



*Believe, Succeed, Together*

## **Admission Arrangements**

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

The PAN or admission limit is **220** pupils for the academic year 2022-2023.

*The PAN was 220 for Year 7, Year 8, Year 9 and Year 10 and 200 for Year 11.*

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 where the member of staff has been employed for two or more years at the time at which the application is made and/or the member of staff is recruited to fill a vacant post for which there is demonstrable skill shortage.
6. Children living outside the Academy's catchment area.

### **Children with an EHCP**

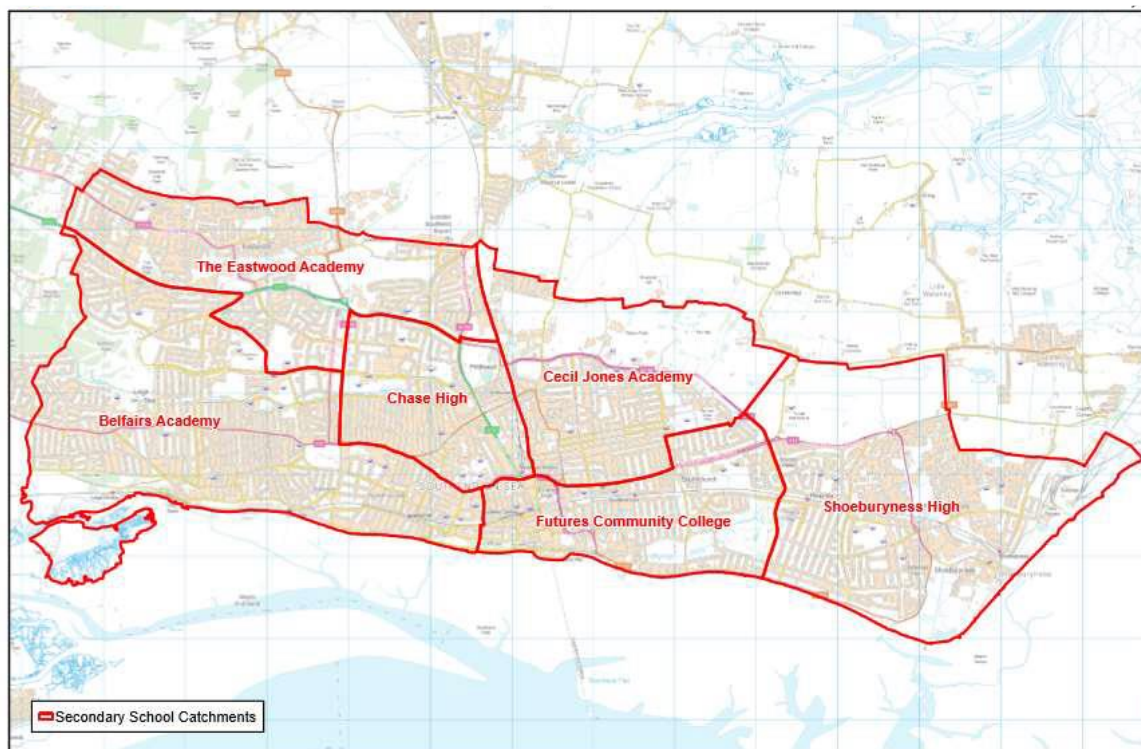
*Children with an EHCP follow a different process for admission. If the Academy is named in the Statement of Special Educational Need or EHCP, it must admit the child.*

Click here for further information –

<http://www.southend.gov.uk/info/200225/childrenwithdisabilities/290/specialeducationalneeds>  
<http://www.southendinfopoint.org/kb5/southendonsea/fsd/localoffer.page>

## Catchment Area

The Academy's catchment area covers Eastwood Park and St Lawrence ward and parts of Belfairs, Blenheim and Prittlewell wards.



Click here for a detailed map of the Academy's catchment area -

[Map of Catchment Areas for Secondary Schools](#)

Click here for a 'look-up postcode' list –

[http://www.southend.gov.uk/downloads/file/3561/catchment\\_area\\_postcode\\_look\\_up\\_table](http://www.southend.gov.uk/downloads/file/3561/catchment_area_postcode_look_up_table)

## 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 bleeps. As the test continues, the time between bleeps 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
<b>Agility</b>	Time (sec)	Less than 12.5	12.5-13.1	13.2-13.8	13.9-14.5	More than 14.5
<b>Power</b>	Distance (m)	More than 36.0	35.9-32.0	31.9-28.0	27.9-24.0	Less than 24.0
<b>Speed</b>	Time (sec)	Less than 7.7	7.7-7.9	8.0-8.2	8.3-8.5	More than 8.5
<b>Cardiovascular Fitness</b>	Level	More than 12.0	12.0-11.0	10.9-9.0	8.9-8.0	Less than 8.0

#### *Female Applicants*

Activity	Unit	5	4	3	2	1
<b>Agility</b>	Time (sec)	Less than 14.1	14.1-17.0	17.1-20.0	20.1-23.0	More than 23.0
<b>Power</b>	Distance (m)	More than 22.0	21.9-20.0	19.9-18.0	17.9-15.0	Less than 15.0
<b>Speed</b>	Time (sec)	Less than 8.0	8.0-8.3	8.4-8.7	8.8-9.1	More than 9.1
<b>Cardiovascular Fitness</b>	Level	More than 10.0	10.0-9.0	8.9-8.0	7.9-7.0	Less than 7.0

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 the Local Authority – click below.

[https://www.southend.gov.uk/info/200176/school\\_admissions\\_and\\_home\\_education/47/secondary\\_school\\_admissions](https://www.southend.gov.uk/info/200176/school_admissions_and_home_education/47/secondary_school_admissions)

In-year applications should be made through the Academy – click below.

<http://www.eastwoodacademy.co.uk/index.php/admissions/in-year-applications>

### **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*.

Click below for an appeal form and timetable for the appeals process -

<http://www.eastwoodacademy.co.uk/index.php/admissions/year-7-applications>

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

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.

Click below for an in-year application form -

<http://www.eastwoodacademy.co.uk/index.php/admissions/in-year-applications>

## Definitions

Term	Definition
Looked after children and children who were previously looked after	Looked after children refers to children who are in the care of local authorities as defined by section 22 of the Children Act 1989. In relation to school admissions legislation, a 'looked after child' is a 'child in public care at the time of application to the school'. Any reference to previously looked after children means children who were adopted (or became subject to a special guardianship order or child arrangement order) immediately following having been looked after.
Pupils who have a sibling on roll at the Academy at the time of application	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. 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.
Selective admission (aptitude)	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).



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**Supplementary Information Form (SIF)  
September 2022 Entry**

Child Details		
Surname:		
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 2022</b>	<b>Admissions</b> The Eastwood Academy, Rayleigh Road Leigh-on-Sea, Essex, SS9 5UU <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:	