



Southchurch High School

Determined Admission Arrangements 2025/2026

The published admission number is: 168

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 Education, Health and Care (EHC) plans as the plan 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 arrangement order or special guardianship order)*;
2. Students who will have siblings at the school;
3. Students of staff at the school;
4. Students living in the catchment area of the school on the basis of closeness to the school;
5. Students 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 (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).

Students with Education Health and Care Plans (EHCP)

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](#)

Distance	In the case of over subscription in any one category, “straight line” distance will be used to measure the distance between the student’s home and the nearest student entrance to the school. Distances will be measured using the Local Authority’s computerised measuring system. The students living closest will be given priority. If the student’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 student, 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 student’.
Distance where parents have separated	<p>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:</p> <ul style="list-style-type: none">• 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. <p>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.</p>
Students of staff at the school	<p>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:</p> <p>(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,</p> <p>and/or</p> <p>(b) the member of staff is recruited to fill a vacant post for which there is a demonstrable specialist skill shortage; and</p> <p>(c) are the children of the member of staff, living permanently with the member of staff at the same address. The member of staff must be working at the school at the time of application and expected to continue with their employment at the school during the application and allocation process.</p>
Waiting Lists	<p>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 oversubscribed 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.</p> <p>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.</p>

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 student(s) will be admitted even if this results in the admission limit for the year group being exceeded.

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 (transfer year 6 – 7):** 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.
- **In year appeals (in-year 7-11):** 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.

Over and Under age applications (children outside the usual age group)

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 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 SCC/school.

An applicant is over age if he or she is 12 years of age or over on 31 August immediately prior to admission in September. SCC/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. SCC 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. SCC 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 in to 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

- 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. 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 a Year 7 school place after the normal admission cycle or for admission into Years 8-11, parents will need to complete an In-Year application form which is available from the school office and the school website.
- Applications in the current school year are processed within a maximum of 15 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 15 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.

Catchment area

The catchment area is provided in the [catchment look up facility](#) and also copied below.

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.

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

Catchment area: Southchurch High School

