

In-year Secondary School Admissions

A guide for parents and carers of children seeking a secondary school place during the school year

This leaflet provides information on how to apply for a secondary school place for your child during the school year. Applying for a school place during the school year is referred to as in-year.

Usually applications are necessary due to:

- Moving or moved to Southend
- Changing address in Southend
- Wishing to change school

Admissions for September each year to the year 7 group is not an in-year admission as admission is co-ordinated for this year group by the Pupil Access Team, Southend Borough Council.

In order to find out more details about schools in general in Southend please access www.southend.gov.uk/admissions.

The website includes links to school websites together with a copy of the Secondary School Admissions booklet. The Admissions booklet details the name, address, admission limit and admission criteria of all secondary schools in the borough.

1. Changing Schools

- **Moving House**

If you are moving into the Borough (either from overseas or from within the UK) or are moving house within the Borough, and wish to change school you will need to provide Shoeburyness High School with a copy of either an exchange of contracts letter or rental agreement. These documents must be provided before an offer of a school place can be made (tenancies for a period of less than 6 months will not be accepted).

- **Transferring Schools within the Borough**

Changing schools is a serious step to take. Before applying for a place at an alternative school in the Borough please discuss the reasons for your request with your child's current headteacher. **Your child must continue to attend their current school and you must not remove your child from school before securing a place at another school.**

2. Before you apply to Shoeburyness High School

It is advisable to find out about schools in the Borough by looking at the details from a number of sources:

- Ofsted website: www.ofsted.gov.uk
- Admission booklets – admissions criteria: www.southend.gov.uk/admissions
- Contacting school directly: www.shoeburynesshigh.co.uk
- The “Where I live” section on the Borough Council website: www.southend.gov.uk
- Check the location of the school to your home address and consider how you would get your child to school. In a few cases transport may be provided using specific criteria on distance and/or specific benefits. Full details can be found at www.southend.gov.uk

Many schools are already full which means that the nearest or catchment school for your new home address may not be able to offer your child a place.

If there is more than one child trying to get a place this can be very difficult. In some cases parents find that they can get one child into the school but not any others. Parents should consider very carefully if there are sufficient places at their preferred school when making an application.

3. How to Apply for a school place at Shoeburyness High School

- Complete the Shoeburyness High School In-year Secondary School Admission form answering all of the questions.
- If you are applying for more than one school, you may have to complete more than one application form. Please contact the schools directly.
- Return the form to Shoeburyness High School, along with proof of your address (any one of the following will suffice: utilities bill, council tax form, bank statement, rental agreement)

4. What happens next?

- In –year admissions will be dealt with as they are received and will be acknowledged. Shoeburyness High School aims to process the application within 10 school days.
- Where there are more applications than vacancies Shoeburyness High School will apply the oversubscription criteria to determine who has the highest priority. Those with the highest priority will be allocated a place at the school filling the places available.

- In a very few cases particularly for vulnerable children, that may have not had a successful experience at previous schools, the application may be referred by Shoeburyness High School governing body to the council for consideration under the Fair Access Protocol. This may happen even after you have received an offer of a school place.
- If you are moving into the Borough and you have been unable to secure a place at any of your preferred schools you should contact the Admissions Team at Southend Borough Council, who can advise of alternative places in the Borough.
- If you have applied to Shoeburyness High School and a place cannot be offered you can be placed on the waiting list for the relevant year group
- If you are refused a preference you have a right to have your case considered by an Independent Appeal Panel. Details on how to appeal and where to get further advice will be included in your refusal correspondence. Please contact Shoeburyness High School directly or refer to our website www.shoeburynesshigh.co.uk 'Admission Appeals Process' under the 'Parents' tab.

5. Waiting Lists

Waiting lists will be maintained by Shoeburyness High School. If a year group is full and you have been unsuccessful in gaining a place, you can request that your child be kept on the waiting list. Names will be kept on the list for one school year. Further details can be obtained from Shoeburyness high School.

6. Where can I get more information or advice?

Please contact Shoeburyness High School and ask to speak to someone from admissions.

Shoeburyness High School
Caulfield Road, Shoeburyness, SS3 9LL
Tel: 01702 292286
Email: schooloffice@shoeburyness.southend.sch.uk
Website: www.shoeburynesshigh.co.uk