

# Is your child going to secondary school in September 2019?

Closing date for applications  
**31 October 2018**



Apply online at  
[www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions)

  
Essex County Council

## Key information to remember

- Apply on time – the closing date is 31 October 2018
- Read the booklet Secondary Education in Essex 2019/2020 which is available at [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions)
- Aim to use all 6 of your preferences on your application
- If any of the schools you are applying for need a Supplementary Information Form (SIF), make sure you complete the form and send it to the school
- After you have applied tell us immediately in writing, about any change of address and send us evidence (**do not just change your address on your online application**)
- If you apply online check and make sure you receive an email confirming the schools that you have selected and that your application has been submitted
- If entitlement to school transport is important to how your child will get to and from school make sure you read and understand the Education Transport Policy information (see pages 10-11)

## Key dates

### 12 September 2018

You can apply from this date online or by paper. **Please do not do both**

### September/October 2018

Secondary schools hold open days or evenings. For dates and times contact the school directly

### 31 October 2018

Online applications must be submitted by 11.59pm. Paper applications must be received by this date

### 1 March 2019

Secondary offer day. If you apply online you will receive an email showing your allocated school, providing that you requested one when you applied. You can log into your account to see your allocation. Letters for paper applicants are posted on this date

Dear parent or guardian

This is a very important time if your child is currently in Year 6 at primary or junior school as your child will be moving onto secondary education in September 2019. You will need to make an application for your child's secondary school place from September.

You can apply online at [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions) and you need to submit an application by 31 October 2018.

**The benefits are:**

- when you have submitted your application you will receive an email confirming this;
- you will receive the result of your online application by email on offer day if you requested this when you applied;
- you can access details of all schools and their admission policies;
- you can see a full copy of the Secondary Education in Essex 2019/2020 booklet with detailed information about the application process.

Yours faithfully



**Councillor Ray Gooding**

Cabinet Member for Education and Skills

## Please note

To find more information about the process please go to **[www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions)**. Many schools have admission arrangements which are quite detailed and you may need to study these carefully before making your application.

If you do not have internet access at home you can use the internet at your local library at no cost (you can book by phoning **0345 603 7628** and you will need your library card number). Some schools may be able to offer internet facilities.

A full copy of the Secondary Education in Essex 2019/2020 booklet is available on the website **[www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions)** and in each Essex library.

A downloadable application form is available from our website **[www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions)**.

If you need a paper form please phone **0345 603 2200** or email **[admissions@essex.gov.uk](mailto:admissions@essex.gov.uk)** to request one.

**For enquiries about the school admissions process please call Contact Essex on 0345 603 2200 or email [admissions@essex.gov.uk](mailto:admissions@essex.gov.uk)**

It is the responsibility of parents to make an application for their child's secondary school place. From 12 September 2018 you can access information and apply via **[www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions)**.

**School admission policies or priority admission (catchment) areas are not relevant to school transport entitlement. Information about the transport policy can be found on pages 10-11 of this leaflet.**

## Making your application

If you live in the Essex County Council area (your council tax is payable to one of the following District Councils: Basildon, Braintree, Brentwood, Castle Point, Chelmsford, Colchester, Epping Forest, Harlow, Maldon, Rochford, Tendring or Uttlesford), you must apply to Essex County Council for your preferred secondary schools, even if some, or all, of your chosen schools are outside of Essex.

You can apply online by going to our website [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions) but you will need to create an account first. Once you have done this you can make and submit your application. If you need a paper form, you can download one from the website or call **0345 603 2200** to request one.

If you do not receive an email which confirms that you have submitted your online application then you have not successfully applied. You must log back into your account and submit. You will not be reminded to do this.

We recommend that you read the Secondary Education in Essex 2019/2020 booklet before you make an application as it contains detailed information about the application process. It is available online at [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions).

Some schools, like Church schools, require you to send an additional form to them, called a Supplementary Information Form (SIF). You can find out if a school needs a SIF by looking at the Secondary Education in Essex 2019/2020 booklet or by contacting the school directly to obtain a form. SIFs must be returned directly to schools. Please make sure you also complete the Council's common application form, either online or on paper.

## Selective/Grammar Schools

If you want to apply for the Consortium of Selective Schools in Essex (CSSE) grammar schools and/or Chelmsford County High School for Girls, you must name these schools on the common application form you submit to the Council.

## Closing date

The closing date for applications is 31 October 2018. We must receive your application by then, whether you apply online or on paper.

**Please do not do both.**

## School open days/evenings

All secondary schools have open days or evenings when parents and children can visit schools and look around and get key information. Please contact schools directly about this.

## Your preferences on your application

It is up to you which schools you place on your application and the order you place them in. You should put the schools in the order you really want, but remember to take into account the transport implications (see pages 10-11).

**We highly recommend you use all of your 6 preferences to give yourself maximum opportunity to be considered for a place at a school you want.**

**Applying for more than one school does not in any way reduce your chances of being offered your highest preference, so please aim to use all your preferences.**

If none of your preferences can be met, you will be offered a place at the nearest Essex school to the home address that has a place available.

## Changing your preferences on your application

You can change your preferences on your online application up to and including the closing date of 31 October 2018 by logging into your account, amending your existing application and resubmitting it. Paper applicants need to submit any change requests in writing. After the closing date a change request will not be accepted, unless this is for an address change. Evidence of any address change must be supplied by the specified deadlines. Any change requests must be submitted to School Admissions in writing, whether you applied online or by paper.<sup>1</sup> You can email **[admissions@essex.gov.uk](mailto:admissions@essex.gov.uk)**.

## Home address

Applications are processed according to the home address of the child at the time of application and determination (when the decisions are made about places offered). You should put your current address on your application so we can contact you if we need to.

If you are moving before the end of the admissions process please see 'Moving house'.

It is vital that we have the correct home address details. The Council may request proof of address from a random sample of applicants. School places allocated on the basis of a false address will be investigated, and withdrawn where relevant.

<sup>1</sup> Any applications, evidence or change requests received after 30 November 2018 will be held and will not be considered until after the first round of offers on 1 March 2019.

## Moving house

If you submit an application and then you move house you must tell us immediately by email or by letter. You should provide proof of exchange of contracts if you have purchased your new home, or a copy of a signed tenancy agreement if you are renting. This evidence must be provided by published deadlines.

It is your responsibility to provide the School Admissions Team with proof of address. Please do not assume that the Admissions Team have access to other records the Council may hold about you. **Please do not just change your address on your online application without letting us know by email or letter as well.** Further detailed information about this and address evidence deadlines are contained in the Secondary Education in Essex 2019/2020 booklet which you can read online at [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions).

## Late applications

Applications received after the closing date of 31 October 2018 will be treated as late. This means your application will be dealt with after all on time applications have been processed, unless there is evidence, or you provide evidence, that the application could not reasonably have been made on time.<sup>2</sup> **It is absolutely vital you apply on time.**

## How applications are considered and places allocated

All applications have to be considered against the admission arrangements and oversubscription criteria for each of the schools for which you apply. These are shown in the Secondary Education in Essex 2019/2020 booklet which you can view on our website [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions). Detailed arrangements and admission policies can also be viewed on this website.

<sup>2</sup> Even if there are reasons why you could not apply by the closing date it will not be possible to treat any application as on time if it is received after 30 November 2018; it will be held and not considered until after the first round of offers on 1 March 2019.



There is **no guarantee** that siblings can always go to the same school – you should check the admission policy for each school for which you apply.

Each school has a Published Admission Number (PAN) which you can check in the Secondary Education in Essex 2019/2020 booklet. The PAN is the number of places available to be offered.

All applications are ranked against the oversubscription criteria for each school and places are offered to the highest ranking applicants up to the PAN. If, after the oversubscription criteria has been applied, it is possible to offer a place at more than one of your preferred schools, you will be offered a place at the highest preference that can be met on National Offer Day. If none of your preferences can be met you will be offered a place at the nearest Essex school to the home address with a space available.

## Waiting lists

After the first round of offers are made on 1 March 2019, all unsuccessful applications that are a higher preference than the school offered will be held on a waiting list, according to the oversubscription criteria for the school. This applies to both on time and late applications.

As a minimum, waiting lists for all oversubscribed schools must be held until the end of the autumn term. Further information about waiting lists is available in the Secondary Education in Essex 2019/2020 booklet.

## Appeals

If you are refused a place at a school you have applied for you will have the right to appeal to an independent panel. There is no guarantee of success with any appeal. Details about how to appeal will be available in the decision email/letter that is sent on 1 March 2019.

## Home to school transport

**You should consider carefully how your child will get to and from the school(s) you apply for before you make your application for a school place.** Children will only be entitled to free home to school transport if there is an entitlement under the County Council's Education Transport Policy. If a sibling or other local child is already in receipt of transport to a school, this does not guarantee that a new child will automatically qualify for transport to the same school. The policy criteria must be met in all cases.

Where there is no entitlement to transport from the Council, parents are fully responsible for all financial costs and transport arrangements for their child.

The full Education Transport Policy is published on our website [www.essex.gov.uk/schooltransport](http://www.essex.gov.uk/schooltransport) and details are also available in the Secondary Education in Essex 2019/2020 booklet. It is vital that you read all of the information.

**Please note that entitlement to school transport will not be assessed on the basis of priority admission ('catchment') areas, or historically 'designated' areas or schools. Applications are assessed against the following criteria.**

Essex County Council (ECC), in accordance with its statutory duty, will provide free home to school transport for children of secondary school age to the **nearest available school\*** to their home address, if they live 3 miles or more from that school.

It is important to note that the 'catchment' school for an address may not be the nearest school.

ECC will measure using the shortest road route to calculate distances to establish which is the nearest school to a child's home address.

Thereafter, the shortest available walking route is measured to calculate the distance to the nearest school, to determine if the qualifying distance is met for entitlement to transport.

\* As defined in the Education Transport Policy

ECC uses a Geographical Information System (GIS) to measure and calculate home to school distances. The measurements produced by the Council's GIS are the definitive distance calculations that the Council will use to determine transport eligibility.

For children from low income families, the policy is extended to provide transport to any one of the three nearest state secondary schools to the home address which are between 2 and 6 miles from the home. Children from low income families are defined as those who are entitled to free school meals due to their income, or those families whose annual taxable household income is less than £16,190 as defined in their current child tax credit form.

Entitlement is also extended to those children from low income families who are attending their designated faith school which is 2 miles or more, but not more than 15 miles from home by the shortest road route.

**Unless the low income criteria is met, transport will not be provided to a school if:**

- **There is any nearer school to the home for which a parent did not apply on the original admission application**
- **There is any nearer available school which was listed as a lower preference on the original admission application**
- **The parent has rejected an offer of a place at any nearer school**

## **What is the nearest school for transport purposes?**

Any parent who wants to find out which school the Council considers to be their nearest school for transport purposes should send an email to:

**[educationawards@essex.gov.uk](mailto:educationawards@essex.gov.uk)**

The email should state the child's name and address, asking what the Council considers to be the nearest secondary school for transport purposes to that address.

This information is issued by  
**Essex County Council, School Admissions.**  
You can contact us in the following ways:

By email:  
**admissions@essex.gov.uk**

Visit our website:  
**www.essex.gov.uk/admissions**

By telephone:  
**0345 603 2200**

By post:  
School Admissions  
Essex County Council  
County Hall  
Market Road  
Chelmsford  
CM1 1QH

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The information contained in this leaflet can be translated,  
and/or made available in alternative formats, on request.

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