

Secondary school applications

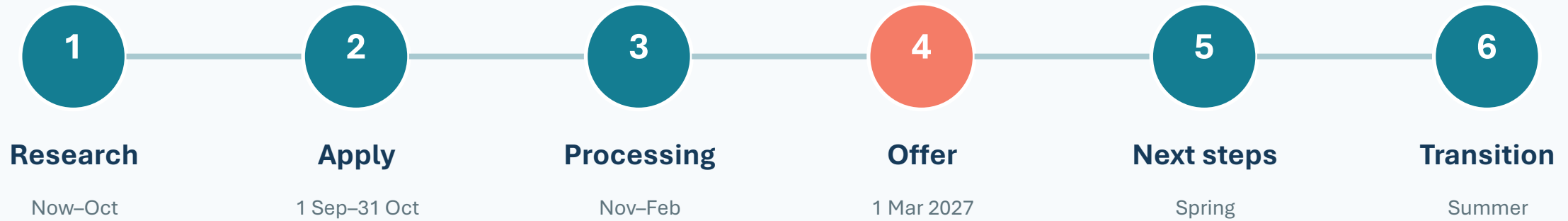
A step-by-step guide for Southend-on-Sea families

Starting Year 7 in September 2027



The process at a glance

Six stages from research to transition



Key deadline

Submit an on-time application by 31 October 2026. National Offer Day is 1 March 2027.

Step 1 • Research your options

Start early and compare schools against your child's needs

Read the admissions booklet

Check each school's published admission arrangements and important dates.

Attend information events

Visit schools, ask questions and consider journey arrangements.

Check your catchment

Catchment can give priority, but it does not guarantee a place.

[Open the 2027 admissions booklet](#)



Step 2 • Check tests and extra forms

Some schools have requirements in addition to the council application

Selective schools

Check registration and testing arrangements for selective places. Do not delay the council application while waiting for results.

Faith schools

Check whether the school requires a Supplementary Information Form and supporting evidence.

Aptitude places

Check whether a separate aptitude test or registration is required by the school.

Important: school-specific forms do not replace the main council application.

Step 3 • Complete the online application

Apply through your home local authority



- 1 Create or sign into your account
- 2 Enter child and address details
- 3 Add up to five school preferences
- 4 Review, submit and save confirmation

[Go to Southend secondary admissions](#)

Step 4 • Put preferences in genuine order

The council matches the highest preference that can be offered

Use all five choices

Using all available preferences gives the admissions team more options to consider.

Rank honestly

Put the school you most want first. Do not try to predict which school is most likely.

Include a realistic option

Southend recommends including your catchment school, while noting that catchment does not guarantee a place.

Step 5 • Submit, save and wait

Keep a clear record of everything you submit

Save your evidence

- Username and password
- Application reference
- Confirmation email or screenshot
- Copies of supplementary forms
- Evidence requested by a school

What happens next

The council checks application details and coordinates with schools and other local authorities before identifying the highest preference that can be offered.

You can amend the online application up to 31 October 2026.

Step 6 • National Offer Day

1 March 2027



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2027

If you are happy with the offer

The offer made on 1 March 2027 is accepted automatically. The allocated school will contact families in due course.

If you are not offered a preferred school

Review the reason, consider waiting lists and check the appeal information. Keep the offered place unless alternative education arrangements are confirmed.

[Read the official offer-day FAQs](#)

After the offer: waiting lists and appeals

Follow official instructions and deadlines

Waiting lists

A child may be placed on waiting lists for preferred schools. Waiting-list position can change as applications are ranked under the school's criteria.

Appeals

Parents have the right to appeal a refusal. Use the council's admissions and appeals pages for the process and deadlines.

Alternative offer

If no preference can be offered, the council may offer the nearest school with a place at the time of allocation.

[School admissions and appeals hub](#)

Parent checklist

Use this before pressing Submit

✓ Address details are accurate

✓ Schools listed in genuine order

✓ Tests registered for

✓ Application submitted by 31 Oct

✓ Five preferences considered

✓ Catchment checked

✓ SIFs completed where needed
(St Bernard's High School, St Thomas More High School and The Eastwood Academy —if out of catchment)

✓ Confirmation saved

FAQs and useful contacts

Keep this slide for reference

Quick FAQs

Can I apply outside Southend? Yes. Apply through the local authority where you live.

How many preferences? Southend recommends using all five.

Do I wait for test results? No. Submit the council application by the deadline.

What if I miss the deadline? Contact the School Admissions Team promptly for guidance.

Do I need to accept the offer? The 1 March 2027 offer is accepted automatically.

School Admissions Team

Email
admissions@southend.gov.uk

Telephone
01702 212934

Post
School Admissions Team
Southend-on-Sea City Council
Civic Centre, Victoria Avenue
Southend-on-Sea, Essex SS2 6ER

[Admissions website](#)

[2027 booklet](#)

[Offer-day FAQs](#)

[Contact portal](#)