

# Southend-on-Sea Borough Council

## Department for People

Director of Learning: Brin Martin

 Civic Centre, Victoria Avenue, Southend-on-Sea, Essex SS2 6ER

 01702 215000

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

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Our ref: SAT/Sec2021/B/P

Your ref:

Date: 07/07/2020

Telephone: 01702 212934

Email: [admissions@southend.gov.uk](mailto:admissions@southend.gov.uk)

Dear Parent/Carer of a year 5 pupil

### SECONDARY SCHOOL ADMISSIONS/TRANSFERS - SEPTEMBER 2021

I am pleased to inform you of the availability of information in regards to the process for transfer between primary/junior schools and secondary school in September 2021. This might seem like an early start however, we aim to provide you with information as soon as possible.

You can now access a copy of the Secondary Admissions Booklet 2021 on the Council's website on the following address

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

As per the last couple of years hardcopies are not provided unless by request. The online version is more 'search friendly' and you can access it at anytime from anywhere. We will provide your current school office with a reference copy soon.

At this stage of the process parents are usually encouraged to research as many secondary schools as possible, obtain their prospectus and read the admission criteria. This year schools are making alternative arrangements to the usual school open days and we encourage parents to visit respective websites to seek further information. You may also find that the checklist on the reverse of the booklet useful as you go through the process.

I would like to extend the offer of translated material. If you have any pupils that require the information in any other language kindly let me know by email on [admissions@southend.gov.uk](mailto:admissions@southend.gov.uk)

I would like to thank you for supporting this effort and would welcome you to contact me or the admission team on 01702 212 934, on Tuesdays or Thursdays between 2-4pm with any queries.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'J Deady', enclosed in a simple oval scribble.

Joanne Deady  
School Admissions Team Leader