Starting a Havering infant or primary school
In September 2018

For children born between 1 September 2013 and 31 August 2014

APPLY ONLINE BY 15 JANUARY 2018
www.havering.gov.uk/admissions
If there are any further questions you would like to ask or if there is anything you do not understand, the School Admissions Team will be happy to help. You can contact us by:

- Online contact form: www.havering.gov.uk/admissions/contact
- Email: schooladmissions@havering.gov.uk
- Phone: 01708 434600 (Mon-Fri, 12-5pm)
- Visiting: Public Advice and Service Centre (PASC), Liberty Shopping Centre, Romford, RM1 3RL
Introduction

This booklet is intended to guide parents through the admissions process for September 2018 and to help them to make well-informed choices from the wide range of excellent schools in Havering.

The information contained within this booklet gives details of each Havering school and the criteria that are used to decide which children will be admitted when there are more applications than places. Please read these carefully as they will give you an idea of the likelihood of being offered a place.

Information is also included on some schools outside of the borough that are within 3 miles of a Havering school. You can list up to six schools on your application and this can include schools outside of Havering. We recommend, however, that at least one of these six schools is close to your home address.

Havering residents must apply online at www.eadmissions.org.uk and you must submit your application by 15 January 2018 at the very latest.

If you do not live in Havering, you will need to contact your own Local Authority for their booklet and form, or visit their website.

Before you make your final decision, please take the opportunity to visit the schools you are interested in, information regarding visits is published on the schools individual websites.

We hope that this booklet will help you to make decisions at this important time in your child’s life.

Should you have any questions or need any further clarification on the admissions process the School Admissions Team will be happy to help.

Tim Aldridge
Director of Children’s Services

Cllr. Robert Benham
Lead Member for Children and Learning
This booklet provides information for parents and carers of children born between 1 September 2013 and 31 August 2014 who are due to start infant or primary school in September 2018. If your child was born outside of these dates, please see page 38 for further information.

Please read this booklet carefully if you live in the borough of Havering and have a child who is due to start school in September 2018, or live elsewhere and wish to apply for a school in Havering.

This booklet contains details of all state-funded infant or primary schools in Havering. To apply for a place at any of these schools you must apply online at www.eadmissions.org.uk or by visiting the your home borough’s website. Details of how to apply online are on the page opposite.

Before you apply:

• Read this booklet carefully, especially:
  → Pages 18-25: The step by step guide. This tells you how the admission process works
  → Pages 28-36: The admissions criteria that are used to decide which children are offered places at each Havering school. This gives you a better idea of which schools are likely to be able to offer your child a place. Please note that there may have been some changes to admission criteria for 2018 admissions.

• Read the booklets issued by other Local Authorities if you are applying for schools in different boroughs. Information about other boroughs is on page 46 of this booklet.

• For more information about schools in the area please visit www.havering.gov.uk/admissions.

• Visit any schools you are interested in. The dates, times and arrangements for these meetings are published by the individual schools on their own websites.
How and when to apply

- You may apply for up to six schools (excluding private fee paying schools) on your application. The schools can be in Havering or elsewhere. At least one should be near where you live.
- Please apply online (see step 4, page 20).
- You must check if any of the schools you are applying for require a Supplementary Information Form (SIF) to be completed (see page 22), if so you must return the form to the school by the date specified on the form.
- Your application form must be submitted by 15 January 2018 (see page 23).

Please apply online

Apply online at www.eadmissions.org.uk. Find information on the easy and secure system on pages 6-7.
To start your online application please visit the eadmissions website www.eadmissions.org.uk

1. Click on ‘Register to apply online’ and enter your details. If you have used the system before you will not need to register.

2. Make sure you enter your permanent address. This will be verified against council records. If your address is not available you must contact the School Admissions Team before 2pm on the 15 January 2018.

3. You must enter an email address. If you do not have an email address you will need to set one up before you can register.

4. At least one telephone number must be used.

- You will receive an email with a username and a link. You must click on the link to validate your email address.

- Once validated you will receive another email with your username and password. This email will include a link to start your application.

- Enter your child’s details. Make sure you enter the information accurately.

- Make sure the child you are applying for is born between 01/09/2013 - 31/08/2014.
Online application step by step

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- Add your school preferences.
- Make sure that you read the schools’ admissions criteria on pages 28 - 36 of this booklet.
- Select and add the schools you wish to apply for. You can apply for up to 6 schools.
- For each school you select you will be asked a number of questions (such as if there is a sibling at the school). Make sure you answer these questions correctly.

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- Check all of the details entered are correct.
- Read the declaration and Havering’s terms and conditions and tick the box to accept them.
- Click the ‘Submit Application’ button.
- Once you have submitted your application you will be able to attach documents.
- You will receive an email confirmation, this is proof that your application has been submitted and received by Havering.

You must click the submit button by the closing date of the 15 January 2018. If you submit your application after this date your application will be treated as a late application.
Schools in Havering

Online Map - http://map.lgfl.org.uk/eAdmissions

1. Ardleigh Green Infant
2. Benhurst Primary
3. Brady Primary
4. Branfil Primary
5. Broadford Primary
6. Clockhouse Infant
7. Concordia Academy
8. Crowlands Primary
9. Crownfield Infant
10. Dame Tipping Primary
11. Drapers’ Brookside Infant
12. Drapers’ Maylands Primary
13. Drapers’ Pyrgo Priory
14. Elm Park Primary
15. Engayne Primary
16. Gidea Park Primary
17. Hacton Primary
18. Harold Court Primary
19. Harold Wood Primary
20. Harrow Lodge Primary
21. Hildene Primary
22. Hylands Primary
23. La Salette Primary
24. Langtons Infant
25. Mead Primary
26. Nelmes Primary
27. Newtons Primary
28. Oasis Academy: Pinewood
29. Parklands Infant
30. Parsonage Farm Primary
31. Rainham Village Primary
32. Rise Park Infant
33. Scargill Infant
34. Scots Primary
35. Squirrels Heath Infant
36. St. Alban’s Primary
37. St. Edward’s Primary
38. St. Joseph’s Primary
39. St. Mary’s Primary
40. St. Patrick’s Primary
41. St. Peter’s Primary
42. St. Ursula’s Infant
43. Suttons Primary
44. The James Oglethorpe Primary
45. The Mawney Foundation Primary
46. The RJ Mitchell Primary
47. Towers Infant
48. Upminster Infant
49. Whybridge Infant
Viewing the schools

Parents wishing to view the infant / primary school prior to applying should contact the school directly to ascertain when the open days / evenings are.

Below you will find address and contact details for all infant and primary schools in Havering.

**Ardleigh Green Infant**
- **Address:** Ardleigh Green Road
  Hornchurch
  RM11 2SP
- **DfE Number:** 311/2007
- **Telephone:** 01708 449362
- **Website:** www.agi.havering.sch.uk
- **Email:** office@agi.havering.sch.uk

**Benhurst Primary**
- **Address:** Benhurst Avenue
  Hornchurch
  RM12 4QS
- **DfE Number:** 311/2009
- **Telephone:** 01708 450807
- **Website:** www.benhurst.havering.sch.uk
- **Email:** office@benhurst.havering.sch.uk

**Brady Primary**
- **Address:** Wennington Road
  Rainham
  RM13 9XA
- **DfE Number:** 311/2078
- **Telephone:** 01708 555025
- **Website:** www.bradyprimaryschool.co.uk
- **Email:** office@brady.havering.sch.uk

**Branfil Primary**
- **Address:** Cedar Avenue
  Upminster
  RM14 2LW
- **DfE Number:** 311/3509
- **Telephone:** 01708 225186
- **Website:** www.branfil.com
- **Email:** office@branfil.havering.sch.uk

**Broadford Primary**
- **Address:** Faringdon Avenue
  Harold Hill
  RM3 8JS
- **DfE Number:** 311/2081
- **Telephone:** 01708 342880
- **Website:** www.broadford.havering.sch.uk
- **Email:** office@broadford.havering.sch.uk

**Clockhouse Infant**
- **Address:** Clockhouse Lane
  Collier Row
  RM5 3QR
- **DfE Number:** 311/2038
- **Telephone:** 01708 745972
- **Website:** www.clockhouseprimaryschool.co.uk
- **Email:** office@clockhouse.havering.sch.uk
Concordia Academy

Address:
Union Road
Romford
RM7 0GN

DFE Number: 311/2031
Telephone: 01708 932710
Website:
www.concordiaacademy.co.uk
Email:
info@concordiaacademy.co.uk

Crowlands Primary

Address:
London Road
Romford
RM7 9EJ

DFE Number: 311/2097
Telephone: 01708 743402
Website:
www.crowlandsprimary.com
Email:
office@crowlands.havering.sch.uk

Crownfield Infant

Address:
White Hart Lane
Collier Row
RM7 8JB

DFE Number: 311/2042
Telephone: 01708 741826
Website:
www.crownfieldinfantschool.org
Email:
office@crownfieldinfantschool.org

Dame Tipping Primary

Address:
North Road
Havering-atte-Bower
RM4 1PS

DFE Number: 311/3000
Telephone: 01708 745409
Website:
www.dametipping.com
Email:
office@dametipping.havering.sch.uk

Drapers’ Brookside Infant

Address:
Dagnam Park Drive
Harold Hill
RM3 9DJ

DFE Number: 311/2036
Telephone: 01708 343066
Website:
www.drapersbrookside.com
Email:
infantadmin@draperbrookside.com

Drapers’ Maylands Primary

Address:
Settle Road
Harold Hill
RM3 9XR

DFE Number: 311/2020
Telephone: 01708 371331
Website:
www.drapersmaylands.com
Email:
admin@drapersmaylands.com
<table>
<thead>
<tr>
<th>School</th>
<th>Address</th>
<th>DfE Number</th>
<th>Telephone</th>
<th>Website</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drapers’ Pyrgo Priory</td>
<td>Settle Road Harold Hill RM3 9RT</td>
<td>311/2085</td>
<td>01708 342165</td>
<td><a href="http://www.draperspyrgo.com">www.draperspyrgo.com</a></td>
<td><a href="mailto:office@pyrgo.havering.sch.uk">office@pyrgo.havering.sch.uk</a></td>
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<tr>
<td>Elm Park Primary</td>
<td>Southend Road Hornchurch RM12 5UA</td>
<td>311/2008</td>
<td>01708 451463</td>
<td><a href="http://www.elmparkprimary.co.uk">www.elmparkprimary.co.uk</a></td>
<td><a href="mailto:astevenson@elmparkprimary.co.uk">astevenson@elmparkprimary.co.uk</a></td>
</tr>
<tr>
<td>Engayne Primary</td>
<td>Severn Drive Upminster RM14 1SW</td>
<td>311/2094</td>
<td>01708 223492</td>
<td><a href="http://www.engayne.co.uk">www.engayne.co.uk</a></td>
<td><a href="mailto:contact@engayne.co.uk">contact@engayne.co.uk</a></td>
</tr>
<tr>
<td>Gidea Park Primary</td>
<td>Lodge Avenue Gidea Park RM2 5AJ</td>
<td>311/2069</td>
<td>01708 743801</td>
<td><a href="http://www.gideapkprimary.org.uk">www.gideapkprimary.org.uk</a></td>
<td><a href="mailto:office@gideapkprimary.org.uk">office@gideapkprimary.org.uk</a></td>
</tr>
<tr>
<td>Hacton Primary</td>
<td>Goodwood Avenue Hornchurch RM12 6DD</td>
<td>311/2015</td>
<td>01708 443991</td>
<td><a href="http://www.hacton.havering.sch.uk">www.hacton.havering.sch.uk</a></td>
<td><a href="mailto:contact@hacton.havering.sch.uk">contact@hacton.havering.sch.uk</a></td>
</tr>
<tr>
<td>Harold Court Primary</td>
<td>Church Road Harold Wood RM3 0SH</td>
<td>311/2017</td>
<td>01708 342275</td>
<td><a href="http://www.haroldcourt.org.uk">www.haroldcourt.org.uk</a></td>
<td><a href="mailto:office@haroldcourt.org.uk">office@haroldcourt.org.uk</a></td>
</tr>
</tbody>
</table>
### Harold Wood Primary
- **Address:** Recreation Avenue, Harold Wood, RM3 0TH
- **DfE Number:** 311/2005
- **Telephone:**
- **Website:** [www.haroldwoodprimaryschool.co.uk](http://www.haroldwoodprimaryschool.co.uk)
- **Email:** office@haroldwood.havering.sch.uk

### Harrow Lodge Primary
- **Address:** Rainsford Way, Hornchurch, RM12 4BP
- **DfE Number:** 311/2096
- **Telephone:**
- **Website:** [www.wykeham.havering.sch.uk](http://www.wykeham.havering.sch.uk)
- **Email:** office@wykeham.havering.sch.uk

### Hilldene Primary
- **Address:** Grange Road, Harold Hill, RM3 7DU
- **DfE Number:** 311/2090
- **Telephone:** 01708 342453
- **Website:** [www.hilldene.havering.sch.uk](http://www.hilldene.havering.sch.uk)
- **Email:** office@hilldene.havering.sch.uk

### Hylands Primary
- **Address:** Granger Way, Romford, RM1 2RU
- **DfE Number:** 311/2014
- **Telephone:** 01708 743704
- **Website:** [www.hylands.havering.sch.uk](http://www.hylands.havering.sch.uk)
- **Email:** office@hylands.havering.sch.uk

### La Salette Primary
- **Address:** Dunedin Road, Rainham, RM13 8SP
- **DfE Number:** 311/3502
- **Telephone:** 01708 555554
- **Website:** [www.lasalette.havering.sch.uk](http://www.lasalette.havering.sch.uk)
- **Email:** office@lasalette.havering.sch.uk

### Langtons Infant
- **Address:** Westland Avenue, Hornchurch, RM11 3SD
- **DfE Number:** 311/2019
- **Telephone:** 01708 442013
- **Website:** [www.langtonsinfant.com](http://www.langtonsinfant.com)
- **Email:** office@langtons-inf.havering.sch.uk
Viewing the schools

<table>
<thead>
<tr>
<th>School</th>
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<th>Website</th>
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<tr>
<td>Mead Primary</td>
<td>Amersham Road</td>
<td>311/2087</td>
<td>01708 343616</td>
<td><a href="http://www.mead.havering.sch.uk">www.mead.havering.sch.uk</a></td>
<td><a href="mailto:office@mead.havering.sch.uk">office@mead.havering.sch.uk</a></td>
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<tr>
<td>Nelmes Primary</td>
<td>Wingleyde Lane</td>
<td>311/2086</td>
<td>01708 447676</td>
<td><a href="http://www.nelmes-havering.org.uk">www.nelmes-havering.org.uk</a></td>
<td><a href="mailto:office@nelmes.havering.sch.uk">office@nelmes.havering.sch.uk</a></td>
</tr>
<tr>
<td>Newtons Primary</td>
<td>Lowen Road</td>
<td>311/2084</td>
<td>01708 558613</td>
<td><a href="http://www.newtons.havering.sch.uk">www.newtons.havering.sch.uk</a></td>
<td><a href="mailto:office@newtons.havering.sch.uk">office@newtons.havering.sch.uk</a></td>
</tr>
<tr>
<td>Oasis Academy: Pinewood</td>
<td>Thistledene Avenue</td>
<td>311/2004</td>
<td>01708 743000</td>
<td><a href="http://www.oasisacademypinewood.org">www.oasisacademypinewood.org</a></td>
<td><a href="mailto:office@oasispinewood.org">office@oasispinewood.org</a></td>
</tr>
<tr>
<td>Parklands Infant</td>
<td>Havering Road</td>
<td>311/2055</td>
<td>01708 746806</td>
<td><a href="http://www.parklandsinfants.co.uk">www.parklandsinfants.co.uk</a></td>
<td><a href="mailto:lynn@parklandsinfants.co.uk">lynn@parklandsinfants.co.uk</a></td>
</tr>
<tr>
<td>Parsonage Farm Primary</td>
<td>Farm Road</td>
<td>311/2073</td>
<td>01708 555186</td>
<td><a href="http://www.pfps.havering.sch.uk">www.pfps.havering.sch.uk</a></td>
<td><a href="mailto:office@pfps.havering.sch.uk">office@pfps.havering.sch.uk</a></td>
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<td>School Name</td>
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<tr>
<td>Rainham Village Primary</td>
<td>Upminster Road South Rainham</td>
<td>311/2089</td>
<td>01708 552482</td>
<td><a href="http://www.rainhamvillage.havering.sch.uk">www.rainhamvillage.havering.sch.uk</a></td>
<td><a href="mailto:admin@rainhamvillage.havering.sch.uk">admin@rainhamvillage.havering.sch.uk</a></td>
</tr>
<tr>
<td>Rise Park Infant</td>
<td>Annan Way Rise Park</td>
<td>311/2060</td>
<td>01708 749135</td>
<td><a href="http://www.riseparkinfants.co.uk">www.riseparkinfants.co.uk</a></td>
<td><a href="mailto:office@riseparkinf.org.uk">office@riseparkinf.org.uk</a></td>
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<tr>
<td>Scargill Infant</td>
<td>Mungo Park Road Rainham</td>
<td>311/2023</td>
<td>01708 555707</td>
<td><a href="http://www.scargillinf.org.uk">www.scargillinf.org.uk</a></td>
<td><a href="mailto:school.office@scargill-inf.havering.sch.uk">school.office@scargill-inf.havering.sch.uk</a></td>
</tr>
<tr>
<td>Scotts Primary</td>
<td>Bonington Road Hornchurch</td>
<td>311/2080</td>
<td>01708 457019</td>
<td><a href="http://www.scotts.havering.sch.uk">www.scotts.havering.sch.uk</a></td>
<td><a href="mailto:admin@scotts.havering.sch.uk">admin@scotts.havering.sch.uk</a></td>
</tr>
<tr>
<td>Squirrels Heath Infant</td>
<td>Salisbury Road Romford</td>
<td>311/2062</td>
<td>01708 446476</td>
<td><a href="http://www.squirrelsheath.com">www.squirrelsheath.com</a></td>
<td><a href="mailto:admin@shi.havering.sch.uk">admin@shi.havering.sch.uk</a></td>
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<tr>
<td>St Alban’s Catholic Primary</td>
<td>Heron Flight Avenue Hornchurch</td>
<td>311/3508</td>
<td>01708 555644</td>
<td><a href="http://www.stalbansschool.net">www.stalbansschool.net</a></td>
<td><a href="mailto:contact@st-albans.havering.sch.uk">contact@st-albans.havering.sch.uk</a></td>
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<tr>
<td>School Name</td>
<td>Address</td>
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<tr>
<td>St Edward’s C of E Primary</td>
<td>Havering Drive, Romford, RM1 4BT</td>
<td>311/3301</td>
<td>01708 745971</td>
<td></td>
<td><a href="mailto:contact@stedwardsva.net">contact@stedwardsva.net</a></td>
</tr>
<tr>
<td>St Joseph’s Catholic Primary</td>
<td>St Mary’s Lane, Upminster, RM14 2QB</td>
<td>311/3506</td>
<td>01708 220277</td>
<td><a href="http://www.st-josephs-upminster.net">www.st-josephs-upminster.net</a></td>
<td><a href="mailto:office@st-josephs.havering.sch.uk">office@st-josephs.havering.sch.uk</a></td>
</tr>
<tr>
<td>St Mary’s Catholic Primary</td>
<td>Hornchurch Road, Hornchurch, RM12 4TL</td>
<td>311/3501</td>
<td>01708 448430</td>
<td><a href="http://www.stmaryscatholicprimaryschool.co.uk">www.stmaryscatholicprimaryschool.co.uk</a></td>
<td><a href="mailto:admin@st-marys.havering.sch.uk">admin@st-marys.havering.sch.uk</a></td>
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<tr>
<td>St Patrick’s Catholic Primary</td>
<td>Lowshoe Lane, Collier Row, RM5 2AP</td>
<td>311/3503</td>
<td>01708 745655</td>
<td><a href="http://www.saint-patricks.org.uk">www.saint-patricks.org.uk</a></td>
<td><a href="mailto:office@st-patricks.org.uk">office@st-patricks.org.uk</a></td>
</tr>
<tr>
<td>St Peter’s Catholic Primary</td>
<td>Dorset Avenue, Romford, RM1 4JA</td>
<td>311/3507</td>
<td>01708 745506</td>
<td><a href="http://www.st-peters.havering.sch.uk">www.st-peters.havering.sch.uk</a></td>
<td><a href="mailto:office@st-peters.havering.sch.uk">office@st-peters.havering.sch.uk</a></td>
</tr>
<tr>
<td>St Ursula’s Infant</td>
<td>Straight Road, Harold Hill, RM3 7JS</td>
<td>311/3505</td>
<td>01708 345200</td>
<td><a href="http://www.stursulasinfantschool.com">www.stursulasinfantschool.com</a></td>
<td><a href="mailto:head@stursulasinf.havering.sch.uk">head@stursulasinf.havering.sch.uk</a></td>
</tr>
</tbody>
</table>
### Suttons Primary
- **Address:** Suttons Lane, Hornchurch, RM12 6RP
- **DFE Number:** 311/2024
- **Telephone:** 01708 443393
- **Website:** www.suttonsprimary.co.uk
- **Email:** admin@suttons.havering.sch.uk

### The James Oglethorpe Primary
- **Address:** Ashvale Gardens, Upminster, RM14 3NB
- **DFE Number:** 311/2003
- **Telephone:** 01708 225202
- **Website:** www.jamesoglethorpe.havering.sch.uk
- **Email:** office@jamesoglethorpe.havering.sch.uk

### The Mawney Foundation
- **Address:** Mawney Road, Romford, RM7 7HR
- **DFE Number:** 311/2092
- **Telephone:** 01708 741612
- **Website:** www.mawney.havering.sch.uk
- **Email:** office@mawney.havering.sch.uk

### The RJ Mitchell Primary
- **Address:** Tangmere Crescent, Hornchurch, RM12 5PP
- **DFE Number:** 311/2093
- **Telephone:** 01708 551684
- **Website:** www.rjmitchellprimaryschool.com
- **Email:** office@rjmitchell.havering.sch.uk

### Towers Infant
- **Address:** Osborne Road, Hornchurch, RM11 1HP
- **DFE Number:** 311/2070
- **Telephone:** 01708 447407
- **Website:** www.towersinfant.co.uk
- **Email:** office@towersinfant.co.uk

### Upminster Infant
- **Address:** St Mary's Lane, Upminster, RM14 3BS
- **DFE Number:** 311/2067
- **Telephone:** 01708 227320
- **Website:** www.upminsterinfant.co.uk
- **Email:** enquiries@uis.havering.sch.uk

### Whybridge Infant
- **Address:** Ford Lane, Rainham, RM13 7AR
- **DFE Number:** 311/2026
- **Telephone:** 01708 551712
- **Website:** www.whybridge.co.uk
- **Email:** office@whybridge-inf.havering.sch.uk
The application timetable

Please read this page very carefully. It gives you important dates to remember. Make sure you don’t miss a deadline or appointment for a school you are interested in.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 September 2017</td>
<td>Online application process opens.</td>
</tr>
<tr>
<td>September 2017 to January</td>
<td>Information sessions are held across the borough for parents regarding</td>
</tr>
<tr>
<td>2018</td>
<td>the application process.</td>
</tr>
<tr>
<td>September 2017 to January</td>
<td>Infant / primary school open evenings / days.</td>
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<tr>
<td>2018</td>
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<tr>
<td>15 January 2018 (midnight)</td>
<td>Deadline for submitting online applications. We strongly advise that</td>
</tr>
<tr>
<td></td>
<td>you submit your application before this date.</td>
</tr>
<tr>
<td>16 April 2018 *</td>
<td>Applicants receive an outcome email during the evening.</td>
</tr>
<tr>
<td>May to July 2018</td>
<td>Appeals are heard.</td>
</tr>
<tr>
<td>May to July 2018</td>
<td>Schools will write to parents who have been offered places, with</td>
</tr>
<tr>
<td></td>
<td>information about induction arrangements.</td>
</tr>
</tbody>
</table>

* During the evening of 16 April 2018 you will be sent an email with the outcome of your application. Please wait until you have received this email before logging on to the Pan London eAdmissions website.

If you wish you can download the ParentComms app onto your mobile phone or tablet and the outcome of your application will also be sent to you via the app.
Deferred entry and admission outside of the child’s chronological age group

When is a child required to start school?

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 then.

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 (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.

Who is responsible for making a decision on whether or not a child should be educated out of chronological year group?

Whilst there is no statutory barrier to children being admitted to school outside of their chronological year group, there is no duty to agree to such a request. In each case it is for the admission authority of the school to make the decision based on the circumstances of the case and what is in the best interests of the child, after submission of a request and supporting information by the parent or following Havering’s agreement to the recommendations made in an annual review of a statement of Special Educational Need (SEN) / Education Health and Care Plan (EHCP).

Reasons frequently cited for requesting that children are placed outside their chronological year group

The rationale for requests to place children in a year group other than their chronological year group tends to be as follows:

I. the child has exceptional intellectual skills and is isolated as a learner in their present peer group. They may present severe difficulties for teachers in terms of providing appropriate curriculum extension;

II. the child has exceptionally delayed intellectual skills and cannot productively engage in group learning tasks and presents teachers with severe difficulties in curriculum differentiation;

III. often in association with (ii) the child is very delayed emotionally and cannot make adequate relationships with their peer group, is at risk of isolation and possibly bullying;

IV. a child may have missed a substantial part of a year through illness or other reasons;

V. reasons associated with a child’s physical condition: physical frailty which appears to justify a “less robust” environment than that found in the same age group;

VI. the child was born prematurely on or before 31 August but their expected date of delivery was after 31 August;

VII. to provide an additional year’s experience of mainstream education prior to a special school placement; and

IX. the child has recently arrived in the country and has limited English language competence or could be isolated in their age appropriate group.

These reasons are frequently allied with strong parental preferences for their child to be placed in an alternative year group.

The second and third of the above reasons are particularly prevalent at a time of phase transfer (nursery to infant, infant to junior, junior to secondary) where the demands of the next phase are perceived as too much for the child to cope with.

Additional relevant information regarding deferred entry / education outside of the children chronological year group is available to download and view online via www.havering.gov.uk/admissions/defer this includes best practice guidelines, information on the potential implications for the child and information regarding continued Early Years funding.
Applying for places step by step

STEP 1
Understanding the process

Havering works with all London boroughs to co-ordinate the application and offer process.

Before you complete your application it is important that you understand how the process works:

- You can apply for any school in any Local Authority on the online application form by the 15 January 2018.
- You must complete any necessary Supplementary Information Forms (SIF) required by the schools you are applying for by the deadline specified on the SIF, and return this direct to the school.
- You can apply online for up to 6 schools and you must list them in the order you prefer them.
- If any of the schools you apply for are in other boroughs, Havering will pass the details to the other boroughs. Likewise if you live outside of Havering and apply for a Havering school your home borough will pass your details to Havering.

Your child will be considered for each school you apply for separately, using only the schools published admissions criteria to decide whether or not a place can be offered. Details of other schools you have applied for will not be shared, nor will a school be told the order in which you list the school.

STEP 2
Collecting information

It is important to collect as much information as possible about the schools you want to apply for and the admissions procedures

You can do this by:

- Reading this booklet
- Going to open evening / days

If you are applying for schools in other boroughs, we strongly recommend that you read the booklets issued by those Local Authorities.

- Before places are offered, Havering will check whether your child can be offered a place at more than one of the schools you have applied for. If you have applied for schools in other boroughs, we will also check with those boroughs whether your child can be offered a place.
- You will be sent an email with the outcome of your application on 16 April 2018 (see page 17).
- If you are not offered a place at a school that you listed as a higher preference than the one you are offered, your child will be placed on the waiting list. You will have the right to appeal against the refusal of a place at any school you listed as a higher preference.
Applying for places step by step

**STEP 3**
**Considering the facts**

Most schools receive more applications than they have places available. Before applying it is important to get a realistic idea whether or not your child is likely to be offered a place at each of the schools you are interested in.

You can do this by:
- Carefully reading the admissions criteria that will be used to decide the order in which children will be offered places.
- Checking how many applications were made last year and how the places were allocated using the admissions criteria (see pages 39 - 40 for last year's statistics)

On pages 28 - 36 of this booklet you will find the admissions criteria for each Havering school. You will find similar information for schools in other boroughs in the booklets produced by those Local Authorities.

You might also want to think about:
- Whether the curriculum and aims of the school suit your child’s needs. The school prospectus will give you the information you need.
- How your child will travel to school and the likely cost.

**STEP 4**
**Completing the form**

Please apply online at www.eadmissions.org.uk.

The secure online system will automatically send your application to the correct London borough based on your address.

The online application will allow you to:
- Edit your application as often as necessary until the closing date.
- Attach supporting documents to your application.

**Children with an EHCP**

If your child has an Education Health and Care Plan (EHCP), you should still apply online but you must tick the relevant box on the application form that indicates your child has an EHCP.

**The following notes will help you apply correctly:**

**SECTION A - Personal Details**
- **Your child’s date of birth**
  If your child’s date of birth is between 1 September 2013 and 31 August 2014 then they are the right age to start infant / primary school in September 2018.

- **Your child’s address**
  The address used must be the child’s normal place of residence. If you change your address after completing the form, you must tell the Havering School Admissions Team straightaway.

Please do not list an address of someone who provides temporary care for your child, a business address, a child minder’s address, a relative’s address or any other address other than the child’s home address. If a school place is offered on the basis of an incorrect address the place will be withdrawn.

Havering will not process an application if it is believed that an address of convenience is used.

Proof of address will be sought and if there is any doubt about the validity of the address given it may be subject to further investigation. Please read the "address of convenience protocol" available on the Havering website for full details.

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/
Applying for places step by step

STEP 4 (continued)
Completing the form

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 co-ordinated 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).

If you change address after completing the form, you must inform the School Admissions Team straight away. Changes will only be accepted for admission purposes if satisfactory proof is provided to the admissions team by the 12 February 2018 that a move to a new permanent address has taken place. Evidence of disposal of the previous address may also be required.

Changes of address after 12 February 2018 will not be used for admissions purposes until after the 16 April 2018, but can be used for correspondance.

- Looked after children
Children in public care (Looked after Children) and those who ceased to be looked after because they were adopted, or because they became subject to a residence order, child arrangement order or a special guardianship order, receive priority for admission to school.

A looked after child is a child in the care of a Local Authority or provided with accommodation by that authority in accordance with Section 22 of the Children Act 1989. An adopted child is defined by section 46 of the Adoption and Children Act 2002 or section 12 of the Adoption Act 1976. A residence order is defined by section 8 of the Children Act 1989. A child arrangement order is defined by section 8 of the Children Act 1989 as amended by section 14 of the Children and families Act 2014. A special guardianship order is defined by section 14A of the Children Act 1989.

If the conditions above apply to your child, you must give details on the application form and provide a letter from the relevant Local Authority Social Services Department. This letter must state the following:

- Confirmation that the child is currently ‘looked after’ or was previously looked after in accordance with the definition provided above.
- If the child was previously ‘looked after’ then the letter must also confirm the date at which the child ceased to be ‘looked after’ and the date of the adoption order, residence order, child arrangements order or a special guardianship order which led to the
Applying for places step by step

STEP 4 (Continued)
Completing the form

cessation of ‘looked after status’

Any court orders must be accompanied with a letter from Social Services as described on the previous page to be considered for this admissions criterion.

SECTION B - School preferences
Please follow these 4 important rules when you complete this part of the application.

1. You can list up to 6 schools. Do not include private schools but you must include state schools (and Grammar) not in Havering.

2. Select your preferences carefully. Read the admissions criteria for each school and check how the places were allocated last year.

3. Apply for at least 4 schools. This will increase your options.

4. Include at least one school near to your home. Distance is used by many schools to decide which children are offered places. List the schools in the order you prefer them. If more than one school can offer your child a place, the School Admissions Team will use this information to offer whichever of these you most prefer. The order of your preferred schools cannot be changed after 15 January 2018.

SECTION C - Supplementary Information Forms
Some of the schools in Havering and in other boroughs require parents and carers to complete a Supplementary Information Form (SIF) in addition to listing the school as a preference on their online application form. In these cases, your application will be given lower priority unless both forms are completed and received by the relevant closing date.

Please ensure that you return your completed Supplementary Information Forms to the school direct. The address is on the form.

Applying for schools in other boroughs
If you have included any schools outside of Havering in your list of preferences, you must check whether you also need to complete a Supplementary Information Form (SIF).

The online system will advise you if you select a school in another borough for which a SIF may be required.

SECTION D—Additional information

- Siblings
If your child has a brother or sister already attending any of the schools you have applied for, please provide the sibling details on the form in the appropriate section.

A sibling is defined as:

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 adopted or foster sibling, living as part of the same family unit at the same address.

- Multiple births
If you are applying for a place for more than one child as a result of a multiple birth, you must complete a separate application for each child. If the last child to be offered a place is a twin, and their sibling cannot be offered a place, the Admissions Team 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 Admissions Team 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.

-- Children of UK service personnel (UK Armed Forces and Crown Servants)
For families of UK service personnel with a confirmed posting in Havering, or crown servants returning from overseas to live within Havering, an address in Havering will be used for admission purposes in advance of arrival in the UK provided that the application is accompanied by an official letter (i.e. from the MOD or FCO) which declares a relocation date and a Unit postal address or quartering area address.
STEP 4 (Continued)
Completing the form

- Reason for preference
Please note that schools can only use their published admissions criteria to decide which children qualify for a place. It is therefore not necessary to give reasons for your preference unless you want to.

STEP 5
Submitting your application

Your application, any SIFs and any supporting documents must be received by the closing date 15 January 2018.

You must submit the form before midnight on 15 January 2018.

Supplementary Information Forms must be submitted directly to the school by the date shown on the form.

All applications received by 15 January 2018 will be considered together. If your application is not received by the School Admissions Team by 15 January 2018, your child will not be considered for a place until after the initial offer of places on 16 April 2018.

If the schools you have applied for are full at that time, your child’s name will be automatically placed on a waiting list in the order of the school’s admission criteria.

The council reserves the right to accept a late application where it considers that there are exceptional reasons for the application not being submitted on time. However applications received after 12 February 2018 can not be accepted as ‘on-time’.

www.havering.gov.uk/admissions
STEP 6
Being offered a place

On 16 April 2018 Havering (or your Local Authority if you do not live in Havering) will notify you of the outcome of your application.

- You will receive the outcome in an email during the evening
- You will only receive one offer on national offer day.
- The place offered will be at whichever of the schools are able to allocate your child a place using the published admission criteria.
- If more than one of the schools are able to allocate your child a place, you will be offered whichever one of these is the highest preference on your application.
- If none of the schools you applied for are able to offer a place, you will be offered a place at the nearest Havering school to your home address where a vacancy exists.
- Please be aware that your child’s details will be sent to the offered school and the school will contact you with further details between May and July 2018.

The outcome email you receive will tell you:
- How to accept the place you have been offered. Please accept online or if this is not possible please email the School Admissions Team. We strongly advise that you do not reject the place unless you have a place arranged elsewhere.
- How to download a letter explaining in more details why your child was not offered a place at your preferred school.
- Your child can stay on the waiting list for any school that you listed as a higher preference than the school you have been offered. If a place becomes available later, you will be given the opportunity to accept that instead.
- If none of the schools you applied for are able to offer a place, you will be offered a place at the nearest Havering school to your home address where a vacancy exists.

Waiting lists will be maintained until the end of December 2018 after which you will need to re-apply to remain on a waiting list.

The letter you are able to download will also tell you:
- How to appeal against refusal of a place at any of the schools you applied for and the date by which you must do this.
- How to make a late application for alternative schools

How waiting lists operate
Havering will maintain the waiting lists for the majority of Havering schools. Applicants not offered a place at a school which they listed as a higher preference than the school which they have been offered, are automatically placed on a waiting list in the order of the school’s admission criteria.

Catholic schools and St Edwards Primary School hold their own waiting lists.

Places are offered to children at the top of the waiting list as vacancies arise. Late applications are also inserted into the waiting list in criteria order. This means that a child’s position on the list can move down as well as up.

www.havering.gov.uk/admissions
Applying for places step by step

STEP 7
Deciding whether to appeal

You have a legal right to appeal against not being offered a place at a school you applied for. You can appeal for more than one school if you wish.

- If you want to appeal, you can do so online via: www.havering.gov.uk/admissions/appeal
- You must submit your appeal by the date specified on the appeal form.
- Your appeal will be heard by an independent panel of people who have no connection with the school you wish your child to attend or the Local Authority. You will be told the date of the hearing and invited to attend.
- Please note that the panel will only consider your reasons for wanting a place at that particular school. They will not be influenced by whether or not you have a place at any other school. If you decide to appeal, you should still accept a place in another school in case your appeal is not successful.

Important information about 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.

For more information on Infant Class Size Appeals please see page 41.
Does the law guarantee my child a place in the school of my choice?

No. The law says that parents may express a preference for any school, however, if more parents express a preference for a school than the number of places available, there has to be an order of priority to decide which children to admit. The law allows parents to appeal to an independent panel if their child is refused a place at a school of their preference.

Does the co-ordinated system mean that I have more chance of getting a place at my first preference school?

No. The aim of the co-ordinated system is to ensure that nobody gets more than one offer from amongst the schools they applied for, so that more children will get the offer of a school place.

This does not mean that there will be more places available at any particular school than previously. Schools can only admit as many children as they can accommodate. The places will still be allocated to those who have the highest priority under the school’s published admission criteria.

For this reason, it is important that you read the admission criteria carefully so that you do not waste your preferences by only listing schools where your child is unlikely to get a place.

Do I have to use all 6 preferences?

No. However, unless you are certain of getting a place in a particular school, you are strongly advised to apply for as many schools as you can. Please bear in mind that your 6 preferences can be for state schools (and Grammar) in any area.

If you apply for one or two schools only, it does not improve your chances of being offered a place. If your application is unsuccessful, you will be offered a place at the nearest school to your home which has a vacancy after all other applications have been processed. The alternative schools you could have applied for may already be full by this time, so you are advised to include them on your form at the time of application.

Can I change my preferences or the order of my preferences after the application closing date?

If you add or change preferences after the application closing date the application will be considered to be a late application unless there are exceptional reasons why the changes were not included on the original application form. Late applications are not considered until after the initial offer of places on 16 April 2018.

Will a school know where I listed it in my order of preferences?

No. Places are only offered based on the published admissions criteria.

Will I get priority for a place in the borough where I live?

No. The law does not allow Local Authorities to give priority for places in schools in their area to children who live in their area.

What can I do if I am not offered a place in a school of my preference?

Your child’s name will be placed on the waiting list automatically for any school you listed as a higher preference than the school you have been offered. If a place becomes available after offer day (16 April 2018), all children on the waiting list are considered. Those who best meet the school’s admissions criteria will be offered a place. The length of time spent on a waiting list will not give priority over other applicants—it is possible for a child to go down as well as up the list. Being on a waiting list is no guarantee of a place being offered at that school.

Is it possible that my child will be without a school place on 16 April 2018?

No. If none of the schools you applied for are able to offer a place, you will be offered a place at the nearest Havering school to your home address that has a vacancy at that time (Havering residents). You will also be given details of other schools with places available and how to apply for a place at these schools.

Please be aware that your child’s details will be sent to the school at which you are offered a place and that the school may contact you with further details.

Does my child have to start school in September 2018?

No, 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 three options available to then these options are detailed on page 18.

In addition parents of summer born children (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.

For further information please refer to page 18.
This section gives you the admissions criteria for all the infant / primary schools in Havering.

These criteria tell you how places are offered if there are more applications than places available.

Please read the admissions criteria carefully, because they will give you an idea of whether or not your child is likely to be offered a place at a school of your choice.

Definitions of the admissions criteria can be found at the end of this section (page 37). The majority of Havering schools use these definitions unless explicitly stated in the schools arrangements.

If you need any more advice you can either contact the School Admissions Team via

Online contact form: www.havering.gov.uk/admissions/contact
Email: schooladmissions@havering.gov.uk
Phone: 01708 434600 (Mon-Fri, 12-5pm)
Visiting: Public Advice and Service Centre (PASC), Liberty Shopping Centre, Romford, RM1 3RL

At the end of this section you will find information on the admission of children who are already of primary school age (In Year Admissions).
Admissions Arrangements

Admissions Criteria

When the demand exceeds the number of places available at the School, places are allocated by applying the following criteria in descending order of priority to applicants who have expressed any preference for the School.

1. Looked after children and children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

2. Exceptional medical or exceptional social grounds.

3. Pupils with siblings on the roll of the school on the date of admission who live up to a distance of 1.6km from the school. Pupils who live further than 1.6km from the school will also receive priority under this criteria if they currently have a sibling at the school who was admitted prior to September 2018. This will include siblings at partner junior schools.

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.

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.

Definitions of the above criteria can be found on page 37 of this booklet.

The following Community schools, Voluntary Controlled schools and Academies all share the same admissions criteria. The number inside the bracket indicates the Published Admissions Number (PAN) for the school, this is the maximum number of children that can be admitted.

- Ardleigh Green Infant (90)
- Brady Primary (30)
- Branfil Primary (90)
- Broadford Primary (90)
- Clockhouse Primary (90)
- Crowlands Primary (90)
- Crownfield Infant (120)
- Dame Tipping CE Primary (15)
- Elm Park Primary (60)
- Engayne Primary (90)
- Gidea Park Primary (60)
- Hacton Primary (78)
- Harold Court Primary (60)
- Harold Wood Primary (90)
- Harrow Lodge Primary (60)
- Hildene Primary (90)
- Hylands Primary (90)
- Langtons Infant (90)
- Mead Primary* (90)
- Nelmes Primary (60)
- Newtoms Primary (60)
- Parklands Infant (120)
- Parsonage Farm Primary (90)
- Rainham Village Primay (90)
- Rise Park Infant (90)
- Scargill Infant (90)
- Scotts Primary (60)
- Squirrels Heath Infant (90)
- Suttons Primary (60)
- The James Oglethorpe Primary (60)
- The RJ Mitchell Primary (60)
- Towers Infant (90)
- Whybridge Infant (90)

The admissions criteria for the other schools in Havering can be found on pages 29 - 36.

*Please note that an expansion proposal for Mead Primary school is being consulted on. If agreed, this would see 120 places offered from September 2018 onwards.
Admissions Arrangements - Catholic Schools

The catholic schools all share the same admissions criteria. The number inside the bracket indicates the Published Admissions Number (PAN) for the school, this is the maximum number of children that can be admitted.

- La Salette (30)
- St Alban’s Catholic Primary (30)
- St Joseph’s Catholic Primary (60)
- St Mary’s Catholic Primary (60)
- St Peter’s Catholic Primary (60)
- St Patrick’s Catholic Primary (60)
- St Ursula’s Catholic Infants (60)

Admissions Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

1. Looked after children and children who were previously looked after, but ceased to be so because they were adopted, or became subject to a child arrangements order or special guardianship order, from Catholic families and baptised Catholic looked after children.
2. Baptised children of practising Catholic families who are resident in the parish of:
   - La Salette - Our Lady of La Salette.
   - St. Alban’s - St Alban’s or English Martyrs.
   - St Joseph’s - St. Joseph’s or English Martyrs.
   - St Mary’s - St. Mary, Mother of God.
   - St Peter’s - St. Edward the Confessor.
   - St Patrick’s - Corpus Christi.
   - St Ursula’s - St. Dominic, Most Holy Redeemer or Christ the Eternal High Priest.
5. Children of Catholic families.
6. Children of Catechumens, resident in the parish of:
   - La Salette - Our Lady of La Salette.
   - St. Alban’s - St Alban’s or English Martyrs.
   - St Joseph’s - St. Joseph’s or English Martyrs.
   - St Mary’s - St. Mary, Mother of God.
   - St Peter’s - St. Edward the Confessor.
   - St Patrick’s - Corpus Christi.
   - St Ursula’s - St. Dominic, Most Holy Redeemer or Christ the Eternal High Priest.
7. Children of Catechumens, resident in the Deanery of Havering.
8. Other looked after children and children who were previously looked after, but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order).
10. Children of practising members of an Eastern Christian Church.
11. Children of members of an Eastern Christian Church.
12. Christian children of other denominations, whose application is supported by a minister of religion.
13. Children of other faiths, whose application is supported by their religious leader.

Where the offer of places to all the applicants in any of the categories listed above would lead to over-subscription, the following provisions will be applied:

- The attendance of a sibling (brother or sister) at the school, at the time of enrolment, will increase the priority of an application within each category.

Tie Break

Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to over-subscription, the places up to the published admission number will be offered to those living nearest to the school.

The distance between the home address and the preferred school is determined using address points and is measured in a straight line, not by the shortest walking or bus route, between the address point for the preferred school and the address point of the child’s normal place of residence.

Address points are points marked in the centre of the child’s home address, or in the centre of the block of flats in which the child’s home address is located, and in the pre-defined point of the preferred school.

In the event that two, or more, applicants applying 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.
Admissions Arrangements

A standard Local Authority Common Application Form must be completed online and returned to the Local Authority in whose area you live by the 15th January.

The School Supplementary Information Form (SIF) must be submitted, by the 15th January (or the working day before if the 15th January falls on a weekend), direct to the school address. It is expected that all additional documents are submitted with the Supplementary Information Form.

Parents will be advised of the outcome of their applications on the date agreed with the Local Authority.

Unsuccessful applicants will be given reasons related to the over-subscription criteria listed on the previous page and advised of their right of appeal to an independent appeal panel.

The Governing Body is the Admission Authority and cannot process applications unless the Supplementary Information Form is received, at the school, by the published date.

Applicants must also submit the online Common Application Form, to the Local Authority, by the published date.

Applications received after the published deadline, will be dealt with AFTER all the other applications have been determined.

Explanatory Notes (these notes form part of the Over-subscription criteria)

“Appropriate evidence” is
- Copy of birth certificate
- Copy of certificate of baptism, reception, membership
- Certificate of practice from a priest or reference from a minister of religion
- Statement and supporting evidence of residence (e.g. copy of driving licence, utility bill – or such-like documents dated within the last 3 months)
- Evidence of exchange of contracts / rental / tenancy agreement (families moving into the area).
- If parents/carers move address during the admissions process they must notify the School Admissions Team immediately of their new address, together with verification of the new address. This should be supported by evidence from a solicitor regarding the date of exchange of contracts if they are purchasing a new home or the signed tenancy agreement if they are renting a property. The length of a tenancy agreement should be sufficient to cover the date on which the child would start attending their preferred school. If you have more than one property you may be required to provide proof of the child’s normal place of residence.

“Catholic” means a member of a Church in communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church.

“practising Catholic” It is the role of a priest to determine whether applicants meet the criteria for qualification as practising Catholic families. By practising, we mean weekly attendance at Sunday mass (including those on Saturday evenings) and mass attendance on Holy Days of Obligation. It is up to the applicant to identify and approach a priest to request evidence of practise.

“parish” means the area defined as such by the diocesan authority and served by a particular church. If you are in any doubt about which parish you reside in, please enquire at the church or the school.

“catechumen” means one who is being initiated into the Catholic Church, taking part in a program of preparation for Baptism. This will normally be evidenced by a certificate of reception into the order of catechumens.

“Eastern Christian Church” includes Orthodox Churches and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

“Catholic families” are families where at least one parent is a baptised Catholic.

“parents” are those who have parental responsibility for the child, including carers or legal guardians.

“time of enrolment” is the first day of entry in the year of admission.

“sibling” refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer’s partner where the child for whom the school place is sought is living in the same family unit, at the same address as that sibling.

“Deanery of Havering” is defined by the diocesan authority and comprises the parishes of:
St. Dominic, Most Holy Redeemer, Christ the Eternal High Priest, St. Edward the Confessor, Corpus Christi, St. Joseph, English Martyrs, St. Mary Mother of God, St. Alban’s, Our Lady of La Salette.
Admissions Arrangements
Benhurst Primary School

Published Admissions Number - 60

Admissions Criteria
Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit.

1) Looked after children and children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
2) Children of staff at the school.
3) Siblings on roll in September 2018.
4) Children living nearest the school as measured by the agreed local authority measuring system.

Tie Break
Proximity to the school will first be applied if the school is oversubscribed in any criteria (apart from the criteria applying to Looked After Children/Previously Looked After Children) with those living closest to the school. Distance will be measured from the centre of the child’s home to the pre-defined point of the school.

Random allocation will be used as a tie-break to decide who has highest priority for admission if the distance between a child’s home and the school is the same in any individual case.

If children of multiple birth (twins and triplets) are tied for the final place, those siblings will be admitted over PAN.

Definitions:
Sibling - A brother or sister (that is, another child of the same parents, whether living at the same address or not), or half-brother or sister or a step-brother or sister or an adoptive or foster sibling, living as part of the same family unit at the same home address.

Looked After Children Previously Looked After Children - 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 2 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).

Children of staff - Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

Admissions Arrangements
Concordia Academy

Published Admissions Number - 90

Admissions Criteria
Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit.

1) Looked after children and children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
2) Children with siblings at the school.
3) Children of staff fulfilling a skills shortage role.
4) Children living nearest the school as measured by the agreed local authority measuring system. The measurement is taken from the schools permanent site (address on page 10) and not the temporary site at Langtons Junior School.

Tie Break
Where the admission number given above is reached part way through one of the above criteria, the remaining places available are allocated on proximity to the school

Random allocation will be used to decide who has highest priority for admission if the distance between a child’s home and the school is the same in any individual case.

If children of multiple birth (twins and triplets) are tied for the final place, those siblings will be admitted over PAN.

Definitions:
Sibling - A brother or sister (that is, another child of the same parents, whether living at the same address or not), or half-brother or sister or a step-brother or sister or an adoptive or foster sibling, living as part of the same family unit at the same home address.

Looked After Children Previously Looked After Children - 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 2 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).

Children of staff - This option is only available for teaching or leadership staff with a permanent contract to work at the school, it will be subject to confirmation by an independent REAch2 regional non-executive that, on the evidence available, the post does indeed relate to a skills shortage in the area.
Admissions Arrangements - Drapers’ Multi Academy Trust Schools

The schools within the Drapers’ Multi Academy Trust (MAT) all share the same admissions criteria. The number inside the bracket indicates the Published Admissions Number (PAN) for the school, this is the maximum number of children that can be admitted.

- Drapers’ Brookside Infant (60)
- Drapers’ Maylands Primary (60)
- Drapers’ Pyrgo Priory (90)

Admissions Criteria

Where the number of applications is greater than the published admissions number, applications will be considered against the criteria set out below:

1. Looked After Children, or children who were previously looked after but immediately after being looked after became subject to adoption, child arrangements order, or special guardianship order.
2. Children whose brother or sister already attend a school within the MAT at the time of the application. Applicants applying under this criterion must also complete the schools Supplementary Information Form which is available from the school directly.
3. Pupils who already attend another school within the MAT.
4. Children who reside within the agreed priority admissions area, with priority being given to those living closest to the school. The priority admissions area is detailed to the right and also available via the schools website.
5. Children who reside outside the agreed priority admissions area, with priority being given to those living closest to the school.

In the event of a dispute over proximity, distances are measured using the Local Authorities Geographical Information System, using straight line measurement from the main entrance of the school to the centre of the child’s home address.

In the event that places cannot be allocated on the above basis – e.g. for pupils that live exactly the same distance away – then the place will be offered on a random allocation, drawn by an independent person who is not involved in the admissions process.

Tie Breaks

Proximity to the school will first be applied if the school is oversubscribed in any criteria (apart from the criteria applying to Looked After Children / Previously Looked After Children) with those living closest to the school, and within the Priority Admissions Area having priority for admission. Distance will be measured from the centre of the child’s home to the main entrance of the school.

Random allocation will be used as a tie-break to decide who has highest priority for admission if the distance between a child’s home and the school is equidistant in any individual case.

if children of multiple birth (twins and triplets) are tied for the final place, those siblings will be admitted over PAN.

Priority Admissions Area
Admissions Arrangements - Mawney Foundation School

Published Admissions Number - 90

Admissions Criteria
If there are more applications than there are places available at Mawney Foundation School, we will use the following criteria, in priority order, for deciding which applications to accept.

1. Looked After Children and Children who were Looked After, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
2. The attendance in September 2018 of an older brother or sister at Mawney Foundation School.
3. The distance of the home address from the School, as measured by the Local Authority using a straight line distance from the School to the home address, those pupils living nearer the School being given higher priority.

If, because of oversubscription in criteria 1) or 2) 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.

Definitions
Looked After Children / Previously Looked After Children
A looked after child is as defined by Section 22(1) of the Children Act 1989, is
a) a child who is in the care of a Local Authority, or
b) being provided with accommodation by a Local Authority. Priority is also given under this criterion for looked after children who ceased to be so because they:
   I. were adopted under Section 46 of the Adoption and Children Act 2002;
   II. became subject to a residence order under Section 8 of the Children Act 1989, which settles the arrangements to be made as to the person with whom a child is to live;
   III. became subject to a special guardianship order under Section 14A of the Children Act 1989, which is an order appointing one or more individuals to be a child’s special guardian(s).

Applications under categories I to III, as outlined above can only be considered if supporting documents in the form of a copy of the adoption order, residence order or special guardianship order, together with a letter from the Local Authority that last looked after the child confirming that (s) he was looked after immediately prior to the order being made, is submitted with the Common Application Form.

Sibling (older brother or sister)
A sibling is defined as:
- A full brother or sister
- A half-brother or half-sister
- A step-brother or step-sister and
- An adopted or long term fostered brother or sister; Who are living at the same address and going to Mawney Foundation School in any year group, excluding Year 6 (the final year of primary education).

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 the address point for The Mawney Foundation 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, and for the School the address point is located in a pre-defined point.

In the event that two or more applicants, apply for a single place at The Mawney Foundation School live at addresses that are located at exactly the same distance from the 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.
### Published Admissions Number - 90

The School requires you to complete a Supplementary Information form in addition to your online application. The SIF can be obtained from the school directly and must be returned to the school by the specified date on the form.

### Admissions Criteria
If undersubscribed, the school will admit all applicants. If oversubscribed, the school will admit children under two categories.

**Priority Group 1** - 72 places to applicants, based on church membership. Parents applying under this criterion must complete the Supplementary Information Form which is available from the school or website. Before any other children are admitted under this criterion, children of families belonging to a church who is a member of Churches Together in England and/or Free Churches Group (see attached), with a statement of SEN or with an Education, Health and Care plan (EHCP) naming the school will be admitted. Then children will be admitted in the following order:

- a. Children at the heart of the church who are looked after children and those who are previously looked after children.
- b. Children at the heart of the church, where the child attends the church once a week or more frequently, and have done so for a period of two years or more.
- c. Children who are committed to the church, where they attend the church once a fortnight, and have done so for a period of two years or more.
- d. Children attached to the church, where the child attends the church once a month, and have done so for a period of two years or more.
- e. Children known to the church, where the child attends the church less frequently than once a month.

If under criteria a), b), c), and d), the number of applications meeting any of these criteria exceeds the number of places available, the following tie-breaker will be applied in descending order of priority:

- I. Siblings of children attending the school on the date when the child is enrolled;
- II. Attendance at an Anglican church
- III. Children whose parent or guardian has been employed at St Edward’s Church of England Primary School for two or more years at the time at which the application for admission to the school is made.
- IV. Children, who live closest to St Edward’s Church of England Primary School as measured by a straight line from the School, those pupils living nearer the School being given higher priority.

**Priority Group 2** - 18 places to community applicants. Parents applying under this criterion must complete the Supplementary Information Form which is available from the school or website. Before any other children are admitted under this criterion children with a statement of SEN or with an Education, Health and Care plan (EHCP) naming the school will be admitted. Then children will be admitted in the following order:

- a. Children who are looked after children and those who are previously looked after children.
- b. Children, who live closest to St Edward’s Church of England Primary School as measured by a straight line from the School, those pupils living nearer the School being given higher priority.

Under criteria a) and b) if the number of applications meeting either of these criteria exceeds the number of places available, the following tie-breaker will be applied:

- I. Siblings of children attending the school on the date when the child is enrolled;
- II. Children whose parent or guardian has been employed at St Edward’s Church of England Primary School for two or more years at the time at which the application for admission to the school is made.

**Allocation of places if either priority group 1 or 2 are undersubscribed.**

All applicants will be considered equally for a place under priority group 2, but only those of the faith will be considered under priority group 1. If fewer than 72 children qualify for admission under priority group 1 additional places will be offered under priority group 2 until the admission number of 90 is met. If fewer than 18 children qualify for admission under priority group 2, additional places will be offered under priority group 1 until the admission number of 90 is met.

### Definitions

**Looked after children / Previously Looked after Children**

Within the admission arrangements for all community and voluntary controlled 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
MEMBER CHURCHES OF THE FREE CHURCHES GROUP

MEMBER CHURCHES OF THE CHURCHES TOGETHER IN ENGLAND and THE FREE CHURCHES GROUP (*)

- Antiochian Orthodox Christian Archdiocese of the British Isles & Ireland
- Apostolic Pastoral Congress
- Armenian Orthodox Church
- Assemblies of God
- Baptist Union of Great Britain *
- Catholic Bishops’ Conference of England and Wales
- Church of England
- Church of God of Prophecy
- Church of Scotland (Presbytery of England)
- Churches in Communities International
- Congregational Federation *
- Coptic Orthodox Church
- Council of African and Caribbean Churches UK *
- Council for Lutheran Churches
- Council of Oriental Orthodox Churches
- Elim Pentecostal Church
- Evangelical Lutheran Church of England

MEMBER CHURCHES OF THE FREE CHURCHES GROUP NOT MEMBERS OF CTE

- Christ Apostolic Church
- Church of the Nazarene
- Countess of Huntingdon’s Connexion
- Fellowship of Churches of Christ
- Free Methodist Church
- Old Baptist Union
- Wesleyan Reform Union
- Baptist Union of Wales
- Presbyterian Church of Wales
- Union of Welsh Independents

* It should be noted that membership of a local Churches Together Group, (eg Churches Together in Romford) does not constitute membership of Churches Together in England or the Free Churches Group.
Admissions Arrangements - Upminster Infant School

Published Admissions Number - 90

Admissions Criteria
If there are more applications than there are places available at Upminster Infant School, the following criteria will be used, in priority order, for deciding which applications to accept.

1. Looked After Children and Children who were Looked After, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
2. 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 where the last sibling was admitted prior to September 2018. This will include children in partner schools.
3. The children of staff
4. The distance of the home address from the School, as measured by the Local Authority using a straight line distance from the centre of the schools quadrant to the home address, those pupils living nearer the school being given higher priority.

Tie-Breaks
If, because of oversubscription in any of the criteria above (apart from the criterion applying to Looked After Children / Previously Looked After Children) 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.

Random allocation will be used as a tie-break to decide who has highest priority for admission if the distance between a child’s home and the school is the same in any individual case.

Definitions
Within the admission arrangements for all community and voluntary controlled 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).

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
Children of staff (full time, part time and both teaching and non teaching) who have been employed as a member of staff by the Trust for two or more years at the time at which the application of admission to the school is made, and / or the member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage.
Definitions of admissions criteria

Unless explicitly stated in the schools own admissions criteria, the following definitions apply.

Looked after children or previously looked after children
Children in public care (Looked after Children) and those who ceased to be looked after because they were adopted, or because they became subject to a residence order, child arrangement order or a special guardianship order, receive priority for admission to school

A looked after child is a child in the care of a local authority or provided with accommodation by that authority in accordance with Section 22 of the Children Act 1989. An adopted child is defined by section 46 of the Adoption and Children Act 2002 or section 12 of the Adoption Act 1976. A residence order is defined by section 8 of the Children Act 1989. A child arrangement order is defined by section 8 of the Children Act 1989 as amended by section 14 of the Children and families Act 2014. A special guardianship order is defined by 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 (EHCP) 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
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.

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.

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 co-ordinated 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
Definitions of admissions criteria (continued)

Children already of primary school age

Children without a school place
If you have moved into Havering and require a school place for a child who is already attending or has previously attended an infant, junior or primary school, you will need to complete the Havering In-Year Common Application Form (ICAF). Information about the In-Year process can be found via www.havering.gov.uk/admissions/inyear

Children who already have a school place
If your child already has a school place, but you want them to transfer to another school in Havering, you should discuss this with the Headteacher / Principal of their current school before making an application. Problems at school can often be sorted out without the need to change schools.

If a change of school is necessary, you will need to complete the Havering In-Year Common Application Form (ICAF). Information about the In-Year process can be found via www.havering.gov.uk/admissions/inyear

Law on school attendance
Parents and carers may not legally withdraw their child from school unless they have arranged a place in another school or made alternative arrangements for their child to receive full-time education.

Fair Access Protocol
The council is required to have a Fair Access Protocol which seeks to ensure that unplaced pupils are offered a place at a suitable school without unnecessary delay. The protocol also ensures that schools are not asked to admit a disproportionate number of children with challenging or poor behaviour, or who have been out of school for some time.

In some cases, children admitted under the Fair Access Protocol may exceed the school’s published admission number and take precedence over applicants on the waiting list.

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).

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.

Distance of the home address
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 the address 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, and for Schools the address point is located in a pre-defined point of the School (unless otherwise stated in the schools own admissions arrangements).

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.
### Reception Offers 2017

The information in this table provides details on how places were offered on National Offer Day (18 April 2017).

<table>
<thead>
<tr>
<th>School</th>
<th>Places Available</th>
<th>Total Number of Preferences Expressed (1-6)</th>
<th>Total Number of Places Offered</th>
<th>Left After Children</th>
<th>Social / Medical</th>
<th>SEN</th>
<th>Distance Places</th>
<th>Allocated Places</th>
<th>Staff Pupil</th>
<th>1st Preferences Offered</th>
<th>2nd Preferences Offered</th>
<th>3rd Preferences Offered</th>
<th>4th - 6th Preferences Offered</th>
<th>Furthest Distance Taken at Initial Allocation in KM’s (Straight line distance)</th>
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Reception Appeals*

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* Please read the information on page 41 regarding Infant Class Size appeals
Can an appeal panel ever uphold an infant class size appeal?
Yes. If the admissions authority has made a mistake in applying the admissions criteria which means you have been wrongly denied a place, then the panel will uphold the appeal.

The panel can also uphold an appeal if it considers that the child would have been offered a place if the admissions arrangements had not been ‘contrary to mandatory provisions of the School Admissions Code’. This is something which should properly have been sorted out well before an appeal, but if your child missed out on a place because of this, the panel should uphold the appeal.

The panel can also uphold an appeal if it considers that the decision not to offer a place was ‘perverse in light of the published admission arrangements’. Parents often believe that the panel should have upheld their appeal because the decision to refuse a place was perverse. However the threshold for perverse is extremely high in infant class size appeals.

What might be 'perverse'?
Most parents who have been refused a place at their preferred school consider this refusal to be perverse. But the word has a stronger meaning in its legal sense. It means ‘beyond the range of responses open to a reasonable decision maker’, or ‘a decision which is so outrageous in its defiance of logic or of accepted moral standards that no sensible person who had applied his mind to the question could have arrived at it’. A decision that makes it impossible for you to transport all your family to school on time, or even impossible for you to continue working, is very unlikely to be perverse. The courts have established this.

If the admissions authority had refused a place to a child whose family had had to move house under a witness protection scheme, a panel might decide that the decision was perverse. But it is the panel’s decision.
Children with special educational needs

A small number of pupils find it much harder to learn and make progress than other children of the same age and may need extra help in school. Other children may have physical disabilities or sensory difficulties and may require some adaptations in school and/or additional support.

The Parents in Partnership Service (PiPs) can give impartial advice and information to parent/carers of pupils with special educational needs. They can be contacted on 01708 433885 or email pips@havering.gov.uk

Most pupils’ special educational needs can be met in mainstream school with the school providing additional support or resources to meet the pupils’ needs. In some cases, the school will ask for additional advice from outside professionals such as the Education Psychologists or Advisory Teachers. Schools can refer pupils directly to the speech and language therapy service or occupational therapy service for assessment.

In a very few cases, it may be felt that a child may have severe or complex needs that needs a careful assessment. These pupils may require a range of interventions and help well over and above that which can be expected of schools. If it is agreed that a full assessment would be beneficial in outlining the child’s needs and the best way to meet these needs, then a statutory assessment can be carried out. This is a formal assessment which is governed by the Children and Families Act 2014. In addition, there is a Code of Practice giving practical guidance to Local Authorities and to the Governing Bodies of all maintained schools on their responsibilities towards children with special educational needs. The child’s parents are closely involved in every stage of the procedure.

The Special Educational Needs and Disability Act 2001 ensures that Governing Bodies must take on the responsibility to ensure that where possible disabled pupils are treated as favourably as other children.

Before pupils transfer from an early years setting to infant or primary school, there is active liaison between settings so that teachers are aware of the special needs of the children before they arrive. In some cases, additional visits to the schools can be made to ensure a smooth transition.

There are three special schools in Havering which are specifically organised to help children who present with a range of needs that are able to be met more appropriately in specialist provision. In addition to the three special schools, Havering has resourced some schools that are better able to meet the needs of pupils who are hearing impaired, visually impaired, have language difficulties, social communication difficulties or emotional and behavioural difficulties.

Havering’s mainstream schools are increasingly able to meet the needs of pupils with special educational needs without the need of an Education Health and Care Plan. However, the exception are those pupils who attend special schools as by law, they must have an Education Health and Care Plan.

If a pupil is unable to attend their local mainstream school and attends one of Havering’s special schools then transport will be considered and we may pay for your travel expenses or provide your child with travel training. If a child with a disability attends a mainstream school, consideration will be given with regard to transport. However, transport may not be given if a parent states a preference for a school that is not their local school and a local school would be able to meet the pupil’s needs.

When applying for schools, pupils with Education Health and Care Plans are processed by the Special Educational Needs Team. Parents are asked for their preference and the Special Educational Needs Team will consult with the Governing Body of the school. If the school can meet the child’s needs and the other pupils would not be disadvantaged by the admission of that pupil, then generally parents will be allocated the school of their preference. The pupil’s Education Health and Care Plan will be amended to name the school.

For further information regarding the assessment of pupils with Special Educational Needs or any information about of Havering’s arrangements and policies for special educational needs, please contact the Special Educational Needs Team on 01708 431885.
Early education and childcare places

Free early education and childcare places are available to eligible two year olds and all three and four year olds. Parents and Carers with parental responsibility may access funding for their child. Children will attend an early year’s provider registered with Ofsted and who follows the Early Years Foundation Stage Curriculum.

Eligible two, three and four year olds may attend an early education and childcare provider registered with the Local Authority. Early years funding is offered over a minimum of 38 weeks (33/35 weeks in independent schools). Parents can claim a maximum of 10 hours funding in one day, between 6am and 8pm and with no more than two providers. All approved early education and childcare Providers in Havering, including, breakfast, afterschool and holiday providers, childminders, preschools, day nurseries, independent, maintained and academy schools with nurseries and Local Offer provisions are available on the Family Services Directory. The Local Offer sets out in one place information about various types of provision parents can expect to be available across education, health and social care for children and young people who have Special Educational Needs (SEN) or are disabled. The information is also applicable to children who do not have an Education, Health and Care Plan (EHCP).

When can children take up their free funded early education and childcare?

Children can start at an early year’s Provider from the term after the second or third birthday. All four year olds, not in a Reception class, can access early education and childcare funding.

- Eligible two year olds can access up to 570 hours universal funding term time (15 hours a week) or as a stretched offer (approximately 10/11 hours a week for 52 weeks). Parents will need to apply for funding and have a valid eligibility code.
- All three and four year olds can automatically access up to 570 hours universal funding term time (15 hours a week) or as a stretched offer (approximately 10/11 hours a week for 52 weeks), you do not need to apply for this.
- Working parents of three and four year olds can access up to 1,140 hours extended funding term time (30 hours a week) or as a stretched offer (approximately 20/22 hours a week for 52 weeks. Parents will need to apply for funding and have a valid eligibility code.

For further information and details of how to apply for early education and childcare offers in Havering, please go to www.havering.gov.uk/earlyyears.
Whistle Blowing

Any establishment or individual may refer the suspected use of an address of convenience (fraudulent address) to the Local Authority.

Referrals should be made on the official online referral form available via the fraudulent applications link on the Havering website www.havering.gov.uk/admissions.

The identity of any parent or member of the public making a referral will be kept confidential as part of any investigation and will not be divulged to any party being investigated. Anonymous referrals will be reviewed and investigations instigated where appropriate.

Specific evidence which indicates that an applicant may be using an address of convenience does not need to be present for Havering to investigate an address. Havering has a duty to ensure all school places are offered correctly and fairly, and therefore has a duty to ensure all addresses used for the purpose of allocating school places are accurate. Any address can be investigated at any time to ensure the Local Authority fulfils its duty.

Private Fostering

Private fostering is when a child or young person aged 16 (or under 18 if they are disabled), is cared for and provided with accommodation for 28 days or more by an adult who is not a close relative. A close relative is an aunt, uncle, step-parent, grandparent or sibling, but not a cousin, grand aunt/uncle or a family friend.

If you are a parent and your child is already placed with a private foster carer, or if you are considering placing your child in a private fostering arrangement in the London Borough of Havering, you need to speak to the Family Placement Service, Fostering Team. You must also speak to the Fostering Team if you are, or will be a private foster carer and live in the London Borough of Havering.

The changes in the law are to protect the child/young person and to ensure that they are well looked after and safe from harm. It is an offence not to let the Local Authority know of a private fostering arrangement.

The Fostering Team are able to provide you with advice and guidance and will be at hand to support you.

Private foster carers applying for a school place for a child in their care must make clear the relationship that they have with the child on the application forms. Failure to do so may result in the offer of a school place being withdrawn.

For more information please contact:
London Borough of Havering, Children’s Social Services, Family Placement Service, Fostering Team, Mercury House, Mercury Gardens, Romford RM1 3SL. Tel: 01708 434576

Child Protection in Schools

Havering is promoting a multi agency approach to meeting the needs of individual children and this is particularly relevant in relation to child protection.

The staff in all our schools have a responsibility to promote the welfare of the children in their care and will have received child protection training. The Local Authority also requires that staff safeguard the welfare of children by referring any serious concerns that they might have about any child(ren) to the Head Teacher or a senior member of staff.

To enable staff to monitor the welfare of your child you are asked to keep the school informed of any unusual or serious injuries which your child has suffered, and of any circumstances at home which might cause a change in your child’s behaviour at school. Staff may, on occasion, wish to speak with you to discuss and clarify the cause of a particular injury, to seek a reason for a sudden change in your child’s behaviour or raise other concerns they may have.

In those instances where staff have serious concerns about the welfare of a child, schools are under a duty to make a referral to Children’s Services. If this happens please remember that the staff concerned have a responsibility to promote and safeguard the welfare of the children in their care.
Please note that the Local Authority sets term and holiday dates for all Community and Voluntary Controlled schools. Academies, Foundation and Voluntary Aided schools are able to set their own term and holiday dates. The majority of schools in Havering adopt the Havering dates however you should check with the school concerned directly to avoid any doubt.

The dates below do not include the five non-pupil days which schools can set individually. Parents are advised to contact the schools directly to ascertain the specific non-pupil days.

### School Term and Holiday Dates - September 2018 to July 2019

In addition to the below, schools allocate five non-pupil days out of the school days indicated.

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### Bank Holidays
- **4 May 2018** - Good Friday
- **29 April 2019** - Easter Monday

## Term and Holiday Dates
- **Autumn term:** Monday 3 September 2018 to Wednesday 19 December 2018 (Half term - 22-26 October 2018) = 73 days
- **Spring term:** Monday 7 January 2019 to Friday 12 April 2019 (Half term - 18-22 February 2019) = 65 days
- **Summer term:** Monday 29 April 2019 to Wednesday 24 July 2019 (Half term - 27 May 2019 - 31 May 2019) = 57 days
### Neighbouring boroughs & other useful contacts

**Schools in neighbouring boroughs**
For statutory purposes, we are obliged to inform you of Local Authorities within 3 miles of a Havering school.

<table>
<thead>
<tr>
<th>Borough</th>
<th>Email</th>
<th>Tel</th>
</tr>
</thead>
<tbody>
<tr>
<td>London Borough of Barking and Dagenham</td>
<td><a href="mailto:admissions@lbbd.gov.uk">admissions@lbbd.gov.uk</a></td>
<td>0208 2015 3004</td>
</tr>
<tr>
<td>London Borough of Bexley</td>
<td><a href="mailto:schooladmissions@bexley.gov.uk">schooladmissions@bexley.gov.uk</a></td>
<td>0208 303 7777</td>
</tr>
<tr>
<td>Essex County Council</td>
<td><a href="mailto:admissions@essex.gov.uk">admissions@essex.gov.uk</a></td>
<td>0345 603 2200</td>
</tr>
<tr>
<td>London Borough of Redbridge</td>
<td><a href="mailto:admissionsandrewards@redbridge.gov.uk">admissionsandrewards@redbridge.gov.uk</a></td>
<td>0208 708 3139</td>
</tr>
<tr>
<td>Thurrock County Council</td>
<td><a href="mailto:school.admissions@thurrock.gov.uk">school.admissions@thurrock.gov.uk</a></td>
<td>0137 565 2883</td>
</tr>
</tbody>
</table>

**Other useful Havering contact details**

<table>
<thead>
<tr>
<th>Contact Service</th>
<th>Email</th>
<th>Tel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance, Behaviour and Traveller support service</td>
<td><a href="mailto:ews@havering.gov.uk">ews@havering.gov.uk</a></td>
<td>01708 431777</td>
</tr>
<tr>
<td>Child Employment and Entertainment Licences</td>
<td><a href="mailto:childemployment@havering.gov.uk">childemployment@havering.gov.uk</a></td>
<td>01708 431527</td>
</tr>
<tr>
<td>Early Years Admissions</td>
<td><a href="mailto:earlyyears@havering.gov.uk">earlyyears@havering.gov.uk</a></td>
<td>01708 433954</td>
</tr>
<tr>
<td>Family Information Service</td>
<td><a href="mailto:FIS@havering.gov.uk">FIS@havering.gov.uk</a></td>
<td>01708 431783</td>
</tr>
<tr>
<td>Free School Meals &amp; Pupil Premium</td>
<td><a href="mailto:freeschoolmeals@havering.gov.uk">freeschoolmeals@havering.gov.uk</a></td>
<td>01708 433929</td>
</tr>
<tr>
<td>Private Fostering</td>
<td><a href="mailto:tmash@havering.gov.uk">tmash@havering.gov.uk</a></td>
<td>01708 433222</td>
</tr>
<tr>
<td>Special Educational Needs</td>
<td><a href="mailto:sen@havering.gov.uk">sen@havering.gov.uk</a></td>
<td>01708 431885</td>
</tr>
</tbody>
</table>

### How to contact us

**School Admissions Team**

Town Hall  
Main Road  
Romford  
RM1 3BD  
Tel: 01708 434600 (Mon - Fri, 12 - 5pm)  
Email: admissions@havering.gov.uk  

Online Enquiry Form:  
www.havering.gov.uk/admissions/contact  

In Person:  
Public Advice and Service Centre,  
Liberty Shopping Centre, Romford.  
Monday, Wednesday and Friday (except the last Wednesday of the month)  
between 9.30am - 12:30pm.
Record of online application details

The closing date for your application is 15 January 2018

We recommend that once you have submitted your application you print this page, complete the information below and keep this somewhere safe for future reference.

If you need help making your application please visit the Public Advice and Service Centre (PASC) based in the Liberty Shopping Centre, Romford on a Monday, Wednesday (except the last Wednesday of the month) or Friday between 9:30am and 12:30pm.

If you have tried to register online but you are unable to do so because your address is not listed, the system does not recognise your postcode, or the school you wish to apply for is not listed, you **must** contact the School Admissions Team before 2pm on the 15 January 2018.

Application reference (received once submitted) 311 - 2018 - 09 - E -

Email Address: 

Username: 

Password: 

www.havering.gov.uk/admissions