



Havering
LONDON BOROUGH

DRAFT

Havering 2018/19 Co-ordinated Year 7 (Cohort) Admission Arrangements for all Secondary Schools in Havering (excluding private Schools), the arrangements for In-Year Secondary Admissions.

And

The Admissions Criteria for the Havering Community Secondary School

1 December 2016

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Background

The Local Authority (LA) is required by law to co-ordinate all Junior / Primary (Year 6) to Secondary School (Year 7) admissions (excluding private Schools) within the borough.

This LA is part of the Pan-London Co-ordinated Admissions System. The London Inter Authority Admissions Group (LIAAG) is the Admissions Executive Board and is responsible for the scheme that co-ordinates admissions to Schools across all boroughs. A copy of the scheme can be viewed on the Havering School Admissions website

www.havering.gov.uk/admissions/2018-19.

The co-ordinated system is in place to ensure parents receive only one offer of a School place for their child.

When should parents/carers apply for a 2018 Year 7 School place

If your child was born between **1 September 2006** and **31 August 2007** they will start Secondary School in **September 2018**.

Applying for a place at a Secondary School or Academy.

Only legal guardians with parental responsibility are entitled to make an application for a child's School place. A guardian is defined as a parent or carer who has legal responsibility for the child this includes a person who is named legally through a Court Order.

Applications will only be discussed in the first instance with the person /people named on the online application form. If a person not named on the form can provide evidence that they have parental responsibility, and the applicant cannot provide any legal reason as to why the person not named on the application cannot receive information relating to the application, then information will be disclosed to the person not named on the application.

Parents/carers residing in Havering should complete the Common Application Form (CAF) online via the eAdmissions website (www.eadmissions.org.uk). Parents who are unable to complete the CAF online will be able to visit the Public Advice & Service Centre (PASC) based in Romford's Liberty Shopping Centre on Monday, Wednesday or Friday mornings (between 9:30 and 12:30) where Admissions Staff will be able to assist with this online process. All applications **must** be submitted by the **31 October 2017**.

Parents/carers may list up to 6 preferred Schools that they wish their child to be considered for within or outside Havering and rank them in order of preference. Should parents/carers wish their children to be considered for any Voluntary Aided Denominational Schools or an Academy / Free School, they need to ensure these Schools are also included on the CAF.

Where Parents/carers apply for places at a Voluntary Aided Denominational School or an Academy / Free School (in or outside Havering) they may need to complete a Supplementary Information Form (SIF) for each of these Schools / Academies. These forms must be submitted direct to the School / Academy concerned with any documents that the School requests by the closing date. The SIF forms will be available directly from the relevant School.

Havering residents wanting a School in a different Local Authority (LA)

Havering residents who wish their child to be considered for a School in another Local Authority must name these Schools on the online CAF. If parents/carers apply for places at Voluntary Aided Denominational, Foundation, Academy or Free Schools outside of Havering they may be required to complete a SIF for each of these Schools and submit them direct to the School concerned with any documents that the School requests by the closing date **31 October 2017**.

Parents who do not live in Havering but are requesting a Havering School

Each Local Authority (LA) is responsible for providing education or training to children of School age (five to eighteen) living in their LA.

Parents/carers not resident in Havering will need to ensure they read the admissions booklet from their own LA as well as the Admissions Criteria for the Havering School/s they wish to apply for. Parents/carers must complete their own Local Authorities Common Application Form (CAF), listing the Havering School/s and complete any relevant Supplementary Information Form (SIF) required before the closing date of **31 October 2017**.

Voluntary Aided Denominational, Foundation, Academies and Free Schools

Voluntary Aided Denominational, Foundation, Academies and Free Schools may also require parents/carers to complete their Supplementary Information Forms (SIF) which must be returned direct to the Schools with additional documents before **31 October 2017**.

The Admissions Team are not responsible for, and will not accept, any supplementary forms on behalf of parents for these Schools. The Governing Bodies are the Admissions Authorities for these Schools, and each School follows its own admissions criteria to rank positions for applicants. SIF's are not valid unless a CAF is also completed for that child.

How we use preferences

The Admissions Team processes all applications using the equal preference system which is a model system where all preferences listed on the Common Application Form (CAF) are considered under the Admissions Criteria for each School without reference to parental rankings.

The Local Authority (LA) considers each preference as if it were the only preference. For each preference listed the LA uses the admissions criteria to see if an offer of a School place can be made. If the LA can offer a place at two or more Schools which a parent has listed, the LA will offer the place at the School ranked highest on the application form.

Example

The parent of John Smith has applied for six schools. He qualifies to be offered a place at three schools under their admission criteria but under co-ordinated admission arrangements, is only offered the highest preference of these schools:

1. School A - not eligible
2. School B - potential offer
3. School C - potential offer
4. School D - not eligible
5. School E - potential offer
6. School F - not eligible

Under co-ordinated arrangements, John would be offered School B. The places at School C and School E would then be offered to the next child on the school's application lists.

Schools that require Supplementary Information Forms (SIFs) are responsible for their own admissions. They receive information from the LA of the applications received that listed the School as a preference and combine this with the information provided on the SIFs sent direct from parents. Each Voluntary Aided Denominational, Foundation, Academy or Free School will then rank the children in accordance with their published admissions criteria. The Schools will

then advise their ranking order of all applicants to the LA. This information is then used during the offer process.

All preferences are collated and parents then receive an offer from the LA at the highest preferred School at which a place can be offered. All offers will be made on the National Offer Day of **1 March 2018**.

The order of preferences is confidential to the Local Authority and will not be shared with Schools in accordance with the Department for Education's 2014 School Admissions Code.

Late Applications

Late applications requesting Havering Schools

Havering will accept late applications for consideration in the first round of offers only in the event of exceptional circumstances, which must be submitted in writing to the Admissions Manager. Each case will be considered and will be decided on its own merits by the Admissions Panel which is made up of 3 senior Admissions Officers and the Executive Head Teacher of Alternative Provision and Looked After Children. Examples of what will be considered as valid reasons include:

- if a single parent has been seriously ill for some time
- a family has been dealing with the death of a close relative
- a family has just moved into the area after submitting an on time application in their previous area
- Parents/carers have just arrived in the borough and the delay has been created by factors outside of their control.

Proof will be required in all cases.

Except in cases listed above, applications for places received after **31 October 2017** will not be considered until all of the applications received by that date have been dealt with. It is crucial therefore for parents/carers to adhere to the deadline to stand a realistic chance of any of their preferences being offered.

Late applications requesting other London Borough Schools

Where late applications contain preferences for Schools in other London Boroughs, Havering will forward the details to those LA's via a secure document exchange system. The latest date for the upload to the other London Boroughs for late applications which are considered to be on-time within the terms of the home LA's scheme is **11 December 2017**.

Parents/carers who move into Havering from another London Borough

Where a parent/carer moves from another London Borough to Havering after submitting an on-time application under the terms of their previous home authority's arrangements, Havering will treat the application as on-time if received before **11 December 2017**.

Children with statements of special educational need (SEN) or a Education, Health and Care Plan (EHCP)

The 2014 School Admissions Code states 'All children whose statement of special educational needs (SEN) or Education, Health and Care plan (EHCP) names the school must be admitted'. As a result, we allocate these places first. The remaining places are offered in accordance with the Schools published admission criteria.

Equality Act 2010

An Admission Authority must ensure that their admission arrangements do not discriminate on the grounds of disability; gender reassignment; pregnancy and maternity; race; religion or belief; sex; or sexual orientation, against a person in the arrangements and decisions it makes as to who is offered admission as a pupil. The admissions criteria applied by this LA as the Admission Authority for the Havering community and Voluntary Controlled Schools is non-discriminatory.

Children with a Disability

It is unlawful for a School in relation to certain activities to treat a disabled child less favourably than a non-disabled child, without justification. These activities include admissions and a School must make reasonable adjustments, as necessary, to ensure that this is the case.

Twins and multiple births

In the normal admission round, if the last child to be offered a place is a twin, and their sibling cannot be offered a place, the Local Authority will ensure that both twins are offered a place together. In the case of other multiple births, if the majority of children can be offered a place, the Local Authority will offer places to the remaining children. For example if two triplets can be offered a place, the remaining child will also receive an offer of a place.

Admission of children outside their normal age group

Parents/carers of gifted and talented children, or those who have experienced problems or missed part of a year, for example due to ill health, can seek places outside their normal age group. The Local Authority will make decisions in consultation with the School on the basis of the circumstances of each case, informing parents of their statutory right to appeal. This right does not apply if they are offered a place in another year group at the school. Advice will normally be sought from appropriate professionals, such as an educational psychologist, in order to make a decision.

Children of UK service personnel (UK Armed Forces)

The Local Authority will accept applications in advance of a service family residing in the borough if the application is accompanied by an official government letter declaring a relocation date and a Unit postal address or quartering area address for the parents/ carers of the child concerned.

Changing Preferences after submitting an application

Parents/carers can change their preferences by logging onto the online system via www.eAdmissions.org.uk and resubmitting their application, any changes will supersede the previous application. All changes must be submitted by the closing date of **31 October 2017** to be considered as on-time applications.

School preference order

Parents/carers should list their preferences in the order they prefer. If the parents/carers of a child disagree as to the preferences they wish to express, they should resolve that difference before submitting the application, as the Local Authority will only process one application for each child.

Using all preferences

The Local Authority strongly recommends that parents express more than one preference and this should include a School local to their home address as there is no guarantee that the local School will be offered in the event where none of the preferred Schools have been offered.

Home to School Travel

It is important that parents/carers, when selecting their preferences for School admission, take into account how their child will travel to School and any subsequent costs involved with this. Transport will only be considered if a child is under 8 years old and is travelling more than two miles or is over 8 years old and travelling more than three miles to the nearest school with a place. Transport will not be provided to a school that is further away if a child would have been offered a place at a nearer school had it been named as a preference on the application form.

Offers

Havering will inform all applicants of the outcome of their applications and, where relevant, the reasons why preferences were not offered if the school concerned is a Havering School.

Havering will ensure, that each Havering applicant who cannot be offered a place at one of their preferred Schools receives an offer of an alternative School place. Under such circumstances applicants will be allocated a place at the nearest School to the applicant's home address that has a place available.

Parents/carers will receive an email during the evening of the **1 March 2018** advising them of the School they have been offered. Parents/carers will also be advised in the email to log back onto the eAdmissions website to accept or decline the School offered by the **15 March 2018**.

In the event that Parents/carers are unable to view the outcome of their application online, they can contact the School Admissions team by telephone or e-mail from **17 April 2018** (see page 15 for contact details). Parents/carers will be expected to answer several security questions before any information will be released.

Accepting or declining an offer

Havering strongly recommends that all parents/carers accept the School place offered. Accepting a School place does not prejudice the chances of being offered a higher preference later on in the process as the child's name will automatically be placed on the waiting list for the Schools listed higher than the School offered. Accepting an offer will not affect parent/carers chances at an Independent Appeal Hearing.

Parents/carers must ensure that they accept the offer of a school place by logging back into the eAdmissions website as detailed in the email they receive on **1 March 2018**. If parents do not respond the School Admissions Team will issue a reminder. If the parent still does not respond the School Admissions Team will make every reasonable effort to contact the parent to find out whether or not they wish to accept the place. Only where the parent fails to respond and the School Admissions Team can demonstrate that every reasonable effort has been made to contact the parent, will the offer of a place be withdrawn.

Waiting Lists

In the event that parents/carers are offered a lower preference School Havering will automatically place children on a waiting list for higher preference Schools. The child's name will automatically remain on the waiting list for the Autumn Term (September to December) unless a parent advises the School Admissions Team to remove them from the list/s.

The Havering School Admissions Team holds and maintains the waiting lists for all schools in Havering apart from those that require a Supplementary Information Form (SIF). For Schools that require a SIF the Admissions Team hold a list of applicants who have expressed an interest for the school and will liaise with the relevant school before making any offers to ensure that the correct child is being offered based on their schools admissions criteria.

Havering are not responsible for waiting lists for Schools located outside of Havering. Parents/carers should contact the individual School concerned or the Schools Local Authority to ask about waiting list procedures.

Priority cannot be given to children based on the date that their application was received or their name was added to the waiting list. Waiting lists are re-ranked in accordance with the School's published admission criteria each time a child's name is added to the waiting list.

A child's position on the waiting list can move up as well as down.

Remaining on a waiting list after the Autumn Term

At the end of the **Autumn Term (December) 2018**, parents/carers wishing for their child's names to remain on the waiting list for their preferred schools, must complete an In Year Common Application Form (ICAF). These forms are available from the Havering website www.havering.gov.uk/admissions/ICAF. The ICAF will only allow parents/carers to request 4 Schools and parents will only be able to appeal for Schools which they have not already appealed for within the Year 7 year group.

Appeals

Appealing against admission decisions

If parents/carers are unhappy about not being offered a place for their child at one of their preferred Schools, they may appeal to an Independent Appeal Panel. Parents/carers wishing to appeal for a Community School can do so online via www.havering.gov.uk/admissions/appeal if the School is a Voluntary Aided Denominational, Foundation, Academy or Free School, parents/carers should contact the school direct for the relevant appeal forms.

Further Appeals

The Local Authority can only consider one application for each child during each Academic year. In normal circumstances, there is no right to a second appeal for the same School within the same School year. However, if there has been a significant and material change in the family's circumstances which they believe affects the level of priority under which the application was processed, for example, if the family had moved house, the Admissions Manager may consider a second application as long as a parent/carer can provide evidence of the changed circumstances. If the second application is accepted but a place is still not available at the School requested, parents/carers will be given the right to a second appeal hearing.

In Year Admissions

In Year admissions are admissions that take effect after **1 September 2018**

The Local Authority will continue to administer and co-ordinate In Year applications for ALL Schools in Havering.

Parents/carers including out of borough residents, requesting a School place should submit an application to the School Admissions Team using the In Year Common Application Form (ICAF) which is available to download from the Havering website www.havering.gov.uk/admissions/ICAF. Paper ICAF's are also available from the Public Advice & Service Centre (PASC) based in the Liberty Shopping Centre, Romford.

Further information regarding In Year admissions is available in the 'Finding A School Place' booklet available to download from the In Year section on the Havering website www.havering.gov.uk/admissions.

Voluntary Aided Denominational, Foundation, Academies and Free Schools that require Supplementary Information Forms to be completed should be sent to the School direct.

The Local Authority will process the application and a place will be offered at the highest preferred School/ Academy with a vacancy. If there are no vacancies at any of the preferred Schools/ Academies and the parent has not requested that their child remain at their current school, the nearest school with a vacancy will be offered. Parents /carers will be advised of this information in writing and advised of their right of appeal against the decision not to offer their child a place at any of their preferred Schools/ Academy.

Use of the Fair Access Protocol

A place at a School or Academy may be offered using the Local Authority's Fair Access Protocol when a parent/carer cannot secure any School place under the In Year admission procedures.

Admissions criteria for the Community Secondary School (Gaynes School)

The below criteria applies **only** to the Havering Community School (Gaynes School) which has a Published Admissions Number (PAN) of 150.

These criteria will be effective for all year groups throughout the academic year **2018/19**.

Applicants with a signed Statement of Special Educational Needs (SEN) or an Education, Health and Care plan (EHCP) which names a school will be admitted in accordance with the 2014 School Admissions Code.

If there are more applications to the school than there are places available, then places will be allocated in the following order of priority.

1. Looked after children and children who were previously looked after.
2. The attendance in September 2018 at the School of a brother or sister.
3. The distance of the home address from the School, as measured by a straight line from the School, those pupils living nearer the School being given higher priority.

A full definition of the above 4 criteria can be found on [pages 11-12](#) of this document.

If, because of oversubscription in any of the categories 1) to 2) above, it is necessary to distinguish between applicants, the distance of the applicant's home address from the School, as measured by a straight line from the School, will be used with those pupils living nearer the School being given higher priority.

Definitions of Admissions Criteria

Looked after children / Previously Looked after Children

Within the admission arrangements for all community and voluntary controlled schools looked after and previously looked after children will receive the top priority for a place. Looked after and previously looked after children will be considered to be:

Children who are registered as being in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989(a), e.g. fostered or living in a children's home, at the time an application for a school is made; and

Children who have previously been in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989(a) and who have left that care through adoption, a child arrangements order (in accordance with Section 8 of the Children Act 1989 and as amended by the Children and Families Act 2014) or special guardianship order (in accordance with Section 14A of the Children Act 1989).

Sibling (brother or sister)

A sibling will be considered to be:

A brother or sister (that is, another child of the same parents, whether living at the same address or not), a half-brother or half-sister or a step-brother or step-sister or an adoptive or foster sibling, living as part of the same family unit at the same address.

Distance of the home address from the School

The distance between the home address and the preferred School is measured in a straight line, not by the shortest walking or bus route. The measurement is taken between the address point for the preferred School and the address point of the child's normal place of residence.

Address points are located in the centre of the child's home, or in the centre of a block of flats, and for Schools the address point is located in the centre of the School (unless otherwise stated in the schools own admissions arrangements).

In the event that two or more applicants, apply for a single place at a preferred School live at addresses that are located at exactly the same distance from the preferred School, or live in the same block of flats, the place will be offered on a random basis drawn by an officer of the Local Authority who is not involved in the admissions process.

Home Address

The home address excludes any business, relative's or childminder's address and must be the child's normal place of residence. Where the child is subject to a child arrangements order and that order stipulates that the child will live with one parent/carer more than the other, the address to be used will be the one where the child is expected to live for the majority of the time. For other children, the address to be used will be the address where the child lives the majority of the time. In other cases, where the child spends an equal time

between their parents/carers, it will be up to the parent/carers to agree which address to use. Where a child spends their time equally between their parents/carers and they cannot agree on who should make the application, we will accept an application from the parent/carer who is registered for child benefit. If neither parent is registered for child benefit we will accept the application from the parent/carer whose address is registered with the child's current school or nursery.

We will not generally accept a temporary address if the main carer of the child still possesses a property that has previously been used as a home address, nor will we accept a temporary address if we believe it has been used solely or mainly to obtain a school place when an alternative address is still available to that child.

The address to be used for the initial allocation of places will be the child's address at the closing date for application. Changes of address may be considered in accordance with Havering's coordinated scheme if there are exceptional reasons behind the change. Any offer of a place on the basis of address is conditional upon the child living at the appropriate address on the relevant date. Applicants have a responsibility to notify the Havering School Admissions Team of any change of address and must provide verification of the new address immediately. This should be supported by evidence from a solicitor regarding the date of exchange of contracts if parents/carers are purchasing a new home or the signed tenancy agreement if they are renting a property. The length of a tenancy agreement from the letting agent should be sufficient to cover the date on which their child would start attending their preferred School.

If a parent/carer is found to have used a false address or deliberately provided misleading information to obtain a School place, the offer will be withdrawn (or if before the allocation of places, the application will be cancelled).

With regards to how the information provided by parents/carers is handled, the following statement is detailed on their application form:

“Havering Council will handle information you have provided in line with the Data Protection Act (DPA) and will be used for school admission purposes. The information will be held in confidence with only the necessary people working within the combined children's services able to access and handle it. The Council has a duty under the Children Act 2004 to work with partners to develop and improve services to children and young people in the area. As such, the Council may also use this information for other legitimate purposes and may share information (where necessary) with other Council departments and external bodies responsible for administering services to children and young people. For the purpose of validating proof of address the admissions team may refer to data held by Council Tax records. The Council also has a duty to protect the public funds it administers, and to this end it may use the information you have provided on this form for the prevention and detection of fraud. Under the DPA you have the right to make a formal written request for access to personal data held about you or your child. For further information please contact the School Admissions Team”

The local authority will also refer to the Address of Convenience Assessment protocol which sets out the procedure by which The London Borough of Havering School Admissions Team will investigate potential addresses of convenience. This protocol can be viewed online via www.havering.gov.uk/admissions.

Appendix 1 - Proof of address for School admissions purposes

When a parent is required to provide proof of address the following information will be required. One document from group **one** and **three** documents from group 2 or **at least five** documents from group 2:

Group 1

- Exchange of contracts / proof of completion showing your name and the full address of the property.
- Legal rental document showing your name and the full address and dated for no less than one year with at least 6 months remaining after the application date.
- Solicitor's letter confirming recent house purchase or land registry confirmation (in this case, proof of the sale or rental of your previous address will also be required).
- Council Tax Bill showing your name as a liable person and must be for the current year.
- Current, valid full UK photo-card driving license with signature or 'old style' driving license. (Provisional licenses are not acceptable as proof of address).
- The child or parents UKBA Application Registration Card or IND Application Registration Card issued by the Home Office (either are acceptable).
- UK firearms licence

Group 2

- Bank, building society statement (not credit card). It must be no more than three months old and show your name and current address.
- Mortgage Statement showing your name and current address.
- Financial Statement e.g. Pension, endowment, ISA (UK).
- Household utility bill (e.g. gas, electric, water or fixed line telephone but not a mobile phone bill). It must be no more than three months old and show your name and current address.
- Original notification letter from the relevant benefits agency confirming the right to benefits or state pension showing your name and current address.
- HM Revenue & Customs (Inland Revenue) tax document eg tax assessment, statement of account, notice of coding. It must contain your full name and current address. P45s and P60s are not acceptable.
- Vehicle Registration Document (V5C) or old style (V5) showing your name and current address.
- TV licence (valid for the current year) showing your name and current address.
- Vehicle tax renewal document (issued within the last 6 months) showing your name.

If a family is living with relatives or friends they must provide a letter explaining the situation, if the property is privately rented or a Council property we must see their most recent Council Tax Bill or Council Tax benefit letter or notice with written confirmation from the legal landlord, of all the people who are authorised to live at the premises and for what period of time. The letter must contain the following information:

- The address of the property
- The name of all legal tenants and authorised residents
- A statement confirming that all people applying for a School place are entitled to stay as permanent residents

Appendix 2 – LIAAG Timetable for Admissions to Year 7 in 2018/19

Fri 20 Oct 2017	Advised deadline for receipt of applications (Friday before half-term)
Tues 31 Oct 2017	Statutory deadline for receipt of applications
Tues 14 Nov 2017	Deadline for the transfer of application information by the Home LA to the PLR (ADT file).
Mon 11 Dec 2017	Deadline for the upload of late applications to the PLR.
Tues 12 Dec 2017 – Tues 2 Jan 2018	Checking of application data
Fri 2 Feb 2018	Deadline for the transfer of potential offer information from Maintaining LAs to the PLR (ALT file)
Thur 15 Feb 2018	Final ALT file to PLR
Fri 16 – Thur 22 Feb 2018	Checking of offer data
Fri 23 Feb 2018	Deadline for on-line ALT file to portal
Thur 1 Mar 2018	Parents advised of offer
Thur 15 Mar 2018	Deadline for return of acceptances
Thur 22 Mar 2018	Deadline for transfer of acceptances to maintaining LAs

Contact Details

Post: School Admissions Team
C/O Town Hall
Main Road
Romford
RM1 3BD

Telephone: 01708 434600 (Monday – Friday 12-5pm)
Web enquiry form: www.havering.gov.uk/admissions/contact
Email: Schooladmissions@havering.gov.uk
In Person: Public Advice and Service Centre
Liberty Shopping Centre
Romford
Monday, Wednesday & Friday (except last Wednesday of month)
between 9:30am - 12:30pm