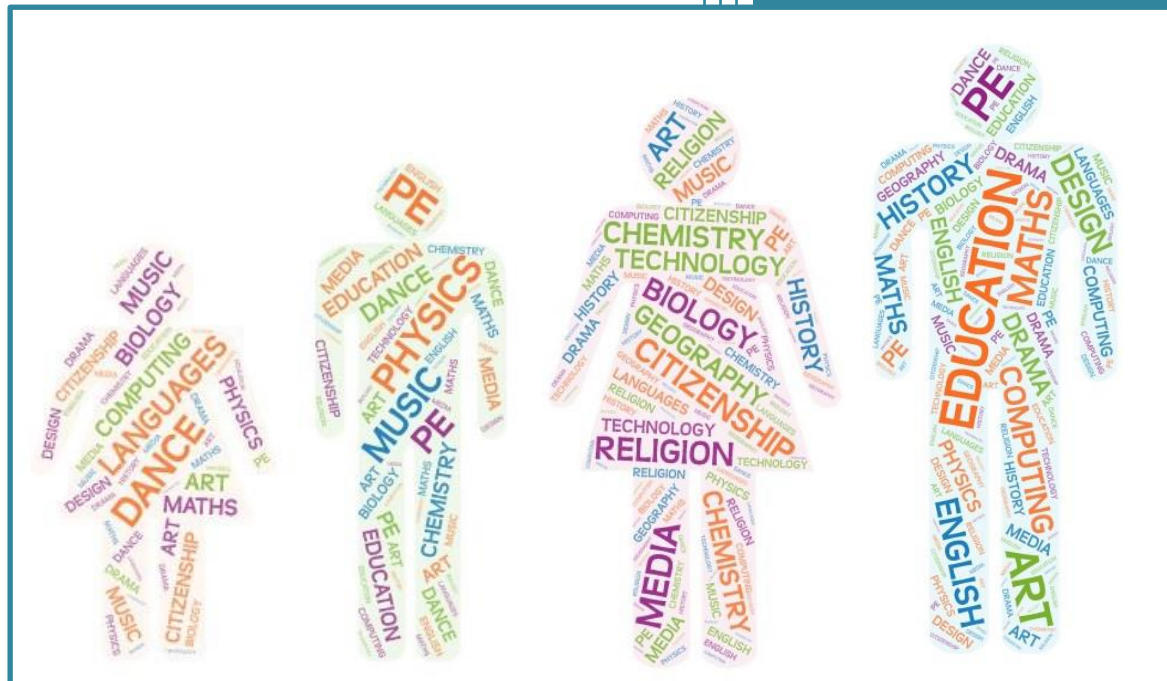




In Year Admissions Co-ordinated Scheme for All Infant, Junior, Primary and Secondary Schools in Havering for the Academic Year 2023/24



This scheme does not apply to children who have an Education, Health and Care Plan (EHCP). If your child has an EHCP, there is a different process for dealing with school transfers. To discuss moving your child's school, please contact your home Local Authority Special Educational Needs Team.

Section 1: Applications

1. Applications from Havering and non-Havering residents for all maintained schools, including academies will be made directly to Havering's School Admissions Team. The on-line In-Year Common Application Form (ICAF) is available from Havering's website at www.havering.gov.uk/admissions/inyear and applications are made via a secure parent portal.
2. Havering residents wishing to apply for places at maintained schools and academies outside of Havering must apply directly to the Local Authority in whose area the school is situated.
3. Schools in Havering will not use Supplementary Information Forms (SIF) unless the information available through the ICAF is insufficient for consideration of the application against the published oversubscription criteria. Where SIF's are used by schools within Havering, the Havering School Admissions Team will seek to ensure that these only collect information which is required by the published oversubscription criteria, in accordance with the School Admissions Code.
4. Where SIF's are used, they will be available direct from the school concerned and available on the school's website. Any SIF must advise parents that they must also complete Havering's In-Year application form. Havering's website and the ICAF will indicate which schools in Havering require SIF's to be completed. Parents will be advised that they should complete the SIF so that the school's Governing Body can fully consider their application.
5. Where a school in Havering receives a SIF, it will not consider it to be a valid application until the parent has also listed the school on Havering's ICAF.
6. Applicants will be able to express a preference for up to six maintained schools or academies in Havering.
7. The order of preference given on the ICAF will not be revealed to the schools listed on the form.
8. Once an offer has been made, the offered school will request proof of address. If the school are not satisfied that the address used is the child's normal place of residence, it will refer the case to Havering's School Admissions Team who will undertake further address verification. Where Havering is not satisfied as to the validity of an address it will withdraw any offer made and liaise with the applicant directly.
9. Before admitting a child the school will satisfy itself that the date of birth is correct.
10. Havering will check the status of any applicant who is a 'Looked After Child' or was a 'Previously Looked After Child'.

Section 2: Processing

11. Havering's School Admissions Team will follow the ICAF application timetable detailed in Appendix 1 of this document.
12. Havering's School Admissions Team will import electronically, children's preferences onto the admissions database (Synergy). This information will be available to schools listed as a preference via the School Access Module (SAM) to enable them to consider the application in accordance with their published oversubscription criteria. Schools will be required to verify claims made on the ICAF, such as Sibling details, Staff Claims, every week (during term time).
13. For all applicants, Havering will provide schools (via SAM) with the information contained on the ICAF (See Appendix 2).

Section 3: Vacancies

14. It is critical for Havering's School Admissions Team to hold up-to-date information about school vacancies so that correct advice can be provided to parents. Schools must update their roll numbers directly through SAM (School Access Module). Havering's School Admissions Team will also collect data from its schools using secure data exchange methods to confirm the roll numbers and other details for each year group.

Section 4: Offers

15. If a school has a vacancy/vacancies, Havering will offer the place(s) within 10 school days of the vacancy arising to the next child entitled to a place in accordance with the published oversubscription criteria. If a school receives fewer applications than places available, places must be offered to all applicants unless the child has had a permanent exclusion from two or more schools in the previous two years.
16. Havering's School Admissions Team will write to parents who have not been offered places at their preference schools giving reasons and informing them of their right of appeal to an independent appeal in accordance with the School Standards and Framework Act 1988.
17. When a child has been offered a place at a higher preference school than the one previously offered, the lower ranking preferences will be withdrawn and the schools concerned notified.
18. Schools must place the child on roll within 10 schools days of the offer being made.
19. If an admission is disputed by a school, the case must be referred to the School Admissions Team giving detailed written reasons within 5 school days.

20. When a child has been offered a place at a lower preference school, the child will be placed on the waiting list for the higher preference schools.
21. Where an application is received from a Havering resident who is out of school and cannot be offered a place at one of their named preferences (due to oversubscription), Havering will offer the applicant a place at the nearest school to the home address with a vacancy.
22. It will be assumed that parents will accept the offer of a school place unless they formally decline the offer of a place and confirm what alternative arrangements they are making for their child's education.
23. Waiting lists for schools in Havering will be held for the academic year in which the application was made. Waiting lists will not be carried over from one academic year to the next and parents will be required to reapply for subsequent academic years.

Appendix 1 – Timetable for In-Year Applications

Applications submitted between	Downloaded from Parent Portal on*	Outcome sent to parent on*
16 August 2023 & 04 September 2023	05 September 2023	11 September 2023
05 September 2023 & 11 September 2023	12 September 2023	18 September 2023
12 September 2023 & 18 September 2023	19 September 2023	25 September 2023
19 September 2023 & 25 September 2023	26 September 2023	02 October 2023
26 September 2023 & 02 October 2023	03 October 2023	09 October 2023
03 October 2023 & 09 October 2023	10 October 2023	16 October 2023
10 October 2023 & 16 October 2023	17 October 2023	23 October 2023
17 October 2023 & 23 October 2023	24 October 2023	06 November 2023
24 October 2023 & 30 October 2023	31 October 2023	06 November 2023
31 October 2023 & 06 November 2023	07 November 2023	13 November 2023
07 November 2023 & 13 November 2023	14 November 2023	20 November 2023
14 November 2023 & 20 November 2023	21 November 2023	27 November 2023
21 November 2023 & 27 November 2023	28 November 2023	04 December 2023
28 November 2023 & 04 December 2023	05 December 2023	11 December 2023
05 December 2023 & 11 December 2023	12 December 2023	18 December 2023
12 December 2023 & 18 December 2023	19 December 2023	08 January 2024
19 December 2023 & 25 December 2023	28 December 2023	08 January 2024
26 December 2023 & 01 January 2024	02 January 2024	08 January 2024
02 January 2024 & 08 January 2024	09 January 2024	15 January 2024
09 January 2024 & 15 January 2024	16 January 2024	22 January 2024
16 January 2024 & 22 January 2024	23 January 2024	29 January 2024
23 January 2024 & 29 January 2024	30 January 2024	05 February 2024
30 January 2024 & 05 February 2024	06 February 2024	12 February 2024
06 February 2024 & 12 February 2024	13 February 2024	19 February 2024
13 February 2024 & 19 February 2024	20 February 2024	04 March 2024
20 February 2024 & 26 February 2024	27 February 2024	04 March 2024
27 February 2024 & 04 March 2024	05 March 2024	11 March 2024
05 March 2024 & 11 March 2024	12 March 2024	18 March 2024
12 March 2024 & 18 March 2024	19 March 2024	25 March 2024
19 March 2024 & 25 March 2024	26 March 2024	02 April 2024
26 March 2024 & 01 April 2024	02 April 2024	22 April 2024
02 April 2024 & 08 April 2024	09 April 2024	22 April 2024
09 April 2024 & 15 April 2024	16 April 2024	22 April 2024
16 April 2024 & 22 April 2024	23 April 2024	29 April 2024
23 April 2024 & 29 April 2024	30 April 2024	07 May 2024
30 April 2024 & 06 May 2024	07 May 2024	13 May 2024
07 May 2024 & 13 May 2024	14 May 2024	20 May 2024
14 May 2024 & 20 May 2024	21 May 2024	28 May 2024
21 May 2024 & 27 May 2024	28 May 2024	10 June 2024
28 May 2024 & 03 June 2024	04 June 2024	10 June 2024
04 June 2024 & 10 June 2024	11 June 2024	17 June 2024
11 June 2024 & 17 June 2024	18 June 2024	24 June 2024
18 June 2024 & 24 June 2024	25 June 2024	01 July 2024
25 June 2024 & 01 July 2024	02 July 2024	08 July 2024
02 July 2024 & 08 July 2024	09 July 2024	15 July 2024

The last date to apply for a school place for this academic year (2023/24) will be 8 July 2024. The application portal will reopen on 16 August 2024 for parents to submit an application for the next academic year (2024/25).

The first round of offers will be made on 9 September 2024.

*** These dates are subject to change without prior notification**

Appendix 2 - Information an offered school can see in SAM.

- Application Reference Number
- Pupil Name
- Pupil UPN (If Known)
- Pupil DOB
- Pupil Gender
- Pupils Current School
- Is the Child LAC or PLAC (True or False)
- Does the child have an EHCP (True or False)
- Is the applicant a Crown Servant (True or False)
- Is the child part of a Multiple Birth (True or False)
- Preference School (this will be the offered school name)
- Distance from Home to School (in meters)
- Pupils Address
- Details of any siblings provided on the application.
- Applicants Name
- Applicants Relationship to Pupil
- Parental Responsibility (True or False)
- Applicants Address
- Applicants Email
- Applicants Home Phone
- Applicants Work Phone
- Applicants Mobile Phone