West Leigh Junior School

Proposed Admission Arrangements 2028/29

West Leigh Junior School is an Academy and forms part of the group of schools under Portico Academy Trust. These arrangements are in line with government legislation and guidance and designed to ensure there is a fair, clear and reasonable admissions procedure for all applicants, and to help guide parents through the application process.

Applications for admission can be made via Southend-on-Sea City Council for residents living in the City, and via respective home local authorities for residents outside the City, during the period 14 September and 15 January. Applications during the school year to all year groups must be submitted to the school admissions team at the Council regardless of where the parent resides.

Application forms and further details are available on www.southend.gov.uk/admissions

Published admission number (PAN): 132

Oversubscription Criteria

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 West Leigh Junior School; places will be allocated using the admission oversubscription criteria as below. This will not apply to children with an Education, Health and Care (EHC) plans as the plan names the school and therefore the child must be admitted to the named school.

1. Looked after children and previously looked after children;
2. Pupils attending year 2 at West Leigh Infant School;
3. Pupils who have a sibling at the academy or at 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 .

(for all criteria, catchment area map and additional information please see explanatory notes and catchment map)

Explanatory notes

As required by law parents/carers must make a separate application for transfer from West Leigh Infant School to West Leigh Junior School. Parents must complete a common application form (CAF) for applications to year 3 between 14th September and 15th January with the home local authority.

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. 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).

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 Education, Health and Care (EHC) plan names the school must be admitted. Children with a plan will follow a different process for admission.

Pupils of staff of the school

Children will be ranked in this admission criteria if they are children of staff at the school under the following circumstances: -

- where the member of staff is: teaching staff, Senior Leadership Team/level, Head of Year Group, Head of Department, Office Manager, or SENCo that 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 a demonstrable specialist skill shortage, this is determined by Headteacher discretion based on recruitment evaluation and will be discussed with the member of staff for clarity

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.

Pupils eligible for pupil premium who live in the catchment area

Parents will need to tick on the application form and notify the Local Authority in writing if they are eligible or registered for pupil premium. Any disclosure for pupil premium will be used only to rank applications against the admission criteria and will not be held for any other purpose.

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.

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 / governing body). In the case where the last child offered is a twin or sibling of a multiple birth sibling both/all 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. Only one application can be received. The 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; or
- 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.

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 the additional pupil(s) will be admitted even if this results in the admission limit for the year group being exceeded.

Waiting lists

A waiting list is maintained for a full school year and children are added to the waiting list automatically when refused a place. Each time a child is added to the waiting list it the waiting list is ranked again in line with the published oversubscription criteria. Priority is not given to children based on the date their application was received, or their name was added to the list. Looked after children or previously looked after children allocated a place at the school in accordance with a Fair Access Protocol must take precedence over those on a waiting list. 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.

Over and Under Age Applications

Children are normally admitted to the school in the chronological year group corresponding to their age. Requests for admission outside a child's normal age group, whether for a child who is over age or under age, will be considered on an individual basis by the admission authority.

Parents/carers must submit a written request setting out the reasons for the application, together with any supporting evidence and address it to the Headteacher. Requests for year 6 must have been submitted by the parent and considered by the admission authority before the closing date for applications to year 7, i.e. 31st October of any given year.

The admission authority will make its decision based on the circumstances of the case and in the best interests of the child. In reaching a decision, the admission authority will take account of the views of the headteacher, any professional evidence provided, the child's academic, social and emotional development, medical history where relevant, and whether the child has previously been educated outside their normal age group.

A decision to admit a child outside their normal age group does not guarantee that a place will be available at the school. Parents/carers will still be required to apply for a school place through the normal admissions process.

Right of Appeal

Main round appeals (reception and year 3): Parents can appeal against the refusal for schools for which they did not receive an offer. Appeals must be lodged within 20 school days of the date of the letter. Appeals must be heard withing 40 school days of the deadline for lodging appeals. Parents can access the information on appeals and submit an appeal online on the council's web site www.southend.gov.uk/ admissions or email admissions@southend.gov.uk to request an appeal application form. All appeals are considered by an Independent Appeals Panel.

Main round appeals (in-year R-6): Parents can appeal against the refusal for schools for which they did not receive an offer. 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 online on the council's web site www.southend.gov.uk/admissions or email admissions@southend.gov.uk to request an appeal application form. All appeals are considered by an Independent Appeals Panel.

Home Address

For all applications, the address used will be the child's habitual normal place of residence as at the closing date for applications, i.e., 15th January (reception and year 3) during and most of the school week. Addresses used for childcare, relatives, or friends cannot be used. If your child spends time with relatives (for example, grandparents), we may ask for more information about who has parental responsibility and why this arrangement is in place. In most cases, an address where the parent/carer does not live will not be accepted. Where the applicant is not a resident at the address, further information will be required.

If parents/child live at more than one property, the address used must be where the child habitually lives during the school week or most of the school week.

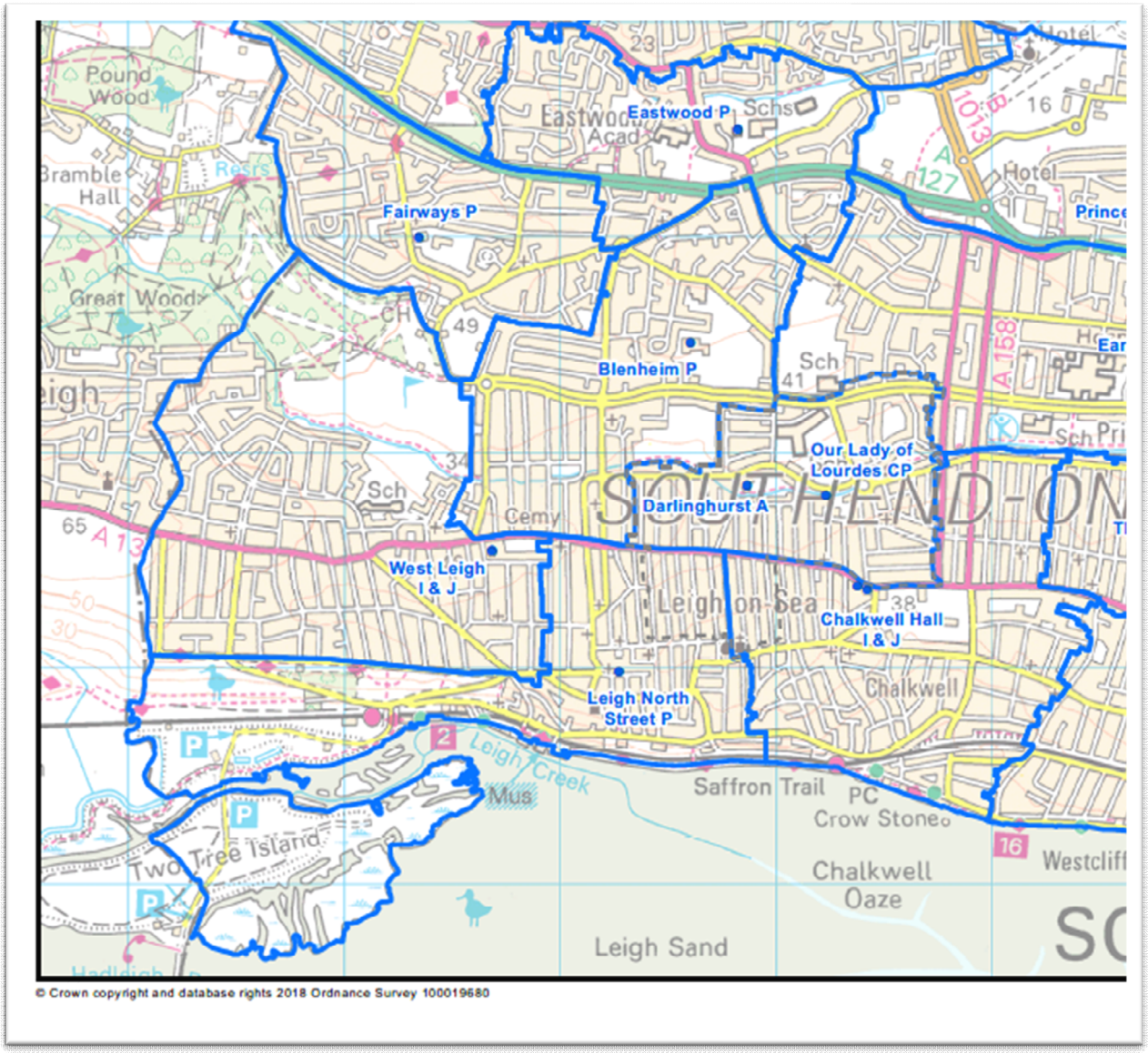
Catchment area

A look up postcode directory and catchment map is available on the Council website - About school catchment areas – Southend-on-Sea City Council

In-year admissions

Parents can make an application at any time to any school outside the normal admissions. in year applications for the Academy are administered by the Admissions Team at the Council and further details are available on 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 the Borough of Southend-on-Sea. The Primary Admission booklet contains further details, provides more information and is written to support parents through the rounds.



Key Dates	Task
September review 2026	Changes proposed
Nov 2026	Window of 6 weeks for public consultation
By 28 February 2027	Determined Admission Arrangements ratified by Portico Board of Trustees
15 March – 15May 2027	Window for any Objections to the School Adjudicator.
12 September 2027	Final arrangements are published in the Primary booklet/composite prospectus by the LA

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