

Southend-on-Sea Borough Council

Department for People

Brin Martin: Head of Learning

Our ref: SAT/Yr3/2018

Your ref:

Date:

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Dear

School Admission Transfers for Year 3 – September 2018

We are writing to inform all parents whose children are in year 2 about the admission arrangements for transfer to year 3. The process is changing this year so please read carefully.

Is your child in year 2 at an infant school?

All children in year 2 that are in an infant school **must apply** for transfer to year 3 in 2018. This is the law and there is no longer an automatic transfer to the junior school. A summary information sheet is provided overleaf.

Is your child in a primary school?

If you are continuing in the same primary school you will **not** need to apply. If you wish to change schools for year 3 you need to submit an application by the 15th January 2018.

If you are a resident in Southend and pay council tax to Southend-on-Sea Borough Council you can make an application by using the Council on-line facility at: www.southend.gov.uk/admissions if you are not a resident please submit an application to your home authority.

Alternatively you can request a paper copy of the application by contacting the schools admissions team on 01702 212934 or via email to admissions@southend.gov.uk.

The School Admissions Team will be available to assist parents and answer any questions on Thursday 28th September 2017 in Committee Room 1 at the Civic Centre, Victoria Avenue, Southend-on-sea at 6.00-7.00 pm. All are welcome to drop in and you can book a place on

<https://www.eventbrite.co.uk/myevent?eid=36825307486>

The closing date for both on-line and paper applications for **Reception year and Year 3** is **15th January 2018.**

Yours sincerely

Chrissy Papas

Pupil Access Manager

(to be read in conjunction with the Primary Admissions Booklet 2018)

School Admission Transfers for Year 3 – September 2018

Information sheet for parents/carers

What has changed for transition to year 3?

- Children in year 2 at infant schools must apply to transfer to year 3 at the Junior school. Apply any time between 14th September 2017 and 15th January 2018.
- Children in primary schools that are not changing schools do not need to apply and move to year 3 without any administrative process.

Why must children in infant schools apply to move to year 3 in the Junior schools?

- It is the law

How will applications be considered?

The five Junior schools in Southend-on-sea have the following admission criteria:-

- Pupils in Public Care/previously in public care
- Pupils attending the infant school
- Pupils in the catchment area with a sibling in the school or at the partner Junior school
- Pupils in the catchment area
- Pupils outside the catchment area with a sibling at the school or at the partner Junior school
- Pupils outside the catchment area
- Remaining applications

The full admission policies are available in the Primary admission booklet 2018 which is available on www.southend.gov.uk/admission

Children in the infant school of the 'partner' Junior school will therefore have priority on the admissions ranking.

When do I apply and when do I hear about the offer?

The closing date for both on-line and paper applications for Reception year and Year 3 is 15th January 2018.
Offer day is a national day: 16th April 2018

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Applications for year 3 school places for September 2018 can be made by using the Borough Council on-line facility at: www.southend.gov.uk/admissions. Alternatively you can request a paper copy of the application by contacting the schools admissions team on 01702 212934 or via email to admissions@southend.gov.uk

Infant and Junior Schools in the borough

Pupils attending the Infant School must apply to move to the partner Junior school. The infant school will be a named feeder school to the Junior. The Junior schools, as below, will afford priority to children attending the partner Infant School. This is in place to provide an opportunity for children to continue their education to the partner school.

Bournes Green Infant School is partners with (feeder to)
Chalkwell Hall Infant Schools is partners with (feeder to)
Hamstel Infant School is partners with (Feeder to)
Thorpe Greenways Infant School is partners with (feeder to)
West Leigh Infant School is partners with (feeder to)

Bournes Green Junior School
Chalkwell Hall Junior School
Hamstel Junior School
Thorpe Greenways Junior School
West Leigh Junior School