

# **SOUTHEND HIGH SCHOOL FOR BOYS**

## **IN-YEAR ADMISSIONS PROCEDURE (for entry after the end of the first term of Year 7)**

Those parents who wish their child to be considered for entry should complete and return an In-Year Application form, which can be found on the school's website ([www.shsb.org.uk](http://www.shsb.org.uk)).

On receipt of a completed In-Year Application Form, applicants will be informed, within 15 school days of the next testing date for the relevant year group. The dates when testing takes place for each academic year are published in advance on the school's website. (There are at least two testing dates for each year group.) Applicants must submit the completed form at least two school weeks prior to the date of testing.

Applicants for the same year group will sit a series of tests at the school. Applicants for entry into Year 7-11 will sit tests in English, Mathematics and Science.

Requests for admission outside of the usual age group ('under age' or 'over age') should be provided in writing to the Headteacher.

There are no specimen papers available in advance of the tests.

Ability in English, Mathematics and Science is indicative of a pupil's ability to cope with the demands of academic subjects in general; therefore, a candidate must score at least in line with the average of our own pupils in the relevant year group in English, Mathematics and Science to be deemed suitable for entry into the year group.

If, based on the test performance, an applicant is deemed *not* to meet the required standard for entry into the relevant year group, the applicant will be refused a place. Such applicants who wish to re-apply must complete and return a new application form; they may apply for testing only once in any academic year.

If, based on the test performance, an applicant is deemed to meet the required standard for entry and there is a vacancy in the relevant year group, the Headteacher will offer a place on behalf of Governors. If there are more applicants deemed to have met the required standard than there are vacancies, then places will be awarded according to the school's published Admissions Criteria for that year group.

If, based on the test performance, an applicant is deemed to meet the required standard for entry into the relevant year group but there are insufficient vacancies,

a waiting list (operated according to the stipulations of the School Admissions Code) will be kept (according to the school's published Admissions Criteria for that year group) until such time as a subsequent application is received from another individual for that year group. For so long as the waiting list is in operation, if a place becomes vacant in the relevant year group, the Headteacher will offer a place on behalf of Governors to the next applicant on the waiting list, according to the school's published Admissions Criteria for that year group.

Any applicant who is deemed to have met the required standard for entry, but nonetheless has been refused a place and therefore appears on the waiting list for so long as it is in operation, will be invited to any subsequent testing date in the same academic year. This does not affect their right to independent appeal following refusal of a place.

Any applicant who is refused a place has the right of appeal to an independent appeal panel. In this event, in the first instance, they should email the Admissions Officer at SHSB on [admissions@shsb.org.uk](mailto:admissions@shsb.org.uk)

Approved by the Full Governing Body on 30<sup>th</sup> September 2025.