



opening doors, unlocking potential



## Hamstel Junior School

### Admission Arrangements 2026/27

Hamstel Junior School is an Academy and forms part of the group of schools under Portico Academy Trust. These arrangements are in line with government legislation and guidance (School Admissions Code) and designed to ensure there is a fair, clear and reasonable admissions procedure for all applicants, and to help guide parents through the application process. These arrangements apply to all admissions, including in-year admissions.

Admission to the main round for reception/starting school can be made to Southend-on-Sea for residents in the borough, parents must apply via their home local authority during the period 14th September 2025 and 15th January 2026. Applications during the school year to all year groups must be submitted to the school admissions team at the Council regardless of where the parent resides.

Application forms and further details are available on

[www.southend.gov.uk/admissions](http://www.southend.gov.uk/admissions)

Published admission limit (PAN) **2026:** 150

### Oversubscription Criteria

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 Hamstel Junior School; places will be allocated using the admission /oversubscription criteria as below. This 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.

1. Looked After children and previously Looked After children\*;
2. Pupils in year 2 at Hamstel Infant School;
3. Pupils who have siblings at the Academy
4. Pupils who live in the catchment area
5. Pupils of staff at the Academy;
6. Pupils who live outside the catchment area;  
(for all criteria, catchment area map and additional information please see explanatory notes and [catchment map](#))

### Explanatory notes

As required by law parents/carers must make a separate application for transfer from Hamstel Infant School to Hamstel Junior School for main entry to year 3. Parents must complete a Southend-on-sea Borough Council Common Application Form (CAF) for applications to year 3 between 14<sup>th</sup> September 2025 and 15<sup>th</sup> January 2026. Pupils cannot be considered under the admission criteria unless an application has been submitted.

\*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](#)

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 \(SEND\)](#)

### [Local Offer](#)

#### [Pupils of staff of the school](#)

Children will be ranked in this admission criteria if they are children of staff at the school under the following circumstances: -

- 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, 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
- the member of staff is recruited to fill a vacant post for which there is a demonstrable specialist skill shortage and
- 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](#)

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. 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 / governing body). In the case where the last child offered is a twin or sibling of a multiple birth sibling both/all 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 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.

## Siblings

Siblings are considered to be a brother or sister, half-brother or half-sister, step-brother or step-sister, adopted brother or sister, living at the same address, who attends the school at the time of application with a reasonable expectation that he or she will still be attending at the time of the proposed admission. In the exceptional situation where one twin or one or two triplets are refused a place, in order to keep family members together and in line with the School Admissions Code 2014, the additional pupil(s) will be admitted even if this results in the admission limit for the year group being exceeded.

## Waiting lists

Children's names will automatically be on the waiting list for schools that are higher on the rank list and for which they do not receive an offer (for years Reception and year 3). Waiting lists for all year groups for the school 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 next academic year – applications only acceptable from the summer term of the preceding year (eg. From May for the Sept academic year).

## Over and Under Age Applications

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group—to reception rather than year 1.

Applications for over or under age applications in-year are handled in line with the School Admissions Code

Such requests for Schools in Southend-on-Sea are directly to the school and the school advises the LA of their decision. Requests for year 6 must have been submitted by the parent and considered by the admission authority before the closing date for applications to year 7, i.e. 31st October of any given year. Admission authorities must make decisions based on the circumstances of each case and in the best interests of the child concerned.

When informing a parent of their decision on the year group the child should be admitted to, the admission authority must set out clearly the reasons for their decision.

In circumstances where a child transfers from another school already 'outside of normal age group', the school and the LA will support any over or under age application where the above has been met and the LA is satisfied that the child should continue to be educated out of normal age group.

## In-year admissions

As permitted by law parents can make an application at any time to any school outside the normal admissions. In year applications for the Academy are administered by the Admissions Team at the Council and further details are available on [www.southend.gov.uk/admissions](http://www.southend.gov.uk/admissions)

## Right of Appeal

Parents unsuccessful in securing a place for their child have the right to appeal to an Independent Admissions Appeal Panel.

Details of how to do this can be found on our school website: <https://www.hamsteljuniors.co.uk/admissions-1/>.

- **Main round appeals (year 3):** Parents can appeal against the refusal for schools for which they did not receive an offer. Appeals must be lodged within 20 school days of the date of the letter. Appeals must be heard within 40 school days of the deadline for lodging appeals. Details of how to do this can be found on the Academy's website. All appeals are considered by an Independent Appeals Panel.
- **Main round appeals (in-year 3-6):** Parents can appeal against the refusal. 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. Details of how to do this can be found on the Academy's website. All appeals are considered by an Independent Appeals Panel.

## Home Address

For all applications, the address used will be the child's habitual normal place of residence as at the closing date for applications, i.e., 15th January (reception and year 3). Changes to address can be accommodated up to a month after the closing date. Where the address change cannot be accommodated within the

reasonable period, parents will be advised, and changes will be updated after all on time applications have been processed.

### Catchment area

Use the directory to search for school catchment areas -  
<https://www.southend.gov.uk/directory/62/school-catchment-area>

The relevant Coordinated Admissions Scheme and Primary Admission booklets should be read in conjunction to the Determined Admission Arrangements for all schools in the Borough of Southend-on-Sea. The Primary Admission booklet contains further details, provides more information and is written to support parents through the rounds.

Hardcopies of this document are available on request from the school or the Council on:  
Council Department for People School Admissions Team Civic Centre, Victoria Avenue Southend-on-Sea, SS2 6ER; Customer Service Centre; Tel: 01702 215000  
Tel: 01702 215007 / 01702 212934 Email: [admissions@southend.gov.uk](mailto:admissions@southend.gov.uk)

Infant, Junior and Primary School catchment areas – Southend-on-Sea

