



*Believe, Succeed, Together*

## **Admission Arrangements**

### **Published Admission Number (PAN)**

The PAN or admission limit is **220** pupils for the academic year 2024-25.

If the number of applications for places at the Academy is **within** the PAN (undersubscribed), then the Academy will admit all pupils who apply.

If the number of applications for places at the Academy **exceed** the PAN, (oversubscribed), the following criteria will be applied, in priority order, to determine which children will be admitted:

### **Admissions Criteria**

1. Looked after children and children who were previously looked after.
2. Pupils who have a sibling on roll at the Academy at the time of application.
3. Selective admission (aptitude).
4. Children living inside the Academy's catchment area.
5. Children of staff employed by the Academy.
6. Children living outside the Academy's catchment area.

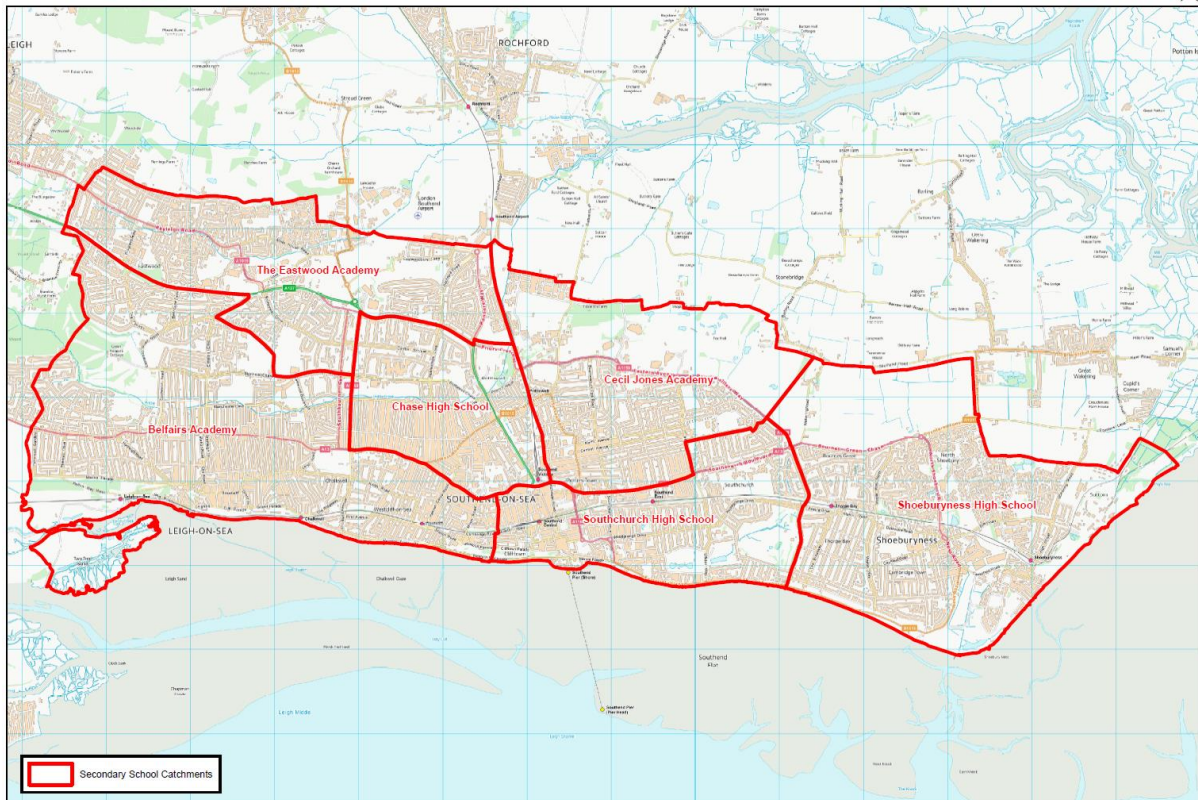
### **Children with an EHCP**

*Children with an EHCP follow a different process for admission. If the Academy is named in the EHCP, it must admit the child.*

Click here for further information - [Special Educational Needs and Disabilities \(SEND\)](#) and [Local Offer](#)

### **Catchment Area**

The Academy's catchment area covers Eastwood Park and St Lawrence ward, parts of Belfairs, Blenheim and Prittlewell wards. It is recommended that prospective parents check their postcodes on the directory run by the Council on [School Catchment Areas – Southend-on-Sea City Council](#)



## Selective Admission (Overview)

The Academy offers selective admission in respect to aptitude in **Sport** and **Performing Arts**.

The number of places available is 10% of the PAN i.e. 22 places in total. 11 places are assigned to Sport and 11 places assigned to Performing Arts.

Parents of children with an aptitude in these areas are invited to complete a Supplementary Information Form (SIF) for Sport and/or Performing Arts (refer to Appendix).

The SIF is in a Word format and can be downloaded and e-mailed to the Coordinator for Admissions, [Admissions@eastwood.southend.sch.uk](mailto:Admissions@eastwood.southend.sch.uk) or posted to: **Admissions, The Eastwood Academy, Rayleigh Road, Leigh-on-Sea, Essex, SS9 5UU.**

Only the information requested on the SIF should be provided. Any additional information submitted will not be considered.

SIFs must be completed and returned to the Academy by the **1<sup>st</sup> September**. SIFs received after this date, will not be considered.

The SIF, in itself, is **not** an application form. Applicants still need to complete a Single Application Form (SAF) which is accessed via the Southend Borough Council website – [www.southend.gov.uk](http://www.southend.gov.uk).

Following completion of the SIF, applicants will be required to undertake an assessment of their aptitude (aptitude test).

Aptitude tests take place in September (dates will be published on the website and applicants will be notified). If the applicant is ill or injured on the day of the test, the Academy must be contacted and an alternative day may be offered.

Following completion of the aptitude test, applicants will be informed, in writing, prior to 31<sup>st</sup> October, of their ranking in Sport and/or Performing Arts.

### **Selective Admission (Aptitude Tests)**

Applicants can do **one** or **both** aptitude tests. The tests involve the following:

#### ***Performing Arts***

Applicants are required to partake in a teacher-led Performing Arts workshop. The workshop will allow applicants to explore a given stimulus and will give them the opportunity to realise their response to this musically, dramatically, vocally or through movement. Applicants will be placed in randomly selected groups on arrival where they will be introduced to a stimulus and, overseen by the workshop leader, devise a short performance. During the workshop, applicants will have the opportunity to work independently and collaboratively to develop a piece which they will perform. During the workshop, staff will interact and feedback to applicants as they move towards their performance. Staff will look for evidence of engagement with the stimulus material, imagination and flair when expressing themselves musically, dramatically, vocally or through movement and how they connect with an audience.

Applicants will be assessed using the grade descriptors below.

Score	Grade Descriptors
1-5	Can respond to stimulus with support. Can respond to feedback. Can perform in front of an audience.
6-10	Can respond to stimulus independently. Can respond to feedback appropriately. Can perform and connect with an audience.
11-15	Can respond to stimulus independently showing imagination and creativity. Can respond to feedback effectively, making modifications independently. Can perform and connect confidently with an audience.
16-20	Can respond to stimulus conceptually, creating and expressing ideas using a variety of mediums. Can respond to feedback effectively making modifications, analysing, reflecting and critiquing their own performance. Can perform and connect confidently with an audience demonstrating style and flair.

Each applicant will receive a score from 1-20 based on the grade descriptors. Applicants will be **ranked** according to their score. The 11 applicants with the highest rank, will be offered a place. If an applicant with a rank within the 11 places available does not take up a place, the place is awarded to the next highest ranked applicant. Where there is more than one applicant with the same score, the ranked position for these applicants is determined by **random allocation**.

## Sport

Applicants are required to take part in a games-related warm-up and then be assessed in the following 4 sport-related components of fitness.

Area	Test	Test Administration	Attempts
Agility	Zig-Zag Ball Run	The applicant will complete a zig-zag, diagonal run set out by markers, whilst simultaneously dribbling a basketball.	1 (x1 practice)
Power	Ball Throw	The applicant will throw a rounders ball as far as they can. The distance of that throw will be recorded.	3 (best effort scored)
Speed	50m Dash	The applicant will be timed over a 50-metre straight line sprint.	1
Cardiovascular Fitness	Bleep Test	Markers are placed 20 metres apart and applicants must run in between the markers in time with the beeps. As the test continues, the time between beeps is reduced. Should an applicant fail to make the marker in time with the bleep, they will be given a warning. The applicant is removed from the test on the 3 <sup>rd</sup> consecutive warning.	1

Applicants will be assessed on a scale of 1-5 for each activity using the grade matrix below.

### Male Applicants

Activity	Unit	5	4	3	2	1
Agility	Time (sec)	Less than 12.5	12.5-13.1	13.2-13.8	13.9-14.5	More than 14.0
Power	Distance (m)	More than 33.0	32.9-29.0	28.9-25.0	24.9-21.0	Less than 21.0
Speed	Time (sec)	Less than 7.7	7.7-7.9	8.0-8.2	8.3-8.5	More than 8.5
Cardiovascular Fitness	Level	More than 11.0	11.0-10.0	9.9-8.0	7.9-7.0	Less than 7.0

### Female Applicants

Activity	Unit	5	4	3	2	1
Agility	Time (sec)	Less than 14.1	14.1-17.0	17.1-20.0	20.1-23.0	More than 23.0
Power	Distance (m)	More than 22.0	21.9-20.0	19.9-18.0	17.9-15.0	Less than 15.0
Speed	Time (sec)	Less than 8.0	8.0-8.3	8.4-8.7	8.8-9.1	More than 9.1
Cardiovascular Fitness	Level	More than 10.0	9.0-8.0	7.9-7.0	6.9- 6.0	Less than 6.0

Each applicant will receive an aggregate score from 4-20. Applicants will be **ranked** according to their score. The 11 applicants with the highest rank, will be offered a place. If an applicant with a rank within the 11 places available does not take up a place, the place is awarded to the next highest ranked applicant. Where there is more than one applicant with the same score, the ranked position for these applicants is determined by **random allocation**.

## Random Allocation

In the case of oversubscription in any one criterion (with the exception of criterion 3) places are allocated **randomly**.

The principle behind random allocation, in the context of oversubscription in any one criterion, is that it provides all applicants with an **equal** chance of obtaining a place.

The random allocation process is organised by the Vice Principal using computer software (the random number function in Excel) and supervised by an individual independent of the Academy.

In the case of criterion 3, applicants are ranked according to their aptitude. The 11 applicants with the highest rank in Sport and Performing Arts are offered a place. If an applicant with a rank within the 11 places available does not take up a place, the place is awarded to the next highest ranked applicant. Where there is more than one applicant with the same score, the ranked position for these applicants is determined by **random allocation**. On each occasion where one of the 11 places is not taken up, and where there is more than one applicant with the same score, random allocation is applied.

## Over and Under Age Applications

For admissions into Year 7, an applicant is 'under age' if he or she will be under 11 years of age on 31<sup>st</sup> August immediately prior to admission in September.

The Academy will support any over or under age application where the Academy is satisfied that the child should continue to be educated out of the normal age group.

The process for requesting admissions for children outside their normal age group is as follows:

Parents should address their request in writing to **Admissions, The Eastwood Academy, Rayleigh Road, Leigh-on-Sea, Essex, SS9 5UU** or e-mail [Admissions@eastwood.southend.sch.uk](mailto:Admissions@eastwood.southend.sch.uk) indicating the reasons for their request with any relevant supporting evidence. The Academy will then make a decision on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parents' views; information about the child's academic, social and emotional development; where relevant their medical history and the views of a medical professional; whether they have been previously educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

Where a request for an out of age group admission is agreed, meaning that the child could be admitted to Year 7, such an application will be processed as part of the main admissions round unless the parental request is made too late for this to be possible, and on the basis of the determined admissions arrangements only, including the application of oversubscription criteria where applicable.

Parents have a statutory right of appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not their preferred age group.

A parent cannot appeal against refusal of an 'out of normal age group' application.

Applications at the normal transition point should be made through – [SBC Admissions](#)

In-year applications should be made through the Academy – [In-Year Admissions](#)

## Waiting Lists

Where the Academy receives more applications than there are places available, a waiting list will be created. In line with paragraph 2.14 of the *School Admissions Code*, children will remain on the waiting list until 31<sup>st</sup> December. If parents wish for their child to remain on the waiting list after 31<sup>st</sup> December, they will need inform the Academy in writing or complete an in-year application.

A child's position on the waiting list is determined solely in accordance with the admissions criteria. Excluding criterion 3 (refer to the paragraph below), if a place becomes available, it is offered to the child who is ranked highest in the admissions criteria. Where there is more than one child in the highest ranked criterion, random allocation is applied. Random allocation is applied **every** time a place becomes available, unless there is only one child in the highest ranked criterion, in which case a place is offered to the child.

Since there is a cap on the selective admissions (aptitude) of a maximum of 10% of the PAN, a child on the Sport or Performing Arts waiting list under criterion 3 would only be offered a place under the following circumstances:

- a) Where there were no children on the waiting list under criterion 1 or 2, in priority order; **and**
- b) Where a place becomes available as a result of a child leaving the Academy who initially (at the normal transition point) obtained a place through criterion 3.

Children on the waiting lists under criterion 3 will be ranked according to their score. The highest ranked child for the particular aptitude for which a place had become available would be offered a place. Where there is more than one child with the same score, the ranked position for these children is determined by random allocation.

## Appeals

All applicants refused a place have a right of appeal to an Independent Appeal panel (IAP) constituted and operated in accordance with the *School Admission Appeals Code*.

The timetable for the appeals process for 2024-25 was published on the website by 28<sup>th</sup> February 2024 - [Year 7 Admissions](#).

With applications made in the normal admissions round, appeals must be heard within 40 days of the deadline for lodging appeals.

The *School Admission Appeal Code* prescribes that applicants are entitled to one appeal per academic year per school. Therefore, the decision of the IAP applies to the whole of the academic year for those children changing schools in September and the remainder of the academic year in all other cases. However, if there has been a material change of circumstances since the appeal an applicant can apply again and, if the Academy agrees that there has been a material change of circumstances but still fails to offer a place, that applicant would be permitted a second appeal.

## In-Year Admissions

In-year arrangements are published on the website by 31<sup>st</sup> August - [In-Year Admissions](#).

Any application for a school place made on or after the first day of the academic year will be considered as an in-year application.

As permitted by law, parents can make an application at any time, to any school, outside the normal admission cycle. If a place is available, it will be offered. Where a place is not available, the applicant will be refused and added to the waiting list. Waiting lists close on 31<sup>st</sup> December of any given year. New waiting lists will remain open until 31<sup>st</sup> August. Waiting lists from previous years are not rolled over to the following academic year - parents are required to make a new application.

To apply for a Year 7 school place after the normal admission cycle, or for admission into Years 8-11, parents will need to complete an [In-Year Application Form](#) which is available from the website – [In-Year Admissions](#).

Applications in the current school year are processed within a maximum of 15 school days.

As required by the *School Admissions Code*, parents will be notified within 10 school days of the outcome of their application and will be sent a written outcome, with a reminder of the right of appeal, within 15 school days.

All In-year applications and the outcome are reported to the Local Authority within two days.

Unsuccessful applicants have the right to appeal to an Independent Appeal Panel (IAP). In such instances, parents should e-mail [admissions@eastwood.southend.sch.uk](mailto:admissions@eastwood.southend.sch.uk) Appeals must be lodged within 20 school days of the date of the outcome letter.

For applications for in year admissions, appeals must be heard within 30 school days of the appeal being lodged.

## Definitions

Term	Definition
<p>Looked after children and children who were previously looked after</p>	<p>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.</p> <p>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.</p> <p>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.</p> <p>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).</p> <p>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.</p> <p>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).</p>
<p>Children with Education, Health and Care Plans (EHCPs)</p>	<p>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.</p>
<p>Children who have a sibling on roll at the Academy at the time of application</p>	<p>By definition, a sibling is a child who lives as a brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers or sisters. The 'same house' is considered to be the address at which the child resides on a permanent basis. Where a child lives with parents with shared parental responsibility, each for part of a week, if the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week. If it is claimed that a child spends an equal amount of time at separate addresses during the school week, the parents will need to provide a signed affidavit, medical registration certificate or other legal document to confirm the child's usual place of residence.</p> <p>During the process for the main transfer to Year 7 (normal transition point), in the exceptional situation where a sibling of a multiple birth or sibling born in the same school year is refused a place, in order to keep family members together, the additional children will be admitted even if this results in the admission limit for the year group being exceeded.</p>
<p>Selective admission (aptitude)</p>	<p>Children are granted selective admission (in respect to their aptitude in Sport and/or Performing Arts) up to a limit of 10%. Parents of children with an aptitude in these areas are invited to complete a Supplementary Information Form (SIF) and the children will be required to undertake an assessment of their aptitude (aptitude test).</p>



Children of Staff	<p>Children will be ranked in this admission criteria if they are children of staff at the school under the following circumstances:</p> <p>a) Where the member of teaching staff (including, staff that are at the school in positions, such as: 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:</p> <p>b) The member of staff is recruited to fill a vacant post for which there is a demonstrable specialist skill shortage and/or:</p> <p>c) 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.</p>
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**Supplementary Information Form (SIF)  
September 2024 Entry**

Child Details		
Surname:	<div style="border: 1px solid black; width: 100%; height: 100%; display: flex; align-items: center; justify-content: center;"> <span style="font-size: 2em;">PHOTO</span> </div>	
Forename:		
Middle Names:		
Date of Birth:		
Parent Details		
Surname:	Forename:	Telephone:
Address (including postcode):		
Email:		
Aptitude (Place a X in <b>one</b> or <b>both</b> boxes)		
Sport	Performing Arts	
<b>Please return this completed from by 1<sup>st</sup> September 2023</b>	<b>Admissions</b> <b>The Eastwood Academy, Rayleigh Road</b> <b>Leigh-on-Sea, Essex, SS9 5UU</b> <a href="mailto:Admissions@eastwood.southend.sch.uk">Admissions@eastwood.southend.sch.uk</a>	
Declaration		
I confirm, to the best of my knowledge, that the information contained in this SIF is correct.		
Signed:	Date:	