




Southend-on-Sea City Council

Director of Education, Inclusion and Early Years: Liz Hunt

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

 01702 215000

 www.southend.gov.uk



Our ref: Yr3_2025
Date: October 2024
Telephone: 01702 212934
Email: admissions@southend.gov.uk

Dear Parent/Guardian,

School Admission Transfers for Year 3 – September 2025

We are writing to inform parents of children currently in Year 2 about the process for transferring to Year 3 in September 2025. Please read the following information carefully:

If your child is currently enrolled in Year 2 at **Bournes Green Infant, Hamstel Infant, Chalkwell Infant, or West Leigh Infant School**, you will need to apply for transfer to the junior school.

All children in Year 2 attending the infant schools listed above must apply to the local Authority, where they pay their council tax to, for transfer to Year 3 in 2025. Please note that the transfer to junior school is **not automatic** — an application is required by law.

If you reside in Southend and pay council tax to Southend-on-Sea City Council, you can submit your application online at www.southend.gov.uk/admissions. This page also provides access to the Primary Admissions Booklet for 2025/26, which contains additional information.

For families residing outside of Southend, please apply through your local council.

The deadline for applications is **15 January 2025**.

Yours sincerely,

The School Admissions Team

T: 01702 212934

E: admissions@southend.gov.uk