

2020/21 Admissions Arrangements & Criteria for Havering Community Infant, Junior and Primary schools



Contents

Background	3
When should parents/carers apply for a 2020 reception school place	3
Applying for a place in reception in an infant or primary school or academy.....	3
Havering residents wanting a school in a different Local Authority (LA)	3
Parents who do not live in Havering but are requesting a Havering school.....	4
Voluntary Aided Denominational, Foundation, Academies and Free schools	4
How we use preferences.....	4
A simple example of how the “Equal Preference System” works	4
Late applications	6
Late applications requesting Havering schools.....	6
Late applications requesting other London Borough schools	7
Parents/carers who move into Havering from another London Borough.....	7
Children with statements of special educational need (SEN) or a Education, Health and Care Plan (EHCP).....	7
Equality Act 2010	7
Infant Class Size.....	7
Children with a disability.....	8
Twins and multiple births	8
Starting school	8
Admission of children outside of their chronological year group.....	9
Children of UK service personnel (UK Armed Forces).....	9
Changing Preferences after submitting an application	9
School preference order	9
Using all preferences.....	9
Home to school travel.....	9
Offers	10
Accepting or declining an offer	10
Waiting lists.....	10
Remaining on a waiting list after the first Academic term.	11
Appeals.....	11
Appealing against admission decisions.....	11
Further Appeals.....	11
Infant Class Size Appeals.....	11
Transfer from Infant to Junior schools.....	12
In Year Admissions	12
Use of the Fair Access Protocol.....	13
Admissions criteria for Community infant and primary schools	14
Admissions criteria for Community Junior schools.....	15
Definitions of Admissions Criteria.....	16
Looked after Children / Previously Looked after Children.....	16

Exceptional social or exceptional medical grounds	16
Sibling (brother or sister)	17
Distance of the home address from the school.....	17
Home Address.....	17
Admission to Maintained Nursery Classes.....	19
Appendix 1 – Published Admissions Numbers (PAN) for Community infant, junior and primary schools:.....	20
Appendix 2 - Partner infant / junior schools in Havering:	20

Background

The Local Authority (LA) is required by law to co-ordinate all admissions for Reception and Infant to Junior schools (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.

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

The majority of infant, junior and primary schools in Havering are Community schools there are in addition a few Academies. The governing body for Academy schools are responsible for setting the admissions criteria for the school. Academies are required to determine their admissions arrangements for their 2020 intake by no later than **28 February 2019** and place a copy of these on their website by **15 March 2019**.

When should parents/carers apply for a 2020 reception school place

If your child was born between **1 September 2015** and **31 August 2016** they can start full time school in **September 2020**.

Applying for a place in reception in an infant or primary 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. If a person not named on the application 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, 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 where Admissions Staff will be able to assist with this online process. Details of opening days and times are published on the Havering website www.havering.gov.uk/admissions). All applications must be submitted by the **15 January 2020**.

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 **15 January 2020**.

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 **15 January 2020**.

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 the date specified in their admissions arrangements.

The Admissions Team are not responsible for, and will not accept, any supplementary information 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 "Equal Preference System" was created to prevent schools giving higher priority to parents who make a particular school their first preference. The system is set out in the School Admissions Code and it has legal force.

Every school that you place on your online application form is treated as if it was a separate application – each one is *equal* – and the highest possible preference will be offered. The admission authority **cannot** discriminate against your application simply because you did not put a school in first place on the CAF.

Schools are **not** told where you ranked them in your preferences. Admission authorities are expressly forbidden by law (again, it is detailed in the Admissions Code) from passing on this information.

Below is a highly simplified explanation of how the system works, but it is important to realise that the system is considerably more complicated than the example below and the admissions criteria for any school are always far more complex than in this example.

A simple example of how the "Equal Preference System" works

"Sample LA" has three schools: Park School, Town School and Wood School, and each school has a published admissions number of 3 (can offer places to three children). There are therefore nine places available across this "sample" Local Authority and there are nine children requiring places.

Places are offered according to the distance the children live from the school. Parents can express up to three preferences, and their applications were completed as follows.

	Abdul	Beth	Takita	David	Ethan	Fred	Gavin	Harry	Jane
Pref 1	Town	Park	Park	Park	Wood	Town	Town	Park	Town
Pref 2	Park	Wood	Town	Town	Town	Wood	Park	Wood	Park
Pref 3	-	Town	Wood	-	Park	Park	-	Town	Wood

After all applications had been considered against the schools published admissions criteria and the equal preference system applied, the outcomes were as follows.

	PARK – 3 PLACES	TOWN – 3 PLACES	WOOD – 3 PLACES
1	Beth (1) - 0.2km	Jane (1) - 0.1km	Harry (2) - 0.5km
2	Takita (1) - 0.5km	Abdul (1) - 0.3km	Ethan (1) - 0.8km
3	David (1) - 0.7km	Fred (1) - 0.5km	Gavin – 2.1km
4	Harry (1) - 0.9km	Gavin (1) – 2.5km	
5	Gavin (2) - 2km		

A step by step explanation of how these outcomes were achieved is below.

Step 1: The children are listed for all schools that they have named on their application form, not in the order of their preferences, but in order of the admissions criterion which, in this simplified example, is purely distance and nothing else. (That is an unrealistic situation, but the simplified example is designed to help you to understand the essential process.) The children’s application preferences are shown in brackets and distances to the school are also shown.

	PARK – 3 PLACES	TOWN – 3 PLACES	WOOD – 3 PLACES
1	Beth (1) - 0.2km	Jane (1) - 0.1km	Takita (3) - 0.3km
2	Fred (3) - 0.3km	Takita (2) - 0.18km	Jane (3) - 0.4km
3	Jane (2) - 0.4km	Beth (3) - 0.2km	Harry (2) - 0.5km
4	Takita (1) - 0.5km	Harry (3) - 0.25km	Beth (2) - 0.6km
5	Ethan (3) - 0.6km	Abdul (1) - 0.3km	Fred (2) - 0.7km
6	David (1) - 0.7km	Ethan (2) - 0.4km	Ethan (1) - 0.8km
7	Harry (1) - 0.9km	Fred (1) - 0.5km	
8	Abdul (2) - 1.0km	David (2) - 0.6km	
9	Gavin (2) - 2km	Gavin (1) - 2.5km	

Step 2: Beth and Jane are at the top of the lists for their first preference school, so they are offered places and removed from the lists for the other two schools. Also, as Fred, Harry and Takita can be offered their 2nd preferences, their 3rd preferences are removed from the lists as follows:

	PARK – 3 PLACES	TOWN – 3 PLACES	WOOD – 3 PLACES
1	Beth (1) - 0.2km	Jane (1) - 0.1km	
2		Takita (2) - 0.18km	
3			Harry (2) - 0.5km
4	Takita (1) - 0.5km		
5	Ethan (3) - 0.6km	Abdul (1) - 0.3km	Fred (2) - 0.7km
6	David (1) - 0.7km	Ethan (2) - 0.4km	Ethan (1) - 0.8km
7	Harry (1) - 0.9km	Fred (1) - 0.5km	
8	Abdul (2) - 1.0km	David (2) - 0.6km	
9	Gavin (2) - 2km	Gavin (1) – 2.5km	

Step 3: Ethan, Takita, Fred, Abdul and David can be offered a place at their 1st preference so are removed from the lists of their lower preferences.

	PARK – 3 PLACES	TOWN – 3 PLACES	WOOD – 3 PLACES
1	Beth (1) - 0.2km	Jane (1) - 0.1km	
2			
3			Harry (2) - 0.5km
4	Takita (1) - 0.5km		
5		Abdul (1) - 0.3km	
6	David (1) - 0.7km		Ethan (1) - 0.8km
7	Harry (1) - 0.9km	Fred (1) - 0.5km	
8			
9	Gavin (2) - 2km	Gavin (1) – 2.5km	

Step 4: All the remaining children now move up the lists into the vacant places.

	PARK – 3 PLACES	TOWN – 3 PLACES	WOOD – 3 PLACES
1	Beth (1) - 0.2km	Jane (1) - 0.1km	Harry (2) - 0.5km
2	Takita (1) - 0.5km	Abdul (1) - 0.3km	Ethan (1) - 0.8km
3	David (1) - 0.7km	Fred (1) - 0.5km	**Gavin - 2.1km
4	Harry (1) - 0.9km	Gavin (1) – 2.5km	
5	Gavin (2) - 2km		

Step 5: Harry has received a place at his second preference school but will stay on the waiting list for his first preference, Park School. Unfortunately Gavin has not been offered either of his preference schools, so has receive an allocation of a place at Wood School, which was not one of the preferences on his application but does have a vacancy.

Gavin’s situation demonstrates:

- The importance of using all the preferences on the application form if you feel that you need to, especially if you are trying to avoid being offered a particular school.
- That you must be realistic about your chances of getting in to a particular school. Gavin’s parents may not have understood just how poor his chances of getting into their first and second preference schools were.

The example above also demonstrates how pointless it is to do what some parents do, which is to name only one school (often a heavily over-subscribed one) on the application form in the belief that “if I only put that school down they will have to give us a place”.

Wherever possible you must name at least one school that would be an acceptable “last resort” for your child.

[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 School Admissions Team Leader. Each case will be considered and will be decided on its own merits. 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 **15 January 2020** 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 February 2020**.

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 February 2020**.

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 schools is non- discriminatory.

Infant Class Size

Infant classes, (those where the majority of children will reach the age of 5, 6, or 7 during the school year) must not contain more than 30 pupils with a single teacher. Additional children may be admitted under very limited exceptional circumstances. These children will remain an "excepted pupil" for the time they are in an infant class or until the class numbers fall back to the current infant class size limit. The excepted children are:

- a) Children with statements of special educational need (SEN) or an Education, Health and Care plan (EHCP) that names a school who are admitted outside the normal admission round;
- b) Looked After Children and previously Looked After Children admitted outside the normal admission round;
- c) Children admitted, after initial allocation of places, because of a procedural error made by the Admission Authority or Local Authority in the original application process;
- d) Children admitted after an Independent Appeals Panel upholds an appeal;
- e) Children who move into the area outside the normal admission round for whom there is no other available school within reasonable distance;
- f) Children of UK service personnel admitted outside the normal admission round;
- g) Twins and children from multiple births when one of the siblings is the 30th child admitted;

- h) Children with SEN who are normally taught in a SEN unit attached to the school, or registered at a Special school, who attend some infant classes within the mainstream school.

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.

Starting school

Schools in Havering have a single intake into Reception. All children whose date of birth falls between **1 September 2015** and **31 August 2016** will be eligible to apply for a full time place in Reception at a Havering school for September **2020**.

Local authorities and schools must provide for the admission of all children in the September following their fourth birthday. Where a child has been offered a place at a school parents have the following options available to them.

- a) the child is entitled to take up a full-time place in the September following their fourth birthday,
- b) the child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age (the term after their fifth birthday) and not beyond the beginning of the final term of the school year for which the offer was made, and
- c) where the parents wish, their child may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age (the term after their fifth birthday).

Parents wishing to take up options b) and c) must advise the school offered at their earliest opportunity in order for the school to facilitate this effectively.

In addition, parents of **summer born children**¹ (those born between 1 April and 31 August) can request for their child to be admitted to reception a year later outside of their chronological year group, thereby starting school only once they reach statutory school age. This does not apply to children born in the autumn and spring as these children must legally be in school full time in the term after they turn five years old (Further information is provided below).

¹The current legislation that applies to options for Summer Born Children is currently subject to a review by central government. Any changes will be reflected in the admission arrangements accordingly.

Admission of children outside of their chronological year group

Applicants may choose to seek a place outside their child's chronological (correct) year group. Decisions will be made on the basis of the circumstances of each case and what is in the best interests of the child concerned.

- Applicants who are applying for their child to have a decelerated entry to school, i.e. to start later than other children in their chronological age group, must initially apply for a school place in accordance with the deadlines that apply for their child's chronological age. If, in liaison with the head teacher, the Local Authority agrees for the child to have a decelerated entry to a community school, the place cannot be deferred and instead the application will be cancelled and the applicant will be invited to apply again in the following year for the decelerated cohort.
- Applicants who are applying for their child to have an accelerated entry to school, i.e. to start earlier than other children in their chronological age group, must initially apply for a school place at the same time that other families are applying for that cohort. If, in liaison with the head teacher, the Local Authority agrees for the child to have an accelerated entry to a community school, the application will be processed. If it is not agreed for the child to have an accelerated entry to a community school, the application will be cancelled and the applicant will be invited to apply again in the following year for the correct cohort.

Applicants must state clearly why they feel admission to a different year group is in the child's best interest and provide what evidence they have to support this.

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 **15 January 2020** 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 vacancy 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 **16 April 2020** 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 **30 April 2020**.

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 2020**. 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 **16 April 2020**. 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.

If parents/carers choose to decline an offer this may result in their child being out of school until they become compulsory school age, which is the term after their 5th birthday.

For children born on or after the 1st day of the **Summer Term 2020**, this could mean they will miss the majority of the school year.

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 first Academic term (**3 September 2020 to 18 December 2020**) unless a parent advises the Havering 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 first Academic term.

At the end of first academic term, 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.

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 school can do so online for the majority of schools via www.havering.gov.uk/admissions/appeal if the school is not listed on the online appeal form then parents/carers should contact the school direct for the relevant appeal forms.

Further Appeals

The Local Authority can only consider one appeal 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 academic 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 School Admissions Team Leader may consider a second appeal as long as a parent/carer can provide evidence of the changed circumstances. If the second appeal 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.

Infant Class Size Appeals

The law states that there must not be more than 30 children in an infant class (that is, classes containing reception, year 1 and year 2 children). Apart from some very limited exceptions, no infant class may contain more than 30 pupils being taught by one teacher.

Any admissions which would increase a class to more than 30 pupils (with the exception of 'excepted pupils') would require 'qualifying measures', such as organising an extra class, appointing an additional teacher, providing an additional classroom or introducing or extending mixed age group teaching.

Where the Admission Authority can demonstrate to an Appeals Panel that any further admissions would require 'qualifying measures' your appeal could only be won if the Appeals Panel decided either that

- A mistake had been made in the allocation of places according to the admissions criteria which had deprived your child of a place and if the criteria had been applied correctly your child would have received that place
- The child would have been offered a place if the arrangements had not been contrary to mandatory provisions in the 2014 School Admissions Code and the school Standards and Framework Act 1998

- That the decision to refuse admission was 'unreasonable' in the circumstances of the case. 'Unreasonable' as defined by the Courts is construed as being perverse or irrational and is a very high threshold for an appeal to be successful.

Transfer from Infant to Junior schools

Where a child attends an infant school and is due to transfer to Year 3 Parent/carers must submit an application via their home Local Authority (Havering residents can apply via www.eadmissions.org.uk) to attend either the partner junior school or any other junior school (a list of havering partner Infant and Junior schools is available via [Appendix 2](#)).

Applications for Havering Community Junior schools will be considered using the Havering junior admissions criteria for the preferred school(s) See page 13. Such applications should be submitted by **15 January 2020**.

Parents/carers who wish to apply for a year 3 place in a **Primary school** will need to complete an In Year Common Application Form (ICAF). These applications will be dealt with in line with the In Year admissions process (see below). Parents/carers should be aware that these applications will be dealt with as they are received. If a place is offered before the end of the Summer Term, the child would be required to start school immediately as places cannot be held until the child is due to start year 3.

Havering will co-ordinate the application and a place will be offered at the highest preferred school with a vacancy. If there are no vacancies at any of the preferred schools, a place will automatically be allocated to the partner Junior school and the parent/carer will be advised of this and of their right of appeal against the decision not to offer their child a place at any of their preferred schools.

In Year Admissions

In Year admissions are admissions that take effect after **1 September 2020**

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.

Further information regarding In Year admissions is available in the via the Havering website www.havering.gov.uk/admissions/inyear

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. Further information is available via www.havering.gov.uk/admissions.

Admissions criteria for Community infant and primary schools

The criteria outlined below apply **only** to Havering Community infant and primary schools as listed in [Appendix 1](#).

These criteria will be effective for all year groups throughout the academic year **2020/21**

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. Exceptional medical or exceptional social grounds.
3. Children with siblings on the roll of the school on the date of admission living **up to a distance of 1.6km** from the school. Children with a brother or sister at the school on the date of admission **living over 1.6km** from the school will also receive priority under this criterion if the last sibling was admitted before September 2018. This will include children in partner Junior schools (see [appendix 2](#)).
4. 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 14-16 of this document.

If, because of oversubscription in any of the categories 1) to 3) 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.

The number of pupils to be admitted to the Reception Year (the admission number) in infant and primary schools is detailed in [Appendix 1](#).

Admissions criteria for Community Junior schools

The criteria outlined below apply **only** to Havering Community junior schools as listed in [Appendix 1](#).

These criteria will be effective for all year groups throughout the academic year **2020/21**

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. Children who attend the partner infant school and are transferring between year 2 and year 3.
3. Exceptional medical or exceptional social grounds.
4. Children with siblings on the roll of the school on the date of admission living **up to a distance of 1.6km** from the school. Children with a brother or sister at the school on the date of admission **living over 1.6km** from the school will also receive priority under this criterion if the last sibling was admitted before September 2018. This will include children in partner infant schools (see [appendix 2](#)).
5. 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 5 criteria can be found on pages 14-16 of this document.

If, because of oversubscription in any of the categories 1) to 4) 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.

The number of pupils to be admitted to the Year 3 (the admission number) in junior schools is detailed in [Appendix 1](#).

Definitions of Admissions Criteria

Looked after Children / Previously Looked after Children

Within the admission arrangements for all community 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).

Exceptional social or exceptional medical grounds

Occasionally there will be a very small number of children for whom exceptional social or medical circumstances apply which will warrant a placement at a particular school. The exceptional social or medical circumstances must relate to the child. Supporting evidence from a professional is required such as a doctor and/or consultant for medical cases or a social worker, health visitor, housing officer, the police or probation officer for other social circumstances. This evidence must confirm the circumstances of the case and must set out why the child should attend a particular school and why no other school could meet the child's needs.

Providing evidence does not guarantee that a child will be given priority at a particular school and in each case a decision will be made based on the merits of the case and whether the evidence demonstrates that a placement should be made at one particular school above any other.

Common medical conditions and allergies can usually be supported in all mainstream schools, therefore priority under a school's exceptional medical criterion would not normally be given for these. Some mainstream schools have units attached which provide specialist provision for children with a Statement of Special Educational Needs or an Education, Health and Care Plan which names the school. The facilities in these units are not normally available to children in the mainstream school and as such priority under a school's exceptional social or medical criterion would not normally be agreed for a mainstream place on the basis of a specialist unit being attached to the school.

In addition, routine child minding arrangements will not be considered to be an exceptional social reason for placement at a particular school.

We reserve the right to refer medical evidence to a medical professional within the Local Authority, where necessary, to assist the panel in making a decision about medical priority for a school place.

Consideration will be given to each submission by a panel of Local Authority officers consisting of:

- 2 Senior Admissions Officers
- 2 Special Educational Needs Officers
- 1 Learning Support Manager

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 predetermined 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.

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.

Admission to School Nursery Classes

Some schools admit two, three and four year olds into their nursery classes before the Reception year, sometimes known as early years. Children can access the following early education and childcare offers where this forms part of the nursery admissions policy:

- two year old 15 hour offer (eligible children, application required)
- three and four year old universal 15 hour offer (all children)
- three and four year old universal 30 hour offer (eligible children of working parents, application required)

The following community schools in Havering have nursery classes:

Broadford Primary	Clockhouse Primary
Crowlands Primary	Crownfield Infant
Hacton Primary	Hilldene Primary
Hylands Primary	Langtons Infant
Mead Primary	Newtons Primary
Parklands Infant	Rainham Village Primary
Suttons Primary	Towers Infant

The following Voluntary Aided, Denominational, Foundation, Academies and Free schools in Havering have nursery classes:

Drapers' Brookside Infant	Drapers' Pyrgo Priory (Primary)
Oasis Academy Pinewood (Primary)	Rise Park Infant
St Edwards Church of England Primary	St Ursula's Catholic Infant
The Mawney Foundation school (Primary)	

In addition to school nursery classes, parents can also access early education and childcare offers at Childminder, Day Nursery, Preschool, Independent School and Out of School Care providers. All children will be educated under the same Early Years Foundation Stage (EYFS) curriculum for children aged birth to five. The Admissions Team are not responsible for administering or processing early years applications. Parents are advised to contact the early years providers directly; further information is available via www.havering.gov.uk/earlyyears.

Parents cannot appeal against decisions made about early years admissions or place availability.

Admission to Reception

Attendance at a nursery class or PVI provider on or linked to school grounds does not mean an automatic transfer to the Reception class of the main school. All parents of three and four year olds applying for Reception must express a preference for admission to the main school using the Common Application Form used by their home Local Authority if they live outside of Havering, or if resident in Havering using Havering's Common Application Form (CAF).

Parents/carers residing in Havering must complete the online Common Application Form (CAF) via the eAdmissions website www.eadmissions.org.uk. Parents who have registered for an eAdmissions account and are unable to complete the application can contact the School Admissions Team for help and advice.

All Reception applications **must** be submitted by the **15 January 2020**.

Appendix 1 – Published Admissions Numbers (PAN) for Community infant, junior and primary schools’:

Published Admission Numbers for admissions to Reception and Year 3 in **September 2020**

school Name	Published Admission Number	
	Reception	Year 3
Ardleigh Green Infants	90	-
Ardleigh Green Juniors	-	90
Brady Primary	60*	-
Branfil Primary	90	-
Broadford Primary	90	-
Clockhouse Primary	90	-
Crowlands Primary	90	-
Crownfield Infants	120	-
Crownfield Juniors	-	120
Elm Park Primary	60	-
Engayne Primary	90	-
Gidea Park Primary	60	-
Harold Court Primary	60	-
Harold Wood Primary	90	-
Hilldene Primary	90	-
Hylands Primary	90	-
Langtons Infants	60	-
Mead Primary	120	-
The RJ Mitchell Primary	60	-
Nelmes Primary	60	-
Newtons Primary	60	-
The James Oglethorpe Primary	60	-
Parklands Infants	120	-
Parklands Juniors	-	120
Parsonage Farm Primary	90	-
Rainham Village Primary	90	-
Scotts Primary	60	-
Squirrels Heath Infants	90	-
Squirrels Heath Juniors	-	90
Suttons Primary	60	-
Towers Infants	90	-
Towers Juniors	-	90
Whybridge Infants	90	-

* The increase in PAN from 1 September 2020 has been approved but is subject to a call in period with a deadline of 19 December 2018. In the event that a call in does not happen, the decision to approve the increase in PAN from 30 to 60 from 1 September 2020 will come into force on the 20 December 2018. The determined admissions arrangements published on the council website on 15 March 2019 will reflect the final decision.

Appendix 2 - Partner infant / junior schools in Havering:

- Ardleigh Green Infant and Junior
- Crownfield Infant and Junior
- Drapers' Brookside Infant and Junior (Academies)
- Langtons Infant and Langtons Junior Academy (only Junior is Academy)
- Parklands Infant and Junior
- Rise Park Infant & Junior (Academies)
- Scargill Infant and Junior (Academies)
- Squirrels Heath Infant and Junior
- St Ursula's Catholic Infant and Junior (Voluntary Aided Denominational schools)
- Towers Infant and Junior
- Upminster Infant and Junior (Academies)
- Whybridge Infant and Whybridge Junior (only Junior school is Academy)