



Haverling
LONDON BOROUGH

Transferring to a Secondary school in September 2022

- If your child has an Education Health and Care Plan (EHCP) you **must not** apply for a school place online
- The SEN team will be in contact with you, and together you will discuss schools that can meet your child's individual needs
- Children with an EHCP are allocated places before all other children by the SEN team
- Children on “SEND Support” are **NOT** considered as EHCP pupils and as such do not gain priority under the admissions arrangements. This includes pupils currently going through the EHCP process
- An individual health care plan is not the same as an EHCP
- If you are unsure if your child has an EHCP, please speak with your child's current school



You must read the “Transferring to a Havering Secondary School in September 2022” brochure before applying for a school place.

The brochure will be available to download from **18 June 2021** via:

www.havering.gov.uk/admissions/secondarybrochure



It contains:

- Relevant information regarding the individual school admissions criteria
- Key Dates
- Statistics for previous years admission

Reading the brochure forms part of your legal agreement to the submission of your application. It is part of our Terms and Conditions.



The key objectives of this presentation are:

- To give you a clearer understanding of the admissions process
- To provide you with key information such as
 - How and when to complete your application
 - Important dates
 - Address some of the myths around admissions

If after viewing this presentation you have questions regarding the process, please contact the Havering School Admissions team via the details provided at the end of the presentation.

N.B For the purposes of this presentation “You” means any person with Parental Responsibility (PR)



There are no grammar schools in Havering (schools that require your child to sit the 11+ entrance test).

For information on these schools please visit the following websites.

- Schools which are part of the Consortium of Selective Schools in Essex – www.csse.org.uk (Deadline for registration is 2 July 2021)
- Chelmsford County High School for Girls – www.cchs.co.uk (Deadline for registration is 4pm on 23 June 2021)

Test dates are set by the Consortium or School not Havering.

If your child sits the 11+ and after receiving the results you wish to apply, you must list the school/schools on your online application. Failure to list the school will result in your child not being offered a place regardless of their score.

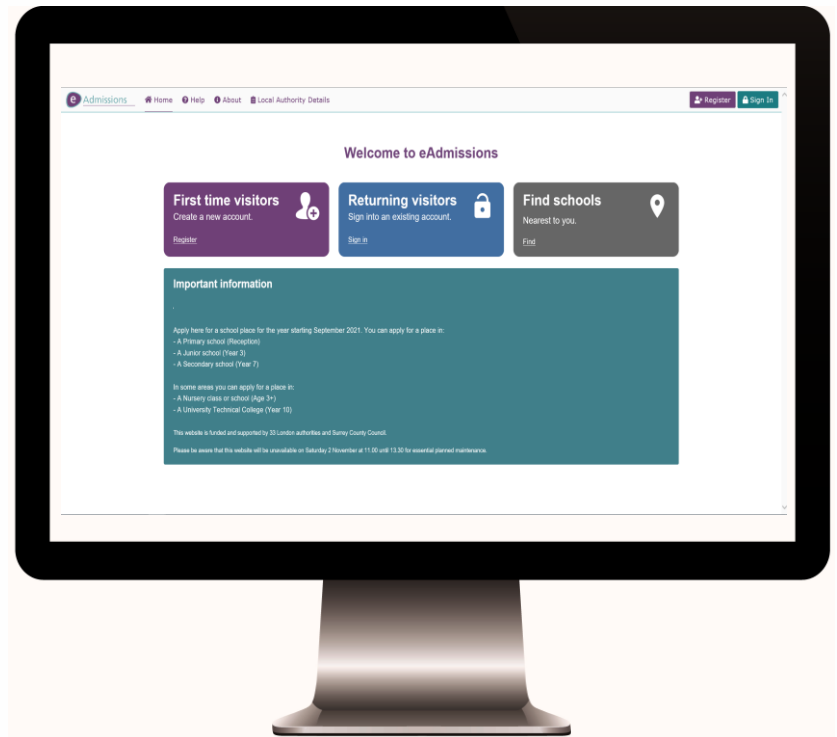


- You must make your application to the Local Authority (LA) where you pay your council tax to (Home LA)
- You can list up to 6 schools on your application form
- You can list a combination of Havering and out of borough schools
- You must list the schools in the order that you would prefer them to be offered
- You cannot list independent /private (fee-paying) schools on the application form
- You must check if any of the schools you are applying for require a Supplementary Information Form (SIF) to be completed alongside your online application form. If a school requires a SIF, you will need to obtain this from the school and return it back to them by their deadline

All Havering residents **MUST** apply **online** by

Midnight - 31 October 2021

- Simple and Secure system
- Email confirmation once submitted
- Change, edit and resubmit as many times before deadline



There are no paper application forms available in Havering



- The Transferring to a Havering secondary school brochure contains a step by step guide for registering and applying
- In order to create an online account you will need a working email account which you have regular access to
- It is important that you check your email account regularly as all correspondence will be sent to you via email
- We do not recommended that you use a work email address as the firewalls for large companies often block emails from the online system as it is thought to be “Spam”. Also, if you leave your employment between applying and offer day, you won’t receive your outcome



Date	Description
1 September 2021	Online application system opens
September - October 2021	Secondary school open events
31 October 2021 (midnight)	Deadline for submitting your application however, we strongly advise that you submit your application before this date
1 March 2022	National Offer Day - During the evening you will be sent an email with the outcome of your application. Please wait until you have received this email before logging onto the eAdmissions website
15 March 2022	Deadline for Acceptances



- Each school has a set of admissions criteria which must be applied to all children applying for a school place
- Check how many places are available at each school. This is called the Published Admissions Number (PAN)
- Check how places were allocated last year, this information can be found in the online brochure

We also provide the last 10 years historical data on our website

www.havering.gov.uk/admissions/stats

- Attend the open events for all of your preferred schools
- If you wish to view Ofsted reports, you can view these reports at www.ofsted.gov.uk



- Consider how your child will travel to and from school and the likely cost implications
- Havering will not pay fares or provide transport assistance where a parent has listed the school as a preference
- Secondary school aged children travel for free on Transport for London (TfL) buses via the 11-16 Zip Oyster Photocard Scheme

www.tfl.gov.uk/zip



During September and October secondary schools across Havering hold open events for parents and children to attend. These events give parents the opportunity to not only visit the school but to also ask relevant questions.

Dates and times of the open events can be found via

www.havering.gov.uk/admissions/openevents



Listing one preference will mean that Admissions have to offer that school



If we cannot offer you a place under the school's admissions arrangements, we will offer the closest school to the home address with a vacancy

Submitting my application on-time increases my chances of being offered one of my preferences



On-time applications are considered before late applications. Submitting your application before the deadline increases your chances of being offered a place

I can only apply for schools in Havering



You can apply for Havering and out of borough school's using the same online application form

Some schools require me to complete an additional form alongside my online application



Faith schools and schools that offer aptitude places will require you to complete a Supplementary Information Form (SIF)

Children on my road go to the school so my child will get a place



The number of children offered places under each admissions criterion changes each year. One year a school's intake may come out to your road but that doesn't mean it will be the case for your child's application.

I have a sibling who already attends the school so I don't need to apply



Everyone must apply, without an application your child will not be offered a place

- Faith schools require you to complete a Supplementary Information Form (SIF)
- **You will need to make sure that the forms are returned back to the school direct and not the Local Authority** (please note that the closing date for submitting the SIF may differ from the closing date for the online application, you should therefore contact the school directly if you are unsure)
- The schools governing body will decide (in line with their admissions arrangements) which pupils to offer places to. They will then inform the Havering Admissions Team of this information

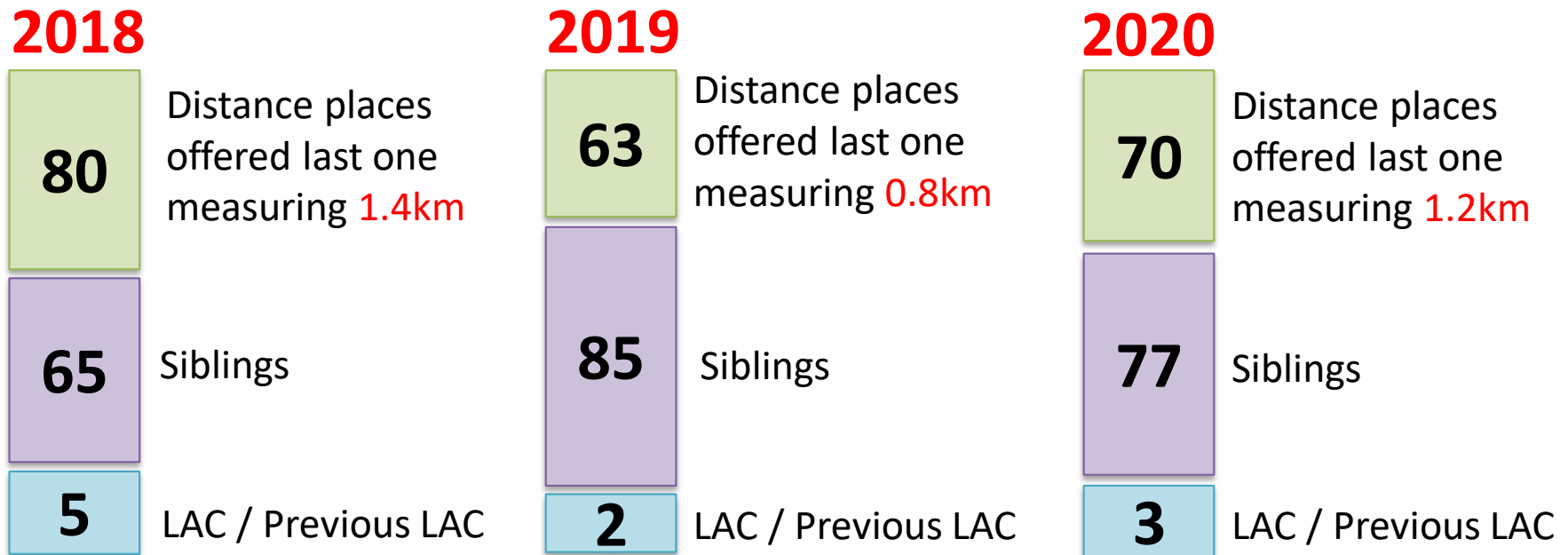


- All Havering schools use the distance from the home address to the school as either the final criterion or a tie-break criterion
- Distances are determined by measuring a straight line distance between the Northings and Eastings (Geographical Co-Ordinates) of the centre point of the home address and the pre-defined point of the school
- A computerised geographical information system is used to measure distances (all properties in a blocks of flats will have the same distance)
- There is a distance checker tool on our website along with instruction for use www.havering.gov.uk/admissions/maps (this is not exactly the same distance as that used by admissions and should only be used as a guide)



We do not have catchment areas in Havering, schools fill up based on demand, this determines the furthest distance place to be offered, there is no way of predicting what this distance will be.

The below example is for a school with an admission number of 150 and 3 criteria.



In order to prioritise pupils correctly we must verify that distances are being measured from the child's normal home address.

A child's home address is defined as being the child's normal place of residence, and excludes any business, relative's or child-minder's address.

Where the child is subject to a Child Arrangements Order and that order stipulates that the child will live with one parent 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, it will be up to the parents to agree which address to use. Where a child spends their time equally between their parents and they cannot agree on who should make the application, we will accept an application from the parent who is registered for child benefit (proof will be required).



It is not permissible to use an address of convenience. This is considered to be one which is used by a parent in order to gain a school place where the address is not the child's normal, permanent home address.

The School Admissions Team will investigate all instances where we suspect that a fraudulent / address of convenience is being used to gain a school place.

We actively encourage whistle blowing. You can report any suspicions anonymously via the Havering website www.havering.gov.uk/admissions

By submitting an application you agree to a declaration which allows the School Admissions Team to access information held by the council for the detection and prevention of fraud. A full copy of this declaration is included in the online brochure via www.havering.gov.uk/admissions/secondarybrochure

If you are 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).



Date	Event
1 September 2021 - 31 October 2021	You apply for your child's secondary school place
1 November 2021 – 28 February 2022	Applications are ranked according to the admissions criteria for each school applied for and placed on an "Applicant list" in the correct order
1 March 2022 (evening of)	You will be offered, by email, a school place. This will either be the highest preference school that you met the admissions criteria for, or an alternative school if we are unable to meet any of your preferences
1 - 15 March 2022	You must respond to your offer during this time
16 March 2022 onwards	Places that have become available will be re-offered according to the admissions criteria
22 March 2022 onwards	Waiting lists positions will be available upon request
May to July 2022	Appeals are heard
May to July 2022	Secondary schools will write to parents offered places with information about transfer arrangements and induction days

- Do not rush your application, it **is not** a first come first served process. All applications are considered after the closing date
- List as many schools as possible to increase your chances of being offered a school you would like
- Check your application for errors before submitting it. The application will only be processed based on the information you have submitted
- You can amend and resubmit your application as many times as you wish before the closing date, only the last submitted version will be considered

- 81.28% of Havering residents were offered their 1st preference (London average 66.38%)
- 93.65% of Havering residents were offered one of their top 3 preferences (London average 86.58%)
- 96.47% of Havering residents were offered one of their 6 preferences (London average 93.18%)
- 3.53% of Havering residents were unsuccessful in their application and were allocated a school place

The Local Authority have a legal duty to make sure that all children have a school place in September 2022. If you are allocated a school it will be the closest school that has a vacancy after all the successful applications have been processed. It will not be a school that you have listed on your application form.

You can access further statistics online via
www.havering.gov.uk/admissions/stats

Children starting an infant / primary school for the first time in September 2022

Do you have or know of a child whose date of birth is between

1 September 2017 and 31 August 2018

If so, the child is due to start infant / primary school in September 2022

- Applications can only be made via the eAdmissions online system www.havering.gov.uk/admissions
- Applications can be made from 1 September 2021 to 15 January 2022 (you can use the same login details as your secondary application)

A child's attendance at a nursery class attached to an infant or primary school will not guarantee a place at any school, you must still apply

Any Questions?

For further information please visit

www.havering.gov.uk/admissions/secondary



Schooladmissions@Havering.gov.uk



Webchat: www.havering.gov.uk/admissions/secondary



01708 434600 (Monday – Friday, 12 - 5pm)