Starting a Havering infant or primary school
In September 2019
For children born between 1 September 2014 and 31 August 2015

APPLY ONLINE BY 15 JANUARY 2019
www.havering.gov.uk/admissions
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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:

- Online contact form: www.havering.gov.uk/admissions/contact
- Online chat: www.havering.gov.uk/admissions/primary
- 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
This brochure is intended to guide parents through the admissions process for September 2019 and to help them to make well-informed choices from the wide range of excellent 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 other Local Authorities who have schools that are within 3 miles of a Havering school. You can list up to six schools on your application and this can include schools outside of Havering. We recommend, however, that at least one of these six schools is close to your home address.

Havering residents must apply online at www.eadmissions.org.uk and you must submit your application by 15 January 2019 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, information regarding visits is published on the schools individual websites.

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  
Lead Member for Children and Learning
This brochure provides information for parents and carers of children born between 1 September 2014 and 31 August 2015 who are due to start infant or primary school in September 2019. If your child was born outside of these dates, please see page 38 for further information.

Please read this brochure carefully if you live in the borough of Havering and have a child who is due to start school in September 2019, or live elsewhere and wish to apply for a school in Havering.

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

**Before you apply:**

- Read this brochure carefully, especially:

  → Pages 19-25: The step by step guide. This tells you how the admission process works

  → Pages 28-36: The admissions criteria that are used to decide which children are offered places at each Havering school. This gives you a better idea of which schools are likely to be able to offer your child a place. Please note that there may have been some changes from the 2018 admission arrangements.

- Read the brochures issued by other Local Authorities if you are applying for schools in different boroughs. Information about other boroughs 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. The dates, times and arrangements for these meetings are published by the individual schools on their own websites.
How and when to apply

- You may apply for up to six schools (excluding private fee paying schools) on your application. The schools can be in Havering or elsewhere. At least one should be near where you live.
- Please apply online (see step 4, page 20).
- You must check if any of the schools you are applying for require a Supplementary Information Form (SIF) to be completed (see page 22), if so you must return the form to the school by the date specified on the form
- Your application form must be submitted by 15 January 2019 (see page 23)

Please apply online

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

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

2. Make sure you enter your permanent address. This will be verified against council records. If your address is not available you must contact the School Admissions Team before 2pm on the 15 January 2019.

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 need to create your own password.

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

6. Make sure the child you are applying for is born between 01/09/2014 - 31/08/2015.
Online application step by step

4. Add your school preferences.
   - Make sure that you read the schools’ admissions criteria on pages 28 - 36 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.

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

You must click the submit button by the closing date of the 15 January 2019. If you submit your application after this date your application will be treated as a late application.

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

Online Map - http://map.lgfl.org.uk/eAdmissions
Parents wishing to view the infant / primary school prior to applying should contact the school directly to ascertain when the open days / evenings are.

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

* Schools with one asterisk have a Nursery provision for 2, 3 and 4 year olds.
** Schools with two asterisks have a nursery provision for 3 and 4 year olds.

<table>
<thead>
<tr>
<th>School</th>
<th>Address</th>
<th>DfE Number</th>
<th>Telephone</th>
<th>Website</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ardleigh Green Infant</td>
<td>Ardleigh Green Road</td>
<td>311/2007</td>
<td>01708 449362</td>
<td><a href="http://www.agi.havering.sch.uk">www.agi.havering.sch.uk</a></td>
<td><a href="mailto:office@agi.havering.sch.uk">office@agi.havering.sch.uk</a></td>
</tr>
<tr>
<td>Benhurst Primary</td>
<td>Benhurst Avenue</td>
<td>311/2009</td>
<td>01708 450807</td>
<td><a href="http://www.benhurst.havering.sch.uk">www.benhurst.havering.sch.uk</a></td>
<td><a href="mailto:office@benhurst.havering.sch.uk">office@benhurst.havering.sch.uk</a></td>
</tr>
<tr>
<td>Brady Primary</td>
<td>Wennington Road</td>
<td>311/2078</td>
<td>01708 555025</td>
<td><a href="http://www.bradyprimaryschool.co.uk">www.bradyprimaryschool.co.uk</a></td>
<td><a href="mailto:office@brady.havering.sch.uk">office@brady.havering.sch.uk</a></td>
</tr>
<tr>
<td>Branfil Primary</td>
<td>Cedar Avenue</td>
<td>311/3509</td>
<td>01708 225186</td>
<td><a href="http://www.branfil.com">www.branfil.com</a></td>
<td><a href="mailto:office@branfil.havering.sch.uk">office@branfil.havering.sch.uk</a></td>
</tr>
<tr>
<td>Broadford Primary **</td>
<td>Faringdon Avenue</td>
<td>311/2081</td>
<td>01708 342880</td>
<td><a href="http://www.broadford.havering.sch.uk">www.broadford.havering.sch.uk</a></td>
<td><a href="mailto:office@broadford.havering.sch.uk">office@broadford.havering.sch.uk</a></td>
</tr>
<tr>
<td>Clockhouse Primary*</td>
<td>Clockhouse Lane</td>
<td>311/2038</td>
<td>01708 745972</td>
<td><a href="http://www.clockhouseprimaryschool.co.uk">www.clockhouseprimaryschool.co.uk</a></td>
<td><a href="mailto:office@clockhouse.havering.sch.uk">office@clockhouse.havering.sch.uk</a></td>
</tr>
</tbody>
</table>
Viewing the schools

**Concordia Academy**
Address:
Union Road
Romford
RM7 0GN

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

**Crowlands Primary * **
Address:
London Road
Romford
RM7 9EJ

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

**Crownfield Infant * **
Address:
White Hart Lane
Collier Row
RM7 8JB

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

**Dame Tipping Primary **
Address:
North Road
Havering-atte-Bower
RM4 1PS

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

**Drapers’ Brookside Infant * **
Address:
Dagnam Park Drive
Harold Hill
RM3 9DJ

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

**Drapers’ Maylands Primary **
Address:
Settle Road
Harold Hill
RM3 9XR

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

Harold Wood Primary
Address:
Recreation Avenue
Harold Wood
RM3 0TH
DfE Number: 311/2005
Telephone: 01708 345473
Website:
www.haroldwoodprimaryschool.co.uk
Email:
office@haroldwood.havering.sch.uk

Harrow Lodge Primary
Address:
Rainsford Way
Hornchurch
RM12 4BP
DfE Number: 311/2032
Telephone: 01708 448187
Website:
www.harrowlodgeprimary.com
Email:
office@harrowlodgeprimary.com

Hildene Primary **
Address:
Grange Road
Harold Hill
RM3 7DU
DfE Number: 311/2090
Telephone: 01708 342453
Website:
www.hildene.havering.sch.uk
Email:
office@hildene.havering.sch.uk

Hylands Primary **
Address:
Granger Way
Romford
RM1 2RU
DfE Number: 311/2014
Telephone: 01708 743704
Website:
www.hylands.havering.sch.uk
Email:
office@hylands.havering.sch.uk

La Salette Primary
Address:
Dunedin Road
Rainham
RM13 8SP
DfE Number: 311/3502
Telephone: 01708 555554
Website:
www.lasalette.havering.sch.uk
Email:
office@lasalette.havering.sch.uk

Langtons Infant
Address:
Westland Avenue
Hornchurch
RM11 3SD
DfE Number: 311/2019
Telephone: 01708 442013
Website:
www.langtonsinfant.com
Email:
office@langtons-inf.havering.sch.uk
<table>
<thead>
<tr>
<th><strong>Viewing the schools</strong></th>
</tr>
</thead>
</table>
| **Mead Primary** **
Address:**
Amersham Road
Harold Hill
RM3 9JD |
| **DfE Number:** 311/2087 |
| **Telephone:** 01708 343616 |
| **Website:**
www.mead.havering.sch.uk |
| **Email:**
office@mead.havering.sch.uk |
| **Nelmes Primary**
Address:
Wingletye Lane
Hornchurch
RM11 3BX |
| **DfE Number:** 311/2086 |
| **Telephone:** 01708 447676 |
| **Website:**
www.nelmes-havering.org.uk |
| **Email:**
office@nelmes.havering.sch.uk |
| **Newtons Primary** **
Address:**
Lowen Road
Rainham
RM13 8QR |
| **DfE Number:** 311/2084 |
| **Telephone:** 01708 558613 |
| **Website:**
www.newtons.havering.sch.uk |
| **Email:**
office@newtons.havering.sch.uk |
| **Oasis Academy: Pinewood** *
Address:
Thistledene Avenue
Collier Row
RM5 2TX |
| **DfE Number:** 311/2004 |
| **Telephone:** 01708 743000 |
| **Website:**
www.oasisacademypinewood.org |
| **Email:**
office@oasispinewood.org |
| **Parklands Infant** *
Address:
Havering Road
Romford
RM1 4QX |
| **DfE Number:** 311/2056 |
| **Telephone:** 01708 746806 |
| **Website:**
www.parklandsinfants.co.uk |
| **Email:**
lynn@parklandsinfants.co.uk |
| **Parsonage Farm Primary**
Address:
Farm Road
Rainham
RM13 9JU |
| **DfE Number:** 311/2073 |
| **Telephone:** 01708 555186 |
| **Website:**
www.pfps.havering.sch.uk |
| **Email:**
office@pfps.havering.sch.uk |
Rainham Village Primary **
Address: 
Upminster Road South
Rainham
RM13 9AA
DfE Number: 311/2089
Telephone: 01708 552482
Website: www.rainhamvillage.havering.sch.uk
Email: admin@rainhamvillage.havering.sch.uk

Rise Park Infant *
Address: 
Annan Way
Rise Park
RM1 4UD
DfE Number: 311/2060
Telephone: 01708 749135
Website: www.riseparkinfants.co.uk
Email: office@riseparkinf.org.uk

Scargill Infant
Address: 
Mungo Park Road
Rainham
RM13 7PL
DfE Number: 311/2023
Telephone: 01708 555707
Website: www.scargillinf.org.uk
Email: school.office@scargill-inf.havering.sch.uk

Scotts Primary
Address: 
Bonington Road
Hornchurch
RM12 6TH
DfE Number: 311/2080
Telephone: 01708 457019
Website: www.scotts.havering.sch.uk
Email: admin@scotts.havering.sch.uk

Squirrels Heath Infant
Address: 
Salisbury Road
Romford
RM2 5TP
DfE Number: 311/2062
Telephone: 01708 446476
Website: www.squirrelsheath.com
Email: admin@shi.havering.sch.uk

St Alban’s Catholic Primary
Address: 
Heron Flight Avenue
Hornchurch
RM12 5LN
DfE Number: 311/3508
Telephone: 01708 555644
Website: www.stalbansschool.net
Email: contact@st-albans.havering.sch.uk
<table>
<thead>
<tr>
<th>**St Edward’s C of E Primary ***</th>
<th><strong>St Joseph’s Catholic Primary</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Address:</strong> Havering Drive Romford RM1 4BT</td>
<td><strong>Address:</strong> St Mary’s Lane Upminster RM14 2QB</td>
</tr>
<tr>
<td><strong>DfE Number:</strong> 311/3301</td>
<td><strong>DfE Number:</strong> 311/3506</td>
</tr>
<tr>
<td><strong>Telephone:</strong> 01708 745971</td>
<td><strong>Telephone:</strong> 01708 220277</td>
</tr>
<tr>
<td><strong>Email:</strong> <a href="mailto:contact@stedwardsva.net">contact@stedwardsva.net</a></td>
<td><strong>Website:</strong> <a href="http://www.st-josephs-upminster.net">www.st-josephs-upminster.net</a></td>
</tr>
<tr>
<td><strong>Email:</strong></td>
<td><strong>Email:</strong> <a href="mailto:office@st-josephs.havering.sch.uk">office@st-josephs.havering.sch.uk</a></td>
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<table>
<thead>
<tr>
<th><strong>St Mary’s Catholic Primary</strong></th>
<th><strong>St Patrick’s Catholic Primary</strong></th>
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</thead>
<tbody>
<tr>
<td><strong>Address:</strong> Hornchurch Road Hornchurch RM12 4TL</td>
<td><strong>Address:</strong> Lowshoe Lane Collier Row RM5 2AP</td>
</tr>
<tr>
<td><strong>DfE Number:</strong> 311/3501</td>
<td><strong>DfE Number:</strong> 311/3503</td>
</tr>
<tr>
<td><strong>Telephone:</strong> 01708 448430</td>
<td><strong>Telephone:</strong> 01708 745655</td>
</tr>
<tr>
<td><strong>Website:</strong> <a href="http://www.stmaryscatholicprimaryschool.co.uk">www.stmaryscatholicprimaryschool.co.uk</a></td>
<td><strong>Website:</strong> <a href="http://www.saint-patricks.org.uk">www.saint-patricks.org.uk</a></td>
</tr>
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<td><strong>Email:</strong> <a href="mailto:admin@st-marys.havering.sch.uk">admin@st-marys.havering.sch.uk</a></td>
<td><strong>Email:</strong> <a href="mailto:office@saint-patricks.org.uk">office@saint-patricks.org.uk</a></td>
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<table>
<thead>
<tr>
<th><strong>St Peter’s Catholic Primary</strong></th>
<th>**St Ursula’s Infant **</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Address:</strong> Dorset Avenue Romford RM1 4JA</td>
<td><strong>Address:</strong> Straight Road Harold Hill RM3 7JS</td>
</tr>
<tr>
<td><strong>DfE Number:</strong> 311/3507</td>
<td><strong>DfE Number:</strong> 311/3505</td>
</tr>
<tr>
<td><strong>Telephone:</strong> 01708 745506</td>
<td><strong>Telephone:</strong> 01708 345200</td>
</tr>
<tr>
<td><strong>Website:</strong> <a href="http://www.st-peters.havering.sch.uk">www.st-peters.havering.sch.uk</a></td>
<td><strong>Email:</strong> <a href="mailto:head@stursulasinf.havering.sch.uk">head@stursulasinf.havering.sch.uk</a></td>
</tr>
<tr>
<td><strong>Email:</strong> <a href="mailto:office@st-peters.havering.sch.uk">office@st-peters.havering.sch.uk</a></td>
<td><strong>Email:</strong></td>
</tr>
<tr>
<td>School Name</td>
<td>Address</td>
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</tr>
<tr>
<td>Suttons Primary *</td>
<td>Suttons Lane Hornchurch RM12 6RP</td>
</tr>
<tr>
<td>The James Oglethorpe Primary</td>
<td>Ashvale Gardens Upminster RM14 3NB</td>
</tr>
<tr>
<td>The Mawney Foundation *</td>
<td>Mawney Road Romford RM7 7HR</td>
</tr>
<tr>
<td>The RJ Mitchell Primary **</td>
<td>Tangmere Crescent Hornchurch RM12 5PP</td>
</tr>
<tr>
<td>Towers Infant *</td>
<td>Osborne Road Hornchurch RM11 1HP</td>
</tr>
<tr>
<td>Upminster Infant</td>
<td>St Mary's Lane Upminster RM14 3BS</td>
</tr>
<tr>
<td>Whybridge Infant</td>
<td>Ford Lane Rainham RM13 7AR</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>
</tr>
</thead>
<tbody>
<tr>
<td>1 September 2018</td>
<td>Online application process opens.</td>
</tr>
<tr>
<td>September 2018 to January 2019</td>
<td>Information sessions are held across the borough for parents regarding the application process.</td>
</tr>
<tr>
<td>September 2018 to January 2019</td>
<td>Infant / primary school open evenings / days.</td>
</tr>
<tr>
<td>15 January 2019 (midnight)</td>
<td>Deadline for submitting online applications. We strongly advise that you submit your application before this date.</td>
</tr>
<tr>
<td>16 April 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>Schools will write to parents who have been offered places, with information about induction arrangements.</td>
</tr>
</tbody>
</table>

* During the evening of 16 April 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.
Deferred entry and admission outside of the child’s chronological age group

When is a child required to start school?

Local authorities and schools must provide for the admission of all children in the September following their fourth birthday. Where a child has been offered a place at a school parents have the following options available to them.

a) the child is entitled to take up a full-time place in the September following their fourth birthday,

b) the child’s parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age (the term after their fifth birthday) and not beyond the beginning of the final term of the school year for which the offer was made, and

c) where the parents wish, their child may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age (the term after their fifth birthday).

Parents wishing to take up options b) and c) must advise the school offered at their earliest opportunity in order for the school to facilitate this effectively.

In addition, parents of summer born children (those born between 1 April and 31 August) can request for their child to be admitted to reception after their fifth birthday. Where a child has been offered a place at a school parents have the following options available to them.

a) the child is entitled to take up a full-time place in the September following their fourth birthday,

b) the child’s parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age (the term after their fifth birthday) and not beyond the beginning of the final term of the school year for which the offer was made, and

c) where the parents wish, their child may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age (the term after their fifth birthday).

Parents wishing to take up options b) and c) must advise the school offered at their earliest opportunity in order for the school to facilitate this effectively.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

STEP 1
Understanding the process

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

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

- You can apply for any school in any Local Authority on the online application form by the 15 January 2019.
- 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
- Going to open evening / days

If you are applying for schools in other boroughs, we strongly recommend that you read the brochures issued by those Local Authorities.
STEP 3
Considering the facts

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

You can do this by:

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

On pages 28 - 36 of this brochure you will find the admissions criteria 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 2014 and 31 August 2015 then they are the right age to start infant / primary 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.

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/
STEP 4 (continued)
Completing the form

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/carer 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 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 11 February 2019 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 11 February 2019 will not be used for admissions purposes until after the 16 April 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 4 important rules when you complete this part of the application.
1. You can list up to 6 schools. Do not include private schools but you must include state schools (and Grammar) not in Havering.
2. Select your preferences carefully. Read the admissions criteria for each school and check how the places were allocated last year.
3. Apply for at least 4 schools. This will increase your options.
4. Include at least one school near to your home. Distance is used by many schools to decide which children are offered places. List the schools in the order you prefer them. If more than one school can offer your child a place, the School Admissions Team will use this information to offer whichever of these you most prefer. The order of your preferred schools cannot be changed after 15 January 2019.

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

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

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

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

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

- Multiple births
If you are applying for a place for more than one child as a result of a multiple birth, you must complete a separate application for each child. If the last child to be offered a place is a twin, and their sibling cannot be offered a place, the Admissions Team will ensure that both twins are offered a place together. In the case of other multiple births, if the majority of children can be offered a place, the Admissions Team will offer places to the remaining children. For example if two triplets can be offered a place, the remaining child will also receive an offer of a place.

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

- **Reason for preference**

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

### STEP 5
**Submitting your application**

Your application, any SIFs and any supporting documents must be received by the closing date 15 January 2019.

You must submit the form before midnight on 15 January 2019.

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

All applications received by 15 January 2019 will be considered together. If your application is not received by the School Admissions Team by 15 January 2019, your child will not be considered for a place until after the initial offer of places on 16 April 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 11 February 2019 can not be accepted as ‘on-time’. 
**STEP 6**

**Being offered a place**

On 16 April 2019 Havering (or your Local Authority if you do not live in Havering) will notify you of the outcome of your application.

- You will receive the outcome in an email during the evening
- You will only receive one offer on national offer day.
- The place offered will be at whichever of the schools are able to allocate your child a place using the published admission criteria.
- If more than one of the schools are able to allocate your child a place, you will be offered whichever one of these is the highest preference on your application.
- If none of the schools you applied for are able to offer a place, you will be offered a place at the nearest Havering school to your home address where a vacancy exists.

Please be aware that your child’s details will be sent to the offered school and the school will contact you with further details between May and July 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 at your preferred school.
- Your child can stay on the waiting list for any school that you listed as a higher preference than the school you have been offered. If a place becomes available later, you will be given the opportunity to accept that instead.

The letter you are able to download will also tell you:

- How to appeal against refusal of a place at any of the schools you applied for and the date by which you must do this.
- How to make a late application for alternative schools

**How waiting lists operate**

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

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

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

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

Important information about Infant Class Size Appeals

The law states that there must not be more than 30 children in an infant class (that is, classes containing reception, year 1 and year 2 children). Apart from some very limited exceptions, no infant class may contain more than 30 pupils being taught by one teacher.

Any admissions which would increase a class to more than 30 pupils (with the exception of ‘excepted pupils’) would require ‘qualifying measures’, such as organising an extra class, appointing an additional teacher, providing an additional classroom or introducing or extending mixed age group teaching.

Where the Admission Authority can demonstrate to an Appeals Panel that any further admissions would require ‘qualifying measures’ your appeal could only be won if the Appeals Panel decided either that

- A mistake had been made in the allocation of places according to the admissions criteria which had deprived your child of a place and if the criteria had been applied correctly your child would have received that place
- The child would have been offered a place if the arrangements had not been contrary to mandatory provisions in the 2014 School Admissions Code and the School Standards and Framework Act 1998
- That the decision to refuse admission was ‘unreasonable’ in the circumstances of the case. 'Unreasonable' as defined by the Courts is construed as being perverse or irrational and is a very high threshold for an appeal to be successful.

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

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

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

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

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

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

Do I have to use all 6 preferences?

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

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

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

If you add or change preferences after the application closing date the application will be considered to be a late application unless there are exceptional reasons why the changes were not included on the original application form. Late applications are not considered until after the initial offer of places on 16 April 2019.

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

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

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

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

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

Your child’s name will be placed on the waiting list automatically for any school you listed as a higher preference than the school you have been offered. If a place becomes available after offer day (16 April 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 16 April 2019?

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

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

Does my child have to start school in September 2019?

No, Local authorities and schools must provide for the admission of all children in the September following their fourth birthday. Where a child has been offered a place at a school parents have three options available to then these options are detailed on page 18.

In addition parents of summer born children (those born between 1 April and 31 August) can request for their child to be admitted to reception a year later outside of their chronological year group, thereby starting school only once they reach statutory school age.

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

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

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

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

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

**Online contact form:** www.havering.gov.uk/admissions/contact

**Online webchat:** www.havering.gov.uk/admissions/primary

**Email:** schooladmissions@havering.gov.uk

**Phone:** 01708 434600 (Mon-Fri, 12-5pm)

**Visiting:** Public Advice and Service Centre (PASC), Liberty Shopping Centre, Romford, RM1 3RL

At the end of this section you will find information on the admission of children who are already of primary school age (In Year Admissions).
The following Community schools, Voluntary Controlled schools and Academies all share the same admissions criteria. The number inside the bracket indicates the Published Admissions Number (PAN) for the school, this is the maximum number of children that can be admitted.

- Ardeleigh Green Infant (90)
- Brady Primary* (30)
- Branfil Primary (90)
- Broadford Primary (90)
- Clockhouse Primary (90)
- Crowlands Primary (90)
- Crownfield Infant (120)
- Dame Tipping CE Primary (15)
- Elm Park Primary (60)
- Engayne Primary (90)
- Gidea Park Primary (60)
- Hacton Primary (84)
- Harold Court Primary (60)
- Harold Wood Primary (90)
- Harrow Lodge Primary (60)
- Hilldene Primary (90)
- Hylseys Primary (90)
- Langtons Infant (90)
- Mead Primary (120)
- Nelmes Primary (60)
- Newtons Primary (60)
- Oasis Academy: Pinewood (60)
- Parklands Infant (120)
- Parsonage Farm Primary (90)
- Rainham Village Primay (90)
- Rise Park Infant (90)
- Scargill Infant (90)
- Scotts Primary (60)
- Squirrels Heath Infant (90)
- Suttons Primary (60)
- The James Oglethorpe Primary (60)
- The RJ Mitchell Primary (60)
- Towers Infant (90)
- Whybridge Infant (90)

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

*Please note that an expansion proposal for Brady Primary school is being consulted on. If agreed, this would see an additional 30 places offered from September 2019 onwards.
Admissions Arrangements - Catholic Schools

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

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

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

1. Baptised Catholic looked after children and previously looked after children (see notes 1&2)
2. Baptised Catholic Children with a Certificate of Catholic Practice (see notes 2,5&8) who are resident in the parish of:
   - La Salette - Our Lady of La Salette.
   - St. Alban’s - St Alban’s or English Martyrs.
   - St Joseph’s - St. Joseph’s or English Martyrs
   - St Mary’s - St. Mary, Mother of God.
   - St Peter’s - St. Edward the Confessor.
   - St Patrick’s - Corpus Christi.
   - St Ursula’s - St. Dominic, Most Holy Redeemer or Christ the Eternal High Priest.
3. Other Baptised Catholic children with a certificate of practice (see note 3)
4. Other Baptised Catholic children (see note 2)
5. Other looked after children and previously looked after children (see note 1)
6. Catechumens and members of an Eastern Christian Church (see notes 4&5)
7. Christian children of other denominations, whose application is supported by a minister of religion (see note 9)
8. Any other children

Within each of the categories listed above, the following provisions will be applied.

(i) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category So that the application will be placed at the top of the category in which the application is made after children in (i) above (see note 6).

Tie Break
Where more applications are received than places available under any of the oversubscription criteria listed above places will be offered to those living nearest to the school.

Priority will be given to students based on the distance of the home address from the school, as measured by a straight line from the school with those students living nearer the school being given higher priority.

The distance between the home address and the school is determined using address points and is measured in a straight line, not by the shortest walking or bus route, between the address point for the school and the address point of the child’s normal place of residence. (Address points are points marked in the centre of the child’s home address, or in the centre of the block of flats in which the child’s home address is located, and in the predetermined point of the school.)

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 representatives of the schools Governing Body who are not involved in the admissions process.

Application Procedures
To apply for a place at this school in the normal admission round, you must complete a Common Application Form available from the local authority in which you live. You are also requested to complete the Supplementary Information Form attached to this policy if you wish to apply under oversubscription criteria 1 to 4, 6 or 7.

The school Supplementary Information Form must be submitted by the 15 January (or the working day before if the 15 January falls on a weekend), direct to the school address by 3pm. It is expected that all additional documents are submitted with the Supplementary Information Form by the same date.

You will be advised of the outcome of your application on 16 April or the next working day if you completed a paper application,(if applicable), by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed, and advised of your right of appeal to an independent appeal panel.

If you do not provide the information required in the SIF and return it by the closing date, together with all supporting documentation, your child will not be placed in criteria 1 to 4, 6 or 7, and this is likely to affect your child’s chance of being offered a place.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15 January 2019.
Notes (these notes form part of the oversubscription criteria)

1. A ‘looked after child’ has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school. A ‘previously looked after child’ is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order.

2. ‘Catholic’ means a member of a Church in full 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. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family). For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest [who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church].

3. ‘Certificate of Catholic Practice’ means a certificate issued by the family’s parish priest (or the priest in charge of the church where the family attends Mass) in the form laid down by the Bishops’ Conference of England and Wales. It will be issued if the priest is satisfied that at least one Catholic parent or carer (along with the child, if he or she is over seven years old) have (except when it was impossible to do so) attended Mass on Sundays and holy days of obligation for at least five years (or, in the case of a child, since the age of seven, if shorter). It will also be issued when the practice has been continuous since being received into the Church if that occurred less than five years ago. It is expected that most Certificates will be issued on the basis of attendance. A Certificate may also be issued by the priest when attendance is interrupted by exceptional circumstances which excuse from the obligation to attend on that occasion or occasions. Further details of these circumstances can be found in the guidance issued to priests.

4. ‘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.

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

6. brother or sister’ includes: all natural brothers and sisters, half brothers and sisters, adopted brothers and sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address, and the child of a parent’s partner where that child lives for at least part of the week in the same family unit at the same address as the applicant.

7. A ‘parent’ means all natural parents, any person who is not a parent but has parental responsibility for a child and any person who has care of a child.

8. For the purposes of this policy, parish boundaries are as shown on maps found at: www.havering.gov.uk/admissions and will be applied to the admission arrangements for:

- La Salette – Our Lady of La Salette
- St Alban’s – St Alban’s or English Martyrs
- St Joseph’s – St Joseph’s or English Martyrs
- St Mary’s – St Mary, Mother of God
- St Peter’s – St Edward the Confessor
- St Patrick’s – Corpus Christi
- St Ursula’s – St Dominic, Most Holy Redeemer or Christ the Eternal High Priest.

9. “children of other Christian denominations” means children who belong to other churches and ecclesial communities which, acknowledge God’s revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God’s will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

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

Published Admissions Number - 60

Admissions Criteria

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

1) Looked after children and children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
2) Children of staff at the school.
3) Siblings on roll in September 2019.
4) Children living nearest the school as measured by the agreed local authority measuring system.

Definitions:

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

Looked After Children Previously Looked After Children - Children who are registered as being in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989(a), e.g. fostered or living in a children’s home, at the time an application for a school is made; and Children who have previously been in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989(a) and who have left that care through adoption, a child arrangements order (in accordance with 2 Section 8 of the Children Act 1989 and as amended by the Children and Families Act 2014) or special guardianship order (in accordance with Section 14A of the Children Act 1989).

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

Tie Break

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

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

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

Admissions Arrangements
Concordia Academy

Published Admissions Number - 90

Admissions Criteria

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

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

Definitions:

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

Looked After Children Previously Looked After Children - Children who are registered as being in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989(a), e.g. fostered or living in a children’s home, at the time an application for a school is made; and Children who have previously been in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989(a) and who have left that care through adoption, a child arrangements order (in accordance with 2 Section 8 of the Children Act 1989 and as amended by the Children and Families Act 2014) or special guardianship order (in accordance with Section 14A of the Children Act 1989).

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

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

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

Admissions Criteria

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

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

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

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

Tie Breaks

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

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

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

Priority Admissions Area
Published Admissions Number - 90

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

1. Looked After Children and Children who were Looked After, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
2. The attendance in September 2019 of an older brother or sister at The Mawney Foundation School.
3. The distance of the home address from the School, as measured by the Local Authority using a straight line distance from the School to the home address, those pupils living nearer the School being given higher priority.

If, because of oversubscription in criteria 1) or 2) above, it is necessary to distinguish between applicants, the distance of the applicant’s home address from the School, as measured by a straight line from the School, will be used with those pupils living nearer the School being given higher priority.

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

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

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

Distance of the home address from the School
The distance between the home address and the preferred School is measured in a straight line, not by the shortest walking or bus route. The measurement is taken between the address point for The Mawney Foundation School and the address point of the child’s normal place of residence. Address points are located in the centre of the child’s home, or in the centre of a block of flats, and for the School the address point is located in a pre-defined point.

In the event that two or more applicants, apply for a single place at The Mawney Foundation School live at addresses that are located at exactly the same distance from the School, or live in the same block of flats, the place will be offered on a random basis drawn by an officer of the Local Authority who is not involved in the admissions process.
Admissions Arrangements - St Edwards Church of England Primary School

Published Admissions Number - 90

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

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

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

a. Children at the heart of the church who are looked after children and those who are previously looked after children.

b. Children at the heart of the church, where the child attends the church once a week or more frequently, and have done so for a period of two years or more.

c. Children who are committed to the church, where they attend the church once a fortnight, and have done so for a period of two years or more.

d. Children attached to the church, where the child attends the church once a month, and have done so for a period of two years or more.

e. Children known to the church, where the child attends the church less frequently than once a month.

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

I. Siblings of children attending the school on the date when the child is enrolled;

II. Attendance at an Anglican church;

III. Children whose parent or guardian has been employed at St Edward’s Church of England Primary School for two or more years at the time at which the application for admission to the school is made.

IV. Children, who live closest to St Edward’s Church of England Primary School as measured by a straight line from the School, those pupils living nearer the School being given higher priority.

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

a. Children who are looked after children and those who are previously looked after children.

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

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

I. Siblings of children attending the school on the date when the child is enrolled;

II. Children whose parent or guardian has been employed at St Edward’s Church of England Primary School for two or more years at the time at which the application for admission to the school is made.

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

Definitions
Looked after children / Previously Looked after Children
Within the admission arrangements for all community and voluntary controlled schools looked after children will receive the top priority for a place. Looked after and previously looked after children will be considered to be:

- Children who are registered as being in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989(a), e.g. fostered or living in a children’s home, at the time an application for a school is made; and
MEMBER CHURCHES OF THE CHURCHES TOGETHER IN ENGLAND and THE FREE CHURCHES GROUP (*)

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

MEMBER CHURCHES OF THE FREE CHURCHES GROUP

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

* It should be noted that membership of a local Churches Together Group, (eg Churches Together in Romford) does not constitute membership of Churches Together in England or the Free Churches Group.
<table>
<thead>
<tr>
<th><strong>Published Admissions Number</strong></th>
<th>90</th>
</tr>
</thead>
</table>

### Admissions Criteria

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

1. **Looked After Children and Children who were Looked After**, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
2. **Children with siblings** on the roll of the school on the date of admission, living up to a distance of 1.6km from the school.
   - Children with a brother or sister at the school, on the date of admission, living over 1.6km from the school, will also receive priority under this criterion where the last sibling was admitted prior to September 2018. This will include children in partner schools.
3. **The children of staff**
4. **The distance of the home address from the School**, as measured by the Local Authority using a straight line distance from the centre of the school's quadrant to the home address, those pupils living nearer the school being given higher priority.

#### Tie-Breaks

If, because of oversubscription in any of the criteria above (apart from the criterion applying to Looked After Children / Previously Looked After Children) it is necessary to distinguish between applicants, the distance of the applicant’s home address from the School, as measured by a straight line from the School, will be used with those pupils living nearer the school being given higher priority.

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

### Definitions

Within the admission arrangements for all community and voluntary controlled schools looked after and previously looked after children will receive the top priority for a place. Looked after and previously looked after children will be considered to be:

- Children who are registered as being in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989(a), e.g. fostered or living in a children’s home, at the time an application for a school is made; and
- Children who have previously been in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989(a) and who have left that care through adoption, a child arrangements order (in accordance with Section 8 of the Children Act 1989 and as amended by the Children and Families Act 2014) or special guardianship order (in accordance with Section 14A of the Children Act 1989).

#### Sibling (brother or sister)

A sibling will be considered to be:

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

#### Children of Staff

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

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

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

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

Exceptional social or exceptional medical grounds
Occasionally there will be a very small number of children for whom exceptional social or medical circumstances apply which will warrant a placement at a particular school. The exceptional social or medical circumstances must relate to the child. Supporting evidence from a professional is required such as a doctor and/or consultant for medical cases or a social worker, health visitor, housing officer, the police or probation officer for other social circumstances. This evidence must confirm the circumstances of the case and must set out why the child should attend a particular school and why no other school could meet the child’s needs.

Providing evidence does not guarantee that a child will be given priority at a particular school and in each case a decision will be made based on the merits of the case and whether the evidence demonstrates that a placement should be made at one particular school above any other. Common medical conditions and allergies can usually be supported in all mainstream schools, therefore priority under a school’s exceptional medical criterion would not normally be given for these. Some mainstream schools have units attached which provide specialist provision for children with an Education, Health and Care Plan (EHCP) which names the school. The facilities in these units are not normally available to children in the mainstream school and as such priority under a school’s exceptional social or medical criterion would not normally be agreed for a mainstream place on the basis of a specialist unit being attached to the school.

In addition, routine child minding arrangements will not be considered to be an exceptional social reason for placement at a particular school.

We reserve the right to refer medical evidence to a medical professional within the Local Authority, where necessary, to assist the panel in making a decision about medical priority for a school place.

Consideration will be given to each submission by a panel of Local Authority officers consisting of:

- 2 Senior Admissions Officers
- 2 Special Educational Needs Officers
- 1 Learning Support Manager

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

Home Address
The home address excludes any business, relative’s or childminder’s address and must be the child’s normal place of residence. Where the child is subject to a child arrangements order and that order stipulates that the child will live with one parent/carer more than the other, the address to be used will be the one where the child is expected to live for the majority of the time. For other children, the address to be used will be the address where the child lives the majority of the time. In other cases, where the child spends an equal time between their parents/carers, it will be up to the parent/carer to agree which address to use. Where a child spends their time equally between their parents/carers and they cannot agree on who should make the application, we will accept an application from the parent/carer who is registered for child benefit. If neither parent is registered for child benefit we will accept the application from the parent/carer whose address is registered with the child’s current school.

We will not generally accept a temporary address if the main carer of the child still possesses a property that has previously been used as a home address, nor will we accept a temporary address if we believe it has been used solely or mainly to obtain a school place when an alternative address is still available to that child.

The address to be used for the initial allocation of places will be the child’s address at the closing date for application. Changes of address may be considered in accordance with Havering’s co-ordinated scheme if there are exceptional reasons behind the change. Any offer of a place on the basis of address is conditional upon the child living at the appropriate address on the relevant date. Applicants have a responsibility to notify the Havering School Admissions Team of any change of address and must provide verification of the new address immediately. This should be supported by...
Definitions of admissions criteria (continued)

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

Children who already have a school place
If your child already has a school place, but you want them to transfer to another school in Havering, you should discuss this with the Headteacher / Principal of their current school before making an application.

Problems at school can often be sorted out without the need to change schools.

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

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

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

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

### Reception Offers 2018

The information in this table provides details on how places were offered on National Offer Day (16 April 2018).

<table>
<thead>
<tr>
<th>School</th>
<th>Places Available</th>
<th>Total number of Preferences Expressed (1st)</th>
<th>Total Number of Places Offered</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>Staff Regs</th>
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<th>2nd Preference Offered</th>
<th>3rd Preference Offered</th>
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Reception 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 2018 intake of pupils.

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<th>School</th>
<th>Number of appeals received</th>
<th>Number of successful appeals</th>
<th>Number of appeals withdrawn by parents before the hearing</th>
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* Brady Primary - The last distance place was offered to a set of twins, therefore in line with the published admission arrangements both twins were offered a place.
** Drapers’ Brookside Infants - This is the furthest distance within the priority admission area defined by the Drapers’ Multi Academy Trust.

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

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

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

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

If the admissions authority had refused a place to a child whose family had had to move house under a witness protection scheme, a panel might decide that the decision was perverse. But it is the panel’s decision.
Children with Special Educational Needs and Disabilities (SEND)

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.

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

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

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

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

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

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

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

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

For further information regarding the assessment of pupils with Special Educational Needs or any information about of Havering’s arrangements and policies for special educational needs, please contact the Special Educational Needs Team on 01708 431885 or via sen@havering.gov.uk

Havering SENDIASS provide a free, impartial, confidential information, advice and support service offering assistance to children and young people aged 0-25 with Special Educational Needs and Disabilities and parents of children with SEN. You can contact SENDIASS by calling 01708 433885 or emailing SENDIASS@havering.gov.uk

Local Offer

The Local Offer sets out in one place information about various types of provision parents can expect to be available across education, health and social care for children and young people with Special Education Needs or Disabilities (SEND) and those currently being assessed for an Education, Health and Care (EHC) Plan.

Further information is available at www.havering.gov.uk/localoffer
When can children take up their free funded early education and childcare?

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

For further information and details of how to apply for early education and childcare offers in Havering, please go to www.havering.gov.uk/earlyyears or refer to the Government’s Childcare Service Website at www.childcarechoices.gov.uk.

Admission to Private, Voluntary and Independent (PVI) providers

More than 150 Childminders, Preschools, Day Nurseries and Independent schools offer flexible early education and childcare places in the borough for two, three and four year olds, for further information about places and offers available, please visit www.havering.gov.uk/earlyyears.

Admission to Schools with nursery classes

The Havering schools listed between pages 9 and 16 of this booklet identify which schools have a nursery provision which caters for two, three and four year olds as part of their school. For further information about the schools specific nursery admissions arrangements for two, three and four year olds, including 30 hours childcare, please contact the school directly for further information or go to www.havering.gov.uk/earlyyears.

Applications and admission arrangements for a Reception class at an Infant or Primary School

If your child is born between 1 September 2014 and 31 August 2015 you should apply for them to start school in September 2019 between 1 September 2018 and 15 January 2019. For further information about Havering schools and details about how to apply please go to www.havering.gov.uk/admissions.

Please be reminded that attendance at a school nursery class or at an early years provider on school grounds does not mean an automatic transfer to the reception class of the school.
Whistleblowing

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

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

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

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

Private Fostering

Are you looking after a child for someone else? Has this been for longer than one month?

If you are not a close relative, this is Private Fostering. The Council would like to hear from you.

Please contact Havering Council, we can offer support and advice.

Havering Council Multi Agency Safeguarding Hub (MASH):
Phone: Monday to Friday (9am to 5pm) 01708 433 222
Out of hours/weekends 01708 433 999
Email: tmash@havering.gov.uk

Refer online www.havering.gov.uk/privatefostering
2019-20 school term and holiday dates

Please note that the Local Authority sets term and holiday dates for all Community and Voluntary Controlled schools. Academies, Foundation and Voluntary Aided schools are able to set their own term and holiday dates. The majority of schools in Havering adopt the Havering dates however you should check with the school concerned directly to avoid any doubt.

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

Please note: The below dates may vary for individual schools, especially Foundation, Voluntary Aided schools and Academies. You are strongly advised to check with your child’s school before making any holiday or other commitments.
### Neighbouring boroughs & other useful contacts

**Schools in neighbouring boroughs**

For statutory purposes, we are obliged to inform you of Local Authorities that have schools within 3 miles of a Havering school.

**London Borough of Barking and Dagenham**  
Email: admissions@lbbd.gov.uk  
Tel: 0208 2015 3004

**London Borough of Bexley**  
Email: schooladmissions@bexley.gov.uk  
Tel: 0208 303 7777

**Essex County Council**  
Email: admissions@essex.gov.uk  
Tel: 0345 603 2200

**London Borough of Redbridge**  
Email: admissionsandrewards@redbridge.gov.uk  
Tel: 0208 708 3139

**Thurrock County Council**  
Email: school.admissions@thurrock.gov.uk  
Tel: 0137 565 2883

### 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 and Family Information Service**  
Email: earlyyears@havering.gov.uk  
Tel: 01708 433954

**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  

Online Enquiry Form:  
[www.havering.gov.uk/admissions/contact](http://www.havering.gov.uk/admissions/contact)  

Online Chat:  
[www.havering.gov.uk/admissions/primary](http://www.havering.gov.uk/admissions/primary)  

In Person:  
Public Advice and Service Centre,  
Liberty Shopping Centre, Romford.  
Monday, Wednesday and Friday (except the last Wednesday of the month) between 9.30am - 12:30pm.
The closing date for your application is 15 January 2019

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

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

If you have tried to register online but you are unable to do so because your address is not listed, the system does not recognise your postcode, or the school you wish to apply for is not listed, you must contact the School Admissions Team before 2pm on the 15 January 2019.

Application reference (received once submitted) 311 - 2019 - 09 - E -

Email Address: 

Username: 

Password: 

www.havering.gov.uk/admissions