



# Southchurch High School

## Admission Arrangements 2021/2022

The published admission number is: 168 in all year groups

Students are admitted whatever their ability, up to the number of places available. If 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 criteria as below. This will not apply to children with a statement of special educational needs (SEN) or Education, Health and Care (EHC) plans as the plan/statement names the school and therefore the child must be admitted to the named school. The admission criteria are listed below by the school with explanatory notes following:

1. 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);
2. Pupils who will have siblings at the school;
3. Pupils of staff at the school;
4. Pupils living in the catchment area of the school on the basis of closeness to the school;
5. Pupils living outside the catchment area of the school on the basis of closeness to the school;

### **Explanatory notes, including the catchment map, apply to the admission criteria:**

Parents must make a separate application for transfer from junior/primary to secondary school to their home Local Authority. Parents residing in the borough of Southend-on-Sea must complete a Southend-on-Sea Common Application Form (CAF) for applications to year 7 between 01 September and 31 October. Parents can apply directly to the school for years 8-11.

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

Any reference to looked after children refers to children who are in the care of local authorities as defined by Section 22 of the Children Act 1989. In relation to school admissions legislation a 'looked after child' is a child in public care at the time of application to the school'. Any reference to previously looked after children means children who were adopted (or subject to residence or special guardianship orders) immediately following having been looked after. Looked after and previously looked after children are given the highest priority for each relevant age group and in all ranking for all schools.

### **Pupils with Statement of Special Educational Need (SEN) and Education Health and Care Plans (EHCP)**

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:

<http://www.southend.gov.uk/info/200225/childrenwithdisabilities/290/specialeducationalneeds>

<http://www.southendinfopoint.org/kb5/southendonsea/fsd/localoffer.page>

### **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**

If the same distance is shared by more than one pupil, and only one place is available, the place will be awarded on the basis of a computerised random allocation process (supervised by someone independent of the governing body). 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 distance is measured the same for all applications. Only one application per child can be received. The Local Authority should not have details of both parents or know of the marital status of the parents. If more than one application is received from parents, applications will be placed on hold until such time that:

- An application is made that both parents agree to; or
- Written agreement is provided from both parents; or
- A court order is obtained confirming which parent's application takes precedence.

In all cases the use of any particular address to determine allocation would be on the basis of the child's normal place of residence during the majority of the school week.

### **Pupils of staff at the school**

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

- (a) where the member of teaching staff (including, staff that are at the school in positions, such as: Senior Leadership Team/level, Head of Year Group, Head of Department, Office Manager or SENDCo) has been employed at the school (for infant and junior schools it will be staff at either school) for two or more years at the time at which the application for admission to the school is made,

and/or

- (b) the member of staff is recruited to fill a vacant post for which there is a demonstrable specialist skill shortage.

### **Waiting Lists**

Children's names will automatically be on the waiting list for the school if they have been refused a place for the main round to year 7. In accordance with the School Admissions Code, if the school is over-subscribed any application received after the identified closing date will be slotted into the waiting list in the appropriate position (ranked according to the school's admission criteria) once the initial offers have been made.

Waiting lists for all year groups are closed at the end of each school year. If you would like your child to remain on the waiting list for the following academic year, you will need to reapply to the school.

### **Siblings**

Siblings are considered to be a brother or sister, half-brother or half-sister, step-brother or step-sister, adopted brother or sister, living at the same address, who attends the school at the time of application.

In the exceptional situation where one twin or one or two triplets are refused a place, in order to keep family members together and in line with the School Admissions Code 2014, the additional pupil(s) will be admitted even if this results in the admission limit for the year group being exceeded.

### **Appeals**

Parents also have the opportunity to appeal against the decision to refuse admission of a child. Parents apply directly to the school.

### **Over and Under age applications (children outside the**

For admissions into year 7, an applicant is under age if he or she will be under 11 years of age on 31 August immediately prior to admission in September. In accordance with the published Coordinated Admission Scheme, the LA (Southend-on-Sea Borough Council) will only accept applications from under age applicants who have been registered in year 6 of their primary schools from the first day of the

**usual age group):**

school year in which they apply for a secondary school place. This effectively requires that the decision to promote the child to the year group above his/her chronological age group must be taken by the primary school prior to the end of the summer term in the calendar year in which the child applies for a secondary school place. Confirmation of this is likely to be sought from the headteacher of the primary school concerned by SBC/school.

An applicant is over age if he or she is 12 years of age or over on 31st August immediately prior to admission in September. SBC/school will not accept over age applicants for year 7 admissions unless there are verified exceptional circumstances for a child to repeat one of the primary school years, for example, extended illness. SBC will seek verification from the headteacher of the primary school concerned that an over-aged applicant has medically certifiable reasons or some other exceptional reason for being an over-aged applicant. SBC will wish to investigate especially thoroughly the circumstances through which any child is found to be studying in Year 6 for the second time, especially if this should involve an application to sit the CSSE selection tests for a second time. Medical evidence will be required for such applicants.

This will include documenting the following and will be provided to the school:

- The parent's views.
- Information about the child's academic, social and emotional development.
- Where relevant, the child's medical history and the views of a medical professional.
- Whether the child has previously been educated out of their normal age group.
- Whether the child may naturally have fallen into a lower age group if it were not for being born prematurely.
- They must also take into account the views of the Headteacher of the schools concerned.

The school will support any over or under age application where the above has been met and the school is satisfied that the child should continue to be educated out of the normal age group. When informing the parent of the decision on the year group the child should be admitted to, we will clearly set out the reasons for the decision. A parent cannot appeal against refusal of an 'out of normal age group' application.

**In Year Applications:**

To apply for a school place during the academic year (during year 7 and for years 8-11) parents will need to complete a school application form, which can be downloaded from our website or collected from school reception and must be submitted directly to the school.

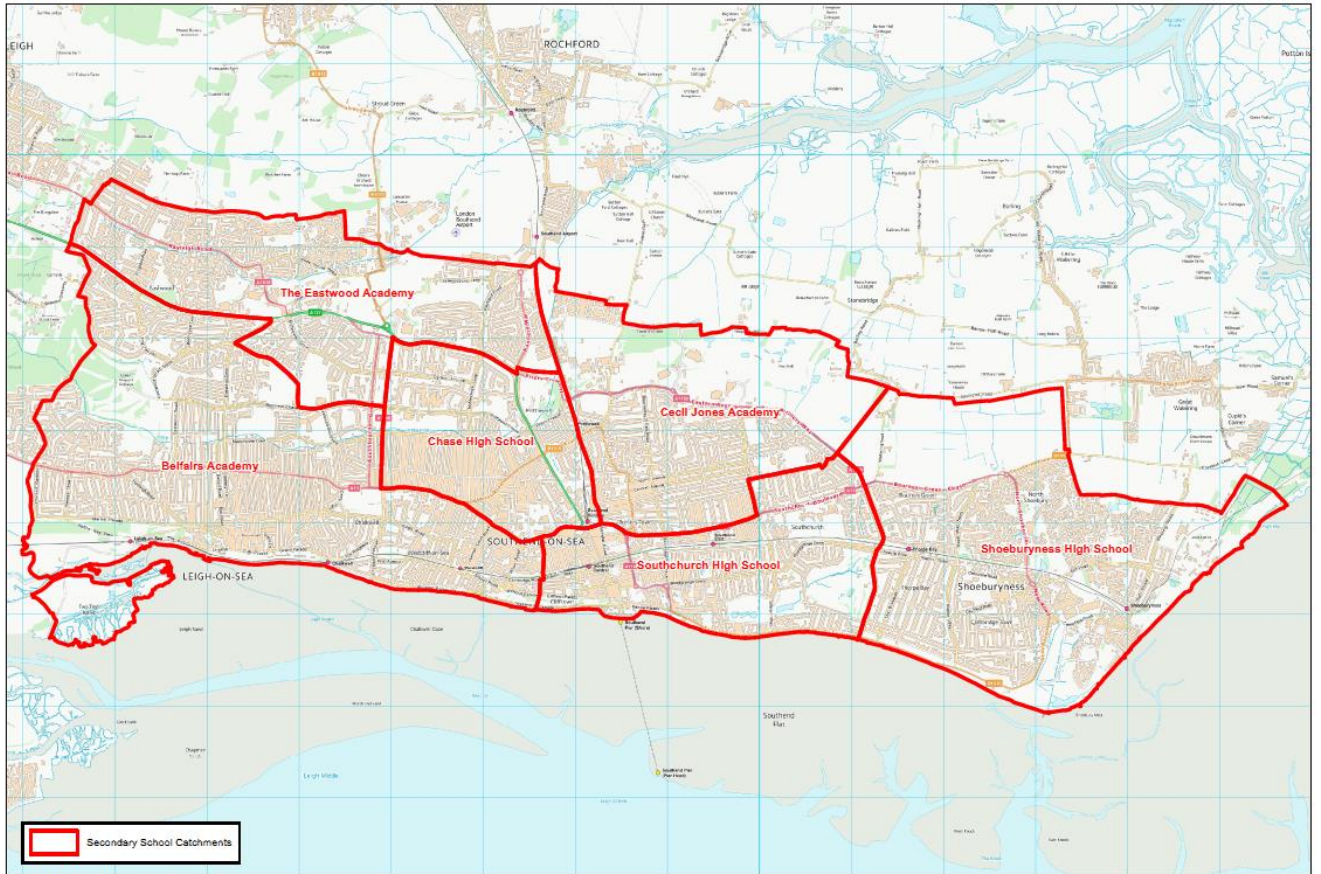
**Address closing date:**

For all applications the address used will be the child's habitual normal place of residence as at the closing date for applications, i.e. 31 October changes to address will be updated after all on time applications have been processed.

# Catchment area: Southchurch High School



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



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