



Is your child going to secondary school in September 2012?

Closing date for applications: 31 October 2011
Apply online at: www.essex.gov.uk/admissions



Key information to remember

- Apply on time – the closing date is 31 October 2011
- Read the booklet Secondary Education in Essex 2012/2013 which is available at www.essex.gov.uk/admissions or call 0845 603 2200 for a copy
- Think carefully about which schools you want to apply for and put them in the order you really want
- Aim to use all 4 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 it and send it to the school on time
- Tell us immediately in writing or by email about any change of address and send us evidence (do not just change your address on your online application)

Key dates

3 September 2011

Online applications open.

September/October 2011

Secondary schools hold Open Days or Evenings. Dates and times are in the Secondary Education in Essex 2012/2013 booklet on the website at www.essex.gov.uk/admissions or contact the school for more information.

31 October 2011

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

1 March 2012

Secondary allocation day. If you apply online you will receive an email showing your allocated school and you can log in to the website to see your allocation.

Dear parent or guardian

This is a very important time if your child is currently in Year 6 at primary or junior school. You need to make an application for a secondary school place for September 2012.

We encourage you to apply online at **www.essex.gov.uk/admissions** at your convenience by 31 October 2011.

The benefits are:

- the online system is open 24/7 during the application period
- you will receive an email confirmation of your application
- you can make changes to your preferences online until the closing date
- you will receive the result of your application by email on offer day
- you can access details of all Essex maintained schools and academies and their admission policies
- you can see a full copy of the Secondary Education in Essex 2012/2013 booklet with detailed information about the application process

Yours sincerely,

Councillor Stephen Castle

Cabinet Member for Education and the 2012 Games

Please note:

To find out all you need to know please go to **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 **0845 603 7628** and you will need your library card number). You could also use an Internet Café or a work computer (with permission). Some schools may be able to offer facilities.

A full copy of the Secondary Education in Essex 2012/2013 booklet and a downloadable application form is available from our website **www.essex.gov.uk/admissions**. If you need a hard copy please phone **0845 603 2200** or email **admissions@essex.gov.uk**.

For all enquiries about the school admissions process please either call: **Contact Essex on 0845 603 2200 or email: admissions@essex.gov.uk**.

Making your application

If you live in the Essex County Council area (you pay your Council Tax 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.

To apply, please log onto www.essex.gov.uk/admissions to submit an online application. If you need a paper form, you can download one from this link or call **0845 603 2200** to request one.

We recommend that you read the Secondary Education in Essex 2012/2013 booklet as it contains detailed information about the application process. It is available online at 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 2012/2013 booklet** on www.essex.gov.uk/admissions or by contacting the school directly. Where the school has a SIF, it can be downloaded from our website by selecting the individual school and then the Supplementary Information Form 2012/13. The forms must be returned directly to schools where one is required, but you must complete the Council's common application form, either online or on paper.

Grammar Schools

For the selective grammar schools, you must name these schools on the common application form you submit to the Council. You must also complete the SIF for these schools and send it to the Consortium of Selective Schools in Essex (CSSE) so that arrangements to sit the 11+ test can be made.

Closing Date

The closing date for applications is 31 October 2011. 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.

Details of open days and evenings are published in the Secondary Education in Essex 2012/2013 booklet which you can see via www.essex.gov.uk/admissions or you can call schools directly to find out when they are.

Choice Advice

Throughout September and October 2011 parents who find the application process difficult to understand can get independent advice from the Choice Advice Service. Advisers do not take decisions for parents and cannot guarantee a place in a particular school but they can help parents to make informed decisions about which schools might best meet their child's needs. Please contact 0845 603 2200 and ask for the Choice Advice Service or email choice.advice@essex.gov.uk.

Your preferences on your application

It is up to you what schools you place on your application and the order you place them in.

You should put the schools in the order you really want them because a place will be offered at the highest ranked preference that can be met when considered against the admission criteria for the schools.

We strongly recommend you use all of your 4 preferences to give yourself maximum opportunity to be considered for a place at a school you want. We also recommend that you list your local (priority admission area) school, if you have one, as one of your preferences to help avoid a situation where you might be offered a place at a school several miles from your home. However applying for your local school does not guarantee that an offer of a place will be made.

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.

Changing your preferences on your application

You can change your preferences on your online application (or if you have sent in a paper form instead) up to and including the closing date. After this, a change will normally only be accepted if there is a genuine reason for the change and any change request must be submitted in writing.

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 have moved from the address to which we sent your letter or you are moving before the end of the application process please see 'Moving House' below.

The Council requests proof of address from a random sample of applicants and in other cases as appropriate. It is vital that we have the correct home address details. Places allocated on the basis of a false address will be investigated and withdrawn where relevant.

Moving House

If you move house before or during the admissions process, you must tell us immediately by email or by letter and provide evidence of your new address. 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 is contained in the Secondary Education in Essex 2012/2013 booklet which you can see at www.essex.gov.uk/admissions.

How applications are considered and places allocated

All applications for schools have to be considered against the admission arrangements and oversubscription criteria for each school. These are shown in the Secondary Education in Essex 2012/2013 booklet which you can view on our website www.essex.gov.uk/admissions. Detailed arrangements can be viewed online by selecting the individual school and viewing their admission policy for 2012/2013.

The priority given for admission to each school for siblings is detailed against each school's policy too. There is **no guarantee** that siblings can always go to the same school – you should check the policy for each school you apply for.

Each school has a Published Admission Number (PAN) which you can check in the Secondary Education in Essex 2012/2013 booklet. This is the number of places available to be offered.

All applications are ranked against the criteria for each school and places offered to the highest ranking applicants against the policy, up to the PAN. Parents are offered a place at the highest preference that can be met.

Late Applications

Applications made after the closing date of 31 October 2011 will be treated as late and therefore 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. It is absolutely vital you apply on time.

It will not be possible to treat any application received after 9 January 2012 as on time.

Appeals

If you are refused a place at a school of your preference, you will have the right to appeal to an independent panel for a place.

There is no guarantee of success with any appeal and full details about how to appeal will be made clear in the decision letter that is posted on 1 March 2012.

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 County Council policy. The policy is published on our website www.essex.gov.uk/schooltransport and further details are available in the Secondary Education in Essex 2012/2013 booklet.

In short, children will normally only qualify for free school transport if they live more than 3 miles from, and attend the nearest or designated school to the home address, measured by the nearest 'available' walking route. An available route is one where it is considered that a child may walk in reasonable safety, accompanied as necessary. For children from low income families, this right is extended to provide transport to one of the three nearest schools to your home address which is between 2 and 6 miles from the home.

This booklet is issued by

Essex County Council School Planning and Admissions.

You can contact us in the following ways:

By post:

School Planning and Admissions
Schools, Children and Families Directorate
Essex County Council, PO Box 4216
Chelmsford CM1 1GS

By telephone:

0845 603 2200

By fax:

01245 436739

By email:

admissions@essex.gov.uk

Applications using the online system are welcome

Visit our website:

www.essex.gov.uk/admissions

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

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