

## Diocese of Chelmsford

### St. Mary's, Prittlewell, Church of England Primary School

BOSTON AVENUE . SOUTHEND-ON-SEA . ESSEX . SS2 6JH

St. Mary's is a two-site school.

Children attend the East Street site for Reception and Year 1,  
then transition over to the Boston Avenue site for Year 2 to Year 6.



A Caring, Christian  
community

## School Ethos

At St Mary's we are proud of our distinctive Christian ethos, which permeates all that we do at our school. As a Church of England school, we aim to provide an education, rooted in Christian values, for all our pupils. It is essential that the Christian character of our school's education be fully supported by families in our school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of our school. This does not affect the right of an applicant who is not of the Christian faith to apply for and be admitted to a place at our school in accordance with the admission arrangements.

**“For I know the plans I have for you, plans to give you hope and a future.” (Jeremiah 29:11)**

At St Mary's, we believe the purpose of education is to enable and nurture every child to thrive and become the person they are capable of being, experiencing a full life in mind, body, heart and spirit.

The values that we live out daily in our school are: Ambition, Belonging, Courage and Discovery.

We aim to be distinctive in our Christian character by living out our school vision and values daily.

## Determined Admission Arrangements 2025/26

St. Mary's is the only Aided Church of England School within the Borough of Southend. The admission of any particular child to this school is in line with the Determined Admission Arrangements and the Determined Co-ordinated Admissions Procedure of Southend City Council. The Governing Board follows an established admissions procedure which is detailed below for your guidance.

## Published Admission Limit: 90

If at the closing date for applications, there are not enough places for all those who have expressed a wish to have their child admitted to the school, places will be allocated using the oversubscription criteria below. This will not apply to children with an Education, Health and Care Plan (EHCP) as the plan names the school and the child must be admitted to the named school. The admission criteria (explanatory notes follow):

## Oversubscription Criteria:

- 1) Looked after children and previously looked after children.
- 2) Children who have a sibling attending the school.
- 3) Children who live in the catchment area.
- 4) Children whose parent(s)/carer(s) are regularly at the heart of worship at St. Mary's Church, Prittlewell (attendance of at least twice a month for at least the past two years prior to the application).
- 5) Children whose parent(s)/carer(s) are regularly at the heart of worship of another Anglican Church, or another Christian Church (recognised by "Churches Together" in England or the Evangelical Alliance) (attendance of at least twice a month for at least the past two years).

- 6) Children whose parent(s)/carer(s) (i) wish their child to attend a Church of England School and (ii) are committed to the worship (attendance of at least once a month for at least the past year) at St. Mary's, Prittlewell, at another Christian Church or any other world faith (represented on the Interfaith Network).
- 7) Children of staff at the school.
- 8) Remaining applications.

***Please refer to the explanatory notes below for each of the criteria listed above).***

## **Explanatory Notes**

Parents must complete a Southend-on-Sea City Council Common Application Form (CAF) for applications to Reception – applications open from 14th September and to be submitted to the council by the deadline 15th January. Pupils cannot be considered under the admission criteria unless an application has been submitted.

### **Pupils with Education, Health and Care Plans**

An Education, Health and Care Plan is a plan made by the local authority under Section 37 of the Children and Families Act 2014 specifying the special education, health and social care provision required for that child. All children whose statement of special educational needs (SEND) or Education, Health and Care (EHC) plan names the school must be admitted. Children with a statement or a plan will follow a different process for admission. Further information can be found on [Special Educational Needs and Disabilities \(SEND\) Local Offer](#)

### **Pupils in public care and children that were previously in public care**

(including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted) A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

This includes 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).

Child arrangements orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

Refer to section 14A of the Children Act 1989 which defines a 'special Guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

### **Siblings**

Siblings are considered to be a brother or sister, half-brother or half-sister, step-brother or step-sister, adopted brother or 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 and in line with the School Admissions Code 2014, the additional pupil(s) will be admitted even if this results in the admission limit for the year group being exceeded.

### **Distance**

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.

A reminder that St. Mary's is a two-site school.  
Children attend the East Street site for Reception and Year 1,  
then transition over to the Boston Avenue site for Year 2 to Year 6.

**Tie-Break (to be used to decide between two applications that cannot otherwise be separated):**

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 Council and Governing Body). In the case where the last child offered is a twin or sibling of a multiple birth sibling, both children will be offered and the sibling will be an 'excepted pupil.'

**Distance where parents have separated**

The distance is measured the same for all applications. The primary admissions booklet provides further details, but in summary, only one application can be received. The school or LA should not have the details of both parents or know of the marital status of the parents. If more than one application is received from parents, applications will be placed on hold until such time that:

- an application is made that both parents agree to;
- written agreement is provided from both parents; or
- a court order is obtained confirming which parent's application takes precedence.

Details on address checks and which address is relevant are also provided in the admission booklet. In all cases, the child's normal place of residence is applicable for the purposes of the application.

**Supplementary Information Form/Church References**

To be considered for admission under categories 4, 5 and 6, the Supplementary Information Form (SIF) must be completed and accompanied by a letter from the incumbent or minister, or from the Church that is supporting the application and must be on official church headed paper. Evidence will be verified by the school. Failure to provide this evidence will result in the application being assigned to another relevant category. The evidence must contain details of the length of time that the parent/s have been members of the congregation and the pattern of attendance of the parent/s at the church.

'Christian Church' means any church which is designated under the Ecumenical Relations Measure nationally by the Archbishop of Canterbury and York or locally by the diocesan bishop, or is a member of Churches Together in England (CTE), or the Evangelical Alliance or a partner church of Affinity.

If you have recently joined a new church; attendance at a former church may be taken into account and a reference should also be included with your Supplementary Information Form.

If you are seeking to have the application considered for a foundation/faith-based place, failure to complete a SIF will mean your application is considered under the next most appropriate criterion.

Please note that a SIF only needs to be completed if you are applying for a place under categories 4, 5 or 6.

**Children of Staff**

Children will be ranked in admission criteria 7, if they are children of staff at the school in either or both of the following circumstances:

- Where the member of teaching staff (including, staff that are at the school in positions, such as: Senior Leadership Team, Senior Teachers, Office Manager

or SENCO) has been employed at the school for two or more years at the time at which the application for admission to the school is made; and/or

- The member of staff is recruited to fill a vacant post for which there is demonstrable skill shortage; and are the children of the member of staff, living permanently with the member of staff at the same address. The member of staff must be working at the school at the time of application and expected to continue with their employment at the school during the application and allocation process.

### **Waiting Lists**

Children's names will automatically be on the waiting list were there are no vacancies. Waiting lists for all year groups are closed at the end of each school year. A new application must be submitted to be able to join a waiting list for a new academic year. In limited situations it may be appropriate to admit to the start of the next term (as per the Education Act 2006) this will be to give the school the opportunity to put measures in place for the admission. This will only apply to children already in a school and not for any unplaced pupils.

Over and Under age applications (including children admitted outside normal age group)

Parents may seek a place for their child outside of their normal age group, (usually during the school year and not at the point of admission), for example, if the child has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to Reception rather than Year 1. All other applications for over or under age pupils in-year will be handled in line with the School Admissions Code 2014, 2.17 (a & b).

Such requests are made initially informally in discussions with the head Teacher and where parents wish to proceed with the request, a written letter with any relevant documentation should be provided to the Head Teacher. The school would make decisions on the basis of the circumstances of the individual case and in the best interests of the child.

Requests for Year 3 and 6 must have been submitted by the parent and considered by the admission authority before the closing date for applications i.e. 31<sup>st</sup> October for Year 7 and 15<sup>th</sup> January for Year 3 of any given year. .

When informing a parent of their decision on the year group the child should be admitted to, the admission authority must set out clearly the reasons for their decision (2.17a School Admissions Code 2021).

In circumstances where a child transfers from another school already 'outside of normal age group,' the academy will support any over or under age application where the above has been met and the academy is satisfied that the child should continue to be educated outside of their normal age group.

### **Catchment areas**

The catchment/parish area is provided in the [catchment map](#) look up facility and also copied below in Appendix 1.

## **Right of Appeal**

**Main round appeals (reception):** Where a parent is refused admission there is an automatic right to appeal. Appeals must be lodged within 20 school days of the date of the letter. Appeals must be heard within 40 school days of the deadline for lodging appeals. Parents can access the information on appeals and submit an appeal parents can request an appeal application form from the school office. All appeals are considered by an Independent Appeals Panel.

## In-Year Admissions

As permitted by law parents can make an application at any time to any school outside the normal admissions. Parents can submit applications directly to the school. Where a place is available the place will be offered. Where there are no places applicants will be refused and can join the waiting list. Waiting lists are ranked according to the admission criteria for school. In some cases where a child is already on a school roll locally the place may be offered for the start of the next term.

The admission arrangements will apply to applications for the school made outside the normal rounds to admissions (referred to as in-year admissions). Parents can apply for the next school year anytime from 1 September.

Applications in the current school year are processed within a maximum of 15 school days at the most. Pupils that are refused a place at a school that is higher than the offered place, are therefore added to the waiting list and remain on the waiting list until 30 June of any given year. Waiting lists close on 30 June of any given year and new waiting lists are created for the next academic year (from the applications for the next school year). Waiting lists from previous years are not rolled over to the next. Parents wishing to continue on a waiting list for a following year are required to make a fresh application.

**Main round appeals (in-year R-6):** Where a parent is refused admission there is an automatic right to appeal. Appeals must be lodged within 20 school days of the date of the letter. For applications for in-year admissions, appeals must be heard within 30 school days of the appeal being lodged. Parents can access the information on appeals and submit an appeal parents can request an appeal application form from the school office. All appeals are considered by an Independent Appeals Panel.

### **Fair Access Protocol**

St Mary's works with the LA in accordance with their in-year Fair Access Policy in order to ensure that pupils with additional needs or who may present challenges are not disproportionately admitted to one school or year group. Southend's Fair Access Protocol includes a number of categories which identify a child as being potentially vulnerable or likely to present a challenge to the school. These include (but are not restricted to) previous behaviour issues and poor attendance; details are available in the [Fair Access Protocol](#).

### **Changes to Admission Arrangements**

The admission arrangements for the school may be changed by the admission authority in accordance with the requirements of the relevant legislation. Parents will be consulted on any changes at least 12 months prior to their implementation.

## Contacts

**St Mary's CoE Prittlewell Primary**  
**Admission Officer: Mrs A Ali Rowlingson**  
Telephone: 01702 354012  
Fax: 01702 354016  
[pa@st-marysprittlewell.southend.sch.uk](mailto:pa@st-marysprittlewell.southend.sch.uk)

**School Admissions Team**  
**Southend-on-Sea City Council**  
01702 212 934 / 01702 215007

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

The composite prospectus for all schools in the City, the scheme (process), admission procedures and all other policies and procedures are available on [www.southend.gov.uk/admissions](http://www.southend.gov.uk/admissions). The relevant Coordinated Admissions Scheme and Primary Admission booklets should be read in conjunction to the Determined Admission Arrangements for all schools in Southend-on-Sea.

For office use – statutory process: The School Admissions Code 2021

# Appendix 1

For a copy of the map please contact the school office.



St Mary's CoE Prittlewell Primary School Catchment Area

