THE SWEYNE PARK SCHOOL

How to Apply

The administration of admissions for September 2024 is organised centrally by the local authority.

If you live in **Essex**, you should apply via Essex County Council. Their website for school admissions is www.essex.gov.uk/admissions. This provides access to:

- The secondary school admissions brochure. It is highly recommended that families read this document, which provides a lot of information about the application process.

- The priority admissions area (catchment) postcode finder. This enables you to find out definitively which school's priority admission area you live in.

- An application form. Most applications are made online, although you can also apply by post using a form that can be downloaded from the website. In either case, ensure that you have received confirmation that your application has been received either by email or letter.

You can contact the admissions team at Essex County Council by email to admissions@essex.gov.uk.

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If you live in **Southend**, you should apply via Southend Borough Council. Their website for school admissions is www.southend.gov.uk/school-admissions. This provides access to:

- The secondary admissions booklet. It is highly recommended that families read this document, which provides a lot of information about the application process.

- An application form. Most applications are made online, although you can also apply by post using a form that can be requested from Southend Borough Council. In either case, ensure that you have received confirmation that your application has been received either by email or letter.

You can contact the admissions team at Southend Borough Council by email to admissions@southend.gov.uk or by phone on 01702 212937.

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Whether you live in Essex or Southend, your application must be received by your local authority by **31ST OCTOBER 2023**. This is a national deadline. Applications received after this date will only be considered when all on-time applicants have been allocated places.