



Admissions Criteria

September 2027/28

Version:	1.0
Status:	Proposed for consultation
Date Determined:	Proposed for consultation
Applicable to:	New admissions
Author:	RMI
Checked by:	Chair of The Loxford School Trust

**Loxford School Trust (MAT) for
CECIL JONES ACADEMY ADMISSIONS CRITERIA FOR SEPTEMBER 2027/28**

Chief Executive of MAT: Anita Johnson OBE

Headteacher: Richard Micek

Address: Eastern Avenue, Southend on Sea, SS2 4BU

Tel: 01702 440000

E-mail: enquiries@ceciljones.net

Website: www.ceciljonesacademy.net

Published Admission Number: 220

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 the academy; places will be allocated using the admission criteria as below. Admission Criteria apply for admission to all year groups for this year. Admission Criteria will not apply to children with a statement of special educational needs (SEN) or Education, Health and Care (EHC) plans as the plan/statement names the school and therefore the child must be admitted to the named school. The admission criteria are listed below with explanatory notes following:

Over Subscription Criteria:

1. Looked after children and previously looked after children*
2. Pupils who have a sibling attending the academy
3. Pupils who live in the catchment area
4. Pupils of staff at the academy
5. Pupils who live outside the catchment area

For all criteria please see explanatory notes below:

Explanatory notes:

***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. 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). 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 (EHCP):

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. Further information can be found on:

[Special Educational Needs and Disabilities \(SEND\)](#) and [Local Offer](#)

Siblings:

A sibling is a child who will have an older brother or sister still at the academy at the time of admission. (A sibling of the same parents, will be considered to be a brother or sister whether living at the same address or not. Fostered and adopted children and step, or half brothers and sisters, living at the same address will all be classed as siblings.)

Pupils of staff at the school:

Children will be ranked in admission criteria 4, if they are children of staff at the school in either or both of the following circumstances:

- a. Where the member of teaching staff (including, staff that are at the school in positions, such as: Senior Leadership Team/level, Achievement Team Leader, Curriculum Team Leader, Office Manager or SENCo) has been employed at the school for two or more years at the time at which the application for admission to the academy is made; and/or
- b. The member of staff is recruited to fill a vacant post for which there is demonstrable skill shortage; and
- 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.

Distance and Tie Break:

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 for the main round and google maps for in-year admissions. 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 / Academy Board). In the case where the last child offered is a twin or sibling of a multiple birth sibling both 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 academy not 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.

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 outside the usual age group):

For admissions into year 7, an applicant is under age if he or she will be under 11 years of age on 31st August immediately prior to admission in September. In accordance with the published Coordinated Admission Scheme, the LA (Southend-on-Sea City Council) will only accept applications from under age applicants who have been registered in year 6 of their primary schools from the first day of the school year in which they apply for a secondary school place. This effectively requires that the decision to promote the child to the year group above his/her chronological age group must be taken by the primary school prior to the end of the summer term in the calendar year in which the child applies for a secondary school place. Confirmation of this is likely to be sought from the headteacher of the primary school concerned by Southend-on-Sea City Council.

An applicant is over age if he or she is 12 years of age or over on 31st August immediately prior to admission in September. Southend City Council will not accept over age applicants for year 7 admissions unless there are verified exceptional circumstances for a child to repeat one of the primary school years, for example, extended illness. Southend-on-Sea City Council will seek verification from the headteacher of the primary school concerned that an over-aged applicant has medically certifiable reasons or some other exceptional reason for being an over-aged applicant. Southend-on-Sea City Council will wish to investigate especially thoroughly the circumstances through which any child is found to be studying in Year 6 for the second time, especially if this should involve an application to sit the CSSE selection tests for a second time. Medical evidence will be required for such applicants.

This will include documenting the following and will be provided to the Academy: -

- of the parent's 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 previously been 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.
- They must also take into account the views of the Headteacher of the school concerned.

The academy will support any over or under age application were the above has been met and the academy is satisfied that the child should continue to be educated out of normal age group.

To request admission out of usual age group applicants must write to the Headteacher with their request. The Headteacher will advise accordingly and will ensure that a formal written outcome is provided.

Appeals:

Parents will also have the opportunity to appeal against the refusal. Parents can apply by submitting an appeal form which available on the academy web site.

Appeals for year 7 are heard according the published timetable and appeals for in-year admissions of 30 days.

In-year applications:

Application for admission during year 7 and for years 8-11 must be made using the academy application form on the website and submitted directly to the academy. Parents can apply for the next school year anytime in the summer term, i.e., after Easter of any given year, and not before.

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 (end June each year). A new application must be submitted to be able to join a waiting list for a new academic year.

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 2 days.

Admission Arrangements:

Prospectuses are available from the academy. The application form used, relating to entry to the academy is the Single Application Form used across the Local Authority. Parents wishing for their child to be considered for entry to Cecil Jones Academy must name the academy as one of their preferences on the form, which will be returned to the Local Authority by the advertised closing date.

The Local Authority follows the process as detailed in the approved admission scheme, published on the Southend City Council website and will make offers of places on the National Offer Day, 1 March 2027. Appeals are held in May and June. Information on admission to the Academy will also be

available from the Southend-on-Sea City Council's annual publication to parents on Secondary School Admissions. Applications for admission to the academy other than for the beginning of Year 7 should be made directly to the academy using the application form available on the website.

Admission at age 16:

Prospective Sixth Form students are encouraged to attend an Open Evening held at the academy in the autumn term. Application details, including a prospectus and more specific course and curriculum information is available on this night and via the academy website. Prospective students will be invited to attend an Induction/Course Taster Programme in the summer term.

We welcome applications from external students. The application form can be found on the sixth form section of the school's website <https://www.ceciljonesacademy.net/1131/application-to-sixth-form>. All external applicants will be invited in for a discussion on their subject application. At present, we have a maximum of 300 students in Post 16, and the number of places available for external candidate can be up to 40 or until we reach the overall limit of 300. Some practical subjects have upper limits based on access to technical equipment. We will endeavour to run additional classes in the most popular subjects to assure choice.

Places on Level 3 courses are offered to applicants who meet the minimum entry requirements.

Minimum requirements:

3 A Levels - Five GCSE Grades 9-4 (Including English and Mathematics)

3 A Levels with an AS Level - Grades 9-7 in all GCSE Subjects

(AS carried forward to a full A Level if successful)

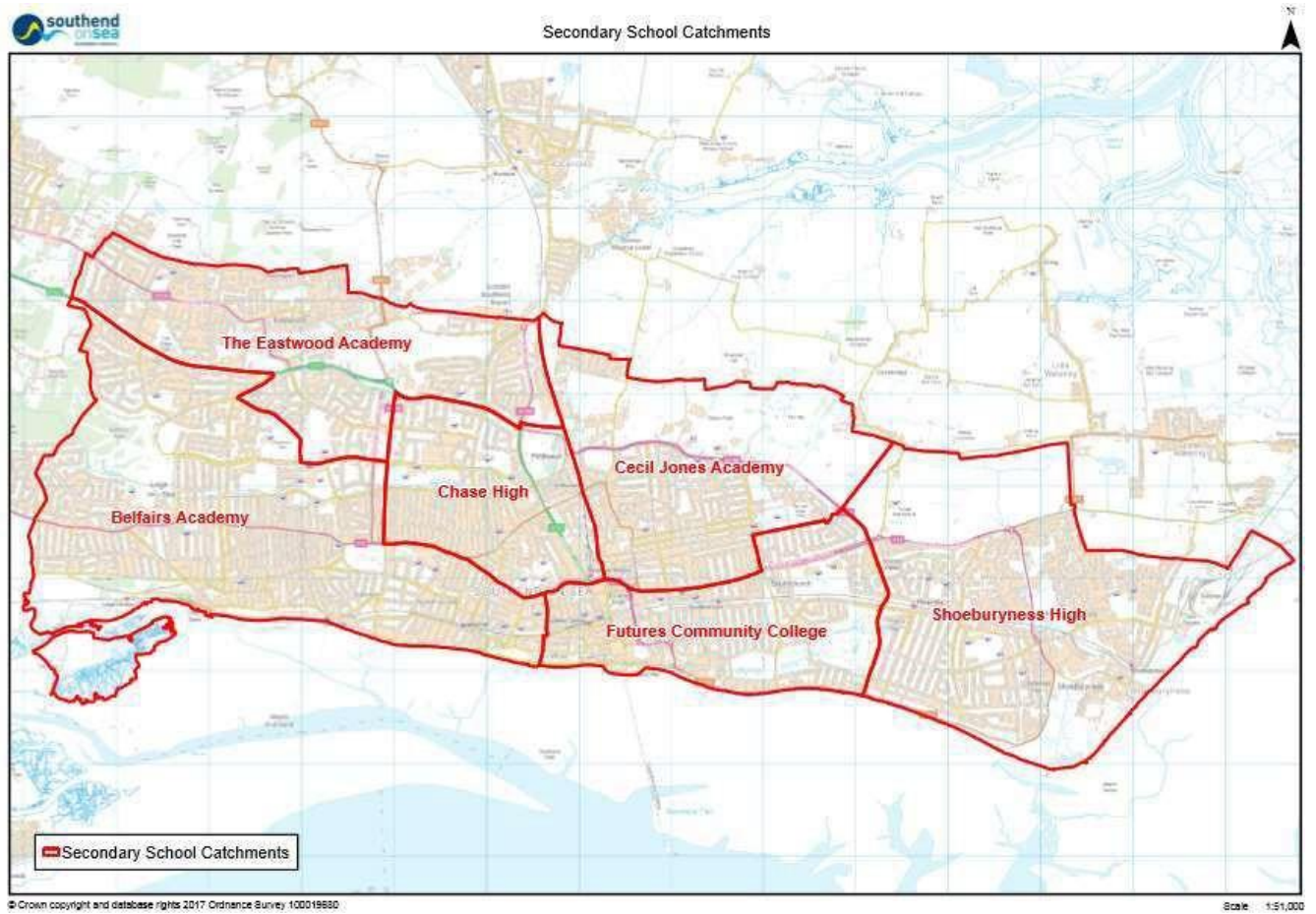
Further information regarding these can be found on our website: www.ceciljonesacademy.net

The academy reserves the right to alter the curriculum and withdraw courses depending on student numbers and staff changes. We guarantee, however, courses run in Year 12 will be continued into Year 13.

In the case of oversubscription, and having met the minimum requirements the following criteria will apply:

1. Looked after children and previously looked after children
2. Current year 11 Cecil Jones Academy students
3. Distance from the academy is measured using the shortest walking distance using public highways between the student's home (including flats) and the student entrance at the front of the academy, as measured by the City Council computerised measuring system, with those living the closest being given priority.

‘A look up postcode list is always available on www.southend.gov.uk/admissions’



Key Dates	Task
XXXXX 2025	Trust approval to consult on proposed Admission Arrangements
XXXX – xxxxxx 2025	Consultation (must be for min of 6 weeks ending by 31 Jan)
28 February 2026 (by this date the latest)	Final Determined Admission Arrangements approved by Trust
By 7 March 2026	Determined Admission Arrangements provided to Local Authority
15th March 2026	Publication of Determined Arrangements on school website
15th March – 15th May 2026	Window for Objections to the School Adjudicator.
14h September 2026	Final arrangements for 2027 are published in the Primary booklet

For administrative record only