

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

## 2024/25



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](http://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**

<b>Applications submitted between</b>	<b>Downloaded from Parent Portal on*</b>	<b>Outcome sent to parent on*</b>
16 August 2024 & 02 September 2024	03 September 2024	09 September 2024
03 September 2024 & 09 September 2024	10 September 2024	16 September 2024
10 September 2024 & 16 September 2024	17 September 2024	23 September 2024
17 September 2024 & 23 September 2024	24 September 2024	30 September 2024
24 September 2024 & 30 September 2024	01 October 2024	07 October 2024
01 October 2024 & 07 October 2024	08 October 2024	14 October 2024
08 October 2024 & 14 October 2024	15 October 2024	21 October 2024
15 October 2024 & 21 October 2024	22 October 2024	28 October 2024
22 October 2024 & 28 October 2024	29 October 2024	11 November 2024
29 October 2024 & 04 November 2024	05 November 2024	11 November 2024
05 November 2024 & 11 November 2024	12 November 2024	18 November 2024
12 November 2024 & 18 November 2024	19 November 2024	25 November 2024
19 November 2024 & 25 November 2024	26 November 2024	02 December 2024
26 November 2024 & 02 December 2024	03 December 2024	09 December 2024
03 December 2024 & 09 December 2024	10 December 2024	16 December 2024
10 December 2024 & 16 December 2024	17 December 2024	23 December 2024
17 December 2024 & 23 December 2024	24 December 2024	13 January 2025
24 December 2024 & 30 December 2024	31 December 2024	13 January 2025
31 December 2024 & 06 January 2025	07 January 2025	20 January 2025
07 January 2025 & 13 January 2025	14 January 2025	27 January 2025
14 January 2025 & 20 January 2025	21 January 2025	03 February 2025
21 January 2025 & 27 January 2025	28 January 2025	10 February 2025
28 January 2025 & 03 February 2025	04 February 2025	17 February 2025
04 February 2025 & 10 February 2025	11 February 2025	17 February 2025
11 February 2025 & 17 February 2025	18 February 2025	03 March 2025
18 February 2025 & 24 February 2025	25 February 2025	03 March 2025
25 February 2025 & 03 March 2025	04 March 2025	10 March 2025
04 March 2025 & 10 March 2025	11 March 2025	17 March 2025
11 March 2025 & 17 March 2025	18 March 2025	24 March 2025
18 March 2025 & 24 March 2025	25 March 2025	31 March 2025
25 March 2025 & 31 March 2025	01 April 2025	07 April 2025
01 April 2025 & 07 April 2025	08 April 2025	28 April 2025
08 April 2025 & 14 April 2025	15 April 2025	28 April 2025
15 April 2025 & 21 April 2025	22 April 2025	28 April 2025
22 April 2025 & 28 April 2025	29 April 2025	06 May 2025
29 April 2025 & 05 May 2025	06 May 2025	12 May 2025
06 May 2025 & 12 May 2025	13 May 2025	19 May 2025
13 May 2025 & 19 May 2025	20 May 2025	27 May 2025
20 May 2025 & 26 May 2025	27 May 2025	09 June 2025
27 May 2025 & 02 June 2025	03 June 2025	09 June 2025
03 June 2025 & 09 June 2025	10 June 2025	16 June 2025
10 June 2025 & 16 June 2025	17 June 2025	23 June 2025
17 June 2025 & 23 June 2025	24 June 2025	30 June 2025
24 June 2025 & 30 June 2025	01 July 2025	07 July 2025
01 July 2025 & 07 July 2025	08 July 2025	14 July 2025

**The last date to apply for a school place for this academic year (2024/25) will be 7 July 2025. The application portal will reopen on 18 August 2025 for parents to submit an application for the next academic year (2025/26).  
The first round of offers will be made on 8 September 2025.**

**\* 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