For children born between 1 September 2007 and 31 August 2008

APPLY ONLINE BY 31 OCTOBER 2018
www.havering.gov.uk/admissions

Transferring to a Havering Secondary School in September 2019
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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:

- Webchat: [www.havering.gov.uk/admissions/secondary](http://www.havering.gov.uk/admissions/secondary)
- Online contact form: [www.havering.gov.uk/admissions/contact](http://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 brochure is intended to guide parents and their children through the admissions process for September 2019 and to help them to make well-informed choices from the wide range of excellent secondary schools in Havering.

The information contained within this brochure 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 31 October 2018 at the very latest.

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

Before you make your final decision, please take the opportunity to visit the schools you are interested in. Details of open days / evenings are included on page 9.

We hope that this brochure 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
Cabinet Member for Education, Children & Families
This brochure provides information for parents and carers of children born between 1 September 2007 and 31 August 2008 who are due to transfer to secondary school in September 2019. If your child was born outside of these dates, please see page 40 for further information.

Please read it carefully if you live in the Borough of Havering and have a child transferring to secondary school, or live elsewhere and wish to apply for a secondary school in Havering.

The brochure contains details of the 18 state-funded secondary 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 borough’s website. Details of how to apply online are on the page opposite.

Before you apply:

- Read this brochure carefully, especially:
  - Pages 11-17: The step by step guide. This tells you how the admission process works
  - Pages 20-39: The admission 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 2019 admissions.

- Read the brochures issued by other Local Authorities if you are applying for schools in different boroughs. Information about other boroughs and schools is on page 46 of this brochure.

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

- Visit any schools you are interested in. Dates and times of open days and evenings are on page 9 of this brochure.
How and when to apply

- You may apply for up to six schools (including grammar schools but 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 12).
- You must check if any of the schools you are applying for require a Supplementary Information Form (SIF) to be completed (see page 14).
- Your application form must be submitted by 31 October 2018 (see page 15)
- If any of the schools you are applying for require a Supplementary Information Form (SIF) you must return the form to the school, by the date specified on the form.

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 31 October 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 you apply for a child born between 01/09/2007 - 31/08/2008.
Online application step by step

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- Add your school preferences.
- Make sure that you read the schools’ admissions criteria on pages 20-39 of this brochure.
- 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 it.
- 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 31 October 2018. If you submit your application after this date your application will be treated as a late application.
Schools in Havering

1. Abbs Cross Academy and Arts College
2. The Albany School
   (Hornchurch High School from September 2018)
3. Bower Park Academy
4. The Brittons Academy Trust
5. The Campion School
6. The Coopers’ Company & Coborn School
7. Drapers’ Academy
8. Emerson Park Academy
9. Frances Bardsley Academy for Girls
10. Gaynes School
11. Hall Mead School
12. Harris Academy Rainham
13. Marshalls Park Academy
14. Redden Court School
15. The Royal Liberty School
16. Sanders School
17. Sacred Heart of Mary Girls’ School
18. St Edwards C of E Academy

Online Map - http://map.lgfl.org.uk/eAdmissions
All secondary schools in Havering have open days and evenings. We would recommend that you visit all the schools that you are thinking of applying for to find out more about the school and ask specific questions, the dates and times for each school and academy are listed below.

<table>
<thead>
<tr>
<th>School</th>
<th>Day of Week</th>
<th>Date</th>
<th>Times</th>
<th>Headteacher / Principal Talks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abbs Cross Academy</td>
<td>Thursday</td>
<td>20 September 2018</td>
<td>4:30pm to 8pm</td>
<td>5pm, 6pm &amp; 7pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Open week - 24-28 September 2018</td>
<td>Mornings only</td>
<td>Please contact school to book</td>
</tr>
<tr>
<td>Albany School (from September 2018 Hornchurch High School)</td>
<td>Wednesday</td>
<td>19 September 2018</td>
<td></td>
<td>Please contact school for details</td>
</tr>
<tr>
<td>Bower Park Academy</td>
<td>Saturday</td>
<td>29 September 2018</td>
<td>10am to 12:30pm</td>
<td>10:15am &amp; 11:30am</td>
</tr>
<tr>
<td>Britons Academy</td>
<td>Thursday</td>
<td>27 September 2018</td>
<td>5:30pm to 8pm</td>
<td>6pm &amp; 7pm</td>
</tr>
<tr>
<td>Campion School</td>
<td>Thursday</td>
<td>27 September 2018</td>
<td>6pm to 8pm</td>
<td>6pm &amp; 7pm</td>
</tr>
<tr>
<td>Coopers' Company and Coborn School</td>
<td>Wednesday</td>
<td>12 September 2018</td>
<td>4pm to 8pm (Last tour 6:30pm)</td>
<td>5pm, 6pm &amp; 7pm</td>
</tr>
<tr>
<td>Drapers' Academy</td>
<td>Tuesday</td>
<td>25 September 2018</td>
<td>6pm to 8pm</td>
<td>6:30pm &amp; 7:30pm</td>
</tr>
<tr>
<td>Emerson Park Academy</td>
<td>Thursday</td>
<td>13 September 2018</td>
<td>5:30pm to 8pm</td>
<td>5:45pm, 6:30pm &amp; 7:15pm</td>
</tr>
<tr>
<td>Frances Bardsley Academy for Girls</td>
<td>Tuesday</td>
<td>18 September 2018</td>
<td>5:45pm to 9pm</td>
<td>6pm &amp; 7pm</td>
</tr>
<tr>
<td>Gaynes School</td>
<td>Wednesday</td>
<td>26 September 2018</td>
<td>5pm to 8pm</td>
<td>5:30pm &amp; 6:30pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Open mornings 27 &amp; 28 September and 1 &amp; 2 October from 10.00am Please contact school to book</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hall Mead School</td>
<td>Thursday</td>
<td>04 October 2018</td>
<td>6pm to 8pm</td>
<td>6:15pm, 7pm &amp; 7:45pm Please note, these talks are ticketed. Tickets will be issued upon arrival</td>
</tr>
<tr>
<td>Harris Academy Rainham</td>
<td>Tuesday</td>
<td>02 October 2018</td>
<td>5:30pm to 8pm</td>
<td>6pm &amp; 7:30pm</td>
</tr>
<tr>
<td>Marshalls Park Academy</td>
<td>Wednesday</td>
<td>03 October 2018</td>
<td>6pm to 8:30pm</td>
<td>6:30pm</td>
</tr>
<tr>
<td>Redden Court School</td>
<td>Thursday</td>
<td>27 September 2018</td>
<td>5:30pm to 9:30pm</td>
<td>6pm, 7pm &amp; 8pm</td>
</tr>
<tr>
<td>Royal Liberty School</td>
<td>Thursday</td>
<td>20 September 2018</td>
<td>5:30pm to 8:30pm</td>
<td>6:30pm &amp; 7:30pm</td>
</tr>
<tr>
<td>Sacred Heart of Mary Girls' School</td>
<td>Tuesday</td>
<td>02 October 2018</td>
<td>5:30pm to 8:30pm</td>
<td>7:30pm</td>
</tr>
<tr>
<td>Sanders School</td>
<td>Thursday</td>
<td>27 September 2018</td>
<td>6pm to 9pm</td>
<td>6:15pm, 7pm &amp; 7:45pm</td>
</tr>
<tr>
<td></td>
<td>Saturday</td>
<td>13 October 2018</td>
<td>10am to 1pm</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>St Edward's Church of England Academy</td>
<td>Thursday</td>
<td>04 October 2018</td>
<td>5:30pm to 7:30pm</td>
<td>6pm &amp; 7pm</td>
</tr>
</tbody>
</table>
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>
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<tr>
<td>5 June 2018 to 21 July 2018</td>
<td>Year 5 Parent talks at Primary schools.</td>
</tr>
<tr>
<td>1 September 2018</td>
<td>Online application process opens.</td>
</tr>
<tr>
<td>September to October 2018</td>
<td>Secondary school open evenings / days.</td>
</tr>
<tr>
<td>31 October 2018 (midnight)</td>
<td>Deadline for submitting online applications. We strongly advise that you submit your application before this date.</td>
</tr>
<tr>
<td>1 March 2019</td>
<td>Applicants receive an outcome email during the evening.</td>
</tr>
<tr>
<td>May to July 2019</td>
<td>Appeals are heard.</td>
</tr>
<tr>
<td>May to July 2019</td>
<td>Secondary schools will write to parents offered places with information about transfer arrangements.</td>
</tr>
</tbody>
</table>

- During the evening of Friday 1 March 2019 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.
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 31 October 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 brochure
- If your child attends a Havering primary school, attending the presentation given by Havering School Admissions staff.
- Going to open evening / days (see page 9)
- If you are considering a grammar school you should be aware that they hold their selection tests well before the closing date and require parents to register in advance.

If you are applying for schools in other boroughs, we strongly recommend that you read the brochures issued by those Local Authorities.
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 page 41 for last years statistics).

On pages 20-39 of this brochure you will find information for each Havering school. You will find similar information for schools in other boroughs in the brochures 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 2007 and 31 August 2008 then they are the right age to transfer to secondary school in September 2019.

- 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/
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 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 December 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 December 2018 will not be used for admissions purposes until after the 1 March 2019, but can be used for correspondence.

- **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
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 5 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 grammar schools (if applicable) and state schools not in Havering.

2. Make 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 council will use this information to offer whichever of these you most prefer. The order of your preferred schools cannot be changed after 31 October 2018.

5. 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 form for each child. Occasionally, the last place available at a school is offered to the first child from a family with a multiple birth. If this happens, the council will ask the governing body of the school if an additional place can be offered, but the decision will rest with the governing body. If a place is not available, you will need to decide whether to accept the place offered, or secure places for the children in another school.

-- 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 31 October 2018.

You must submit the form before midnight on 31 October 2018.

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

We recommend that you submit your application by 19 October 2018 (the last day before the half-term break).

All applications received by 31 October 2018 will be considered together. If your application is not received by the School Admissions Team by 31 October 2018, your child will not be considered for a place until after the initial offer of places on 1 March 2019.

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 December 2018 can not be accepted as 'on-time'.

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

On 1 March 2019 Havering (or your local council 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 of 1 March 2019.
- 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 is 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 2019.

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.
- 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.

The following schools hold their own waiting lists:
- The Campion School
- Coopers’ Company and Coborn School
- Sacred Heart of Mary Girls School
- St Edwards C of E Academy

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.

Waiting lists will be maintained until the end of December 2019 after which you will need to re-apply to remain on a waiting list.
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 at 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. 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 must still accept a place in another school in case your appeal is not successful. Do not leave it until after your appeal has been heard, as there will be fewer places available by then.
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 (inc Grammar schools) 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 place after applications have been processed on 1 March 2019. 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 changes 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 1 March 2019.

Will a school know where I listed it in my order of preferences?
No. They will decide whether your child qualifies for a place using their published admissions criteria alone.

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 (1 March 2019), 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 1 March?
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 that has a place available 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.
This section gives you the admissions criteria for all the schools in Havering.

These criteria tell you how schools decide who to offer places to if they have more applications than they can accept.

Please read the admission 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 39). 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 Webchat: www.havering.gov.uk/admissions/secondary
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 secondary school age (In Year Admissions).
The Local Authority will be making a single offer against our criteria and as such the statement of preference on the Common Application Form is critical, since no offer will be made to a lower preference if the higher preference criteria are met.

i. It is the policy of the school not to accept Performing Arts applications after the set closing date, which for admission in September 2019 is 1 October 2018. Late applications, from parents in a position to have applied by the closing date, will therefore be held on a waiting list and considered after those received by the deadline.

ii. No second applications for places will be considered within the same academic year.

iii. All Performing Arts applications will be acknowledged in writing within ten days of receipt as proof of application. Parents should contact the school without delay if no acknowledgement is received.

Notes – Performing Arts
Where a pupil seeks admission to the School on the basis of their aptitude in Performing Arts, applicants will be invited to the School for an audition on 11 October 2018. The audition will comprise of aptitude tests in one of the disciplines of music, drama or dance. This is explained in more detail on the supplementary application form. Parents will be notified of the outcome of the audition prior to the closing date for applications (31 October 2018).

Five places will be allocated to each of the disciplines. The remaining two (taking the total to the allotted 10%) will be allocated to the next best students from any of the three disciplines.

When the pupils are in the School the courses open to them will be those open to all pupils of the School, though it is expected that such pupils will continue with their extra-curricular Arts studies throughout their period at the School.

If a pupil admitted under criterion 3 leaves the school, the Arts place may be offered to an Arts applicant held on the waiting list in the relevant year group. Where there is no suitable applicant, the place will be offered in accordance with criteria 1, 2 or 4.
Admissions Arrangements

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. The attendance in September 2019 at the School of a brother or sister;
3. 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 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.
Admissions Arrangements

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. The attendance in September 2019 at the School of a brother or sister;
3. 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 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.
The Campion School (single sex boys school)

Admissions Arrangements

Priority will be given to applications in the following order:

1. Looked after baptised Catholic boys and boys who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order), from Catholic families.
2. Baptised Catholic boys who are resident in the area stated above and whose Catholic parent or parents are practising members of the Catholic Church, as stated by their parish priest.
3. Baptised Catholic boys who are not resident in the area stated above and whose Catholic parent or parents are practising members of the Catholic Church, as stated by their parish priest.
4. Boys who are resident in the area stated above and whose parents are catechumens or they themselves are members of an Eastern Christian Church, as stated by their parish priest.
5. Other “Looked after” boys and boys who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
6. Boys whose parent or parents are Christians of other denominations whose practice is confirmed in writing by a minister of religion and demonstrated by a Baptismal certificate.
7. Boys whose parent or parents are of other faiths and whose application is supported by a religious leader.
8. Any other applicants.

Where the offer of places to all the applicants in any of the categories listed above would lead to oversubscription the following provisions will be applied.

The attendance of a sibling (a brother or sister) at the school at the time of enrolment will increase the priority of an application above others within each category. If an applicant’s family lives outside the geographical area defined above but there is already a sibling attending the school, the application will be considered as if the applicant were resident within the defined area. For the purposes of admission the governors will consider siblings to be other children living in the same family on a permanent or semi-permanent basis, i.e. for the twelve-month period preceding admission. Thus half-brothers and half-sisters will be considered siblings as will children who have been adopted or who are in long-term foster care. Those in short-term foster care (12 months or less) will not, however, be considered to be siblings.

Priority for places in Year 7 will be given to applicants (i.e. families) who reside within the boundaries of an area comprising the Catholic Deaneries of Havering and Brentwood and the Catholic Parishes of Aveley and Grays and whose parents or carers wish them to receive a Catholic education. Where applicants indicate that they are moving into this area from beyond its boundaries, the residence will be assumed to be that applying at the date of the governors’ meeting to determine Admissions, probably in December of the preceding year. Applicants need to provide a solicitor’s letter confirming an exchange of contract, or a letter from a landlord/housing organisation / local authority confirming that a letting within the geographical area has been confirmed. (Please see addendum (1).)

Parish and Deanery Boundaries are established by the Diocese of Brentwood. Details are available from parishes or from the Boundaries Office at Cathedral House. The Deanery of Havering consists of the parishes of Collier Row, Elm Park, Gidea Park, Harold Hill (Most Holy Redeemer), Harold Hill (St. Dominic’s), Hornchurch (St. Mary Mother of God), Hornchurch (English Martyrs), Rainham, Romford and Upminster and the Deanery of Brentwood consists of the parishes of Billericay, Brentwood, Hutton and Shenfield, Ingatestone, Ongar, Warley and Wickford.

Head Teacher / Principal: Keith Williams
Address: Wingletye Lane, Hornchurch, RM11 3BX
DfE Number: 311/4700
Telephone Number: 01708 452332
Website: www.thecampionschool.org.uk
Age Range: 11 - 18
School Type: Academy converter
Multi Academy Trust: The Campion School
Sixth Form: Yes
Published Admissions Number (PAN): 150
Supplementary Information Form (SIF) Required? Yes
The governing body may increase the priority of an application above others within a category where evidence is provided at the time of application of an exceptional social or medical need of the child which can most appropriately be met at this school. To demonstrate an exceptional social or medical need of the child which can be most appropriately met at this school, the governing body will normally require written evidence from an appropriate professional, such as a social worker, doctor or priest. The application will be considered by the governors and assessed against this criterion: that the child’s social and/or medical needs are of immediate urgency and/or long-term significance, and can clearly be better (or solely) met by The Campion School rather than by another school or educational institution for the reasons stated in the application and supporting evidence. The application will be prioritised if this criterion is met.

Oversubscription Procedure

At any time where there are more applications for places than the number of places available, places will be offered within the relevant priority groups identified above by the use of a Tie-Break Procedure.

Tie Break

In the event of a tie for a place after these oversubscription criteria have been applied, the decision will be determined as follows:

Once siblings have been offered places (the Sibling Places) the remaining places will be offered as follows:

a) 80% of the remaining places will be offered to boys from the parishes in the Deaneries of Havering and Brentwood and Catholic parishes of Aveley & Grays ("the Distance Places"). The Distance Places will be offered on the basis of the distance of the boy’s home address from the school’s chapel as measured by appropriate global satellite measurement or similar methods. (This is currently the GPS system used by the London Borough of Havering).

b) The final 20% of remaining places ("the Ballot Places") will be offered to students from the Deaneies of Havering, Brentwood and the Catholic Parishes of Aveley and Grays. The Ballot Places will be offered on the basis of a ballot of all the applications not already offered a Sibling Place or a Distance Place. This will be administered by an independent third party appointed by the Governors, as appropriate.

c) A reserve list of applicants will be maintained in accordance with the result of the ballot of all the applications referenced in b) above.

Application Procedures and Timetable for Year 7

A Supplementary Information Form supporting the application must be submitted by the closing date of Friday, 19th October 2018 at 4.00 pm to The Campion School. A Catholic Certificate of Practice will need to be completed as well as the Supplementary Information Form. This Certificate is only available from your Parish Priest. You will therefore need to make an appointment with him so that the Certificate can be completed. The original MUST then be sent to the Admissions Officer at The Campion School. A common application form from the parents’ home Local Authority must also be completed and returned to the relevant officer(s) by the closing date. Parents will be advised of the outcome of their applications on 1st March 2019 or whatever date is determined nationally for such information.

Applicants are requested to note that it will not be possible for governors to give applications full consideration unless the SIF and the original Certificate of Catholic Practice, described above have been completed and received at the correct school address and on time.

Notes: ‘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.

1. Practising Catholic is hereby defined as confirmed by the Certificate of Catholic Practice.
2. ‘Catechumen’ means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.
3. ‘Eastern Christian Church’ includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

Amendum:

1. Where applicants indicate that they are moving into the area from beyond its boundaries, for the purposes of admission, the place of residence will be taken as being that as applying at 4.00 pm on Friday, 23rd November 2018 and evidence of residence at that address must be provided no later than that date. That evidence can be in the form of a solicitor’s letter, a letter from a landlord/housing organisation or local authority confirming a letting within the geographical area, a utility bill or council tax which would also be acceptable.
Admissions Arrangements

In September 2019, 200 students will be admitted into Year 7 and these criteria will be effective for all year groups throughout the academic year 2019/20. If there are more applicants than places, then 180 places will be allocated in accordance with criteria 1 to 6 below which are stated in order of priority, and the remaining 20 places will be allocated in accordance with criterion 7.

The Coopers’ Company and Coborn School is a school designated as having a religious character. The School is required to preserve and develop this character in accordance with the principles included in the Scheme of the Coopers’ Company and Coborn Educational Foundation.

To preserve this religious character, all applicants will be considered where they are able to demonstrate their child is associated with a religious tradition of one of the major world faiths (Christianity, Buddhism, Hinduism, Islam, Judaism and Sikhism), as measured by one of the following:

a. Certificated evidence of baptism, christening, confirmation, membership or initiation into the tradition of a world religion and continuous subsequent attendance, at least quarterly, for a minimum of two years prior to application at a place of worship evidenced by a supporting letter written on officially headed paper by the religious leader, or

b. Attendance on at least 6 occasions a year at a place of worship associated with a religious tradition for a minimum of two years prior to application evidenced by a supporting letter written on officially headed paper by the religious leader, or

c. Participation for at least two years on a weekly basis in an organisation or group that incorporates attendance at a place of worship on at least 6 occasions a year evidence by a letter on officially headed paper written by the leader of the organisation or the Religious Leader of the place of worship confirming the applicants attendance at the place of worship on each of those occasions. (Please complete paragraph 2 of the SIF for any of the above).

The School’s governing body has considered the admission criteria in the light of the requirements of the 2014 School Admissions Code and the wish to preserve the Coopers’ Company and Coborn School’s rich cultural and religious diversity and historical heritage bearing in mind the following:

a) the School moved to its current location on the eastern boundary of Upminster from Bow in 1971. The governors feel that links with central and eastern London reflect the School’s ethos and are essential to preserve, whilst

b) recognising the strong relationships that have developed with the locality and the Local Authority of Havering and those within Essex.

Over-subscription Criteria:

1. Looked After Children and previously Looked After Children. (Please complete paragraph 3 of the SIF).

2. Children who have an exceptional medical or exceptional social need which is relevant to the School. Written evidence of this from a suitable & qualified professional must be provided at the time of application demonstrating why CCCS is the most suitable option. (Please complete paragraph 4 of the SIF).

3. Children of staff currently at the school whose permanent contract (not time sheet) began two or more years before the application for admission was made. (Please complete paragraph 5 of the SIF).
4. Children whose siblings are current or former students of the School. The sibling(s) must have been admitted through the normal admissions procedure in Year 6 or through an in-year admission, where the parent/guardian(s) applied directly to the school, in Years 7-11. (Please complete paragraph 6 of the SIF).

5. A maximum of 10 of the remaining places will be offered to children of former students. If there are more applicants than places available these will be allocated on the basis of random selection. (Please complete paragraph 7 of the SIF).

6. The remaining places will be allocated across five groups as follows:
   a. 70% of the remaining places will be allocated to children on the basis of proximity to the School.
   b. 9% will be allocated from the remaining applications with an RM14 post code only by random selection.
   c. 9% will be allocated from the remaining applications from RM11 and RM12 post codes only by random selection.
   d. 3% will be allocated from Tower Hamlets on the basis of proximity to the historic school in Bow.
   e. 9% will be allocated from outside the London Borough of Havering from the School’s historical area of Brentwood Borough Council.

7. 20 children (10% of admission number) to be selected on the basis of aptitude for sport (10 places) or music (9 places). (Please complete paragraph 8 and/or 9 of the SIF and the relevant Aptitude for Sport and/or Music Application Form). If there are not enough applicants qualifying to be admitted, or acceptances, on one aptitude then remaining spaces will be filled with the other until the 10% quota is complete. The Sport/Music aptitude testing is independently verified by an external body.

8. Should the School be undersubscribed, the School will admit students who do not meet the religious subscription criteria. Places will be allocated using the same criterion 1 – 7 above.

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Definitions/Footnotes:

1. Children with a Statement of Special Educational Need or an Educational Health and Care Plan (EHCP) that names The Coopers’ Company and Coborn School are allocated places before the over-subscription criteria are applied.

2. The Admissions Committee will accept certificated evidence of baptism, christening, confirmation, membership or initiation into the tradition of a world religion, without continuous subsequent religious attendance, for applicants that only apply for a place under the sport/music aptitude criterion.

3. A ‘sibling’ is defined as any child living at the same address and legally identified as a full sister/brother or as a half/step/foster/adopted sibling and is a member of the same family unit.

4. A ‘former student’ is defined as a previous student of The Coopers’ Company and Coborn School that completed a Key Stage 4 programme of study. A child of a former student must be living at the same address and legally identified as a full child/adopted child/step child/foster child.

5. For Havering applicants measurement is by the agreed local authority measuring system to a central point in the School. Measurements for applicants from Tower Hamlets will be based on the straight line distance between the applicants home address to the entrance of the old school site in College Terrace, Bow. (Where an applicant lives in a flat complex, a central point in the complex is taken).

6. A ‘looked after child’, as defined by Section 22(1) of the Children Act 1989, is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority. Priority is only given under this criterion for looked after children who ceased to be so. Applications 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 SIF.

7. A ‘former student’ is defined as a previous student of The Coopers’ Company and Coborn School that completed a Key Stage 4 programme of study. A child of a former student must be living at the same address and legally identified as a full child/adopted child/step child/foster child.

8. The Admissions Committee will accept certificated evidence of educational attainment, for applicants that only apply for a place under the sport/music aptitude criterion.
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.

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.

Admissions Arrangements

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 (Drapers’ Maylands, Drapers’ Brookside Infants, Drapers’ Brookside Juniors, Drapers’ Pyrgo Priory, Drapers’ Academy) at the time of the application. Applicants applying under this criterion must also complete the schools supplementary information form (SIF).
3. Pupils who already attend another school within the MAT.
4. Children of Staff Members (Someone in permanent employment with Drapers’ Multi-Academy Trust)
5. 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 available on the Academy’s website.
6. Children who reside outside the agreed priority admissions area, with priority being given to those living closest to the school.
Admissions Arrangements

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

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 at the Academy of a brother or sister;
3. A child whose parent/carer is a permanent member of staff, employed by the Academy for two or more years at the time at which the application for admission to the school is made. If applying under this criterion applicants must indicate on the online application form (by ticking the relevant box - applying under the children of staff criterion).
4. The distance of the home address from the Academy, as measured by a straight line from the Academy, those pupils living nearer the school being given higher priority.

If, because of oversubscription in categories 1) to 3) above, it is necessary to distinguish between applicants, the distance of the applicant’s home address from the Academy, as measured by a straight line from the school, will be used with those pupils living nearer the Academy being given higher priority.
Admissions Arrangements

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 (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)
3. Siblings on roll.
4. Students attending a Feeder Primary School within the LIFE Education Trust. For entry into Year 7 from September 2018 this is Benhurst Primary school.
5. Students living nearest the school as measured by the agreed Local Authority measuring system.

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 published admission number.
Admissions Arrangements

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. The attendance in September 2019 at the School of a brother or sister;
3. 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 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.
Admissions Arrangements

The Academy will admit any pupils with an Education, Health and Care plan naming the school. Priority will then be given to those children who meet the criteria set out below, in order:

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 2019 at the School of a brother or sister;
3. Children of staff at the school (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.)
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.

Random allocation will be used as a tiebreaker where there are two or more applicants who have equal ranking or are equal distance from the Academy, but there is only one school place available. Where random allocation is used, it is independently verified.
When the demand exceeds the number of places available at the Academy, places are allocated by applying the following criteria in descending order of priority to applicants who have expressed any preference for the Academy.

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 2019 at the Academy of a brother or sister;
3. The child of a member of staff who has been employed at the school for two or more years at the time the application for admission to the school is made; or who is recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. Up to 21 children (10% of the Published Admission Number) who have an aptitude for sport will be selected on this basis. These students must reside within the RM3, RM2 or RM11 post codes. Parents wishing for their child to take the testing for aptitude are required to complete a Supplementary Information Form (SIF), obtainable from the school or from the schools’ website. All SIF’s must be returned to the school by Friday, 28th September 2018. Testing will take place on Saturday 6 October 2018 at Redden Court School. Test results will be posted to parents within 7 days of completion of the tests. Places will be allocated in rank order based on the outcome of the aptitude testing. In the case of a tie on the score, the straight line distance criteria will be applied.

5. The distance of the home address from the Academy, as measured by a straight line from the Academy, those pupils living nearer the school being given higher priority.

If, because of oversubscription in any of the categories 1) to 5) above, it is necessary to distinguish between applicants, the distance of the applicant’s home address from the Academy, as measured by a straight line from the school, will be used with those pupils living nearer the Academy being given higher priority.
The Royal Liberty School (single sex boys school)

Admissions Arrangements

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. The attendance in September 2019 at the School of a brother.
3. 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 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.
Admissions Arrangements

Places are offered on the clear understanding that the girl and her parents/carers accept the values, attitudes and expectations of the School and will comply with the regulations made by the Governing Body concerning uniform, discipline and related matters.

For Year 7, should the number of applications exceed the number of places available, the places will be allocated in the following priority order.

1. Looked After girls or girls who were looked after but ceased to be because they were adopted (or became subject to a residence order or special guardianship order) and who are baptised Catholics.
2. Practising Catholic girls resident in the Diocese of Brentwood whose practice is endorsed by their Parish Priest or by the Priest of the Parish where the family attends Mass and is known, who have an aptitude in Music, as determined at audition, up to a maximum of 10 per cent of the total admissions intake (girls who consider that they may qualify for this criterion should indicate an interest on the application form and will be sent further details).
3. Practising Catholic girls resident in the Diocese of Brentwood whose practice is endorsed by their Parish Priest or by the Priest of the Parish where the family attends Mass and is known.
4. Other baptised Catholic girls resident in the Diocese of Brentwood.
5. Other girls who are members of an Eastern Christian Church, as confirmed by their parish priest.
6. Other girls resident in the Diocese of Brentwood who are recommended by a Minister of Religion.
7. Any other girl.

If, because of oversubscription in any of the above categories, it is necessary to distinguish between the applicants, the following criteria will be applied in the order set out below:

(a) Those applicants who reside in the Parishes of:

- Christ the Eternal High Priest - Gidea Park
- Corpus Christi - Collier Row
- St. Alban - Elm Park
- St. Mary Mother of God - Hornchurch
- English Martyrs - Hornchurch
- Our Lady of La Salette - Rainham
- St. Edward the Confessor - Romford
- St. Joseph - Upminster

The Parishes named in (a) above are not in priority order. A map indicating the relevant parish boundaries as well as those of the Diocese of Brentwood is available for consultation at the School Office.

(b) Those applicants who have a sister attending the School in Years 7 to 13 at the time of application

(c) The distance of the applicant’s home from the School as the crow flies using the Local Authority’s distance calculation software, with those living nearest being given priority (if necessary, precise distance will be calculated from the front door of the School to the place of residence - address points are points marked in the centre of the applicant’s home address, or in the centre of the block of flats in which the applicant’s home address is located). In the event that two, or more, applicants applying for a single place at the 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 the basis of lots drawn by an Officer of the Local Authority who is not involved in the admissions process.
Sacred Heart of Mary Girls’ School (continued)

Definitions:

‘Catholic’ is defined as person who has been baptized in a church and by a priest in communion with the See of Rome (including 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’ is defined as a person who goes to Mass every Sunday, including the Saturday Vigil Mass, and on holydays of obligation in accordance with Canons 1246, 1247 and 1248 of Canon Law.

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

‘The Diocese of Brentwood’ is defined as that area for which the Catholic Bishop of Brentwood has jurisdiction.
Admissions Arrangements

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. The attendance in September 2019 at the School of a brother or sister;
3. 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 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.
Admissions Arrangements

The school offers 210 places each year. 180 of these are denominational places which are offered to families involved in the worship and work of churches which are members of Churches Together in England & The Free Churches Group. The remaining 30 are community places.

Criteria for the allocation of the 180 denominational places

The Governors will consider all applications. If the school is oversubscribed places will be allocated according to the following criteria in descending order of priority.

1. Looked After Children and Previously Looked After Children (see full definition on page 10).
2. In pursuance of their policy of inclusion, Governors will offer places where there are special social, pastoral or medical circumstances for the admission of the child to this school. Applicants under this criterion may, in exceptional cases, not be members of a church, but all applications must be accompanied by supporting evidence from an appropriate professional.
3. Those families at the heart of the church, where the child and/or the parent(s) or guardian(s) attend church once a week or more frequently, and have done so for a period of two years or more.
4. Those families committed to the church, where the child and/or the parent(s) or guardian(s) attend church once a fortnight and have done so for a period of two years or more.
5. Those families attached to the church, where the child and/or the parent(s) or guardian(s) attend church once a month and have done so for a period of two years or more.
6. Those families known to the church, where the child and/or the parent(s) or guardian(s) attend church less frequently than once a month.
7. All others wishing to attend the school.

Under criteria 3,4,5,6 & 7 if the number of applications meeting any of these criteria exceeds the number of places available, the following tie-breakers will be applied in descending order of priority:

a. siblings (siblings are defined as a brother or sister, adopted brother or sister, or stepbrother or stepsister living in the same family unit);

b. staff who wish their child(ren) to attend the school; (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);

c. prior attendance at St Edward's C of E Primary School, Romford;

d. attendance at an Anglican Church (except Criterion 7).

If the number of applicants meeting the requirement of any of these tie-breakers exceeds the number of places remaining to be allocated, the final places will be awarded to those families who live closest to St Edward's Church of England Academy as measured by the Local Authority computerised system.
Criteria for the allocation of the 30 community places

30 places are allocated to applicants who have not been offered places under the denominational criteria as follows:

1. To children who live closest to St Edward’s C of E School & Sixth Form College as measured by the Local Authority computerised system and who reside in the ecclesiastical parishes of St Andrew (Romford) and the historic parish of St John the Divin (Romford) at the time of application.

2. In the event historically, that of any of these 30 places still being available once the applications from (1) above have been determined, these will be offered to applicants who live closest to St Edward’s C of E School & Sixth Form College as measured by the Local Authority computerised system.

Within (1) above, priority for places will be given to siblings of pupils who currently attend the school and who were awarded places under criterion (1) above, providing their brothers/sisters still reside in the above ecclesiastical parishes. Siblings of pupils who gain access through criterion number (2) above will be given priority once all the applications from pupils who reside within the ecclesiastical parishes have been determined.

Unsuccessful applicants will automatically have their names placed on the waiting list for St Edward’s CE Academy for the autumn term 2019 if it was a higher preference school than the one at which they have been allocated a place. At the end of this period parents/carers will need to advise the Local Authority School Admissions Team if they wish their child’s name to remain on the waiting list for the remainder of the school year 2019/20.

Priority cannot be given to children based on the date their application was received or their name added to the waiting list. Waiting lists will be re-ranked in accordance with the school’s published admission criteria each time a child’s name is added to the waiting list. This means that a child’s position on the waiting list can move down as well as up.

 Churches together in England & The Free Churches Group

To assist parents/carers, when making an application for admission, the list below identifies those Churches who are members of Churches Together in England and/or the Free Churches Group. (Please note those shown with “observer” status on the Web site are not members).

This list was last updated on 1st September 2012, and incorporates membership of both Groups, (for convenience these are shown in the same alphabetical list). You may wish to visit the CTE Web Site to check for changes since this list was produced.

- Antiochian Orthodox Church
- Assemblies of God
- Baptist Union of Great Britain
- Baptist Union of Wales
- Catholic Church
- Cherubim And Seraphim Council of Churches
- Christ Apostolic Church
- Church of England
- Church of God Prophecy
- Church of the Nazarene
- Church of Scotland (Presbytery of England)
- Churches in Communities International
- Congregational Federation
- Coptic Orthodox Church
- Council of African & Caribbean Churches UK
- Council of Oriental Orthodox Christian Churches
- Countess of Huntingdon’s Connexion
- Elim Pentecostal Church
- Evangelical Lutheran Church of England
- Evangelische Synode Deutscher Sprache in Großbritannien
- Exarchate of Orthodox Parishes of the Russian Tradition (Ecumenical Patriarchate)
- Free Church of England
- Fellowship of Churches of Christ
- Free Methodist Church
- Ichthus Christian Fellowship
- Independent Methodist Churches
- International Ministerial Council of Great Britain
- Joint Council for Anglo-Caribbean Churches
- Mar Thoma Church
- Methodist Church
- Moravian Church
- New Testament Assembly
- New Testament Church of God
- Old Baptist Union
- Oecumenical Patriarchate
- Presbyterian Church of Wales
- Redeemed Christian Church of God
- Religious Society of Friends
- Russian Orthodox Church (Moscow Patriarchate)
- Salvation Army
- Transatlantic Pacific Alliance of Churches
- United Reform Church
- Union of Welsh Independents
- Wesleyan Holiness Church
- Wesleyan Reform Union

The schools check the CTE web site for any changes of membership prior to meetings of their Admissions’ Sub Committees.
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.

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 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 based on Northing and Eastings (Geographical co-ordinates) located in the centre of the child’s home, or in the centre of a block of flats, and a pre-defined point of the School.

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.
Admission of children already of secondary school age

Children without a school place

If you have moved into Havering and require a secondary school place for a child who is already attending or has previously attended a secondary 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 secondary 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.
### Statistical Information

#### Secondary Offers for 2018 intake

The information in this table provides details on how places were offered on National Offer Day (1 March 2018).

<table>
<thead>
<tr>
<th>School</th>
<th>Places Available</th>
<th>Total Number of Places offered</th>
<th>Total Number of Places Offered (1-9)</th>
<th>SEN</th>
<th>Looked After Children</th>
<th>Social / Medical</th>
<th>Siblings</th>
<th>Priority Area Places</th>
<th>Distance Places</th>
<th>Allocated Places</th>
<th>Place at School</th>
<th>Denominational</th>
<th>Non-Denominational</th>
<th>1st Preference Offered</th>
<th>2nd Preference Offered</th>
<th>3rd Preference Offered</th>
<th>4th-6th Preference Offered</th>
<th>Farthest Distance Taken at Initial Allocation in KOA (in miles)</th>
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<td>10</td>
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* Campion - This is the furthest distance place offered to a pupil living in a parish in the Deanery of Havering and Brentwood and Catholic Parishes of Avelsey & Grays.
** Coopers - This is the furthest distance place allocated to a Havering resident.
*** Draper's Academy - This is the furthest distance within the priority area defined by the Academy.

### Secondary Appeals

This table shows the number of appeals received during the first round of on-time appeals and the number of appeals that were successful for the September 2019 intake of pupils.

<table>
<thead>
<tr>
<th>Type</th>
<th>Count</th>
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</thead>
<tbody>
<tr>
<td>Number of appeals received</td>
<td>85</td>
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<tr>
<td>Number of successful appeals</td>
<td>7</td>
</tr>
<tr>
<td>Number of appeals withdrawn by parents before the hearing</td>
<td>21</td>
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</tbody>
</table>
Children with special educational needs

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. If pupils complete their primary education in a mainstream school, generally, but not always, it would be expected that these pupils will transfer to mainstream secondary schools. In addition to the three special schools, Havering has resourced some primary and secondary 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 secondary 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 secondary school, by 15 February of the year of entry.

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.

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 ensuring 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 primary school to secondary school, there is active liaison between primary and secondary schools so that teachers are aware of the special needs of the children before they arrive. In some cases, additional visits to the secondary school can be made to ensure a smooth transition.

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

www.havering.gov.uk

www.havering.gov.uk/admissions
14-19 Provision

The Government has recently made it a legal requirement that all Local Authorities must inform parents and carers of all pupils in Year 9 to tell them about schools in or within travelling distance of the Local Authority area that admit pupils at the beginning of Year 10.

The Government wishes to ensure that parents and carers are well informed about all the options available for children of this age.

This does not mean that you have to move your child to another school – for the great majority of children, the school they are already attending will remain the most appropriate place for them to continue their education.

Schools which admit pupils in Year 10 are called University Technical Colleges (UTCs) or Studio Schools.

UTCs are set up by universities and business and specialise in one or two technical subjects. In years 10 and 11 they offer a similar GCSE curriculum to a typical secondary school, including English and Maths, as well as their specialist subject. You can find out more via www.utcolleges.org/utcs

Studio schools are similar to UTCs in that they have employer involvement in the curriculum and focus on developing skills needed for employment, involving personal coaching and work experience. They have a similar curriculum to a typical secondary school.

Post 16 Education

Raising the Participation Age

From summer 2013, the Government changed the law so that all young people would be required to continue in education or training until the end of the academic year in which they turn 18.

This does not necessarily mean that young people have to stay in school, and there are a number of options that they can choose:

- Study full-time such as in a school, college or with a training provider
- Full-time work or volunteering combined with part-time education or training
- An Apprenticeship www.apprenticeships.org.uk

In Havering we have an excellent choice of curriculum, training and volunteering opportunities for our young people to engage with.

The National Careers Service can provide impartial advice by webchat, text or telephone by visiting https://nationalcareersservice.direct.gov.uk or calling 0800 100 900. The line is open from 8am to 10pm. Calls are free from a landline and if you call from a mobile an adviser can ring you back so you won’t get charged.

You can find further information, including helpful factsheets, by following the link below Raising the Participation Age: www.education.gov.uk/rpa

Sixth Forms

Some Havering Secondary Schools have sixth forms attached to their school, each sixth form has its own admissions criteria. The Schools that have sixth forms are:

- The Campion School
- The Coopers’ Company and Coborn School
- Drapers’ Academy
- The Frances Bardsley Academy for Girls
- Sacred Heart of Mary Girls’ School
- St Edward’s C of E School & Sixth Form College

Please visit the schools website or contact the school direct for information on the Admissions Criteria for the Sixth form.
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](http://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 secondary 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-pupils days.
Schools in neighbouring boroughs
For statutory purposes, we are obliged to inform you of schools and Local Authorities within 3 miles of a Havering school.

London Borough of Barking and Dagenham
Email: admissions@lbbd.gov.uk
Tel: 0208 2015 3004
Schools within 3 miles of a Havering school
- All Saints Roman Catholic School
- Dagenham Park CofE School
- Eastbrook School
- Goresbrook School
- Jo Richardson School
- Robert Clack School
- The Sydney Russell School
- The Warren School

London Borough of Bexley
Email: schooladmissions@bexley.gov.uk
Tel: 0208 303 7777
Schools within 3 miles of a Havering school
- Trinity Church of England School, Belvedere

Essex County Council
Email: admissions@essex.gov.uk
Tel: 0345 603 2200
Schools within 3 miles of a Havering school
- Becket Keys Church of England Free School
- Brentwood County High School
- Brentwood Ursuline Convent High School

London Borough of Redbridge
Email: admissionsandrewards@redbridge.gov.uk
Tel: 0208 708 3139
Schools within 3 miles of a Havering school
- Forest Academy

Thurrock County Council
Email: school.admissions@thurrock.gov.uk
Tel: 01375 652883
Schools within 3 miles of a Havering school
- The Okendon Academy
- Ormiston Park Academy

Other useful Havering contact details
Attendance, Behaviour and Traveller support service
Email: ews@havering.gov.uk
Tel: 01708 431777

Child Employment and Entertainment Licences
Email: childemployment@havering.gov.uk
Tel: 01708 431527

Early Years Admissions
Email: earlyyears@havering.gov.uk
Tel: 01708 433954

Family Information Service
Email: FIS@havering.gov.uk
Tel: 01708 431783

Free School Meals & Pupil Premium
Email: freeschoolmeals@havering.gov.uk
Tel: 01708 433929

Private Fostering
Email: tmash@havering.gov.uk
Tel: 01708 433222

Special Educational Needs
Email: sen@havering.gov.uk
Tel: 01708 431885

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
Webchat: www.havering.gov.uk/admissions/secondary
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
Once you have submitted your application you should complete the sections below and keep this section somewhere safe for your future.

If you have tried to register for an online account, but you are unable to do so because your home address is not listed or the system does not recognise your postcode you must contact the School Admissions Team before 2pm on the 31 October 2018.

If the school you wish to apply for is not listed you must also contact the School Admissions Team before 2pm on the 31 October 2018.

Application reference: 311-2019-09-E-

Email address used: 

Username: 

Password: 