



Shoeburyness High School
a member of
Southend East Community Academy Trust

ADMISSIONS POLICY

**'Building Strong Partnerships, Building Strong Community,
Building Strong Schools'**

Status:	Statutory
Updated:	July 2026
Next Review date:	July 2027
Reviewed and monitored by:	Deputy Headteacher - Admissions
Lead Member of Staff:	Dr F Haddock
Approved by:	Chair of the Academy Committee



1. RATIONALE & PURPOSE

To clarify admission priorities and procedures within the overarching LA policy on school admissions.

2. POLICY STATEMENT

- To identify how places are allocated at our oversubscribed school
- To clarify arrangements for entry across all key stages
- To clarify the role of the Local Authority (LA) and the role of the school with respect to our admissions
- To highlight groups of students given priority for admission and why this may be the case

3. GUIDING PRINCIPLES

We have admission criteria as set by the Local Authority.

3.1 Admission Criteria Year 7 and all In year admissions 2025-2026

Pupils will be admitted according to the following criteria:-

1. Looked After Children and previously Looked After Children
2. Up to 31 students granted preferential admission on the basis of their performance in the selection test procedure organised by the Consortium of Selective Schools in Essex (those with scores of 303 and above) and whose normal place of residence lies within the priority area
3. If any selective places remain unfilled, the Governors should consider whether any of the remaining applicants who took the selection tests are eligible to be awarded a borderline selective place (scores of 295 to 303) and whose normal place of residence lies within the priority area
4. Students who live in the catchment area who have a sibling attending the school
5. Students who live in the catchment area
6. Students who live outside the catchment area who have a sibling attending the school
7. Students of Staff
8. Students who are attending year 6 at the following feeder primary schools: Bournes Green Junior; Friars Primary; Hinguar Primary; Richmond Avenue Primary; St George's Catholic Primary and Thorpedene Primary; and
9. Students who live outside the catchment area

Explanatory notes:

The Governors have agreed that the borderline pass mark for unfilled selective places will be set at 295 for admissions in September 2026.

Any reference to previously Looked After Children means 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), immediately following having been looked after.

Pupils with Education, Health and Care Plans (EHCP) that name the school are required to be admitted and the admission authority does not have the right to refuse admission. Children with a plan will follow a different process for admission.

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. 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 academy committee).

All admission criteria for pupils applying for the start of year 7 refer to the closing date for admission applications, currently 31st October. For all other applications from other year groups, the criteria will refer to the date the application is received by the school.

In accordance with the School Admissions Code, if the school is over-subscribed any application received after the identified closing date will be slotted into the waiting list in the appropriate position (according to the admissions criteria) once the initial offers have been made.

Siblings are considered to be a brother or sister, half-brother or half-sister, step-brother or step-sister, adopted brother or adopted 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 the additional pupil(s) will be admitted even if this results in the admission limit for the year group being exceeded.

3.2 Arrangements for Appeals (all year groups):

If it is not possible to offer the child a place at the school, details of the appeals process is available on the school website. Appeal hearings are then organised by the Local Authority for Year 6 into Year 7 and the school for all in-year admissions. All appeals are heard by an independent clerk and independent panel members.

3.3 Admission to Sixth Form at Shoeburyness High School

Prospective Sixth Form students are encouraged to visit our school for our Sixth Form Open Evening or our Sixth Form section of the Shoeburyness High School website, during the autumn term. Application details, including a prospectus, can be accessed through the school website. To be sure of your application being given the best chance of being successful, please aim to complete the online application by the published deadline.

Prospective Sixth Form students will be asked to provide current assessment information which should match the suitability of the courses they would consider studying and must fulfil the Sixth Form course entry requirements

which are published annually in the Sixth Form Prospectus and on the Shoeburyness High School website. Details about how to provide this evidence is explained on our website.

Should there be more candidates of the required level than places, selections will be based on GCSE performance with priority being given to Children in Public Care.

3.4 Other Admissions

Shoeburyness High School is responsible for co-ordinating all in-year admissions and will consider accepting any pupils to any year group which has vacancies i.e. is below the number to admit; currently this is 310 for Years 7 to 11.

The school is also a member of the Fair Access Protocol working group which has the power to allocate a school for students unable to access a school and thus, we adhere to LA protocols on inclusion.

3.5 Admission to our Learning Resource Base

The admission arrangements are slightly different. Applications go through the SEN Department at the LA who liaise directly with our SENCo and Deputy Headteacher responsible for admissions. There are 18 allocated spaces throughout the school (Years 7 to 11).

3.6 Admission Procedures – Year 7

A Pupils living within the catchment area:

- a) In June/July of Year 5 parents living within the catchment are directed to the Local Authority website whereby they can obtain all the relevant information about admissions.
- b) The school prospectus is shared with parents within SECAT primary partners. Prospectuses are available at the school open evening.
- c) The completed application form has to be returned to the Local Authority before the national deadline date in order to secure their allocated place. Failure to return this form could mean that a place will be allocated to a child from outside the catchment area.
- d) Prospective Parents' Events are arranged by all schools; ours is traditionally held during late September.
- e) In March parents are notified by the LA as to the school their child will be attending the following September.
- f) Parents have the right to appeal against the decision. The Local Authority deals with the administration and Appeals Panel for Year 6 into Year 7, and the school for all other in-year admissions. The Independent Appeals Clerk will communicate the date and time of

any independent appeal hearings. The school will be represented at the appeal hearings.

- g) During June/July pupils due to attend Shoeburyness High School in September will have access to our online Welcome Pack of relevant information and a visit from staff at Shoeburyness High School. There is a New Intake Event for parents and a transition process for students which takes place throughout July prior to the September start date.

B Pupils living outside the catchment area

- a) Parents living outside the catchment area will be directed to the Local Authority website where they can find the relevant information.
- b) Parents can access details of Shoeburyness High School on the Local Authority website or directly on the school's own website
- c) Parents/children are able to access the school's Prospective Parents' Event in September.
- d) The application form is to be returned by the national deadline date, currently the end of October to the Local Authority.
- e) If there are places available at Shoeburyness they will be notified by the LA early in March.
- f) Parents have the right to appeal. Appeal forms can be sent direct to the Local Authority or to Shoeburyness High School who will forward these to the Local Authority. Parents can find the relevant information on our website.

3.7 School Procedures

(Normally for pupils applying later in the year for year groups 7-11)

- a) Parents who make an application to the school for a place in a particular year group will have their enquiries dealt with by the school's admissions team.
- b) Once an application form has been returned, the school will process the application within fifteen (15) school days. If the year group is full the request will be declined, the child placed on the waiting list and the parent(s) notified. They have the right to appeal directly back to the school. Application forms are available to download from the Shoeburyness High School website or collect from school reception.
- c) If the school has a place, the parents are notified by the Admissions team and the Head of Year will make an appointment with them to visit the school.

- d) When visiting the school, pupils will be tested in English and Maths through CATs testing. They will be made aware of our code of conduct and the Home School Agreement is signed.
- e) In normal circumstances the child is admitted to the year group as soon as possible, following the interview (to allow for the purchase of a uniform and for staff to be informed). Relevant forms are also given to the parents for completion.
- f) Head of Year notifies staff and liaises with Heads of Faculty and the assessment team to organise a suitable timetable.
- g) The child is greeted on arrival, given a timetable, escorted to Period 1 and introduced to the Form Tutor.

3.8 Year 7 – Under and over age applicants Under age

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. The LA will only accept applications from under age applicants who are already out of normal age group when they start year 6 in their primary/junior school.

Over age

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. The LA will not accept over age applicants for year 7 admissions unless there are verified and well documented exceptional circumstances, for example, of extended illness, for a child to repeat one of the primary school years.

Summer born, over age

In the case of children born prematurely or the late summer months where parents were granted approval for admission at reception outside the normal age group, the school will honour this agreement.

4. CONSULTATION GROUP

- The Local Authority consults parents and carers through the release of information pertaining to choosing a secondary school in early September each year.
- Our school governors are consulted via policy review.

5. LINKS TO OTHER POLICIES & DOCUMENTS

Other policies that link to this are:

- Special Educational Needs Policy
- Local Authority Admissions Policy as seen on the Local Authority website
- Accessibility Plan

6. MONITORING & EVALUATION ARRANGEMENTS

This policy is monitored and evaluated by:

- The Deputy Headteacher responsible for admissions
- The Local Authority Admissions Team
- Governing body representatives linked to admissions

7. ROLES & RESPONSIBILITIES

- Deputy Headteacher to oversee the implementation of admissions to the school
- Admissions team - administration of admissions process, waiting lists and appeals
- Head of Year to organise initial welcome meetings, tours of the school, testing and manage the paperwork for new starters
- Admin support to oversee the collection and input onto the school system of data relevant to school leavers and new students
- Head of Year to lead baseline testing for all new students