

Formal consultation to change admission arrangements for community and for some Academy Schools for 2019/20

and

Formal consultation to change some Infant, Junior and Primary School catchment areas for 2019

**Consultation during
6th November – 15th December 2017**



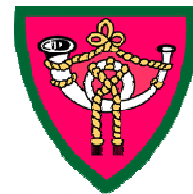
For more information regarding community schools you can:

- Attend the open session on Thursday 23rd November 2017 from 6.30pm, Civic Centre
- Email on schoolconsultation@southend.gov.uk
- Speak to an officer on 01702 212 224

Details on who to contact for Blenheim Primary, Darlington Academy, Eastwood Primary and West Leigh Junior School are provided on their pages in this booklet.

Table of Contents

1.Introduction	2
2.What is the role of the Council?	3
3. Which schools will be affected by the proposed changes?	3
4.Community, Foundation and Academy schools	3
5.Proposed changes to school catchment changes	4
6. Oversubscription criteria for community schools	10
7.Explanatory notes, apply to all community schools in Southend-on-Sea.....	12
8. Admission Arrangements for schools that are their own admission authority	20
9. Responses to the consultation.....	38



1. Introduction

Proposal to change some primary school catchment areas in the Leigh-on-sea area and to change admission arrangements for community schools.

The council, as the admission authority, has the duty to consult on and determine the admission arrangements for 2019 for all community schools. The Council is not the admission authority for all other types of school (voluntary aided, foundation, academy, free schools).

The proposed arrangements intend to clearly and transparently lay out the admissions arrangements for all community schools in the borough of Southend-on-Sea. The Council has also worked closely with Blenheim Primary, Darlinghurst Academy, Eastwood Primary and West Leigh Junior School, where there are changes proposed to neighbouring catchment areas..

The council has produced this consultation document to seek your views on the proposal to change the catchment areas and admission criteria of a number of primary schools within the Borough with effect from the **September 2019** round of admissions. The main catchment areas under review are Leigh-on-Sea, Chalkwell and Eastwood. In addition a set of frequently asked questions have been compiled to provide additional information for parents/carers. All the documentation can be found on www.southend.gov.uk/schoolconsultation

Although not responsible for determining all school's admission arrangements, the council is responsible for coordinating admissions to the reception year, year 3 and year 7 and is also responsible for coordinating the annual scheme for applications to all primary, infant, junior and secondary schools, regardless of school status.

Your feedback, supporting or objecting to the proposals is vital in formulating catchment areas and admission arrangements that are clear, fair and reasonable.



Brin Martin
Director for Learning

2. What is the role of the Council?

The Council, in undertaking this consultation, is acting on behalf of the Southend-on-Sea Community Schools and working with four Academy/ Foundation Schools in the area. The Council is the admission authority for the ten community schools within the Borough. Four Academy/Foundation Schools (refer to table below) are working in partnership with the Council and participating in the consultation which forms part of this proposal.

3. Which schools will be affected by the proposed changes?

The table below lists all Community Primary, Infant and Junior schools and participating Academy and Foundation schools

4. Community, Foundation and Academy schools	Status of school	Changes to catchment area	Changes to admission arrangements	Proposed admission limit	Page number in this document
Barons Court Primary School and Nursery	Community	No	Yes	35 ⁺	10
Blenheim Primary School and Nursery (Learning in Harmony Academy Trust)	Academy	Yes	Yes	90	21
Chalkwell Hall Infant School	Community	Yes	Yes	120 ⁺	10
Chalkwell Hall Junior School	Community	Yes	Yes	120 ⁺	10
Darlinghurst Academy (Legra Academy Trust)	Academy	Yes	Yes	120	25
Earls Hall Primary School	Community	No	Yes	90 ⁺	10
Eastwood Primary School & Nursery	Foundation	Yes	Yes	60	29
Edwards Hall Primary School	Community	No	Yes	60 ⁺	10
Fairways Primary School	Community	Yes	Yes	60 ⁺	11
Heycroft Primary School	Community	No	Yes	60 ⁺	11
Leigh North Street Primary School	Community	Yes	Yes	90 ⁺	11
Temple Sutton Primary School	Community	No	Yes	90 ⁺	11
West Leigh Infant School	Community	Yes	Yes	120 ⁺	11
West Leigh Junior School (Portico Academy Trust)	Academy	Yes	Yes	128	33

+ Published admission limit for each year group for admission in 2019

++ Temple Sutton Primary School, PAN for 2019 is 90, PAN for years 1-6: 120

Status of school and confirmation of admission authority.

Academy: The admission authority for schools that have '*Academy status*' is the Academy Trust.

Community: The admission authority for schools that have '*community school status*' is the Local Authority (Southend-on-sea – in this case referred to as the Council).

Foundation: The admission authority for schools that have '*Foundation status*' is the Governing Body of the school.

To respond to the consultation for community schools, please access www.southend.gov.uk/schoolconsultation

5. Proposed changes to school catchment changes

5a. What is a catchment area? A catchment area is a defined geographical area that serves a particular school. The area is used to provide priority for admission to a particular school.

In planning the layout of a catchment area, the admission authority should try to ensure that the parent would have a **reasonable expectation for priority to that school.**

Under the Southend co-ordinated admission arrangements for primary schools, a parent can apply for up to 3 schools in the Borough and do not have to apply to their catchment area school. However, it is always recommended that parents use all their preferences, one being their catchment area school as this maximises their chance of being offered a preferred school place. As required by law, there is no guarantee that a place will be offered to the catchment school.

5b. Can children outside the catchment area still be admitted to the school? The law on admissions is clear that catchment areas do not prevent parents who live outside the catchment of a particular school from expressing a preference for the school.

If the school is not oversubscribed all applicants must be offered a place.

If the school is oversubscribed, it has more applications than places available, applications must be ranked according to the school's admission criteria.

5c. What is the guidance from the DfE about catchments and when to consult There is a period of formal consultation which the Council will have to follow. The next formal consultation period is for the 2019 admission round and must be for a minimum of 6 weeks between October 2017 and 31st January 2018.

The statutory DfE guidance for admission authorities, governing bodies and local authorities on catchment areas can be found in the Admissions Code 2014, which states:-

'Catchment Areas

1.14 Catchment areas must be designed so that they are reasonable and clearly defined . Catchment areas do not prevent parents who live outside the catchment of a particular school from expressing a preference for the school.'

5d. Must schools have catchment areas No. There is no requirement for schools to have catchment areas. The DfE guidance expects that it is clear how the distance will be measured between home and school.

The Council ran a pre-consultation listening and engagement exercise during the period July-Sept 2017 with two options. One of the options was to drop catchment areas for 4 schools.

Own Admission Authorities were not in agreement with removing catchment areas for the Leigh-on-sea schools. It was identified by some respondents and partners that the arrangements as originally proposed may not meet the requirements from the School Admissions Code in that they may not be fair, clear and reasonable to all residents. A copy of the report to Cabinet can be found on

<http://democracy.southend.gov.uk/ieListDocuments.aspx?CId=130&MId=2879>

5e. Why are changes required?

The existing primary school catchment areas have largely remained unchanged for many years and there has been no need for an overall review of these areas since 2009. The pattern of parental preferences for schools in Southend has changed over the last few years, as has the size of some schools and the number of pupils of school age living in different parts of the town.

From analysing primary offer day data there has been a pattern with a small number of schools not meeting catchment applications. The majority of these schools are situated within Leigh, south of the London Road.

5f. Why has 'No Change' not been considered?

Over the past six years, schools south of the London Road in Leigh-on-Sea have been unable to accommodate all pupils living in the catchment areas. This outcome has differed from year to year however, it is clear that there are more children living in the area than there are available school places. The council was aware of the change in demand in 2012 and places were increased in the wider Leigh area to meet this deficit see 5g below.

Although living in a catchment area does not guarantee a school place, the law requires that catchments must be reasonable.

Parents should have a reasonable expectation for priority to a catchment school, which currently for some schools is not always the case. Where this is happening year on year, arrangements should be reviewed, with an emphasis on finding a solution to meet the changing needs.

The council recognises that changing catchment boundaries is an emotive and sensitive issue. Proposals for change to catchment areas are taken very seriously and all effort is made to ensure as little disruption as possible with a clear and inclusive consultation on the proposals.

5g. Why did the Council not review the Leigh catchment areas earlier

Allocations to the Leigh schools have been varied and in the period 2009-2017 the schools in most years, have been able to accommodate all pupils applying from the catchment area.

In years where this has not been possible, it was mainly attributed to either isolated increases in births or increases in people moving into the area, not year on year trends. However from 2019 onwards, it is evident that births exceed school places and neighboring schools accommodated the majority of those children unsuccessful in gaining a catchment school.

As the school sites are small for West Leigh, Leigh North Street and Chalkwell Hall, additional places to meet forecast pupil population increases was not possible. Instead additional places were added at Darlinghurst Academy in 2011 and 2012 to meet the future Leigh area demand.

5h. Has account been taken of new housing development in the Borough?

In proposing these amendments the Council has taken account of all the known larger new housing developments that are currently under construction or have planning approval within the relevant catchment areas, most of which are along the London Road. A separate document is available showing current approved planning applications for the Leigh Area.

5i. What are the current catchment areas?

The map on the following page shows the existing catchment areas for community and foundation schools. Voluntary aided (or Church) schools have separate catchment areas related to their Parishes and are not included on the map

SOUTHEND ON SEA BOROUGH COUNCIL

Maps showing all Community Primary Schools with Catchment Areas
and the Primary Voluntary Aided Faith Schools



Abbreviations
I&J Infants & Junior
P Primary
CP Catholic Primary
CE Church of England
(S) Special School
(A) Academy

NB-
1 - Catchment lines are indicative only, for exact details please consult www.southend.gov.uk/info
2 - The Voluntary Aided Schools do not have designated Catchment Areas
3 - Barons Court P and Milton Hall P share the same catchment area
4 - From Sept 15 Earls Hall I&J will become Earls Hall P
5 - From Sept 15 Leigh I & Leigh North St J will become Leigh North St P
5- From Sept 15 Cecil Jones College will become Cecil Jones Academy

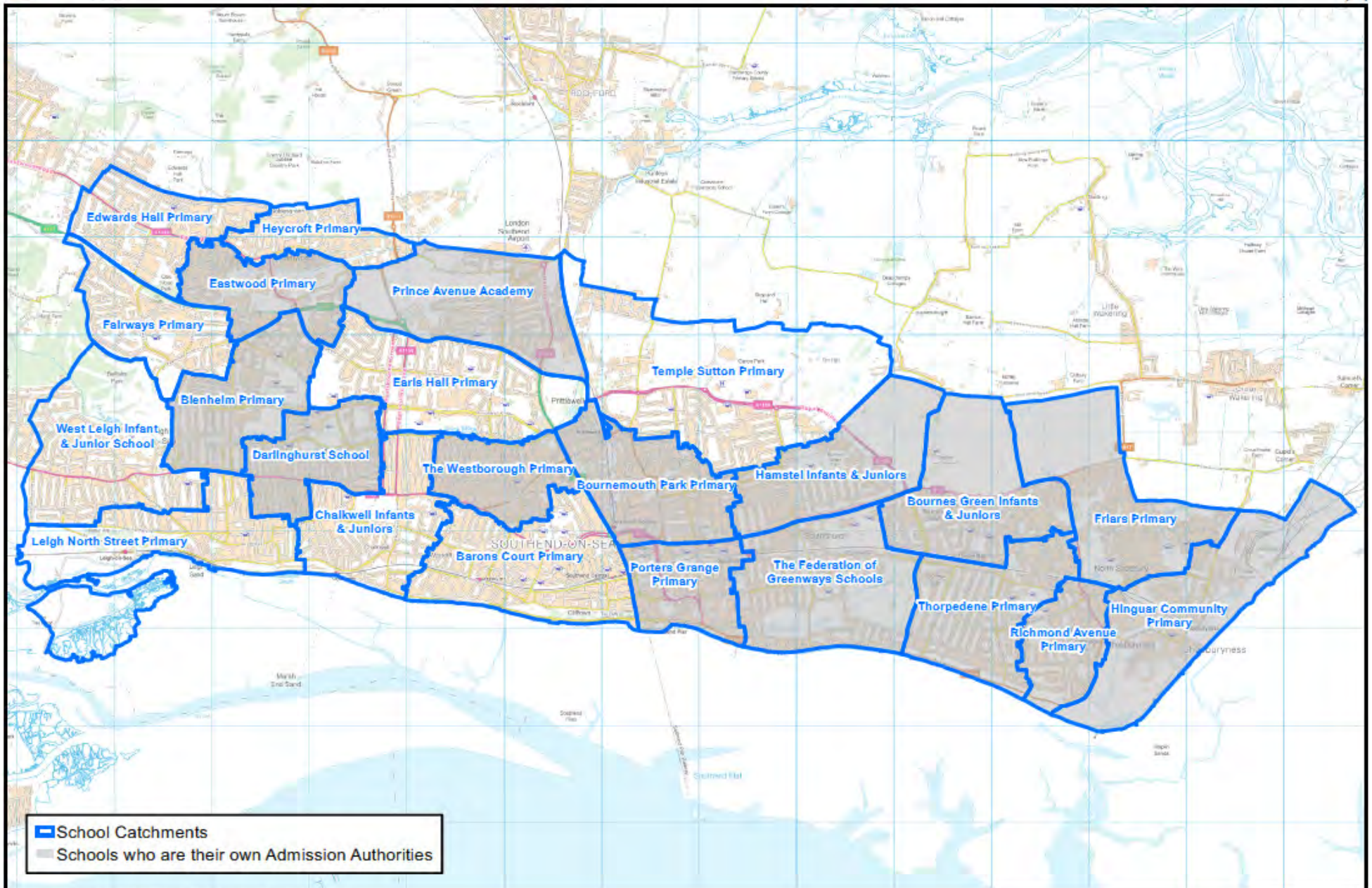
SOUTH EAST SOUTHEND &
SHOEBOURNESS AREA

5j. What changes to catchment areas are being proposed?

The map below represents the proposed catchment map.

In developing this map the Council has reviewed all allocation data, birth and forecast data (which includes housing and on roll data); the feedback from the pre-consultation and engagement phase; as well as discussions with schools, governors and members of admission forum.

Individual maps and further details about the individual roads affected by the changes are available on the Borough Council website www.southend.gov.uk/schoolconsultation or call for a hardcopy on 01702 212 224 or 01702 215 007.



6. Oversubscription criteria for community schools

Criteria are set for each individual school below and apply to all year groups for the year 2019. Explanatory notes, item 7, apply to all community school arrangements. The published admission limit for community schools is provided on page 4.

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 a community 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 school with explanatory notes following:

Barons Court Primary School & Nursery (not changing catchment area)

1. Looked after children and previously looked after children;
2. Pupils who live in the catchment area served by the school and who have a sibling attending the school;
3. Pupils who live in the catchment area served by the school;
4. Pupils who live outside the catchment area served by the school and who have a sibling attending the school;
5. Pupils of staff;
6. Pupils who live outside the catchment area served by the school.
(for all criteria see explanatory notes below)



Chalkwell Hall Infant School (changing catchment area – on page 17)

1. Looked after children and previously looked after children;
2. Pupils who have a sibling attending the school or Chalkwell Hall Junior School;
3. Pupils of staff at Chalkwell Hall Infant and Junior schools;
4. Pupils who live in the catchment area served by the school;
5. Pupils who live outside the catchment area served by the school.
(for all criteria see explanatory notes below)



Chalkwell Hall Junior School (changing catchment area – on page 17)

1. Looked after children and previously looked after children;
2. Pupils attending year 2 at Chalkwell Hall Infant School;
3. Pupils who have a sibling attending the school or Chalkwell Hall Infant School;
4. Pupils of staff at Chalkwell Hall Infant and Junior schools;
5. Pupils who live in the catchment area served by the school;
6. Pupils who live outside the catchment area served by the school.
(for all criteria see explanatory notes below)



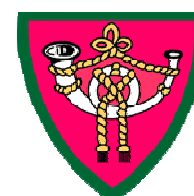
Earls Hall Primary School (not changing catchment area)

1. Looked after children and previously looked after children;
2. Pupils who live in the catchment area served by the school and who have a sibling attending the school;
3. Pupils of staff;
4. Pupils who live in the catchment area served by the school;
5. Pupils who live outside the catchment area served by the school and who have a sibling attending the school;
6. Pupils who live outside the catchment area served by the school.
(for all criteria see explanatory notes below)



Edwards Hall Primary School (not changing catchment area)

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



To respond to the consultation for community schools, please access www.southend.gov.uk/schoolconsultation

6. Pupils who live outside the catchment area served by the school
(for all criteria see explanatory notes below)

Fairways Primary School (changing catchment area – on page 20)

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;
5. Pupils who live outside the catchment area served by the school.
(for all criteria see explanatory notes below)



Heycroft Primary School (not changing catchment area)

1. Looked after children and previously looked after children ;
2. Pupils who live in the catchment area served by the school and who have a sibling attending the school;
3. Pupils who live in the catchment area served by the school;
4. Pupils of staff;
5. Pupils who live outside the catchment area served by the school and who have a sibling attending the school;
6. Pupils who live outside the catchment area served by the school.
(for all criteria see explanatory notes below)



Leigh North Street Primary School (changing catchment area – on page 1)

1. Looked after children and previously looked after children;
2. Pupils who have a sibling attending the school;
3. Pupils of staff;
4. Pupils who live in the catchment area served by the school;
5. Pupils who live outside the catchment area served by the school.
(for all criteria see explanatory notes below)



Temple Sutton Primary School (not changing catchment area)

1. Looked after children and previously looked after children;
2. Pupils who live in the catchment area served by the school and who have a sibling attending the school;
3. Pupils who live in the catchment area served by the school;
4. Pupils who live outside the catchment area served by the school and who have a sibling attending the school;
5. Pupils of staff;
6. Pupils of the school attending Temple Sutton Nursery in the term preceding the application deadline;
7. Pupils who live outside the catchment area served by the school
(for all criteria see explanatory notes below)



West Leigh Infant School (changing catchment area – on page 19)

1. Looked after children and previously looked after children;
2. Pupils who live in the catchment area and in area 1 served by the school and who have a sibling attending the school or West Leigh Junior School;
3. Pupils of staff at West Leigh Infant and Junior schools;
4. Pupils eligible for pupil premium who live in the catchment area served by the school;
5. Pupils who live in the catchment area served by the school;
6. Pupils who live in area 1 of Leigh North Streets Catchment area;
7. Pupils who live outside the catchment area served by the school.
(for all criteria see explanatory notes below)



7. Explanatory notes, including maps, apply to all community schools in Southend-on-Sea (7.1-7.18 below):

Parents must make a separate application for transfer from nursery to primary school and from infant to junior school. Parents must complete a Southend-on-sea Common Application Form (CAF) for applications to year reception and year 3 between 14th September and 15th January.

- 7.1 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.
- 7.2 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 http://www.southend.gov.uk/info/200225/children_with_disabilities/290/special_educational_needs
<http://www.southendinfopoint.org/kb5/southendonsea/fsd/localoffer.page>
- 7.3 Pupils eligible for pupil premium (West Leigh Infant and West Leigh Junior Schools)** Schools are given a 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: <https://southend.firmstep.com/default.aspx/RenderForm/?F.Name=ofyiMHFi7J8&<span%20id= or 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
- 7.4 Pupils of staff** Children will be ranked in admission criteria 3 if they are children of staff in either or both of the following circumstances:-
- (a) where the member of teaching or professional staff 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.
- 7.5 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.

To respond to the consultation for community schools, please access www.southend.gov.uk/schoolconsultation

- 7.5.1 Tie-Break** to be used to decide between two applications that cannot otherwise be separated: If the same distance is shared by more than one pupil, and only one place is available, the place will be awarded on the basis of a computerised random allocation process (supervised by someone independent of the Council / governing body). In the case where the last child offered is a twin or sibling of a multiple birth sibling both/all children will be offered and the sibling will be an 'excepted pupil'.
- 7.5.2 Area 1 – West Leigh Infant School** Area 1 is identified in the catchment map and in the post code list, which is available on the Council Web site. Area 1 identifies the area that was part of the catchment area for West Leigh Schools for the period 2009 – 2018. The area proposed to become part of the catchment area for Leigh North Street as from the admission year to 2019.
- How Area 1 is used: a hypothetical example would be where a child with no school age siblings lives in 'area 1' and applies for Leigh North Street and West Leigh Infant School. The child would be ranked under criteria 4 of Leigh North Street and criteria 6 of West Leigh Infant school. If both schools can offer a place the child will be offered the school that is highest on their preference list. If a child living in 'area 1' with no school age siblings only applies for West Leigh Infant school and the school meets its limit within criteria 5 'pupils who live in the catchment area served by the school'; if the applicant has no other preferences a place will be offered to the next nearest school with vacancies at the time. The next nearest school with places will not necessarily be the catchment area school.
- It is recommended that parents use all three preferences on their application and include their catchment school.
- 7.6 Distance where parents have separated** The distance is measured the same for all applications. The primary admission booklet provides further details, in summary:
Only one application can be received. The LA should not have the 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'.
- Details on address checks and which address is relevant are also provided in the admission booklet. In all cases the child's normal place of residence is applicable for the purposes of the application.
- 7.7 Infant to partner Junior admissions** Parents must apply in the main round to transfer from an infant school to the junior school. Parents must use the Council common application form (CAF) and submit the application between 14th September to 15th January. The Council offers a full coordinated process for admission to year 3.
- 7.8 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 with a reasonable expectation that he or she will still be attending at the time of the proposed admission.
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.
- 7.9 Waiting lists** Children's names will automatically be on the waiting list for schools that are higher on the rank list and for which they do not receive an offer (for years Reception and year 3).

Parents will also have the opportunity to 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. Parents can access the information on appeals and also submit an appeal online on the council's web site www.southend.gov.uk/admissions or email admissions@southend.gov.uk to request an appeal application form. All appeals are considered by an Independent Appeals Panel.

Waiting lists for all year groups for community schools are closed at the end of each school year.

7.10 Over and Under age applications

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

Details are provided in the Admission Scheme 2019/20 for the main rounds and requests submitted from parents are coordinated by the LA and follow the requirements in the School Admissions Code. Applications for over or under age applications in-year will be handled in line with the School Admissions Code 2014, 2.17 (a & b).

Such requests for Schools in Southend-on-sea are made directly to the school and the school advises the LA of their decision. 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. 31st October of any given year. Admission authorities must make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.

This will include documenting the following:-

- the parent's views;
- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group;
- and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.
- They must also take into account the views of the head teacher of the school concerned.

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

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

7.11 Admission of children below compulsory school age and deferred entry to school.

Most children start school on a full time basis, however parents can request that their child attends part time until reaching compulsory school age (the term after their 5th birthday). Once parents receive an offer and accept a place for their child during the normal admission round they can ask to defer the admission until later in the same academic year. Schools must accommodate these requests where it appears to be in the best interest of the child. Parents wishing their child to attend part time they must discuss this with the headteacher of their allocated school. The approved deferred means that the place is held open and is not offered to another child and the parents must take up the place full time by the start of the Summer Term in April. Part-time agreements should include core teaching.

In the case of children born prematurely or the late summer months parents may request admission outside the normal age group. There is no statutory barrier to children being admitted outside their normal year group (DfE Guidance, Dec 2014). Due to the impact on future years for a child's schooling, requests to delay admission are very carefully considered by both the admitting authority and the parents. The decision to admit outside of a child's normal age group is made on the basis of the circumstances of each case. Any decision will seek a decision in the best interest for the child and be considered by a Panel of relevant persons. Parents applying for schools outside the Borough of Southend will need to consult the respective LA's policy in this regard.

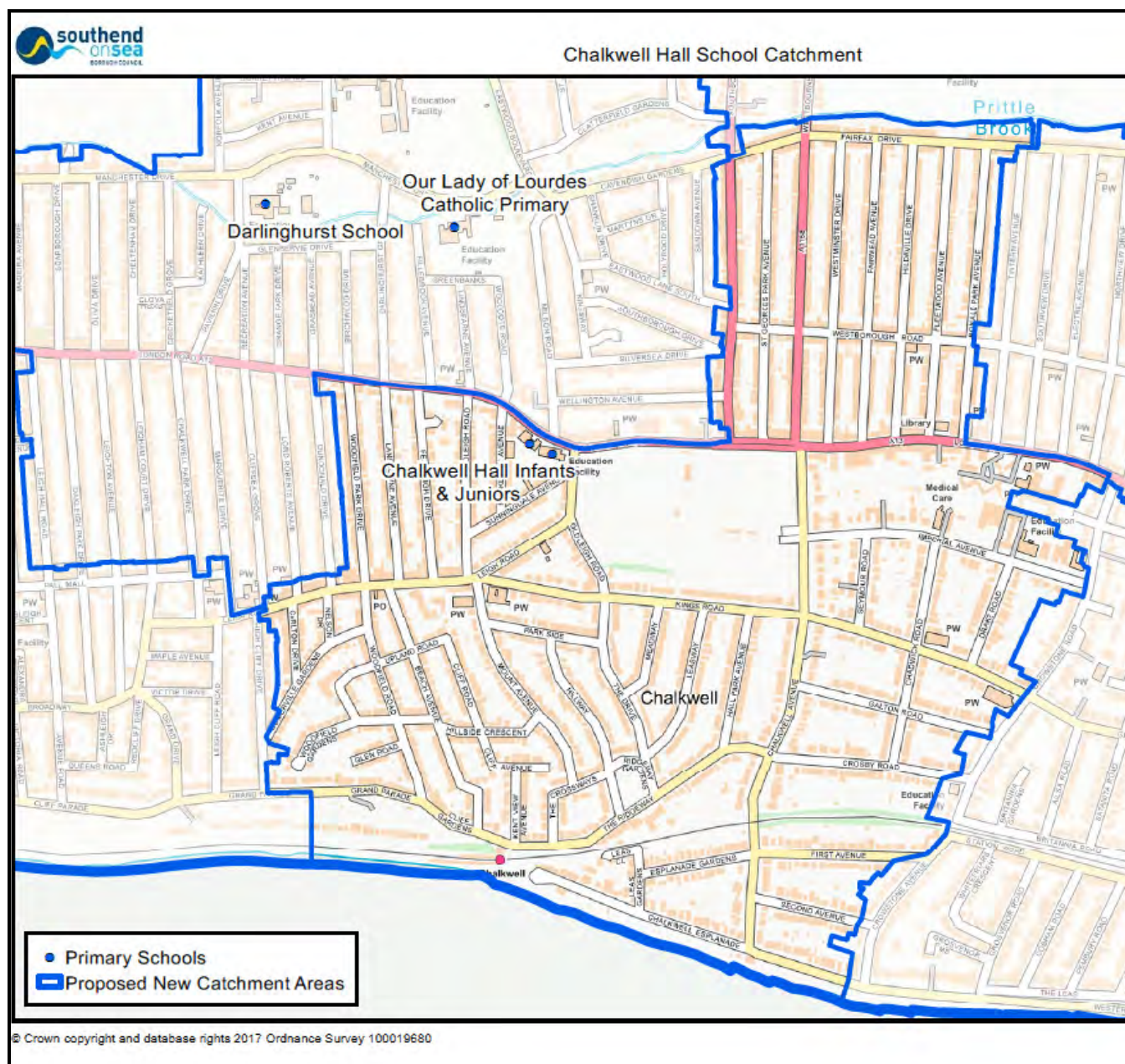
Parents submitting a request for admission outside the normal age group must also complete the Single application Form during the main admission round, 14th September – 15th January for the 'usual age group for their child'.

Requests for deferment of admission to community schools should be sent to the Council and for Academy and Voluntary aided schools directly to the school. Parents will need to provide the detailed reasons for their request including any supporting evidence from relevant professionals to enable their request to be given proper consideration. For community schools, parental requests to be addressed and sent to the Pupil Access Manager, School Admissions Team, Southend Borough Council.

The Pupil Access Manager will constitute a panel to consider the submission and the panel will only consider 'admission outside the normal age group', that is, whether or not a child can start school in the Reception year the year after they turn 5 years of age and not in year 1. The panel will not consider requests for deferment within the reception year as requests can be made by parents directly to the Headteacher of the allocated school (School Admissions code 2012 section 2.16). The panel will meet by the last week in February to consider applications from parents of children born prematurely or in the last summer months for admission outside the normal age group.

- | | |
|--|---|
| 7.12 Pupils of the Nursery (Temple Sutton Primary only) | Children will be ranked in this admission category for Temple Sutton Primary School if they are on roll in Temple Sutton Nursery which is part of the school during the year before admission. In regard to the main round children must be part of Temple Sutton Nursery before the application closing date of 15 th January of any given year. This is to enable the admission authority to rank applications accordingly. Children admitted to the nursery after 15 th January will be ranked under these criteria after the national offer day (16 th April). |
| 7.13 In-year admissions | As permitted by law parents can make an application at any time to any school outside the normal admissions. Parents can submit applications for community schools to the Admissions Team at the Council. Where places are available at preferred schools places will be offered. Where there are no places applicants will be refused and have the opportunity to join the waiting list for the schools. Waiting lists are ranked according to the admission criteria for schools. |
| 7.14 Home Address | 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., 15 th January (reception and year 3). Changes to address will be updated after all on time applications have been processed. |

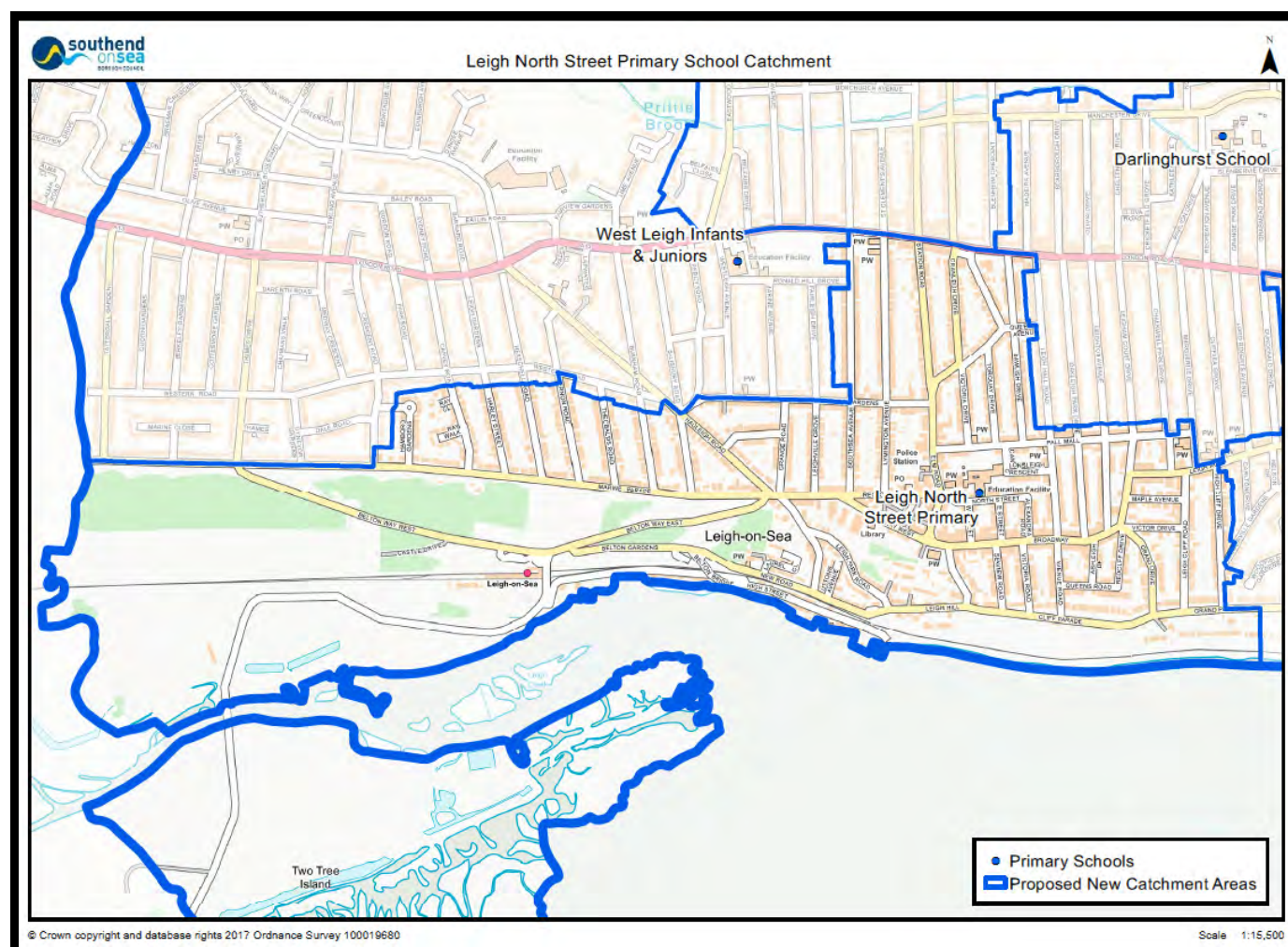
7.15 Proposed catchment area map for Chalkwell Hall Infant School and Chalkwell Hall Junior School



A drill down map and postcode look up table is available on www.southend.gov.uk/schoolconsultation

To respond to the consultation for community schools, please access www.southend.gov.uk/schoolconsultation

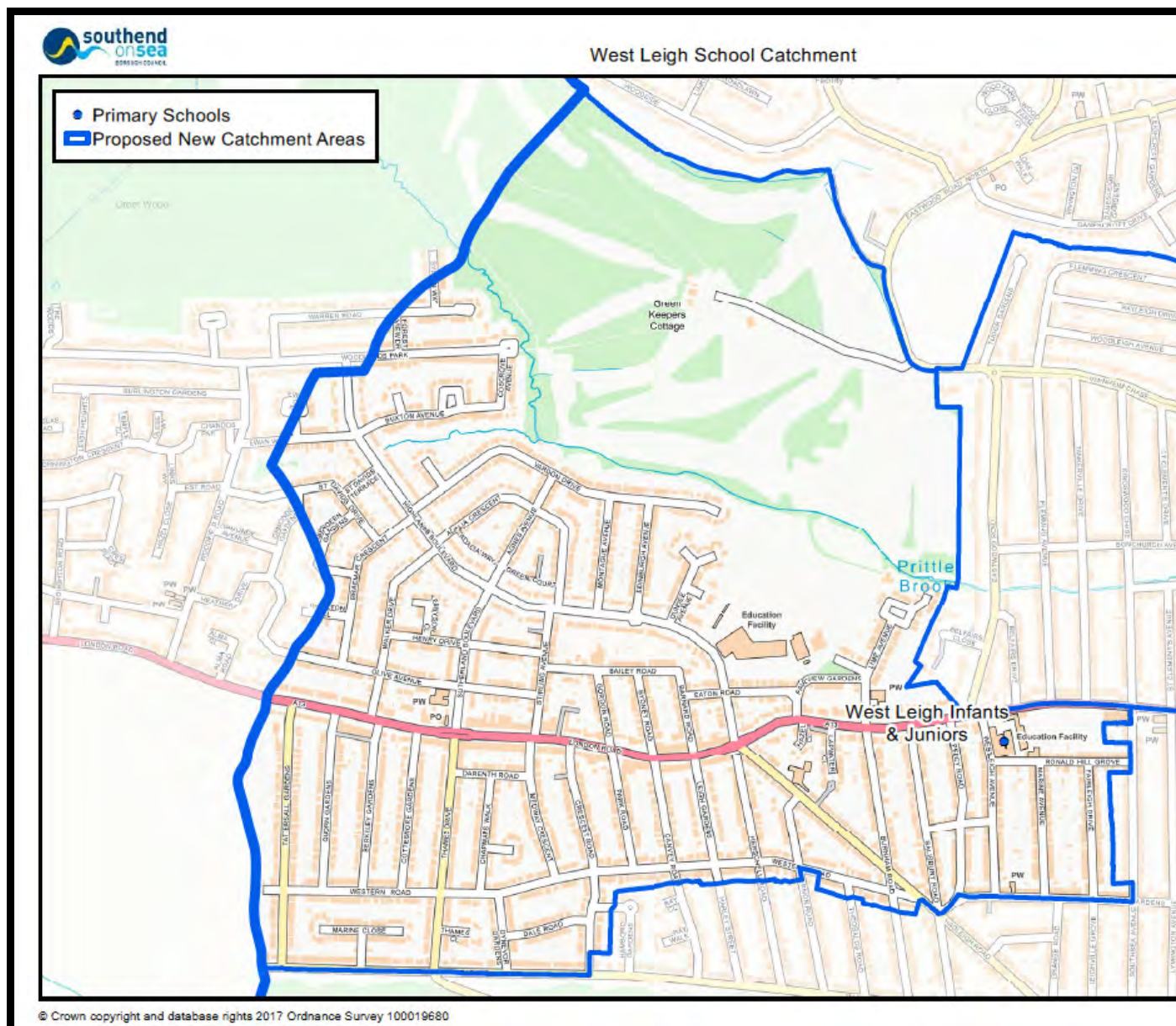
7.16 Proposed catchment area map for Leigh North Street Primary School



A drill down map and postcode look up table is available on www.southend.gov.uk/schoolconsultation

To respond to the consultation for community schools, please access www.southend.gov.uk/schoolconsultation

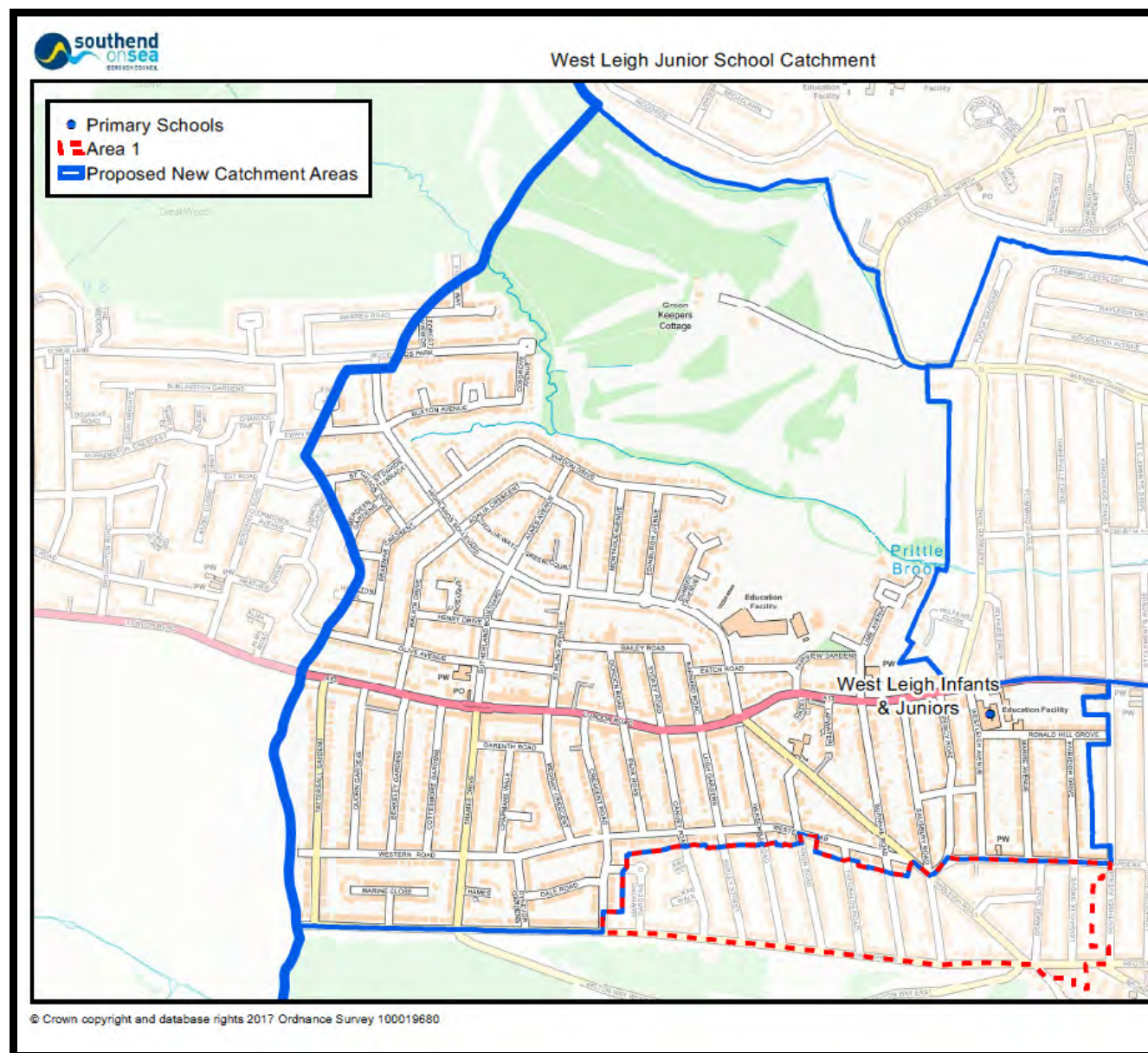
7.17 Proposed catchment area map for West Leigh Infant and Junior Schools



A drill down map and postcode look up table is available on www.southend.gov.uk/schoolconsultation

To respond to the consultation for community schools, please access www.southend.gov.uk/schoolconsultation

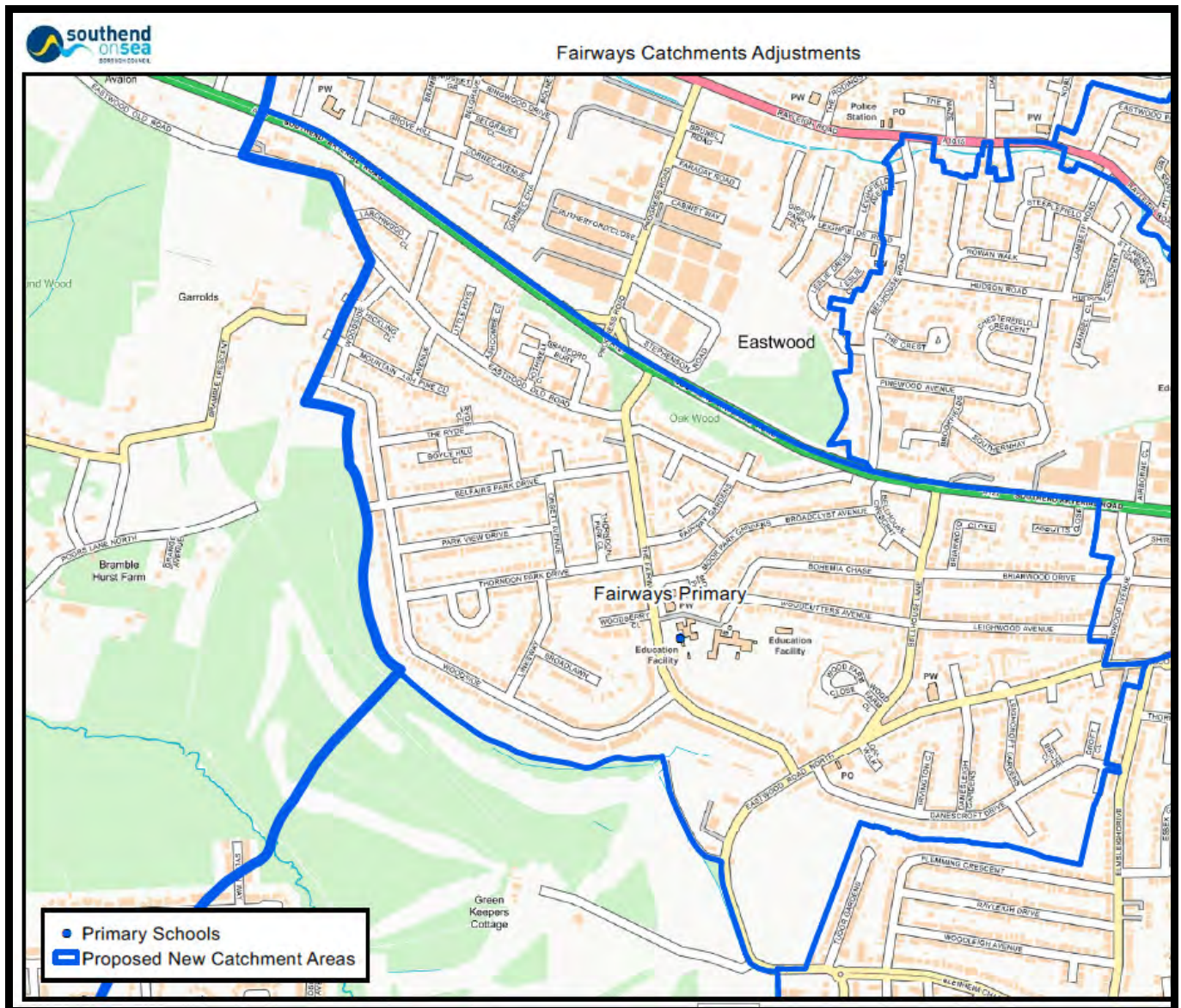
Catchment area for West Leigh Infant and West Leigh Junior Schools catchment with Area 1 identified for admission Criteria 6 (Infant school) and Criteria 7 (Junior school)



A drill down map and postcode look up table is available on www.southend.gov.uk/schoolconsultation

To respond to the consultation for community schools, please access www.southend.gov.uk/schoolconsultation

7.18 Proposed catchment area map for Fairways Primary School



A drill down map and postcode look up table is available on www.southend.gov.uk/schoolconsultation

To respond to the consultation for community schools, please access www.southend.gov.uk/schoolconsultation

8. Admission Arrangements for schools that are their own admission authority (Academy or Foundation status)

On the pages that follow:-

8.1 Blenheim Primary School and Nursery

8.2 Darlinghurst Academy

8.3 Eastwood Primary School & Nursery

8.4 West Leigh Junior School



Eastwood
Primary School & Nursery



8.1 Blenheim Primary School and Nursery



Admissions Policy (2019-20)

Blenheim Primary School is an academy and is its own admissions authority, although the Southend-on-Sea Local Authority (LA) has the duty to coordinate admission to reception and has been commissioned to provide the in-year service. These arrangements are in line with government legislation and guidance (School Admissions Code 2014) and designed to ensure there is a fair, clear and reasonable admissions procedure for all applicants, and to help guide parents through the application process. These arrangements apply to all admissions, including in-year admissions.

The Planned Admissions Number (PAN) at Blenheim is 90 pupils in each year group.

Applying for a Place

Blenheim welcomes all applications. We have one main intake in September and we try to encourage entry at this time in order to support the child's academic progression without interruption, however, parents can apply at any time and are encouraged to visit the school.

Applications can be made online at <http://www.southend.gov.uk/admissions>

Oversubscription for all year groups

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 criteria below. This will not apply to children with a statement of Special Educational Needs (SEN) or Education, Health and Care Plan (EHCP) as the statement/plan names the school and the child must be admitted to the named school. The admission criteria (explanatory notes follow):

- 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;
- 5) Remaining applications.

Please refer to the explanatory notes below.

Explanatory Notes

Parents must make a separate application for transfer from nursery to primary school and from infant to junior school. Parents must complete a Southend-on-Sea Common Application Form (CAF) for applications to Reception and Year 3 between 14th September and 15th January. Pupils cannot be considered under the admission criteria unless an application has been submitted.

Looked after children and previously looked after children

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 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 [here](#) or by visiting [Southend Information Point](#).

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 with a reasonable expectation that he or she will still be attending at the time of the proposed admission.

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

To respond to the consultation for Blenheim Primary, please access:-

<https://goo.gl/forms/K9a52OrKvBT13TIR2>

Catchment areas Distance	<p>2014, the additional pupil(s) will be admitted even if this results in the admission limit for the year group being exceeded.</p> <p>A postcode list is available here and a map is provided in Appendix 1.</p> <p>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.</p>
	<p>Tie-Break (to be used to decide between two applications that cannot otherwise be separated):</p> <p>If the same distance is shared by more than one pupil, and only one place is available, the place will be awarded on the basis of a computerised random allocation process (supervised by someone independent of the Council and 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.'</p> <p>Distance where parents have separated</p> <p>The distance is measured the same for all applications. The primary admissions booklet provides further details, but in summary, only one application can be received. The school or LA should not have the 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; • written agreement is provided from both parents; or • a court order is obtained confirming which parent's application takes precedence. <p>Details on address checks and which address is relevant are also provided in the admission booklet. In all cases, the child's normal place of residence is applicable for the purposes of the application.</p>
Pupils of staff	<p>Children will be ranked in admission criteria 3 if they are children of staff in either or both of the following circumstances:</p> <ol style="list-style-type: none"> a) where the member of teaching or professional staff has been employed at the school for two or more years at the time at which the application for admission to the school is made; and/or b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
Waiting Lists	<p>Children's names will automatically be on the waiting list for schools that are higher on the application form and for which they do not receive an offer (for Reception and Year 3). Parents will also have the opportunity to 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. Parents can access the information on appeals below in Appendix 2. All appeals are considered by an Independent Appeals Panel.</p>
Over and Under age applications (including children admitted outside normal age group)	<p>Parents may seek a place for their child outside of their normal age group, (usually during the school year and not at the point of admission), for example, if the child is particularly able or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to Reception rather than Year 1. All other applications for over or under age pupils in-year will be handled in line with the School Admissions Code 2014, 2.17 (a & b).</p>
	<p>Such requests for schools in Southend-on-Sea made directly to the school and the school advises the LA of their decision. Requests for Year 3 and 6 must have been submitted by the parent and considered by the admission authority before the closing date for applications i.e. 31st October for Year 7 and 15th January for Year 3 of any given year. The academy will ask parents to submit a full request with any relevant</p>

To respond to the consultation for Blenheim Primary, please access:-
<https://goo.gl/forms/K9a52OrKvBT13TIR2>

documentation and will make decisions on the basis of the circumstances of each case and in the best interests of the child.

This will include documenting the following:

- the parents' 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;
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely; and
- the views of the Head Teacher of the school concerned.

When informing a parent of their decision on the year group the child should be admitted to, the admission authority must set out clearly the reasons for their decision (2.17a School Admissions Code 2014). A parent cannot appeal against refusal to the 'out of normal age group' application.

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

In-Year Admissions

As permitted by law parents can make an application at any time to any school outside the normal admissions. Parents can submit applications to the Admissions Team at the Council. Where places are available at the school places will be offered. Where there are no places applicants will be refused and have the opportunity to join the waiting list for the school. Waiting lists are ranked according to the admission criteria.

Fair Access Protocol

Blenheim works with the LA in accordance with their in-year Fair Access Policy in order to ensure that pupils with additional needs or who may present challenges are not disproportionately admitted to one school or year group. Southend's Fair Access Protocol includes a number of categories which identify a child as being potentially vulnerable or likely to present a challenge to the school. These include (but are not restricted to) previous behaviour issues and poor attendance; details are available in the [Fair Access Protocol](#).

Changes to Admission Arrangements

The admission arrangements for the school may be changed by the admission authority in accordance with the requirements of the relevant legislation. Parents will be consulted on any changes at least 12 months prior to their implementation.

Contacts

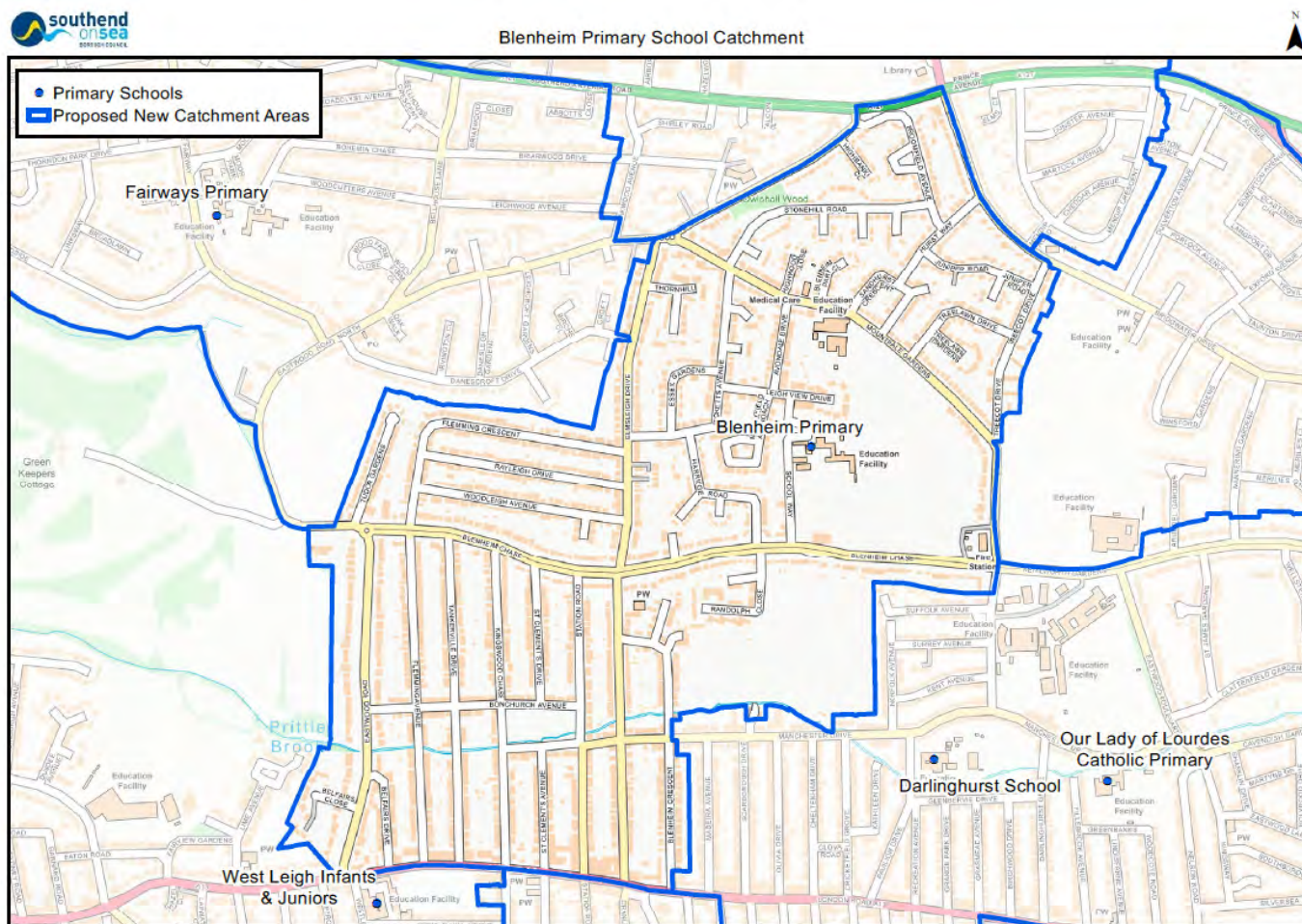
Blenheim Primary School and Nursery
School Way, Leigh-on-Sea, Essex, SS9 4HX
01702 474684
office@blenheimprimary.co.uk

To complete a response for
Blenheim

Go to:-
[https://goo.gl/forms/K9a52OrKvBT13
TIR2](https://goo.gl/forms/K9a52OrKvBT13TIR2)

To respond to the consultation for Blenheim Primary, please access:-
<https://goo.gl/forms/K9a52OrKvBT13TIR2>

Proposed catchment area map for Blenheim Primary School and Nursery



A drill down map and postcode look up table is available on

www.southend.gov.uk/schoolconsultation

To respond to the consultation for Blenheim Primary, please access:-

<https://goo.gl/forms/K9a52OrKvBT13TIR2>

8.2 Darlington Academy

Academy Trust (LAT) for DARLINGTON ACADEMY ADMISSIONS CRITERIA FOR SEPTEMBER 2019



Chief Executive of LAT: Bev Williams
Principal: Mrs E Nicholls
Address: Pavilion Drive, Leigh on Sea SS9 3JS
Tel: 01702 478379
E-mail: office@darlington.ac.uk
Website: www.darlington.ac.uk

Published Admission number: 120 years R, 1 and 4-6; year 2: 90

Darlington Academy welcomes all applications. If at the closing date for applications, there are not enough places for all those who have expressed a preference to have their child admitted to the Academy; places will be allocated using the admission criteria as below. This will not apply to children with 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 school with explanatory notes following:

Admission Criteria for all year groups:

1. Looked after children and previously looked after children;
2. Pupils who have a sibling attending the Academy;
3. Pupils of staff;
4. Pupils who live in the catchment area served by the School;
5. Pupils of the school attending Darlington Nursery in the term preceding the application deadline;
6. Remaining applications
(for all criteria see explanatory notes below)

Admission Criteria Explanatory notes:

As required by law parents/carers must make a separate application for transfer from nursery to primary school. Parents must complete a Southend-on-sea Borough Council Common Application Form (CAF) for applications to reception at the Academy between 14th September and 15th January. Pupils cannot be considered under the admission criteria unless an application has been submitted.

Looked after children and Previously looked after children:

Children who are in the care of local authorities as defined by Section 22 of the Children Act 1989. In relation to school admissions legislation a 'looked after child' is a child in public care at the time of application to the school'. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

Looked after and previously looked after children are given the highest priority for each relevant age group and in all ranking for all schools.

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.

Siblings:

A sibling is a child who will have a brother or sister still at the Academy at the time of admission. (A sibling of the same parents, will be considered to be a brother or sister whether living at the same

To respond to the consultation for Darlington Academy, please email info@legratrust.org.uk

address or not. Fostered and adopted children and step, or half brothers and sisters, living at the same address will all be classed as siblings.)

Pupils of staff:

Children will be ranked in admission criteria 4, if they are children of staff in either or both of the following circumstances:

- a) Where the member of teaching or professional staff has been employed at the school for two or more years at the time at which the application for admission to the academy is made; and/or
- b) The member of staff is recruited to fill a vacant post for which there is demonstrable skill shortage

Distance and Tie Break:

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 for the main round and google maps for in-year admissions. The pupils living closest will be given priority. If the pupil's home is a flat the distance will be measured to the main external entrance to the building.

Tie-Break to be used to decide between two applications that cannot otherwise be separated:

If the same distance is shared by more than one pupil, and only one place is available, the place will be awarded on the basis of a computerised random allocation process (supervised by someone independent of the Council / governing body). In the case where the last child offered is a twin or sibling of a multiple birth sibling both children will be offered and the sibling will be an 'excepted pupil'.

Distance where parents have separated

The distance is measured the same for all applications. Only one application can be received. The Academy not the LA should not have the 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'

Details on address checks and which address is relevant are also provided in the admission booklet. In all cases the child's normal place of residence is applicable for the purposes of the application.

Catchment areas:

A look up postcode list is available on www.southend.gov.uk/admissions and a map is provided below.

Children attending the Darlington Nursery:

Children will be ranked in admissions criteria 5 if they are on roll in the Darlington Nursery which is part of the school.

In regard to the main round for reception children must be part of the Nursery before the application closing date of 15th January of any given year. This is to enable the admission authority to rank applications accordingly. Children admitted to the nursery after 15th January will be ranked under these criteria after the national offer day (16th April).

Waiting lists:

Children's names will automatically be on the waiting list if they did not receive an offer until the last day of the school year for which they applied, therefore - for reception it will be up to the end of the school year for reception.

Over and Under age applications (including children admitted outside normal age group)

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

All other applications for over or under age in-year will be handled in line with the School Admissions Code 2014, 2.17 (a & b).

To respond to the consultation for Darlington Academy, please email info@legratrust.org.uk

Such requests for Schools in Southend-on-sea made directly to the school and the school advises the LA of their decision. Requests for year 3 and 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. 31st October and 15th January for year 3 of any given year. Admission authorities must ask parents to submit a full request with any relevant documentation and should make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.

This will include documenting the following:-

- of the parent's views;
- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group;
- and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.
- They must also take into account the views of the head teacher of the school concerned.

When informing a parent of their decision on the year group the child should be admitted to, the Academy will 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', the Academy will support any over or under age application where the above has been met and the Academy is satisfied that the child should continue to be educated out of normal age group.

Appeals

Parents will also have the opportunity to appeal against the refusal. Parents can apply by submitting an appeal form which is available on the Academy web site.

Appeals for reception are heard according to the published timetable and appeals for in-year admissions of 30 days.

In-year applications

Application for admission during reception and for years 1-6 must be made using the Academy application form on the website and submitted directly to the Academy.

Admission Arrangements:

Prospectuses are available from the Academy. The application form used, relating to entry to the Academy is the Single Application Form used across the Local Authority. Parents wishing for their child to be considered for entry to Darlington Academy must name the Academy as one of their preferences on the form, which will be returned to the Local Authority by the advertised closing date.

The Local Authority follows the process as detailed in the approved admission scheme, published on the Southend Borough Council website and will make offers of places on the National Offer day, 1 March 2020. Appeals are held in May and June. Information on admission to the Academy will also be available from the Borough of Southend annual publication to parents on Secondary School Admissions. Applications for admission to the Academy other than for the beginning of Reception should be made directly to the Academy using the application form available on the website.

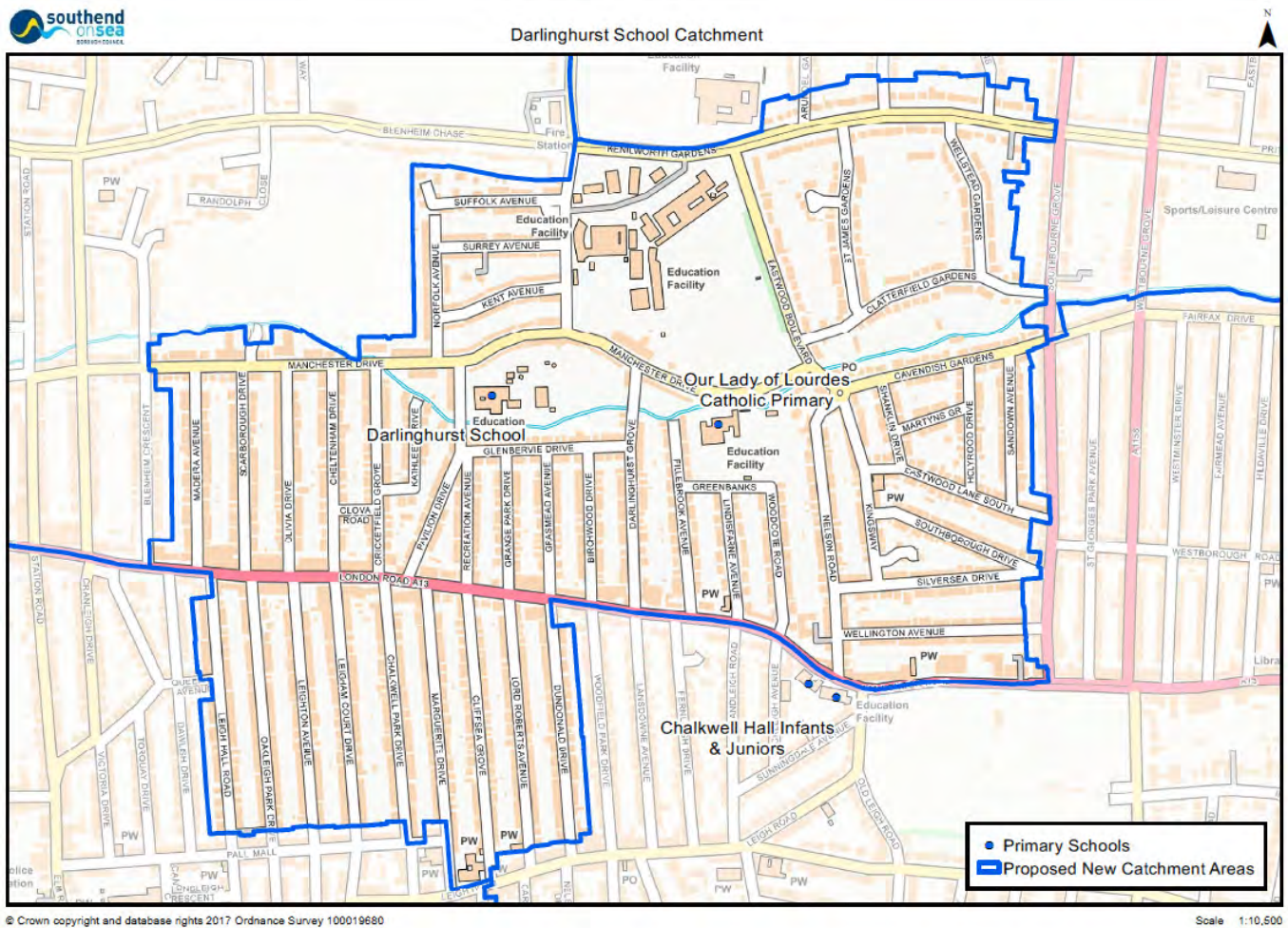
Admission to the Nursery:

Admission limit: 60

The nursery has three intakes in the academic year; September, January and April. Pupils can be admitted the term after their 3rd birthday without reference to ability or aptitude. The oversubscription criteria for the nursery is the same as for the rest of the school.

Nursery admissions are made directly through the school. Please contact Miss Walton – 01702 719746 / pupilservices@darlington.ac.uk

Proposed catchment area map for Darlingtonhurst Academy



A drill down map and postcode look up table is available on www.southend.gov.uk/schoolconsultation

To respond to the consultation for Darlingtonhurst Academy, please email info@legratrust.org.uk

8.3 Eastwood Primary School and Nursery



Admission Arrangements 2019/20

The Reception Admission limit: 60 for all year groups

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 criteria below. This will not apply to children with a statement of Special Educational Needs (SEN) or Education, Health and Care Plan (EHCP) as the statement/plan names the school and the child must be admitted to the named school. The admission criteria (explanatory notes follow):

Oversubscription criteria for all relevant year groups:

1. Looked after children and previously looked after children;
2. Pupils who have a sibling attending the school;
3. Pupils of Staff;
4. Pupils who live in the catchment area served by the school;
5. Remaining applications
(refer to explanatory notes below)

Explanatory notes

As required by law parents/carers must make a separate application for transfer from nursery to primary school. Parents must complete a Southend-on-sea Borough Council Common Application Form (CAF) for applications to reception at the Academy between 14th September and 15th January. Pupils cannot be considered under the admission criteria unless an application has been submitted.

Statement of Special Educational Needs (SEN) and Education Health and Care Plan (EHCP)

A Statement of Special Educational Needs 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.

Looked after children and previously looked after children

Children who are in the care of local authorities as defined by Section 22 of the Children Act 1989. In relation to school admissions legislation a 'looked after child' is a child in public care at the time of application to the school.' Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a Child Arrangements Order or Special Guardianship Order).

Looked after and previously looked after children are given the highest priority for each relevant age group and in all ranking for all schools.

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 with a reasonable expectation that he or she will still be attending at the time of the proposed admission. In every case, the child should be living in the same family unit at the same address.

In the exceptional situation where one twin or one or two triplets are refused a place, in order to keep family members together the additional pupil(s) will be admitted even if this results in the admission limit for the year group being exceeded (2.15g The School Admissions Code).

Distance measuring tool

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

To respond to the consultation for Eastwood Primary School, please email office@eastwoodprimary.southend.sch.uk

computerised measuring system. The pupils living closest will be given priority. If the pupil's home is a flat the distance will be measured to the main external entrance to the building.

Tie-Break to be used to decide between two applications that cannot otherwise be separated:

If the same distance is shared by more than one pupil, and only one place is available, the place will be awarded on the basis of a computerised random allocation process (supervised by someone independent of the Council / governing body). In the case where the last child offered is a twin or sibling of a multiple birth sibling both children will be offered and the sibling will be an 'excepted pupil'.

Distance where parents have separated

The distance is measured the same for all applications. The primary admission booklet provides further details, in summary, Only one application can be received. The Academy or LA should not have the 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'.

Details on address checks and which address is relevant are also provided in the admission booklet. In all cases the child's normal place of residence is applicable for the purposes of the application.

Catchment area

A postcode list is available at www.southend.gov.uk/admissions and a map is provided in Appendix 1 below.

Pupils of staff

Children will be ranked in admission criteria 3 if they are children of staff in either or both of the following circumstances:

- a) where the member of teaching or professional staff has been employed at the school for two or more years at the time at which the application for admission to the school is made; and/or
- b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

Over and Under age applications (including children admitted outside normal age group)

Parents may seek a place for their child outside of their normal age group, (usually during the school year and not at the point of admission), for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1. All other applications for over or under age in-year will be handled in line with the School Admissions Code 2014, 2.17 (a & b).

Such requests for Schools in Southend-on-sea made directly to the school and the school advises the LA of their decision. Requests for year 3 and 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. 31st October and 15th January for year 3 of any given year. Admission authorities must ask parents to submit a full request with any relevant documentation and should make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.

This will include documenting the following:-

- of the parent's views;
- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group;
- and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.
- They must also take into account the views of the head teacher of the school concerned.

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

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

Arrangements for appeals:

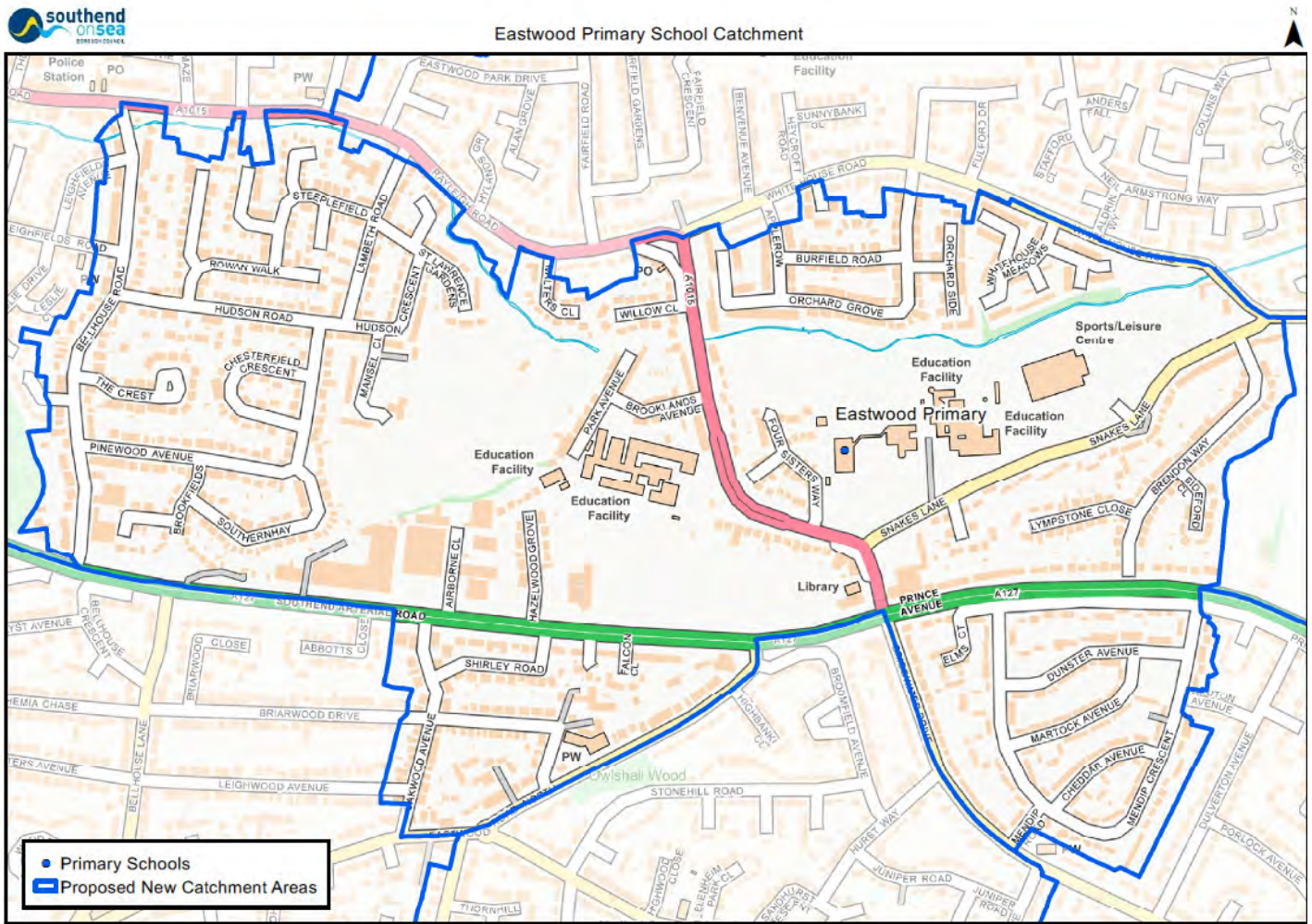
If it is not possible to offer the child a place at the school, the parent can contact the school to enquire about lodging an appeal.

In-year admissions

To apply for a school place during the academic year, or for Years 1-6 and during the year for the reception year group parents will need to complete an In-Year Application Form (available from the school office).

The Nursery Admission limit: 52. The Nursery have three intakes in the academic year. September, January and April. Pupils can be admitted in the term after their 3rd birthday without reference to ability or aptitude. In the case of oversubscription within any one of the above categories, priority will be given according to the date when the pupil was placed on the waiting list. Whenever a space becomes available during the school year, this policy will be followed to determine which pupil will be offered that space.

Proposed catchment area map for Eastwood Primary School



A drill down map and postcode look up atable is available on www.southend.gov.uk/schoolconsultation

To respond to the consultation for Eastwood Primary School, please email office@eastwoodprimary.southend.sch.uk

7.4 West Leigh Junior School

Portico Academy Trust for
West Leigh Junior School



Admissions Arrangements (Policy) – 2019

The Published Admissions Number (PAN): 128 pupils in each year group.

West Leigh Junior School is an academy and is its own admissions authority. These arrangements are in line with government legislation and guidance (School Admissions Code 2014) and designed to ensure there is a fair, clear and reasonable admissions procedure for all applicants, and to help guide parents through the application process. These arrangements apply to all admissions, including in-year admissions.

Applying for a place

West Leigh Junior School welcomes all applications. If at the closing date for applications, there are not enough places for all those who have expressed a preference to have their child admitted to the Academy; places will be allocated using the admission criteria as below. This will not apply to children with 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 school with explanatory notes following:

Oversubscription criteria for all relevant year groups:

1. Looked after children and previously looked after children;
2. Pupils attending year 2 at West Leigh Junior School;
3. Pupils who live in the catchment area and in area 1 served by the school and who have a sibling attending the school or West Leigh Infant School;
4. Pupils of staff at West Leigh Infant and Junior schools;
5. Pupils eligible for pupil premium who live in the catchment area served by the school;
6. Pupils who live in the catchment area served by the school;
7. Pupils who live in area 1 of Leigh North Streets Catchment area;
8. Pupils who live outside the catchment area served by the school.
(for all criteria see explanatory notes below)

Explanatory notes:

As required by law parents/carers must make a separate application for transfer from West Leigh Infant School to West Leigh Junior School. Parents must complete a Southend-on-sea Borough Council Common Application Form (CAF) for applications to year 3 between 14th September and 15th January. Pupils cannot be considered under the admission criteria unless an application has been submitted.

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.

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

To respond to the consultation for West Leigh Juniors, please email on office@westleigh-jun.southend.sch.uk

[http://www.southend.gov.uk/info/200225/children-with-disabilities/290/special educational needs](http://www.southend.gov.uk/info/200225/children-with-disabilities/290/special-educational-needs)

<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	to be used to decide between two applications that cannot otherwise be separated: If the same distance is shared by more than one pupil, and only one place is available, the place will be awarded on the basis of a computerised random allocation process (supervised by someone independent of the Council / governing body). In the case where the last child offered is a twin or sibling of a multiple birth sibling, both children will be offered and the sibling will be an ‘excepted pupil’.
Distance where parents have separated	The distance is measured the same for all applications. The primary admission booklet provides further details, in summary, Only one application can be received. The Academy or LA should not have the 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’. Details on address checks and which address is relevant are also provided in the admission booklet. In all cases the child’s normal place of residence is applicable for the purposes of the application.
Area 1	Area 1 is identified in the catchment map and in the post code list, which is available on the Council Web site. Area 1 identifies the area that was part of the catchment area for both West Leigh infant School and West Leigh Junior School for the period 2009 – 2018. The area became part of the catchment area for Leigh North Street as from the admission year to 2019.
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 or Wests Leigh Infant 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. 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.
Pupils of staff	Children will be ranked in admission criteria 4 if they are children of staff in either or both of the following circumstances:- (a) where the member of teaching or professional staff 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 skill shortage

Pupils eligible for pupil premium

Schools are given a 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:

<https://southend.firmstep.com/default.aspx/RenderForm/?F.Name=ofyiMHFi7J8&<span%20id=>

or www.southend.gov.uk/fsm

- (a) Parents that are in receipt of one of the following may be eligible for pupil premium:
 - (b) Income Support
 - (c) Income-based Job Seekers Allowance
 - (d) Income-related Employment and Support Allowance
 - (e) support under Part VI of the Immigration and Asylum Act 1999
 - (f) the Guaranteed Element of State Pension Credit
 - (g) Child Tax Credit (if they not entitled to Working Tax Credit and have an annual income under £16,190)
 - (h) 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

Over and Under age applications

(including children admitted outside normal age group)

Parents may seek a place for their child outside of their normal age group, (usually during the school year and not at the point of admission), for example, if the child is gifted and talented or has experienced problems such as ill health. All other applications for over or under age in-year will be handled in line with the School Admissions Code 2014, 2.17 (a & b).

Such requests for Schools in Southend-on-sea are made directly to the school and the school advises the LA of their decision. Requests for year 3 and 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. 31st October and 15th January for year 3 of any given year. West Leigh Junior School would ask parents to submit a full request with any relevant documentation and the school would make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.

This will include documenting the following:-

- the parent's views;
- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group;
- and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.
- They must also take into account the views of the head teacher of the school concerned.

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

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

Waiting lists

For applications to year 3 children's names will automatically be on the waiting list for the full school year. For applications in-year parents will only be added to a waiting list if they request so on the response form.

Waiting lists are held for the full school year and parents must re-apply in the summer term for the next school year if they wish to be added to the waiting list.

In-year applications

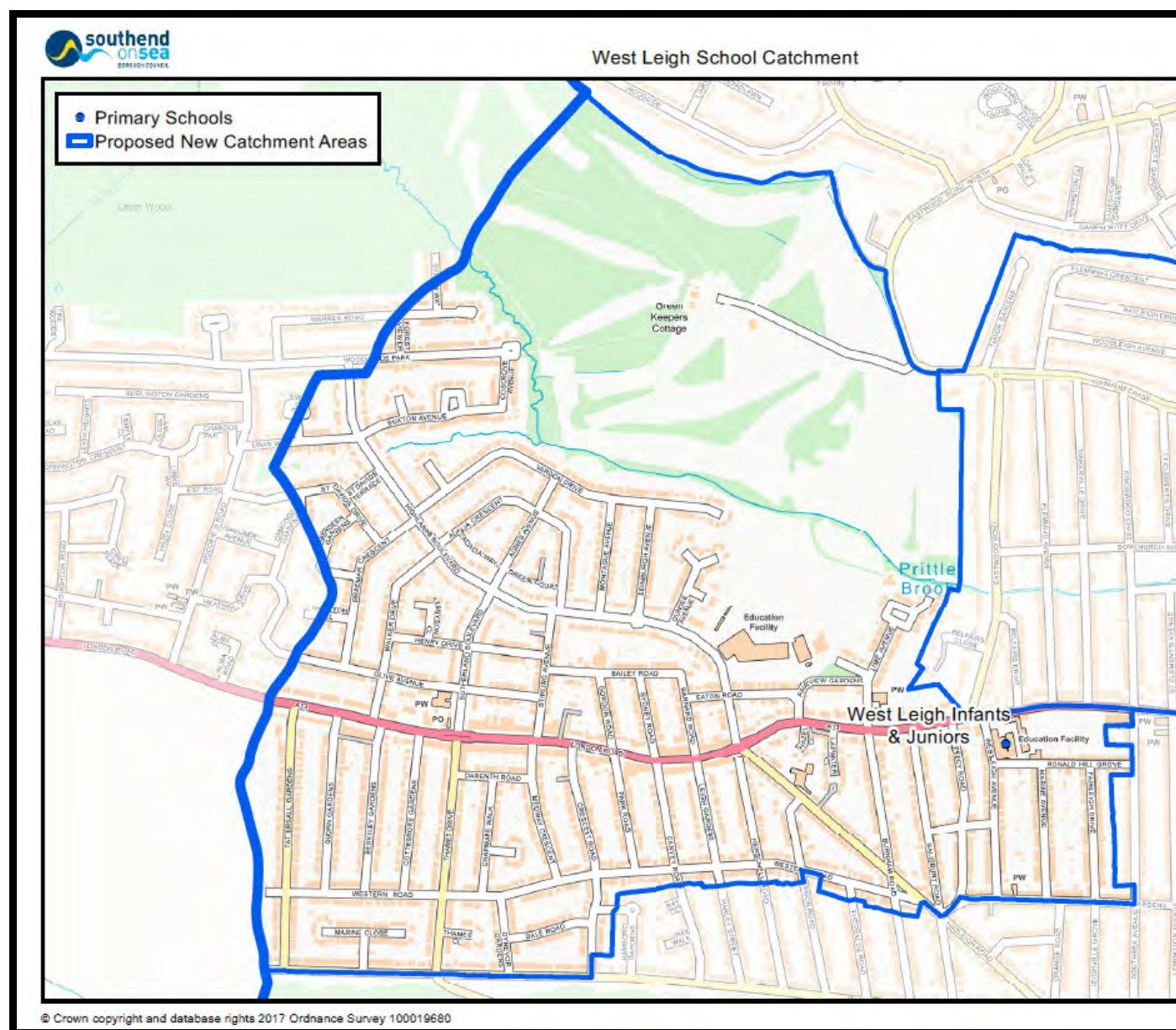
As permitted by law parents can make an application at any time to any school outside the normal admissions. Parents can submit applications to the Admissions Team at the Council. Where places are available at the school places will be offered. Where there are no places applicants will be refused and have the opportunity to join the waiting list for the school. Waiting lists are ranked according to the admission criteria.

Appeals

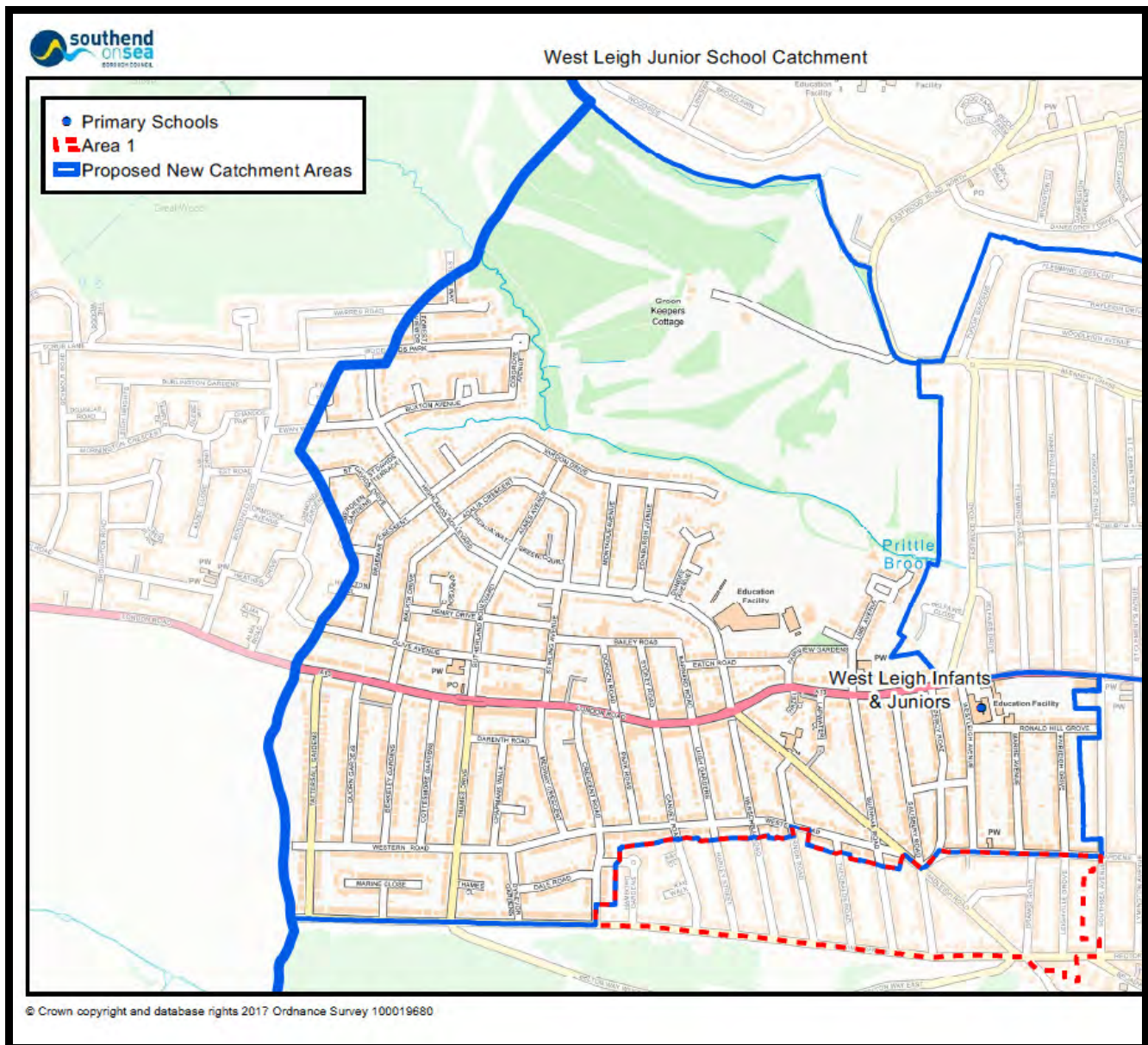
Parents will also have the opportunity to appeal against the refusal for schools for which they did not receive an offer.

Catchment areas:

A look up postcode list is available on www.southend.gov.uk/admissions and a map is provided below.



Catchment area for West Leigh Infant and West Leigh Junior Schools catchment with Area 1 identified for admission Criteria 6 (Infant school) and Criteria 7 (Junior school)



A drill down map and postcode look up atable is available on www.southend.gov.uk/schoolconsultation

To respond to the consultation for West Leigh Juniors, please email on office@westleigh-jun.southend.sch.uk

9. Responses to the consultation

- **How do I comment?**

The Council and the schools/academies would appreciate your views. This is your opportunity to let us know your thoughts on these options and any other options you would suggest.

Please complete the pages on-line at www.southend.gov.uk/schoolconsultation or call 01702 212 224 to request a paper form.

You can provide feedback to as many schools as you wish regarding their proposed admission arrangements.

For the following Academy schools please email the school directly on:

Blenheim Primary School	https://goo.gl/forms/K9a52OrKvBT13TIR2
Darlinghurst Academy	info@legratrust.org.uk
Eastwood Primary School	office@eastwoodprimary.southend.sch.uk
West Leigh Junior School	office@westleigh-jun.southend.sch.uk

and for Community Schools please

Chalkwell Hall Infant School	www.southend.gov.uk/schoolconsultation
Chalkwell Hall Junior School	www.southend.gov.uk/schoolconsultation
Fairways Primary School	www.southend.gov.uk/schoolconsultation
Leigh North Street Primary School	www.southend.gov.uk/schoolconsultation
West Leigh Infant School	www.southend.gov.uk/schoolconsultation
Barons Court Primary School and Nursery	www.southend.gov.uk/schoolconsultation
Earls Hall Primary School	www.southend.gov.uk/schoolconsultation
Edwards Hall Primary School	www.southend.gov.uk/schoolconsultation
Heycroft Primary	www.southend.gov.uk/schoolconsultation
Temple Sutton Primary School	www.southend.gov.uk/schoolconsultation

If you have opted to complete a form by paper, rather than submit your comments online, then please return this feedback form either by:

Post: Alison Ingleby, Southend Borough Council, Civic Centre, Victoria Avenue, Southend-on-sea, SS2 6ER

Or Scan and email: schoolconsultation@southend.gov.uk

You can also discuss this consultation with Alison Ingleby on 01702 212 224.

You will notice that each form is specific to a school.

All responses must be received by **5pm Friday 15th December 2017**

- **What are the next stages after the discussions?**

Responses to the consultation will be reported back to the individual school admission authorities and presented to the Southend-on-Sea Admissions Forum and Cabinet at their meetings in January / February 2018.

Own Admission Authorities and the Council will then finalise and determine their arrangements by the 28th February 2018, as required by the School Admissions Code 2014.

Admission arrangements for all schools will be published on the Southend Borough Council's website within a composite prospectus by the 15th March 2018. Own admission Authorities will also publish their own arrangements on the schools website.

- **How do I raise an objection once the process is complete?**

Any objections to the determined arrangements must be made to the Schools Adjudicator. Objections can be made from the 15th March 2018 to 15th May 2018. Further information regarding how to make an objection can be found on Southend Borough Council's website via www.southend.gov.uk/admissions



HAPPY TO TRANSLATE

You can get this document on tape, in Braille, large print and various computer formats if you ask us.
ITS can also give information on community language translations.
You can get more copies of this document by calling.

All documents along with additional information used to formulate these proposed models can be accessed from www.southend.gov.uk/schoolconsultation

