 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. 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.

### **Using alternative addresses**

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.

### **Moving address**

For admission to schools in Southend-on-Sea it must be your child's normal place of residence (address) as at the closing date for Primary Admissions, 15 January 2022. Any address changes after the closing date, are updated after offer day and the applications ranked accordingly.

## **Verification of addresses**

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. 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.

## **Using 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 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. This could be because the child is gifted and talented or has experienced problems such as ill health. 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 2022/23 for the main rounds and requests submitted from parents are coordinated by the Local Authority and follow the requirements in the School Admissions Code. Applications for over or underage applications in-year will be handled in line with the School Admissions Code 2021, 2.17 (a & b).

Such requests for Schools in Southend-on-Sea are directly to the school and the school advises the Local Authority of their view. Final decisions are made by the Local Authority. 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. It is recommended that admission authorities and schools make decisions based on 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 consider the views of the head teacher at 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 underage 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 to reception and requests to start later in the reception year

Most children start school on a full-time basis in the September after the child's 4<sup>th</sup> birthday. Parents can however, request that their child attends part-time or later in the year to the point of reaching compulsory school age (the term after their 5<sup>th</sup> birthday). Once parents receive an offer and accept a place for their child during the normal admission round they can ask to defer the start date until later in the same academic year (usually a term or half term start date). 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 or later in the year must discuss this with the headteacher of their allocated school. Once approved, this means 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, around 18 April. Part-time agreements should include core teaching time and not only social, play or mealtimes.

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

In the case of children born prematurely or in the late summer months, parents may request admission outside the normal age group. This would mean the child starts reception aged 5. Parents wishing to delay starting school on account of being summer born are encouraged to meet with their three preferred schools, ideally one would be the catchment school, and discuss what the schools offer to support summer born children. Parents wishing to pursue this avenue, must still apply during the application window and put their request in writing to the Headteacher of the school. The Headteacher must respond in writing. Parents must send the school decision to the Admissions Team for processing. Due to system processes when parents apply out of normal age group they can by using a paper/electronic form. Parents are also reassured that children remain in the year group they start reception throughout their schooling in the borough, so that continuation for year 3 and year 7 are not affected, other than applying on a paper/electronic form. Further advice can be sought from schools and the Admissions Team.

## Already deferred the start of school to after age 5?

Where children have missed the reception year, are due to apply for year 1, and are children are born premature, have current or recent medical intervention or born in the late summer months they may seek the views of the Head Teachers of their preferred schools. It is recommended that the [catchment](#) school is one of the preferences to ensure the child has priority at a school. In this situation it is recommended that the parents apply during the main round (14 Sept to 15 January) and if required apply for a year 1 place anytime in the summer months. Advice and guidance is available from schools and also the Admissions Team

# 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 the school pages.

## How Places are Allocated:

1. If there are places at your first preference school, the place will be offered to you
2. If there are no places at your first preference school and there are places at your second preference school, the place will be offered to you. You will remain on the waiting list for the first preference and will be offered your right to appeal for the first preference.
3. 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.
4. 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 areas](#) 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 2022.

## School catchment areas

The map in this booklet illustrates the [catchment areas](#) for the primary schools in Southend.

Interactive maps and catchment area guidelines are available on the website <https://school-catchment-areas-southend.com/>. Or you can 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 the school pages.



# Other Admission Matters

## In-year applications for primary school

- As permitted by law parents can make an application at any time to any school outside the normal admissions. Where places are available applicants will be offered. Where there are no places applicants will be refused and can join the waiting list for the school. Waiting lists are ranked according to the admission criteria for the school. In some cases where a child is already on a school roll locally the place may be offered for the start of the next term.
- To apply for reception after the normal admission cycle or for admission into Years 1-6, parents will need to complete an In-Year application form which is available from the school office and the school website.
- Parents can apply for the next school year anytime in the summer term, i.e. after Easter of any given year and not before.
- Applications in the current school year are processed within a maximum of 10 school days, applications for the next school year are processed in the late summer months and outcomes are communicated in the early Autumn term at the latest.
- Pupils that are refused a place and added to the waiting list and remain on the waiting list until 30 June of any given year. Waiting lists close on 30 June of any given year and new waiting lists are created for the next academic year (from the applications for the next school year). Waiting lists from previous years are not rolled over to the next. Parents wishing to continue on a waiting list for a following year are required to make a fresh application.
- As required by the School Admissions Code parents will be notified within 10 school days of the outcome of their application and will be sent a written outcome, with a reminder of the right of appeal, within 15 School Days. All in-year applications and the outcome are reported to the Local Authority within 2 days.

## 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

Parents unsuccessful in securing a place for their child have the right to appeal to an Independent Admissions Appeal Panel. Details of how to do this can be found on the Academy's website.

- **Main round appeals (Reception and year 3):** Parents can appeal against the refusal for schools for which they did not receive an offer. Appeals must be lodged within 20 school days of the date of the letter. Appeals must be heard within 40 school days of the deadline for lodging appeals. Details of how to do this can be found on the Academy's website. All appeals are considered by an Independent Appeals Panel.

- **Main round appeals (in-year R-6):** Parents can appeal against the refusal. Appeals must be lodged within 20 school days of the date of the outcome letter. For applications for in-year admissions, appeals must be heard within 30 school days of the appeal being lodged. Details of how to do this can be found on the Academy's website. All appeals are considered by an Independent Appeals Panel.

## **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. The application must be 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 childcare options such as nursery schools and children centres can be obtained from the Livewell Southend Website: [www.livewellsouthend.com](http://www.livewellsouthend.com)

Even if your child attends the Children's Centre or nursery class attached to the Infant or Primary school you want them to attend, a place is not guaranteed in the reception year. You must complete the Common Application Form to apply for admission. The school admission criteria will be used to allocate places if 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 is 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.

# School Admission Arrangements

The following few pages give brief information on the mainstream primary schools in the borough. For more information, parents can request this from the admissions team or access a copy through school's website.

The information includes the following:

- School Admission Arrangements for mainstream schools in the borough of Southend on Sea
- School contact details and 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
- Number of places allocated in the last five years for year 3 of Junior Schools
- The number of appeals lodged
- The allocation data is the information available on offer day (19<sup>th</sup> April). Data changes daily 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.

## Explanatory Notes

Parents must complete a Southend-on-Sea Common Application Form (CAF) for applications to year reception and year 3 between 14 September 2021 and 15 January 2022. Parents can request a copy of the full admission arrangements for any 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: [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 (including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted)**

A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

This includes children who were adopted under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders).

Child arrangements orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

Refer to section 14A of the Children Act 1989 which defines a 'special Guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

**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: [Special Educational Needs \(SEN\)](#)

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

### **Explanatory Notes for 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 based on 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 stepsister, 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. It is a parental responsibility to inform us of a sibling at the school on their application form.

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

- 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
- the member of staff is recruited to fill a vacant post for which there is a demonstrable specialist skill shortage and
- are the children of the member of staff, living permanently with the member of staff at the same address. The member of staff must be working at the school at the time of application and expected to continue with their employment at the school during the application and allocation process.

### **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

# Barons Court Primary School and Nursery

## Southend-on-Sea Borough Council

Headteacher: Mrs J Jones

Address: Avenue Road, Westcliff on Sea, SS0 7PJ

Telephone Number: 01702 331356

Email: [Admin@baronscourt.southend.sch.uk](mailto:Admin@baronscourt.southend.sch.uk)

Website: [www.baronscourt.southend.sch.uk](http://www.baronscourt.southend.sch.uk)

Published Admissions Number (PAN) 35 in each year group

### Admission Criteria:

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 Educations, 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 [School Admission Policies](#)

Number of preferences received for admission into the Reception year group in September 2021 = 175

Admission Criteria	Number of pupils allocated a space				
	2021	2020	2019	2018	2017
EHCP or in/was in Public Care	3	5	3	2	2
Catchment area siblings	8	13	10	18	15
Catchment area	24	17	22	15	18
Out of catchment siblings	0	0	0	0	0
Pupils of staff at the school	0	0	0	NA	NA
Pupils living outside the catchment area	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 3 'catchment' with the last place being offered to a pupil living 0.259 miles from the school.

Appeals	2021	2020	2019	2018	2017
Number of appeals lodged	8	6	5	<5	<5
Number of appeals heard	7	<5	<5	<5	<5
Number of successful appeals	0	<5	<5	0	0

# Blenheim Primary School

## Learning in Harmony Multi Academy Trust

Executive Headteacher: Mr D Woollard

Head of School: Mrs A Wiley

Address: School Way, Blenheim Chase, Leigh on Sea, SS9 4HX

Telephone Number: 01702 474684

Email: [office@blenheimprimary.co.uk](mailto:office@blenheimprimary.co.uk)

Website: [www.blenheimprimary.co.uk](http://www.blenheimprimary.co.uk)

Published Admissions Number (PAN) 90 in each year group

### Admission Criteria:

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 Educations, 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 [School Admission Policies](#)

Number of preferences received for admission into the Reception year group in September 2021 = 275

Admission Criteria	Number of pupils allocated a space				
	2021	2020	2019	2018	2017
EHCP or in/was in Public Care	0	<5	<5	<5	0
Siblings attending the school	45	38	33	NA	NA
Catchment area siblings	NA	NA	NA	9	21
Catchment area	25	22	20	21	22
Pupils of staff	0	<5	0	NA	NA
Out of catchment siblings	NA	NA	NA	23	13
Out of catchment	20	25	34	30	23
<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 pupils living outside the catchment area with the last place being offered to a pupil living 0.815 miles from the school.

Appeals	2021	2020	2019	2018	2017
Number of appeals lodged	<5	<5	<5	0	<5
Number of appeals heard	<5	<5	<5	0	<5
Number of successful appeals	0	0	0	0	0

# Bournemouth Park Academy

## Eastwood Park Academy Trust

Principle: Mr W Brogan

Address: Bournemouth Park Road, Southend on Sea, SS2 5JN

Telephone Number: 01702 468046

Email: [admissions@bournemouthpark.southend.sch.uk](mailto:admissions@bournemouthpark.southend.sch.uk)

Website: [www.bournemouthpark.co.uk](http://www.bournemouthpark.co.uk)

Published Admissions Number (PAN) 90 in each year group

### Admission Criteria

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 Educations, 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 [School Admission Policies](#).

Number of preferences received for admission into the Reception year group in September 2021 = 151.

Admission Criteria	Number of pupils allocated a space				
	2021	2020	2019	2018	2017
EHCP or in/was in Public Care	0	<5	<5	<5	<5
Catchment area siblings	21	20	26	20	19
Catchment area	28	28	25	26	37
Out of catchment siblings	12	11	<5	8	0
Out of catchment	29	28	7	5	0
<b>Total offered on National Offer Day</b>	<b>90</b>	<b>89</b>	<b>60</b>	<b>60</b>	<b>60</b>

The last place was to remaining applications as an alternative offer.

Appeals	2021	2020	2019	2018	2017
Number of appeals lodged	0	0	<5	0	<5
Number of appeals heard	0	0	0	0	<5
Number of successful appeals	0	0	0	0	0

# Bournes Green Infant School

## Southend East Community Academy Trust

Headteacher: Mrs L Cooney

Address: Burlescombe Road, Thorpe Bay, Southend on Sea, SS1 3PS

Telephone Number: 01702 587099

Email: [office@bournesgreen-inf.southend.sch.uk](mailto:office@bournesgreen-inf.southend.sch.uk)

Website: [www.bournesgreeninfants.org](http://www.bournesgreeninfants.org)

Published Admissions Number (PAN) 60 in each year group

### Admission Criteria

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 Educations, 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 attend 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 [School Admission Policies](#)

Number of preferences received for admission into the Reception year group in September 2021 = 191.

Admission Criteria	Number of pupils allocated a space				
	2021	2020	2019	2018	2017
EHCP or in/was in Public Care	<5	0	<5	<5	<5
Catchment area siblings	20	19	26	20	19
Catchment area	25	23	25	26	37
Out of catchment siblings	7	11	<5	8	0
Out of catchment	7	7	7	5	0
<b>Total offered on National Offer Day</b>	<b>60</b>	<b>60</b>	<b>60</b>	<b>60</b>	<b>60</b>

The last place was admitted under admission criteria 'out of catchment' with the last place offered to a pupil living 0.412 miles from the school.

Appeals	2021	2020	2019	2018	2017
Number of appeals lodged	<5	<5	<5	0	<5
Number of appeals heard	<5	0	0	0	<5
Number of successful appeals	0	0	0	0	0

# Bournes Green Junior School

## Southend East Community Academy Trust

Headteacher: Mr J Lupton

Address: Ladram Road, Thorpe Bay, Southend on Sea, SS1 3PX

Telephone Number: 01702 587913

Email: [office@bournesgreen-jun.southend.sch.uk](mailto:office@bournesgreen-jun.southend.sch.uk)

Website: [www.bournesgreenjuniorschool.co.uk](http://www.bournesgreenjuniorschool.co.uk)

Published Admissions Number (PAN) 60 in each year group

### Admission Criteria

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 Educations, 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 in 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 [School Admission Policies](#)

Number of preferences received for admission into the year 3 group in September 2021 = 73

Admission Criteria	Number of pupils allocated a space				
	2021	2020	2019	2018	2017
EHCP or in/was in Public Care	<5	<5	<5	0	<5
Year 2 at BGIS	60	58	58	60	60
Catchment area siblings	0	0	<5	0	0
Catchment area	0	<5	<5	<5	<5
Out of catchment siblings	0	0	<5	0	0
Out of catchment	<5	<5	<5	<5	0
<b>Total offered on National Offer Day</b>	<b>65</b>	<b>66</b>	<b>66</b>	<b>66</b>	<b>66</b>

The last place was admitted under admission criteria 'pupils living outside the catchment area with the last place offered to a pupil living 1.775 miles from the school.

Appeals	2021	2020	2019	2018	2017
Number of appeals lodged	0	0	0	<5	0
Number of appeals heard	0	0	0	<5	0
Number of successful appeals	0	0	0	0	0

# Chalkwell Hall Infant School

## Southend-on-Sea Borough Council

Headteacher: Mrs S Clements

Address: London Road, Leigh on Sea, SS9 3NL

Telephone Number: 01702 478533

Email: [education@chalkwell-inf.southend.sch.uk](mailto:education@chalkwell-inf.southend.sch.uk)

Website: [www.chalkwellhallinfants.co.uk](http://www.chalkwellhallinfants.co.uk)

Published Admissions Number (PAN) 90 in each year group

### Admission Criteria

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 Educations, 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 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 [School Admission Policies](#)

Number of preferences received for admission into the reception year group in September 2021 = 329

Admission Criteria	Number of pupils allocated a space				
	2021	2020	2019	2018	2017
EHCP or in/was in Public Care	<5	<5	<5	<5	<5
Catchment area siblings	48	29	42	40	39
Pupils of staff	0	0	0	NA	NA
Catchment area	66	60	57	56	47
Out of catchment siblings	5	15	12	8	5
Out of catchment	0	15	8	15	27
<b>Total offered on National Offer Day</b>	<b>120</b>	<b>120</b>	<b>120</b>	<b>120</b>	<b>120</b>

The last place was admitted under admission criteria 'out of catchment sibling' with the last place offered to a pupil living 0.415 miles from the school.

Appeals	2021	2020	2019	2018	2017
Number of appeals lodged	8	<5	<5	<5	<5
Number of appeals heard	7	<5	0	<5	0
Number of successful appeals	0	0	0	0	0

# Chalkwell Hall Junior School

## Southend-on-Sea Borough Council

Headteacher: Mr A Newnham

Address: London Road, Leigh on Sea, SS9 3NL

Telephone Number: 01702 478570

Email: [education@chalkwellhall-jun.southend.sch.uk](mailto:education@chalkwellhall-jun.southend.sch.uk)

Website: [www.chalkwellhall.co.uk](http://www.chalkwellhall.co.uk)

Published Admissions Number (PAN) 120 in each year group

### Admission Criteria

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 Educations, 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 Chalk well Hall Infant School
3. Pupils who live in the catchment area who have a sibling attending the school or Chalk well 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 Chalk well Hall Infant School

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 [School Admission Policies](#)

Number of preferences received for admission into the year 3 year group in September 2021 = 131.

Admission Criteria	Number of pupils allocated a space				
	2021	2020	2019	2018	2017
EHCP or in/was in Public Care	<5	<5	<5	0	0
Year 2 at CHIS	119	116	114	120	109
Pupils of staff	0	0	0	NA	NA
Catchment area siblings	0	0	0	0	<5
Catchment area	0	0	0	0	<5
Out of catchment siblings	0	0	0	0	<5
Out of catchment	0	0	<5	0	<5
<b>Total offered on National Offer Day</b>	<b>120</b>	<b>120</b>	<b>120</b>	<b>120</b>	<b>108</b>

The last place was admitted under admission criterion 2 pupils attending year 2 at Chalkwell Hall Infant School

Appeals	2021	2020	2019	2018	2017
Number of appeals lodged	<5	0	0	0	<5
Number of appeals heard	0	0	0	0	<5
Number of successful appeals	0	0	0	0	0

# Darlinghurst Academy

## Legra Academy Trust

Headteacher: Mrs E Nicholls

Address: Pavillion Drive, Leigh on Sea, SS9 3JS

Telephone Number: 01702 478379

Email: [generalenquiries@darlinghurst.co.uk](mailto:generalenquiries@darlinghurst.co.uk)

Website: [www.darlinghurst.co.uk](http://www.darlinghurst.co.uk)

Published Admissions Number (PAN) 60 in years R, 1, 2 and 3. 90 in years 4 – 6

## Admission Criteria

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 Educations, 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

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 [School Admission Policies](#)

Number of preferences received for admission into the Reception year group in September 2021 = 135

Admission Criteria	Number of pupils allocated a space				
	2021	2020	2019	2018	2017
EHCP or in/was in Public Care	0	0	<5	0	<5
Pupils with siblings	25	21	37	NA	NA
Catchment area siblings	NA	NA	NA	12	13
Pupils of staff	1	0	<5	NA	NA
Catchment area	13	7	11	10	13
Darlinghurst nursery	5	7	0	NA	NA
Out of catchment siblings	NA	NA	NA	20	25
Out of catchment	16	21	19	18	36
<b>Total offered on National Offer Day</b>	<b>60</b>	<b>56</b>	<b>69</b>	<b>60</b>	<b>88</b>

The last place offered was to remaining applications as an alternative offer.

Appeals	2021	2020	2019	2018	2017
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

Telephone Number: 01702 333360

Email: [office@earlshallprimary.co.uk](mailto:office@earlshallprimary.co.uk)

Website: [www.earlshallprimary.co.uk](http://www.earlshallprimary.co.uk)

Published Admissions Number 90 in each year group

### Admission Criteria

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 Educations, Health and Care (EHC) plans. They must be admitted to the named school.

Looked after children and previously looked after children

Pupils who live in the catchment area who have a sibling attending the school

Pupils of staff at the school

Pupils who live in the catchment area

Pupils who live outside the catchment area who have a sibling attending the school

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 [School Admission Policies](#)

Number of preferences received for admission into the Reception year group in September 2021 = 221.

Admission Criteria	Number of pupils allocated a space				
	2021	2020	2019	2018	2017
EHCP or in/was in Public Care	<5	<5	0	<5	<5
Catchment area siblings	24	25	21	20	28
Pupils of staff	<5	<5	<5	NA	NA
Catchment area	29	37	31	30	27
Out of catchment siblings	13	12	19	14	24
Out of catchment	22	12	18	24	7
<b>Total offered on National Offer Day</b>	<b>90</b>	<b>90</b>	<b>90</b>	<b>90</b>	<b>90</b>

The last place offered was under the admission criterion 'out of catchment area' with the last place offered to a pupil living 0.483 miles from the school.

Appeals	2021	2020	2019	2018	2017
Number of appeals lodged	6	7	<5	<5	<5
Number of appeals heard	<5	7	<5	<5	<5
Number of successful appeals	0	0	0	<5	<5

# Eastwood Primary School

## Governing Body of the School

Headteacher: Mrs R Perman

Address: Rayleigh Road, Leigh on Sea, SS9 5UT

Telephone Number: 01702 525137

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

Website: [www.eastwoodprimaryschool.co.uk](http://www.eastwoodprimaryschool.co.uk)

Published Admissions Number 60 in each year group

## Admission Criteria

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 Educations, Health and Care (EHC) plans. They must be admitted to the named school.

Looked after children and previously looked after children

Pupils who have a sibling attending the school

Pupils of staff at the school

Pupils who live in the catchment area

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 [School Admission Policies](#)

Number of preferences received for admission into the Reception year group in September 2021 = 116.

Admission Criteria	Number of pupils allocated a space				
	2021	2020	2019	2018	2017
EHCP or in/was in Public Care	0	0	0	0	<5
Siblings	21	22	21	NA	NA
Catchment area siblings	NA	NA	NA	9	8
Pupils of staff	0	0	0	NA	NA
Catchment area	14	14	13	8	11
Out of catchment siblings	NA	NA	NA	16	16
Out of catchment	17	20	14	21	8
<b>Total offered on National Offer Day</b>	<b>52</b>	<b>56</b>	<b>48</b>	<b>54</b>	<b>44</b>

For the Reception year group, every child that applied on time gained a place.

Appeals	2021	2020	2019	2018	2017
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

Telephone Number: 01702 524470

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

Website: [www.edwardshallprimary.co.uk](http://www.edwardshallprimary.co.uk)

Published Admissions Number 60 in each year group

### Admissions Criteria

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 Educations, 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 attend 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 who have a sibling attending 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 [School Admission Policies](#)

Number of preferences received for admission into the Reception year group in September 2021 = 94

Admission Criteria	Number of pupils allocated a space				
	2021	2020	2019	2018	2017
EHCP or in/was in Public Care	<5	0	0	0	<5
Siblings	N/A	22	21	NA	NA
Catchment area siblings	12	NA	NA	9	8
Catchment area	12	0	0	NA	NA
Pupils of staff	0	14	13	8	11
Out of catchment siblings	11	NA	NA	16	16
Out of catchment	14	20	14	21	8
<b>Total offered on National Offer Day</b>	<b>51</b>	<b>56</b>	<b>48</b>	<b>54</b>	<b>44</b>

For the Reception year group, every child that applied on time gained a place.

Appeals	2021	2020	2019	2018	2017
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

# Fairways Primary School

## Southend-on-Sea Borough Council

Headteacher: Mr L Pinchback

Address: The Fairway, Leigh on Sea, SS9 4QW

Telephone Number: 01702 525693

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

Website: [www.fairways.southend.sch.uk](http://www.fairways.southend.sch.uk)

Published Admissions Number 60 in each year group

### Admission Criteria

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 Educations, 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 [School Admission Policies](#)

Number of preferences received for admission into the Reception year group in September 2021 = 114

Admission Criteria	Number of pupils allocated a space				
	2021	2020	2019	2018	2017
EHCP or in/was in Public Care	0	<5	0	0	0
Siblings	23	27	27	NA	NA
Catchment area siblings	NA	NA	NA	26	17
Catchment area	19	17	10	29	24
Pupils of staff	0	0	<5	NA	NA
Out of catchment siblings	NA	NA	NA	5	9
Out of catchment	15	12	9	0	10
<b>Total offered on National Offer Day</b>	<b>57</b>	<b>57</b>	<b>47</b>	<b>60</b>	<b>60</b>

For the Reception year group, every child that applied on time gained a place.

Appeals	2021	2020	2019	2018	2017
Number of appeals lodged	0	0	0	<5	<5
Number of appeals heard	0	0	0	<5	<5
Number of successful appeals	0	0	0	0	<5

# Friars Primary School

## Portico Academy Trust

Principal Mr McClay

Executive Headteacher Mrs C Woolf

Address: Constable Way, Shoeburyness, SS3 9XX

Telephone Number: 01702 294837

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

Website: [www.friarsprimary.co.uk](http://www.friarsprimary.co.uk)

Published Admissions Number 60 in each year group

## Admission Criteria

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 Educations, 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 [School Admission Policies](#)

Number of preferences received for admission into the Reception year group in September 2021 = 97.

Admission Criteria	Number of pupils allocated a space				
	2021	2020	2019	2018	2017
EHCP or in/was in Public Care	0	0	0	<5	0
Catchment area siblings	21	22	21	28	22
Catchment area	28	23	24	26	26
Out of catchment siblings	11	5	<5	<5	6
Pupils of staff	0	0	<5	NA	NA
Out of catchment	0	10	8	0	6
<b>Total offered on National Offer Day</b>	<b>60</b>	<b>60</b>	<b>57</b>	<b>60</b>	<b>60</b>

The last child was admitted for Reception year group under admission criterion 'out of catchment sibling' with the last place offered to a pupil living at 0.7 miles from the school

Appeals	2021	2020	2019	2018	2017
Number of appeals lodged	7	<5	0	6	<5
Number of appeals heard	6	<5	0	6	<5
Number of successful appeals	0	0	0	0	0

# Greenways Primary School

## Learning in Harmony Multi Academy Trust

Principal Mr Mason-Edwards

Address: Greenways, Thorpe Bay, SS1 3BS

Telephone Number: 01702 987950

Email: [contact@greenways-jun.southend.sch.uk](mailto:contact@greenways-jun.southend.sch.uk)

Website: [www.greenways.southend.sch.uk](http://www.greenways.southend.sch.uk)

Published Admissions 120 Reception and 150 in year groups 1 – 6

### Admission Criteria

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 Educations, 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 [School Admission Policies](#)

Number of preferences received for admission into the Reception year group in September 2021 = 191

Admission Criteria	Number of pupils allocated a space				
	2021	2020	2019	2018	2017
EHCP or in/was in Public Care	<5	<5	<5	<5	<5
Catchment area siblings	33	37	33	37	30
Catchment area	37	33	42	52	51
Out of catchment siblings	22	38	21	28	28
Out of catchment	26	10	42	32	39
<b>Total offered on National Offer Day</b>	<b>120</b>	<b>120</b>	<b>139</b>	<b>150</b>	<b>150</b>

The last child was admitted for Reception year group under admission criterion 'out of catchment' with the last place offered to a pupil living 1.473 miles from the school.

Appeals	2021	2020	2019	2018	2017
Number of appeals lodged	0	<5	0	<5	<5
Number of appeals heard	0	<5	0	0	0
Number of successful appeals	0	0	0	0	0

# Hamstel Infant School

## Portico Academy Trust

Principal Mrs L Clark

Address: Hamstel Road, Southend on sea, SS2 4PQ

Telephone Number: 01702 468461

Email: [office@hamstel-inf.southend.sch.uk](mailto:office@hamstel-inf.southend.sch.uk)

Website: [www.hamstelinfants.co.uk](http://www.hamstelinfants.co.uk)

Published Admissions 120 in each year group

## Admission Criteria

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 Educations, 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 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 [School Admission Policies](#)

Number of preferences received for admission into the Reception year group in September 2021 = 249.

Admission Criteria	Number of pupils allocated a space				
	2021	2020	2019	2018	2017
EHCP or in/was in Public Care	<5	<5	<5	<5	<5
Catchment area siblings	18	37	33	37	30
Catchment area	39	33	42	52	51
Out of catchment siblings	49	38	21	28	28
Out of catchment	6	10	42	32	39
Total offered on National Offer Day	120	120	139	150	150

The last child was admitted for Reception year group under admission criterion 'out of catchment' with the last place offered to a pupil living 0.342 miles from the school.

Appeals	2021	2020	2019	2018	2017
Number of appeals lodged	3	<5	0	<5	<5
Number of appeals heard	2	<5	0	0	0
Number of successful appeals	0	0	0	0	0

# Hamstel Junior School

## Portico Academy Trust

Principal Mrs C Farrell

Address: Hamstel Road, Southend on sea, SS2 4PQ

Telephone Number: 01702 468048

Email: [office@hamstel-jun.southend.sch.uk](mailto:office@hamstel-jun.southend.sch.uk)

Website: [www.hamsteljuniors.co.uk](http://www.hamsteljuniors.co.uk)

Published Admissions 120 in each year group

## Admission Criteria

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 Educations, 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 [School Admission Policies](#)

Number of preferences received for admission into the year 3 year group in September 2021 = 148.

Admission Criteria	Number of pupils allocated a space				
	2021	2020	2019	2018	2017
EHCP or in/was in Public Care	<5	6	6	0	0
Year 2 at HIS	140	131	143	150	150
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	1	0	0	0	0
<b>Total offered on National Offer Day</b>	<b>145</b>	<b>137</b>	<b>149</b>	<b>150</b>	<b>150</b>

The last child was admitted for year 3 year group under admission criterion 'out of catchment' with last place offered to a child living at 2.471 miles from the school

Appeals	2021	2020	2019	2018	2017
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

# Heycroft Primary School

## Southend-on-Sea Borough Council

Headteacher: Mr A Palmer

Address: Benvenue Avenue, Leigh on Sea, SS9 5SJ

Telephone Number: 01702 521832

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

Website: [www.heycroftschoool.org.uk](http://www.heycroftschoool.org.uk)

Published Admissions 60

### Admission Criteria

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 Educations, 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 [School Admission Policies](#)

Number of preferences received for admission into the Reception year group in September 2021 = 94.

Admission Criteria	Number of pupils allocated a space				
	2021	2020	2019	2018	2017
EHCP or in/was in Public Care	0	0	0	0	0
Catchment area siblings	17	14	12	16	18
Catchment area	16	9	16	12	18
Pupils of staff	0	0	<5	NA	NA
Out of catchment siblings	10	8	6	10	6
Out of catchment	9	24	16	12	16
<b>Total offered on National Offer Day</b>	<b>52</b>	<b>55</b>	<b>52</b>	<b>50</b>	<b>58</b>

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

Appeals	2021	2020	2019	2018	2017
Number of appeals lodged	0	0	0	0	<5
Number of appeals heard	0	0	0	0	<5
Number of successful appeals	0	0	0	0	0

# Hinguar Primary School

## Southend East Community Academy Trust

Headteacher: Mrs A Waite

Address: New Garrison Road, Shoeburyness, SS3 9FE

Telephone Number: 01702 292721

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

Website: [www.hinguarprimary.org](http://www.hinguarprimary.org)

Published Admissions 30

### Admission Criteria

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 Educations, 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 [School Admission Policies](#)

Number of preferences received for admission into the Reception year group in September 2021 = 154.

Admission Criteria	Number of pupils allocated a space				
	2021	2020	2019	2018	2017
EHCP or in/was in Public Care	<5	<5	0	0	0
Catchment area siblings	8	14	10	13	6
Catchment area	21	14	20	17	22
Out of catchment siblings	0	0	0	0	<5
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 the last child was admitted under admission criterion 'catchment' with the last place offered to a pupil living 0.497 miles from the school.

Appeals	2021	2020	2019	2018	2017
Number of appeals lodged	6	<5	<5	6	<5
Number of appeals heard	6	<5	<5	<5	0
Number of successful appeals	0	<5	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

Telephone Number: 01702 476224

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

Website: [www.leighnorthstreetprimaryschool.co.uk](http://www.leighnorthstreetprimaryschool.co.uk)

Published Admissions Number (PAN): 90 in each year group

### Admission Criteria

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 Educations, 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 [School Admission Policies](#)

Number of preferences received for admission into Reception year group in September 2021 = 204.

Admission Criteria	Number of pupils allocated a space				
	2021	2020	2019	2018	2017
EHCP or in/was in Public Care	0	<5	<5	0	<5
Catchment area siblings	21	17	34	26	24
Pupils of staff	0	<5	0	NA	NA
Catchment area	30	39	33	50	45
Out of catchment siblings	14	13	5	6	5
West Leigh Catchment	N/A	NA	NA	7	<5
Out of catchment	24	17	17	<5	11
<b>Total offered on National Offer Day</b>	<b>89</b>	<b>90</b>	<b>90</b>	<b>90</b>	<b>90</b>

For admission into the Reception year group the last child was admitted to remaining applications as an alternative offer.

Appeals	2021	2020	2019	2018	2017
Number of appeals lodged	0	0	<5	<5	0
Number of appeals heard	0	0	<5	<5	0
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

Telephone Number: 01702 330758

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

Website: [www.miltonhallschool.com](http://www.miltonhallschool.com)

Published Admissions Number (PAN): 90 in each year group

## Admission Criteria

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 Educations, 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 of staff at the school
4. Pupils who live in the catchment area
5. Pupils who live outside the catchment area who have an older 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 [School Admission Policies](#)

Number of preferences received for admission into the Reception year group in September 2021= 159.

Admission Criteria	Number of pupils allocated a space				
	2021	2020	2019	2018	2017
EHCP or in/was in Public Care	0	<5	0	0	0
Catchment area siblings	14	19	22	12	11
Pupils of staff at the school	<5	n/a	n/a	n/a	n/a
Catchment area	25	46	40	33	27
Out of catchment siblings	13	11	11	13	9
Out of catchment	37	13	28	22	26
Total offered on National Offer Day	90	90	90	90	74
EHCP or in/was in Public Care	0	<5	0	0	0

For admission into the Reception year group the last child offered was to remaining applications as an alternative offer.

Appeals	2021	2020	2019	2018	2017
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

# Our Lady of Lourdes Catholic Primary School

## Assisi Catholic Trust

Headteacher: Mrs S Nutman

Address: Manchester Drive, Leigh on Sea

Telephone Number: 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 Admissions Number (PAN): 60 in each year group

## Admission Criteria

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 [OLOL SIF Form](#). 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.

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.

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.

Number of preferences received for admission into the Reception year group in September 2021 = 82

Admission Criteria	2021	2020	2019
Looked after children from Catholic families & Pupils with statements of SEN	1	1	1
Baptised Catholic children from practising Catholic families who reside in the Parish of Our Lady of Lourdes, Leigh on sea & St Peter's, Eastwood, whose applications are supported by their Parish Priest	31	34	38
Baptised Catholic children from practising Catholic families who do not reside in the Parish of Our Lady of Lourdes, Leigh on sea & St Peter's, Eastwood, whose applications are supported by their Parish Priest	6	6	3
Baptised Catholic children who reside in the parishes of Our Lady of Lourdes, Leigh on Sea & St Peter's, Eastwood	4	1	1
Baptised Catholic children resident in other parishes	1	0	1
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)	0	0	0
Catechumens and members of other Eastern Christian Churches	0	0	0
Baptised children of practising Christians of other Christian denominations providing evidence of Baptism and whose application is supported by their Minister.	3	0	1
Baptised children of practising Christians of other Christian denominations	0	1	0
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	9	10	13
<b>Total offered on National Offer Day</b>	<b>58</b>	<b>53</b>	<b>58</b>

The last place offered was to remaining applications as an alternative offer.

Appeals	2021	2020	2019
Number of appeals lodged	0	0	0
Number of appeals heard	0	0	0
Number of successful appeals	0	0	0

# Porters Grange Primary School

## Portico Academy Trust

Headteacher: Miss D Henley

Address: Lancaster Gardens, Southend on Sea, SS1 2NS

Telephone Number: 01702 468047

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

Website: [www.portersgrange.co.uk](http://www.portersgrange.co.uk)

Published Admissions Number (PAN): 60 in each year group

## Admission Criteria

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 Educations, 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 [School Admission Policies](#)

Number of preferences received for admission into the Reception year group in September 2021 = 61.

Admission Criteria	Number of pupils allocated a space				
	2021	2020	2019	2018	2017
EHCP or in/was in Public Care	0	<5	0	0	0
Catchment area siblings	6	10	5	6	14
Catchment area	15	14	10	16	15
Out of catchment siblings	<5	5	5	<5	<5
Pupils of staff	0	<5	0	NA	NA
Out of catchment	13	25	17	27	9
<b>Total offered on National Offer Day</b>	<b>38</b>	<b>56</b>	<b>37</b>	<b>53</b>	<b>42</b>

For admission into the Reception year group the last child was admitted to remaining applications as an alternative offer.

Appeals	2021	2020	2019	2018	2017
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 Academy

## South East Essex Academy Trust

Headteacher: Mr Gary Clement

Address: Hornby Avenue, Westcliff on Sea, SS0 0LG

Telephone Number: 01702 311411

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

Website: [www.princeavenue.co.uk](http://www.princeavenue.co.uk)

Published Admissions Number (PAN): 60 in each year group

### Admission Criteria

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 Educations, 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 [School Admission Policies](#)

Number of preferences received for admission into the Reception year group in September 2021 = 91

Admission Criteria	Number of pupils allocated a space				
	2021	2020	2019	2018	2017
EHCP or in/was in Public Care	0	0	<5	<5	<5
Pupils of staff	0	0	0	0	0
Catchment area siblings	22	16	15	15	19
Catchment area	25	27	14	15	13
Out of catchment siblings	6	5	5	6	<5
Out of catchment	7	12	9	14	8
<b>Total offered on National Offer Day</b>	<b>60</b>	<b>60</b>	<b>44</b>	<b>51</b>	<b>44</b>

For admission into the Reception year group the last child was admitted under admission criterion 'out of catchment' area with the last place offered to a pupil living at 1.705 miles from the school

Appeals	2021	2020	2019	2018	2017
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

## South East Community Academy Trust

Executive Headteacher: Miss S Walsh

On Site Lead: Miss Money Penny

Address: Richmond Avenue, Shoeburyness, SS3 9LG

Telephone Number: 01702 292197

Email: [admin@richmond-pri.southend.sch.uk](mailto:admin@richmond-pri.southend.sch.uk)

Website: [www.richmond-avenue.co.uk](http://www.richmond-avenue.co.uk)

Published Admissions Number (PAN): 60 in each year group

### Admission Criteria

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 Educations, Health and Care (EHC) plans. They must be admitted to the named school.

Looked after children and previously looked after children

Pupils who live in the catchment area who have a sibling attending the school

Pupils who live in the catchment area

Pupils who live outside the catchment area who have a sibling attending the school

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 [School Admission Policies](#)

Number of preferences received for admission into the Reception year group in September 2021 = 105.

Admission Criteria	Number of pupils allocated a space				
	2021	2020	2019	2018	2017
EHCP or in/was in Public Care	<5	<5	<5	0	<5
Catchment area siblings	17	15	12	18	19
Catchment area	24	21	24	28	13
Out of catchment siblings	8	17	11	7	11
Out of catchment	9	6	13	6	17
<b>Total offered on National Offer Day</b>	<b>60</b>	<b>60</b>	<b>60</b>	<b>60</b>	<b>60</b>

For admission into the Reception year group the last child was admitted under admission criterion out of catchment with the last place offered to a pupil living at 0.501 miles from the school.

Appeals	2021	2020	2019	2018	2017
Number of appeals lodged	<5	<5	0	<5	0
Number of appeals heard	0	<5	0	<5	0
Number of successful appeals	0	0	0	0	0

# Sacred Heart Catholic Primary School & Nursery

## Assisi Catholic Trust

Headteacher: Mrs Janet Mullally

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

Tel: 01702 534546

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

website: [www.shs-southend.co.uk](http://www.shs-southend.co.uk)

Published Admission Number (PAN): 60 all year groups

Parents applying for a place at this Catholic school must also complete a Supplementary Information Form (SIF) which can be obtained from the School website [Sacred Heart Catholic School SIF form](#) or from the Local Authority. A Certification of Practice can be obtained from the Parish Church. 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 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 onto 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 19<sup>th</sup> April 2021.

## Admission 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 child arrangements 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 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 child arrangements 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.
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.

For all criteria, and additional information please refer to explanatory notes and maps in this booklet. The full determined arrangements are available on the school website.

### Number of preferences received for admission into the Reception year in September 2021 = 107

Admission Criteria	2021	2020	2019
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)& Pupils with EHC Plans	1	0	0
Baptised Catholic children of practising Catholic parents who live in the parish of Sacred Heart and St John Fisher	2	11	21
Baptised Catholic children of practising Catholic parents who do not live in the parish of Sacred Heart and St John Fisher	0	1	0
Baptised Catholic children residing in the parish	14	20	10
Baptised Catholic children, living outside the parish	3	2	1
Other looked after children	0	0	2
Catechumens and their children seeking baptism and members of other Eastern Christian churches	5	0	0
Baptised (or equivalent) children of another Christian faith who attend church regularly and whose application is supported by their minister	5	3	1
Baptised (or equivalent) children of another Christian faith	2	1	2
Other children whose parents have shown a preference for Sacred Heart School	28	22	23
<b>Total offered on National Offer Day</b>	<b>60</b>	<b>60</b>	<b>60</b>

For admissions into the Reception year group in September 2019 under criterion 'Other children whose parents have shown a preference for Sacred Heart School'

Appeals	2021	2020	2019
Number of appeals lodged	0	0	0
Number of appeals heard	0	0	0
Number of successful appeals	0	0	0

# St George's Catholic Primary School

## Assisi Catholic Trust

Headteacher: Mrs A Delgado

Address: Eagle Way, Shoeburyness SS3 9RN

Tel: 01702 293522

Email: [office@st-georges.southend.sch.uk](mailto:office@st-georges.southend.sch.uk)

website: [www.sgcps.co.uk](http://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.

A Supplementary Information Form (SIF) will need to be completed if you wish to apply under a faith criterion. The SIF form can be found on the school website. [St Georges SIF Form](#). The school is situated in the Diocese of Brentwood and is part of the Assisi Catholic Trust. 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 2021.

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 and Education, Health and Care Plan or a Statement of Special Educational Needs:**

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.

## Admission 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).

For all criteria, 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 [School Admission Policies](#)

Number of preferences received for admission into the reception year group in September 2021 = 58

Admission Criteria	2021	2020	2019
Catholic looked after and previously looked after children	0	0	1
Catholic children who are resident in the parish of St George and the English Martyrs	14	7	16
Other Catholic children	3	2	1
Other looked after and previously looked after children	0	0	1
Catechumens and members of an Eastern Christian church	0	1	0
Children of other Christian denominations who membership is evidenced by a minister of religion	10	10	11
Children of other faiths who membership is evidenced by a religious leader	0	0	0
Any other children	3	10	0
<b>Total offered on National Offer Day</b>	<b>30</b>	<b>30</b>	<b>30</b>

For admissions into the Reception year group in September 2021 the last child was admitted under admission criterion 'Any other Children'

Appeals	2021	2020	2019
Number of appeals lodged	1	0	1
Number of appeals heard	0	0	1
Number of successful appeals	0	0	0

# 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](mailto:office@st-helens.southend.sch.uk)

Website: [www.st-helens.southend.sch.uk](http://www.st-helens.southend.sch.uk)

Published Admission Number (PAN): 60 for all year groups

St. Helen'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 be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and articles of association and seeks at all times to be a witness to Our Lord Jesus Christ.

If you are applying for a place under a faith criterion, you will also need to complete a Supplementary Information Form (SIF) which can be located on the schools website. [St Helen's SIF Form](#)

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 a Catholic to apply for and be admitted to a place at the school in accordance with admission arrangements.

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal round (this is for admission to the school at the start of the school year in September and not for applications made in-year). The governing body has set its admission number at 60 pupils to be admitted to the reception year in the school year which begins in September 2021.

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 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 an 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.

## Admission 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. Helen's. (see notes 3&11)
3. Catholic children who are 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. (see notes 3&11)
4. Other Catholic children (see note 3)
5. Other looked after and previously looked after children. (see note 2)
6. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
7. Children of other Christian denominations whose membership is evidenced by a minister of religion. (see note 6)
8. Children of other faiths whose membership is evidenced by a religious leader. (see note 7)
9. Any other children.

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

1. Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can most appropriately be met at this school, the application will be placed at the top of the category in which the application is made. (see note 10)
2. 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 after children in (i) above. (see note 8)

For all criteria, 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 [School Admission Policies](#)

Number of preferences received for admission into the Reception year group in September 2021 = 123

Admission Criteria	2021	2020
Catholic Looked after children and previously looked after children;	0	1
Catholic children who are resident in the parish of St. Helen's	18	19
Catholic Children who are resident in the parishes of Sacred Heart, Our Lady of Lourdes and St. Theresa's for whom St. Helen's is the nearest Catholic school;	3	13
Other Catholic Children;	5	0
Other Looked after children and previously looked after children;	0	0
Catechumens and members of an Eastern Christian Church;	1	2
Children of other Christian denominations whose membership is evidenced by a minister of religion;	8	6
Children of other faiths whose membership is evidenced by a religious leader;	0	3
Any other children	25	17
<b>Total offered on National Offer Day</b>	<b>60</b>	<b>60</b>

For admissions into the Reception year group in September 2021 the last child was admitted under admission criterion 'Any other Children'.

Appeals	2021	2020
Number of appeals lodged	0	0
Number of appeals heard	0	0
Number of successful appeals	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](mailto:office@st-marysprittlewell.southend.sch.uk)

Website: [www.st-marysprittlewell.com](http://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.

To be considered for a place at St Mary's school. You must also complete a SIF form, which can be located on the school website. [St Mary's SIF Form](#)

The Published admission number for each relevant age group is: Years R, 1, 2, 4, 5 & 6: 90, Year 3: 120

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:

## Admission 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.

For all criteria and extensive notes relating to oversubscription criteria 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 [School Admission Policies](#)

Number of preferences received for admission into the reception year group in September 2021 = 104

Admission Criteria	Number of pupils allocated a space				
	2021	2020	2019	2018	2017
Looked After Children (LAC) or previously looked after children	0	0	1	0	0
Children of parents who worship at St. Mary's Church, Prittlewell as defined in Group A and B	2	2	0	2	1
Children of parents who worship at other Anglican Churches as defined in Group A and B	0	4	3	6	4
Where there are siblings (please see note III for definition)	36	32	23	22	26
Children of parents who worship at St. Mary's Church, Prittlewell as defined in Group C	0	0	0	0	0
Children of parents who worship at other Anglican Churches as defined in Group C	0	0	0	0	2
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	3	5	0	5	0
Children who live in the area of Central Southend	16	56	19	20	21
Other children	1	1	52	34	32
<b>Total offered on National Offer Day</b>	<b>58</b>	<b>100</b>	<b>98</b>	<b>89</b>	<b>86</b>

For admissions into the Reception year group in September 2021 the last child was admitted under admission criterion 'Other children'.

Appeals	2021	2020	2019	2018	2017
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

# Temple Sutton Primary School

## Learning in Harmony Multi Academy Trust

Headteacher: Ms O Laniyan

Address: Eastern Avenue, Southend on Sea, SS2 4BA

Telephone Number: 01702 468582

Email: [admin@templesuttonprimary.co.uk](mailto:admin@templesuttonprimary.co.uk)

Website: [www.templesutton.org.uk](http://www.templesutton.org.uk)

Published Admissions Number (PAN): 120 in each year group

### Admission Criteria

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 Educations, Health and Care (EHC) plans. They must be admitted to the named school.

Looked after children and previously looked after children

Pupils who live in the catchment area who have a sibling attending the school

Pupils who live in the catchment area

Pupils who live outside the catchment area who have a sibling attending the school

Pupils of staff at the school

Pupils of the school attending Temple Sutton Nursery

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 [School Admission Policies](#)

Number of preferences received for admission into the Reception year group in September 2021 =105

Admission Criteria	Number of pupils allocated a space				
	2021	2020	2019	2018	2017
EHCP or in/was in Public Care	<5	<5	<5	<5	0
Catchment area siblings	28	14	16	24	13
Catchment area	17	22	23	28	25
Out of catchment siblings	14	18	17	19	23
Pupils of staff	<5	0	0	NA	NA
Temple Sutton Nursery	17	11	12	NA	NA
Out of catchment	13	19	19	24	29
<b>Total offered on National Offer Day</b>	<b>91</b>	<b>85</b>	<b>90</b>	<b>97</b>	<b>90</b>

For admission into the Reception year group the last child was admitted to remaining applications as an alternative offer.

Appeals	2021	2020	2019	2018	2017
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

# Westborough Academy

## The Challenger Multi Academy Trust

Headteacher: Mrs T Brook

Address: Macdonald Avenue, Westcliff on Sea, SS0 9BS

Telephone Number: 01702 349249

Email: [westborough@westborough.southend.sch.uk](mailto:westborough@westborough.southend.sch.uk)

Website: [www.thewestboroughschool.co.uk](http://www.thewestboroughschool.co.uk)

Published Admissions Number (PAN): 60 in each year group

### Admission Criteria

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 Educations, 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 who live in 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 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 [School Admission Policies](#)

Number of preferences received for admission into the Reception year group in September 2021 =115.

Admission Criteria	Number of pupils allocated a space				
	2021	2020	2019	2018	2017
EHCP or in/was in Public Care	0	0	0	0	0
Catchment area siblings	15	26	19	25	18
Catchment area	31	32	24	24	22
Out of catchment siblings	8	<5	5	5	6
Out of catchment	6	0	12	6	13
<b>Total offered on National Offer Day</b>	<b>60</b>	<b>60</b>	<b>60</b>	<b>60</b>	<b>59</b>

For admission into the Reception year group the last child was admitted under admission criterion out of catchment area with the last place offered to a pupil living at 0.656 miles from the school.

Appeals	2021	2020	2019	2018	2017
Number of appeals lodged	4	<5	0	0	0
Number of appeals heard	3	<5	0	0	0
Number of successful appeals	0	<5	0	0	0

# Thorpedene Primary School

## Southend East Community Academy Trust

Headteacher: Miss S Walsh

Address: Delaware Road, Shoeburyness, SS3 9NP

Telephone Number: 01702 582225

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

Website: [www.thorpedene.southend.sch.uk](http://www.thorpedene.southend.sch.uk)

Published Admissions Number (PAN): 90 in each year group

### Admission Criteria

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 Educations, 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 [School Admission Policies](#)

Number of preferences received for admission into the reception year group in September 2021 = 114

Admission Criteria	Number of pupils allocated a space				
	2021	2020	2019	2018	2017
EHCP or in/was in Public Care	0	0	0	<5	0
Catchment area siblings	11	15	11	11	13
Catchment area	12	12	6	11	17
Out of catchment siblings	17	19	21	14	14
Out of catchment	31	26	18	34	24
<b>Total offered on National Offer Day</b>	<b>71</b>	<b>72</b>	<b>56</b>	<b>71</b>	<b>68</b>

For admission into the Reception year group the last child was admitted to remaining applications as an alternative offer.

Appeals	2021	2020	2019	2018	2017
Number of appeals lodged	0	0	0	0	<5
Number of appeals heard	0	0	0	0	<5
Number of successful appeals	0	0	0	0	<5

# West Leigh Infant School

## Southend-on-Sea Borough Council

Headteacher: Mrs Y Sayer

Address: Ronald Hill Grove, Leigh on Sea, SS9 2JB

Telephone Number: 01702 476610

Email: [office@westleigh-inf.southend.sch.uk](mailto:office@westleigh-inf.southend.sch.uk)

Website: [www.westleighinfants.co.uk](http://www.westleighinfants.co.uk)

Published Admissions Number (PAN): 120 in each year group

### Admission Criteria

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 Educations, Health and Care (EHC) plans. They must be admitted to the named school.

Looked after children and previously looked after children

Pupils who live in the catchment area who have a sibling attending the school or West Leigh Junior School

Pupils of staff at the school

Pupils eligible for pupil premium who live in the catchment area

Pupils who live in the catchment area

Pupils who live outside the catchment area who have a sibling attending the school or West Leigh Junior School

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 [School Admission Policies](#).

Number of preferences received for admission into the Reception year group in September 2021 = 261.

Admission Criteria	Number of pupils allocated a space				
	2021	2020	2019	2018	2017
EHCP or in/was in Public Care	<5	<5	<5	<5	<5
Catchment area siblings	48	57	51	39	42
Pupils of staff	<5	<5	0	NA	NA
Catchment pupil premium	0	0	0	NA	NA
Catchment area	54	56	68	63	70
Out of catchment siblings	<5	5	0	6	<5
Out of catchment	12	0	0	11	<5
<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 the last child was admitted under admission criterion out of catchment area sibling with the last place offered to a pupil living at 0.902 miles from the school.

Appeals	2021	2020	2019	2018	2017
Number of appeals lodged	0	6	7	<5	<5
Number of appeals heard	0	6	6	<5	<5
Number of successful appeals	0	0	0	0	0

# West Leigh Junior School

## Portico Academy Trust

Headteacher: Mr J Lear

Address: Ronald Hill Grove, Leigh on Sea, SS9 2JB

Telephone Number: 01702 4478593

Email: [office@westleigh-jun.southend.sch.uk](mailto:office@westleigh-jun.southend.sch.uk)

Website: [www.westleighjunior.co.uk](http://www.westleighjunior.co.uk)

Published Admissions Number (PAN): 126 in each year group

## Admission Criteria

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 Educations, 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 [School Admission Policies](#)

Number of preferences received for admission into the year 3 year group in September 2021 = 147

Admission Criteria	Number of pupils allocated a space				
	2021	2020	2019	2018	2017
EHCP or in/was in Public Care	<5	<5	<5	0	0
Year 2 at WLIS	118	119	116	120	120
Catchment area siblings	0	0	9	0	0
Pupils of staff	0	0	0	NA	NA
Catchment pupil premium	0	0	0	NA	NA
Catchment area	<5	<5	<5	<5	<5
Out of catchment siblings	<5	0	0	0	<5
Out of catchment	<5	<5	0	<5	<5
<b>Total offered on National Offer Day</b>	<b>128</b>	<b>122</b>	<b>132</b>	<b>128</b>	<b>128</b>

For admission into the year 3 year group the last child was admitted under admission criterion out of catchment area

Appeals	2021	2020	2019	2018	2017
Number of appeals lodged	0	2	<5	0	0
Number of appeals heard	0	2	<5	0	0
Number of successful appeals	0	0	0	0	0

# Additional Information and Term Dates

## School Term and Holiday Dates for the Academic Year 2022/23

These dates are generally followed by all schools in Southend, but you should check with the individual school. All schools will also have several 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 could 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.

### Autumn Term

Wednesday 1 September 2021 – Friday 17 December 2021

*Half Term 25 October – 29 October*

### Spring Term

Tuesday 4 January 2022 – Friday 1 April 2022

*Half Term 14 February - 18 February*

### Summer Term

Tuesday 19 April 2022 – Friday 22 July 2022

*Half Term 31 May – 3 June, and May Bank Holiday, 2 May, non-teaching day in lieu of Queen's Jubilee Bank Holiday 6 June*

A full copy of term dates are available on [www.southend.gov.uk](http://www.southend.gov.uk) by searching term dates.

## 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.

In most cases, foreign national children in the UK have the right to attend schools in England. School admission authorities must not refuse to admit a child on the basis of their nationality or immigration status nor remove them from roll on this basis. It is the responsibility of parents to check that their children have a right, under their visa entry conditions, to study at a school.

To help parents, we recommend that local authorities advise foreign nationals, who wish to apply for a state-funded school place, to check that they have a [right of abode](#) or that the conditions of their immigration status otherwise permit them to access a state-funded school. Local authorities can do this by adding a reminder to their admissions webpage and within their composite admissions prospectus.

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.

## Frequently Asked Questions

**How do I find out more about the primary schools in Southend-on-Sea?** One of the best ways to find out more about a school via their website and to visit them where possible. 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 will be open from 14 September 2021 and the closing date is 15 January 2022. School places are **not** offered on a 'first come first served' basis. They 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. 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.

**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 where appropriate. Parents can also view the local offer on the Southend Website.

**Can my child have free school meals at primary school?** Yes. It is 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. 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 earlier pages in this booklet. Admissions arrangements are also published on school websites.

**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 **19 April 2022** 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. The majority walk, cycle or use public transport. Please consider 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 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)

## Type and Age Range of Schools in Southend

### Public Mainstream Schools

School Name	Type of School and Age Range	Admissions Process
Barons Court Primary	Community 3-11	As provided in this booklet on the individual school pages.
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 Schools

School Name	Type of School and Age Range	Admissions Process
Alleyn Court Preparatory	Independent 2-11	Available from the schools directly.
Saint Pierre School	Independent 2-11	
St Michaels CofE Preparatory	Independent 3-11	
Thorpe Hall School	Independent 2-16	

## Registered Specialist Primary Provision

School Name	Type of School and Age Range	Admissions Process
Kingsdown School	Academy 3-14	Admission for specialist provision is for children who have an Education, Health and Care Plan (EHCP). You can access the SEND local offer on <a href="https://livewellsouthend.com/">https://livewellsouthend.com/</a> <b>Contact Details:</b> 01702 215246 <a href="mailto:SENTeam@southend.gov.uk">SENTeam@southend.gov.uk</a> <b>Telephone:</b> 01702 215246 <b>Email:</b> <a href="mailto:SENTeam@southend.gov.uk">SENTeam@southend.gov.uk</a>
Ocean Lodge Independent School	Independent 7-16	
Sutton House Academy	Academy 5-16	
The St. Christopher School	Academy 3-19	

## Registered Primary Alternative Provision

School Name	Type of School and Age Range	Admissions Process
Victory Park Academy (PRU)	Academy 5-16	Alternative provision is not usually possible, and most arrangements are between schools and the provider for children on a school roll.

# Contact Details for Neighbouring Local Authorities

## **Essex County Council**

School Admissions, Essex County Council, County Hall, Market Road, Chelmsford CM1 1QH

Email: [admissions@essex.gov.uk](mailto:admissions@essex.gov.uk)

Telephone: 0345 603 2200

## **Thurrock Council**

School Admissions, Thurrock Council, Civic Offices, New Road, Grays, RM17 6SL

Email: [school.admissions@thurrock.gov.uk](mailto:school.admissions@thurrock.gov.uk)

Telephone: 01375 652 883

## **Cambridgeshire County Council**

Admissions Team, OCT1221 The Octagon, Shire Hall Site, Cambridge CB3 0AP

Email: [admissions@cambridgeshire.gov.uk](mailto:admissions@cambridgeshire.gov.uk)

Telephone: 0345 045 1370

## **Hertfordshire County Council**

Admissions and Transport Team CHR102 County Hall, Pegs Lane, Hertford SG13 8DF

Email: [transfer.admissions@hertfordshire.gov.uk](mailto:transfer.admissions@hertfordshire.gov.uk)

Telephone: 0300 123 4043

## **London Borough of Barking and Dagenham**

School Admissions Team 5th Floor, Roycraft House 15 Linton Road, Barking IG11 8HE

Email: [admissions@lbbd.gov.uk](mailto:admissions@lbbd.gov.uk)

Telephone: 020 8215 3004

## **London Borough of Enfield**

Enfield Schools Admission Service, Civic Centre, Silver Street, Enfield EN1 3XA

Email: [esas@enfield.gov.uk](mailto:esas@enfield.gov.uk)

Telephone: 020 8379 5501

## **London Borough of Havering**

Admissions Team, c/o Town Hall, Main Road, Romford RM1 3BD

Email: [schooladmissions@haverling.gov.uk](mailto:schooladmissions@haverling.gov.uk)

Telephone: 01708 434600

## **London Borough of Newham**

Pupil Services, PO Box 69972, London E16 9DG

Email: [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

Email: [admissionsandawards@redbridge.gov.uk](mailto:admissionsandawards@redbridge.gov.uk)

Telephone: 0208 708 3562/3055

## **London Borough of Waltham Forest**

School Admissions Service, Harvey House, 1A Harvey Road, London E11 3DB

Email: [secondary.admissions@walthamforest.gov.uk](mailto:secondary.admissions@walthamforest.gov.uk)

Telephone: 020 8496 3000

# A Guide to Further Information Sources

Details of further information sources and a brief outline of services they offer.

## Department for Education (DfE)

Website: <https://www.gov.uk/government/organisations/department-for-education>

Telephone: 0370 000 2288

- Information regarding national standards and curriculum.
- Performance tables and research statistics.
- Details of Local Authorities
- Various publications

## Ofsted

Website: [www.gov.uk/government/organisations/ofsted](http://www.gov.uk/government/organisations/ofsted)

Telephone: 0300 123 4234

- School inspection reports
- Details of Local Education Authorities
- Details of post 16 Education

## Independent Schools Council (ISC)

Website: [www.isc.co.uk](http://www.isc.co.uk)

Telephone: 020 7766 7070

- Information about independent schools
- Various publications.
- Information for parents e.g. fees and contact details

## ACE Education Advice and Training

Website: [www.ace-ed.org.uk](http://www.ace-ed.org.uk)

Email: [enquiries@ace-ed.org.uk](mailto:enquiries@ace-ed.org.uk)

Telephone: 0300 0115 142

- Information about appeals, exclusion, and bullying
- General independent educational advice
- Various publications
- Links to other organisations

## Coram Legal Advice

Website: <https://www.coram.org.uk/>

Telephone: 020 7520 0300

Experts in all areas of children's rights:

- Immigration
- Child protection
- Education

# Contact Points for Parents

## Southend-on-Sea Borough Council

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

Enquiries about all Southend-on-Sea Borough Council services can be made to the Borough Customer Service Centre.

Email: [council@southend.gov.uk](mailto:council@southend.gov.uk)

Telephone: 01702 215000

## Department for People

Enquiries about services provided by the Department for People.

Telephone: 01702 215 007

## School Admissions Service

Enquiries about School Admissions can be made by email.

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

Applications for transfer to state mainstream schools for Year 7 can be made online. You must apply to Southend-on-Sea Borough Council if you are resident in the Borough and pay council tax to Southend-on-Sea Borough Council. This is regardless of which Primary or Junior School your child currently attends.

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

# 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 [Academies Act 2010](#).

**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.

**Common Application Form (CAF):** The form parents complete, listing their preferred choices of schools. This is then submitted 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:** The catchment area is provided in the [catchment map look](#) up facility and also copied below.

**Changes in preference:** Changes in the order of preferences already expressed (i.e. 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.

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

**Education and Health Care Plan (EHCP):** See definition under; statement of special educational needs.

**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 [Privacy Notice](#) 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:** A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

This includes children who were adopted under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders).

Child arrangements orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

Refer to section 14A of the Children Act 1989 which defines a 'special Guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

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 2021 will have their application slotted into the system as and when received.

**National Offer Day:** The day (19 April 2022) 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.

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

**Parent:** Throughout this booklet, 'parent' should be taken to include all those with parental responsibility for a child, this includes guardians and carers.

**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.

**Supplementary Information Forms (SIFs):** 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 underage 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 school's data protection (GDPR) policies. For further information please visit [Advice For Young Carers](#).

**This Booklet is 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 2022/23.

**Review date:**

July 2022 for 2023 transfer to Primary School

**Statutory reference:**

School Admission Code 2021

School Admission Appeals Code 2012

Department for Education – [www.GOV.UK](http://www.GOV.UK)

**Consultation and Determination references:**

The Co-ordinated Admission Scheme for 2022/23

Determined Admission Arrangements for September 2022 –available from:

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

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Information as of September 2021 any changes will be published by means of erratum.

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