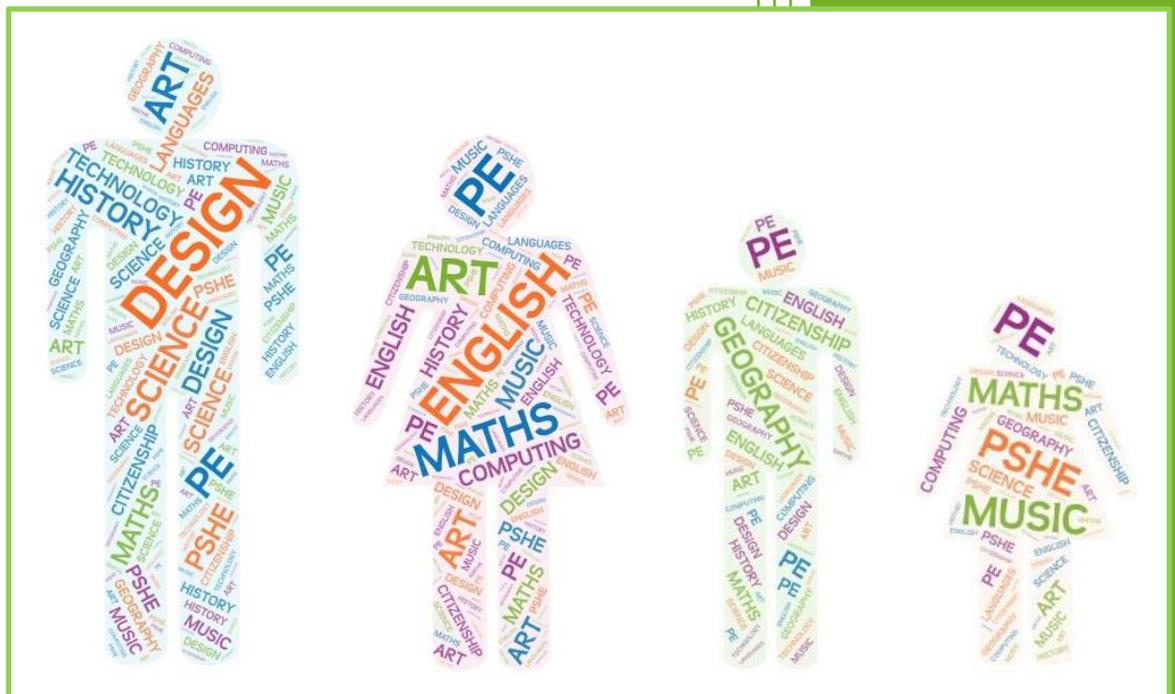




2023/2024 Admissions Arrangements & Criteria for Havering Community Infant, Junior and Primary schools



Amended on 4 July 2023

On 3 July 2023 the Office of School Adjudicators approved an In-Year variation to reduce the Published Admissions Number (PAN) of Engayne Primary School from 90 to 60 for the 2023/24 academic year. A copy of the variation (VAR2339) is published on the Havering website www.havering.gov.uk/admissions/stats.

Amended on 11 March 2023

On 10 March 2023 the Office of School Adjudicators approved an In-Year variation to reduce the Published Admissions Number (PAN) of Crownfield Infant School from 120 to 90 for the 2023/24 academic year. A copy of the variation (VAR2308) is published on the Havering website www.havering.gov.uk/admissions/stats.

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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 <http://www.havering.gov.uk/admissions/stats>.

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 2023 intake by no later than **28 February 2022** and place a copy of these on their website by **15 March 2022**.

When should parents apply for a 2023 reception school place

If your child was born between **1 September 2018** and **31 August 2019**, you can apply from **1 September 2022**.

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 residing in Havering should complete the Common Application Form (CAF) online via the eAdmissions website (www.eadmissions.org.uk). Parents who require support to complete the CAF can contact the school admissions team on 01708 434600 for assistance. All applications must be submitted by the **15 January 2023**.

Parents 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 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 online application form.

Where Parents 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 application form. If parents 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 2023**.

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 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 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 2023**.

Voluntary Aided Denominational, Foundation, Academies and Free schools

Voluntary Aided Denominational, Foundation, Academies and Free schools may also require parents 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 the LA's online Common Application Form 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 online 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 online 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. The latest date that these can be considered is the **11 February 2023**. 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 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 2023** will not be considered until all of the applications received by that date have been dealt with. It is crucial therefore for parents 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 either a document exchange system or secure email. 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 2023**.

Parents who move into Havering from another London Borough

Where a parent 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 **10 February 2023**.

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

The School Admissions Code states 'All children whose 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 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.

If one of an applicant's children has an Education, Health and Care Plan (EHCP) that names a specific school, the other children from that multiple birth will be awarded a place at the same school under the Local Authority's Exceptional Social or Medical criterion.

Starting school

All children whose date of birth falls between **1 September 2018** and **31 August 2019** are entitled to a full time school place in the September following their 4th birthday. This is when most children start school and they are normally educated together in one year group.

Children are not required to go to school until the first day of the school term that follows their 5th birthday. The table below summarises the date at which the child reaches what is known as 'compulsory school age'. Children must be in suitable full-time education from this point.

For children who are under compulsory school age, once a school place has been accepted, parents may, if they wish, agree with the school a pattern of part time attendance or a deferred start until later in that school year (but not later than the beginning of the summer term). These arrangements should be discussed with the school.

In addition, **summer born children** (those born between 1 April and 31 August) do not need to start school until the September after their 5th birthday, a full year after they could first have started school. 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).

A child born between	... reaches compulsory school age on:	... and must be in suitable full time education from:
1 September and 31 December	31 December	The beginning of the spring term following their 5 th birthday (usually in the first week of January)
1 January and 31 March	31 March	The beginning of the summer term following their 5 th birthday (usually following the Easter holidays)
1 April and 31 August (summer born)	31 August	The beginning of the autumn term following their 5 th birthday (usually in the first week of September)

Should a parent decide to delay their summer born child's school start until the September following their 5th birthday, they have 2 options:

- Make an in year application for a place for the September following their child's 5th birthday. The child will begin school in year 1, as the other children in their age group will be moving from reception to year 1 at this point. Parents can apply for an in-year place via www.haverling.gov.uk/admissions/inyear from the 16th August (or the next working day if the 16th is a Saturday or Sunday). It is important for parents to remember that some schools are likely to be full at this point, and unable to offer a place. Schools are unable to 'hold' a place for a child from the previous year. Consideration should also be taken to the potential impact of missing the reception year with its focus on phonics and early arithmetic.
- If parents do not want their child to miss reception year, they may request that their child is admitted out of their normal age group, to reception instead of year 1, in the September following their child's 5th birthday. This application is best made when the parent would normally be expected to apply for their child's place at infant/primary school (ie before 15 January after a summer born child turns 3). This is considered in more detail in the next section.

[Requesting admission outside a child's normal age group](#)

If a parent decides to delay their summer born child's start until the September following their 5th birthday and wish them to start school in reception, they must make a request (a formal application) for them to be admitted out of their normal age group. This is because the rest of the children in their normal age group will have already finished reception and will be moving into year 1.

This request must be made to Haverling School Admissions Team who will liaise with the admissions authority for each of the school's the parent is requesting a delayed entry into.

Parents will need to submit their request alongside an application for their child to be admitted to reception class at age of 4. This is so that, if the request is refused, parents still have the option of sending their child to school at age 4, if they wish, so their child does not miss the reception year.

Requests must state clearly why the parents 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 of the child concerned.

[Changing Preferences after submitting an application](#)

Parents 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 2023** to be considered as on-time applications.

[School preference order](#)

Parents should list their preferences in the order they prefer. If the parents 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, 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 will receive an email during the evening of the **17 April 2023** advising them of the school they have been offered. Parents will also be advised in the email to log back onto the eAdmissions website to accept or decline the school offered by the **1 May 2023**.

In the event that parents are unable to view the outcome of their application online, they can contact the School Admissions Team by telephone or e-mail from **18 April 2023**. Parents 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 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 chances at an Independent Appeal Hearing.

Parents 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 **17 April 2023**. 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 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 2023**, this could mean they will miss the majority of the school year.

Waiting lists

In the event that parents 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 (**1 September 2023 to 31 December 2023**) 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 School 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 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 wishing for their child's names to remain on the waiting list for their preferred schools, must complete an In Year Application Form. The application can be made via the Havering website www.havering.gov.uk/admissions/inyear.

Appeals

Appealing against admission decisions

If parents 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 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 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 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 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 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 2023**.

Parents 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 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 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 2023**.

The Local Authority will continue to administer and co-ordinate In Year applications for ALL schools in Havering in line with the published [In Year Admissions Co-ordinated Scheme](#)

Parents including out of borough residents, requesting a Havering school place should submit an online In Year Application to the Havering School Admissions Team. The application and further information regarding the process can be found via the Havering website: www.havering.gov.uk/admissions/Inyear.

Some Voluntary Aided Denominational, Foundation, Academies and Free schools require a Supplementary Information Form (SIF). Parents should check if the school/s being applied for require a SIF and if they do, the form must be returned to the school direct.

The Local Authority will process 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, the nearest school with a vacancy will be offered. Parents 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.

Use of the Fair Access Protocol

In the unlikely event that a place at a school cannot be offered via the In Year Admissions process, and the child is without a school place, the Local Authority can use its Fair Access Protocol to identify a school place. 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 **2023/24**

Applicants with an Education, Health and Care plan (EHCP) which names a school will be admitted in accordance with the 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 all children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted
2. Exceptional medical or exceptional social grounds
3. A child whose brother or sister (sibling) currently attends the school or partner infant / junior school (not a nursery class attached to the school), and is expected to still be attending that school at the intended date of admission – See [appendix 2](#) for partner infant and junior schools
4. Children whose parent is employed at the desired school as either a teaching assistant or qualified teacher for a minimum of 0.6fte (16.5 hours teaching staff) and has been employed for at least 2 years at the time of submitting the application
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 16-18 of this document.

Tie Breaker

If, because of oversubscription in any of the criteria's 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.

If oversubscription occurs in criterion 5 and it is not possible to distinguish which pupil is to be offered the final place because the home to school distance is equal, the pupils concerned will be selected by random selection.

Published Admissions Number

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 **2023/24**

Applicants with an Education, Health and Care plan (EHCP) which names a school will be admitted in accordance with the 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 all children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
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. A child whose brother or sister (sibling) currently attends the school or partner infant / junior school (not a nursery class attached to the school), and is expected to still be attending that school at the intended date of admission – See [appendix 2](#) for partner infant and junior schools
5. Children whose parent is employed at the desired school as either a teaching assistant or qualified teacher for a minimum of 0.6fte (16.5 hours teaching staff) and has been employed for at least 2 years at the time of submitting the application.
6. 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 6 criteria can be found on pages 16-18 of this document.

Tie Breaker

If, because of oversubscription in any of the criteria's 1) to 5) 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.

If oversubscription occurs in criterion 6 and it is not possible to distinguish which pupil is to be offered the final place because the home to school distance is equal, the pupils concerned will be selected by random selection.

Published Admissions Number

The number of pupils to be admitted to 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 children and all children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted are given highest priority.

A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

Adoption includes children who were adopted under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders).

Child arrangements orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

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.

Children who have a twin or other Multiple Birth that has a specific school named as part of an Education, Health and Care Plan (EHCP) will have their application to attend the same school agreed as an exceptional social reason.

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.

Children of Staff

Priority will be given to children of staff if:

The parent is member of staff employed at the desired school as either a Teaching Assistant or a Qualified Teacher and they work at least 0.6fte (16.5 hours teaching staff) and have done so for at least two years at the time of submitting their application.

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, relatives 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 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 parent 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. If neither parent is registered for child benefit we will accept the application from the parent 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 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 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 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 help 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 can admit two, three and four year olds into their nursery classes before the Reception year, this phase of schooling is known as early years. In addition to school nursery classes, parents can also access and, or, split their early years funding offers at Childminder, Day Nursery, Preschool, Independent School and Out of School Care providers. All children are educated under the same Early Years Foundation Stage (EYFS) curriculum for children aged birth to five regardless of the type of provider their child attends.

Children can access the following early years offers, where this forms part of the schools nursery admissions policy:

- two year old 15 hour offer (eligibility application required before admission)
- three and four year old universal 15 hour offer (no eligibility application required)
- three and four year old extended 30 hour offer (children of working parents; eligibility application required before admission)

The following Community schools in Havering have nursery classes:

Brady Primary School	Langtons Infant School
Broadford Primary School	Mead Primary School
Clockhouse Primary School	Newtons Primary School
Crowlands Primary School	Parklands Infants' School
Crownfield Infant School	Rainham Village Primary School
Hacton Primary School	Suttons Primary School
Hilldene Primary School	The RJ Mitchell Primary School (SEND provision)
Hylands Primary School	Towers Infant School

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

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

Schools with nursery classes are responsible for administering or processing school early years applications. Parents cannot appeal against decisions made about early years admissions or place availability.

Parents are advised to contact the early years providers directly; further information about all early education and childcare offers is available via www.havering.gov.uk/earlyyears and includes information about:

- Eligibility for, and start dates of, early years offers
- Applying for early years offers at a chosen provider
- Notice periods - a maximum of 4 weeks' notice can be applied
- Deposits for funded places – returned within 4 weeks of the child's start date

Admission to Reception

Attendance at a nursery class or early years provider on, or linked to school grounds, does not mean an automatic transfer to the Reception class of the main school for three and four year

olds. Parents must apply for a Reception class at their preferred schools, by expressing a preference for admission:

- Living **outside** of Havering: apply via the Common Application Form (CAF) used by your home Local Authority.
- Living **in** Havering: apply via Havering's 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 2023**.

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 2023**

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

*On 10 March 2023 the Office of School Adjudicators approved an In-Year variation to reduce the Published Admissions Number of Crownfield Infant School from 120 to 90 for the 2023/24 academic year. A copy of the variation (VAR2308) is published on the Havering website www.havering.gov.uk/admissions/stats.

**On 3 July 2023 the Office of School Adjudicators approved an In-Year variation to reduce the Published Admissions Number of Engayne Primary School from 90 to 60 for the 2023/24 academic year. A copy of the variation (VAR2339) is published on the Havering website www.havering.gov.uk/admissions/stats.

Appendix 2 - Partner infant / junior schools in Havering:

- Ardleigh Green Infant and Junior (Academies)
- Crownfield Infant and Junior
- Drapers' Brookside Infant and Junior (Academies)
- Langtons Infant and Langtons Junior Academy (only Junior school is an Academy)
- Rise Park Infant & Junior (Academies)
- Scargill Infant and Junior (Academies)
- Squirrels Heath Infant and Junior
- Towers Infant and Junior
- Upminster Infant and Junior (Academies)
- Whybridge Infant and Whybridge Junior (only Junior school is an Academy)