

Essex School Admissions 2021



Dear families,

We are approaching the time of year when you will need to start considering your child's school application for September 2021. The school applications process is the sole responsibility of a child's parent and you will not be reminded by the local authority to complete and submit your application. You can find full details and application guides on the Essex School Admissions website (<https://www.essex.gov.uk/apply-for-a-primary-school-place>), but to get you started I have some key information, dates and links to share with you.

Key Dates:

9th November 2020 – Online application opens

15th January 2021 – Closing date

16th April 2021 – School offer sent to parents

St Tereza's Show around for prospective parents

Wednesday 25th November - **3.30-4pm** or **4.15-4.45pm** or **5.00 - 5.30pm**.

(Parents must book to attend via the school office 01268 553502 as places are limited due to social distancing.)

Where to start

Choosing the right school for your child is of paramount importance to all parents or guardians. You will want to look at securing a placement that fits both the needs of your child and those of your family. You may wish to consider some of the following when picking your 4 school choices:

- Check your address against the priority admission area (catchment)
[https://secureweb1.essex.gov.uk/CAS/Priority-Admissions-\(Catchment\)-Area.aspx](https://secureweb1.essex.gov.uk/CAS/Priority-Admissions-(Catchment)-Area.aspx)
- Check the school's admissions policy (They are unique to each school).
- Check school Ofsted reports.
- Talk to other parents who you know that attend the school already.
- Making visits (Given the current climate with regards to ongoing social distancing measures, you will need to contact the school directly to discuss how they are planning to host school visits).
- Wrap around care provision – If you need a school that offers a before/after school club don't forget to find out these details from individual schools too (Also, if you are planning to use an independent before/afterschool club you will need to check with them which schools they drop off to/pick up from.).

How to apply

Once you have picked 4 schools you will need to decide if you are going to apply online or via post, you cannot do both! If applying by post you will receive a confirmation of receipt within 10 days, if you do not receive this then **you must** contact Essex School admissions. Online application submissions can be viewed via the admissions portal.

- Online - you can apply online at <https://educationportal.essex.gov.uk/CitizenPortal/en/Account/Register>
- Post – You can print a hard copy from the back of the ‘Primary Education in Essex Booklet’ which can be found online <https://www.essex.gov.uk/admissions-booklets-policies-and-forms/admission-booklets> or you can request a copy from the local authority.
- It is advisable that you fill all four choices to give you the best chance of getting a school of your preference (although it is still not guaranteed). It is sensible to pick 4 schools that you best fit the admissions criteria. Only applying for one school will not increase your chances of securing a place.
- Places are not considered on a first come first served basis, but it is strongly recommended that you submit your application with plenty of time, especially if doing so by post.
- Some schools will require extra information in order to rank your application against their criteria (e.g Schools of a religious character such as St Teresa’s), these schools will ask you to complete a supplementary information form (SIF). This will be made clear in the school’s admissions policy which you should read. A SIF alone will not be considered as an application form.
- Late applications received after the deadline of 15th January 2021 will not be considered until all on time applications have been processed. If you are late applying and there are no spaces available at your chosen schools, you will be offered a place at the closest school in the county with availability.
- You can change your preferences on your online application by logging into your account and resubmitting your amended choices. Any amendments made after the 15th January 2021 deadline will not be considered in the first round of applications and your original (if submitted on time) choices will stand.

Common questions & answers:

Q1. We are moving home and want to apply for a school in the catchment area of our new address.

A1. Proof of an exchange of contracts or a copy of a signed tenancy agreement can be provided by 5 February 2021.

Q2. My child has a sibling(s) already at the school, will they automatically get a place?

A2. No, although siblings do fall under most school's priority admission criteria. You will need to check with this with individual school prior to application.

Q3. My child has a place at the Nursery class attached to the school, will they automatically get a place at that school?

*A3. No, children attending nursery classes **will not** automatically get a place at the school and will need to apply through Essex school admissions.*

Q4. My child lives at the same address as a cousin or friend already attending a school, will they get the same admission priority as siblings?

A4. No, a relevant sibling is a child who has a brother, sister, adopted brother or sister or stepbrother or stepsister living in the same family unit, in the same family household and address, who attends the preferred school in any year group excluding the final year.