



HOW TO APPLY FOR 2027 ADMISSION

Parents and carers seeking a Year 7 place for their child at Brentwood Ursuline Convent High School must submit their applications through the online Essex portal, or via the website of their Local Authority (LA) where you reside.

Please ensure you complete the Common Application Form (CAF) for your home local authority, even if some of your preferred schools are located in different authority areas. Only one form is needed, and the details will be forwarded to the appropriate authorities.

If you are applying for Brentwood Ursuline Convent High School through a Local Authority other than Essex, you will need to change the Local Authority on the online form to view a list of Essex schools and to be able to select Brentwood Ursuline.

It is advisable to keep a copy of your CAF, such as a printed version of the dated online application. You may also want to obtain proof of submission, like a screenshot of the confirmation page or a tracked delivery receipt if submitted by post. This proof could be useful if you need to appeal a decision.

IMPORTANT DATES FOR 2027 ENTRY

- LA Applications can be made from 12 September 2026 until 31 October 2026. All applications received after 31 October 2026 will be treated as late and will only be processed after all on-time applications.
- **IMPORTANT:** If you are applying under a faith category you must complete and return the SIF (Supplementary Information Form). Forms must be returned to Brentwood Ursuline Convent High School before the 31 October 2026. We do not accept applications by email.

APPEALS PROCESS

Applicants who are unsuccessful in securing a Year 7 place for 2027-2028 have the right to appeal to an independent appeals panel. The deadline to submit an appeal is 31 March 2027. Appeals received by this date will be considered on a date to be confirmed. Information on how to appeal, along with the necessary form, can be found via the Essex School Admissions web page. Appeals submitted after this deadline will be heard by the end of the summer term, if possible, or in September 2027. The Local Authority will maintain the waiting list until 31st August 2027, after which it will be managed by Brentwood Ursuline Convent High School.