

Parent/Guardian

Our ref: Yr2\_2021

Your ref:

Date: September 2020

Telephone: 01702 212 934

Email: [admissions@southend.gov.uk](mailto:admissions@southend.gov.uk)

Dear Parent/Guardian

## School Admission Transfers for Year 3 – September 2021

We are writing to inform all parents whose children are in year 2 about the admission arrangements for transfer to year 3. There are different arrangements for children currently attending infant schools and those attending primary schools, therefore please read carefully.

### Is your child in year 2 at an infant school?

All children in year 2 that are attending an infant school **must apply** to Southend on Sea Borough Council for transfer to year 3 in 2021, by 15 January 2021. This is the law and transfer is not automatic. A summary information sheet is provided overleaf.

### Is your child in a primary school?

Children continuing in the same primary school will **not** need to apply to transfer to year 3.

Only submit an application if you wish to change schools for year 3 or if you are in an infant school by the 15 January 2021.

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](http://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](mailto:admissions@southend.gov.uk).

The closing date for both on-line and paper applications for **Reception year and Year 3** is **15 January 2021.**

Yours sincerely



Joanne Deady

School Admissions Team Leader

to be read in conjunction with the Primary Admissions Booklet 2021

[https://www.southend.gov.uk/info/200176/school\\_admissions\\_and\\_home\\_education/46/primary\\_school\\_admissions](https://www.southend.gov.uk/info/200176/school_admissions_and_home_education/46/primary_school_admissions)

**Key information 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 14 September 2020 and 15 January 2021.
- 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?**

There are four Junior schools in Southend-on-sea with the following admission criteria [in alphabetical order]:-

**Bournes Green Junior – Published Admission Number (PAN): 66**

1. Looked after children and previously looked after children
2. Pupils attending year 2 at Bournes Green Infant school
3. Pupils who live in the catchment area and who have a sibling attending the school or Bournes Green Infant School
4. Pupils who live in the catchment area
5. Pupils who live outside the catchment area who have a sibling attending the school or Bournes Green Infant school
6. Remaining applications

**Chalkwell Hall Junior – Published Admission Number (PAN): 120**

1. Looked after children and previously looked after children
2. Pupils attending year 2 at Chalkwell Hall Infant school
3. Pupils who live in the catchment area who have a sibling attending the school or Chalkwell Hall Infant
4. Pupils of Staff at the school
5. Pupils who live in the catchment area
6. Pupils who live outside the catchment area who have a sibling attending the school or Chalkwell Hall Infant school
7. Pupils who live outside the catchment area

**Hamstel Junior – Published Admission Number (PAN): 150**

1. Looked after children and previously looked after children
2. Pupils attending Hamstel Infant school
3. Pupils who live in the catchment area who have a sibling attending the school or Hamstel Infant school
4. Pupils who live in the catchment area
5. Pupils who live outside the catchment area who have a sibling attending the school or Hamstel Infant school
6. Pupils of Staff at the Academy
7. Pupils who live outside the catchment area
8. Remaining applications

**West Leigh Junior – Published Admission Number (PAN): 128**

1. Looked after children and previously looked after children
2. Pupils attending year 2 at West Leigh Infant school
3. Pupils who live in the catchment area who have a sibling attending the Academy or West Leigh Infant School
4. Pupils of Staff at the academy
5. Pupils eligible for pupil premium who live in the catchment area
6. Pupils who live in the catchment area
7. Pupils who live outside the catchment area who have a sibling attending the academy or West Leigh Infant school
8. Pupils who live outside the catchment area

The full admission policies are available in the Primary admission booklet 2021 which is available on [www.southend.gov.uk/admission](http://www.southend.gov.uk/admission)

**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 15 January 2021. Offer day is a national Day : 16 April 2021