A guide to starting at a Havering Infant or Primary school in September 2017

For children born between 1 September 2012 and 31 August 2013

You must read the “Starting a Havering Infant or Primary school brochure” before applying for a school place.

The brochure is available to download via the following link:

www.havering.gov.uk/Admissions/receptionbrochure

The brochure contains all the relevant information regarding admissions criteria’s and the application process.

Before you can submit your application you must tick to say that you have read the Terms and Conditions.
**Objectives**

- To have a clear understanding of the admissions process.
- To know how and when to complete the online application.
- There will be the opportunity to ask questions at the end of this presentation.

**Key Dates**

**Thursday 1 September 2016**
Common Application Form (CAF) online process opens on the eAdmissions site
[www.havering.gov.uk/eadmissions](http://www.havering.gov.uk/eadmissions)

**Sunday 15 January 2017**
Common Application Form (CAF) online process closes - applications made after this date will be late and are dealt with after on-time applications

**Tuesday 18 April 2017**
Reception national offer day - Emails are sent during the evening (after 5pm)

**Tuesday 2 May 2017**
Deadline for replying to the offer of a Reception place - this must be made via the eAdmissions site

**Tuesday 9 May 2017 (provisional date)**
Deadline for submitting an appeal for an alternative Reception place - submitted to Democratic Services

**June 2017 onwards**
Appeal hearings - chaired by Democratic Services
The Application Process

• The admissions process is a Co-ordinated process across all London boroughs

• Every Havering parent applying for a Reception place for September 2017 must apply via the online Common Application Form (CAF) via: www.havering.gov.uk/eadmissions

• If you wish to apply for a Faith School in Havering you must also complete a Supplementary Information Form (SIF)

The Application Process – Faith Schools

• If you are applying for one of the faith schools below you must also complete a Supplementary Information Form (SIF) to support your reception application

• The SIF form is available directly from the schools and must be returned back to the school by the deadline that they request, this date may differ from the closing date of the CAF so please check with the school.

• If you are applying for a Catholic School you will also need to obtain a Certificate of Catholic Practice from your Priest.

• La Salette Catholic Primary School
• St Alban’s Roman Catholic Primary School
• St Edwards Church of England Primary School
• St Josephs Roman Catholic Primary School
• St Mary’s Catholic Primary School
• St Patricks Catholic Primary School
• St Peters Catholic Primary School
• St Ursula’s Primary School

The Governing Bodies of these schools will rank pupils in line with their admissions criteria and the school will then inform the Havering Admissions of this information.
The Application Process

• If you do not live in Havering you must complete your Home LA’s Common Application Form and return it to them. You can still list Havering schools on your application.

• Make sure your read and understand the schools admissions criteria. If you don’t meet the criteria you are unlikely to be offered a place. Please read the brochure via www.havering.gov.uk/admissions/receptionbrochure

• You can save and amend your online application, however you must submit it before the 15 January 2017

• Making changes to your application after the closing date will mean that it is treated as late unless there are exceptional circumstances.

Exceptional Social / Medical Criterion

Very few schools have an exceptional social or medical criterion as part of their admissions arrangements, for a detailed explanation and to see which schools have this criterion please refer to the online brochure via https://www.havering.gov.uk/admissions/receptionbrochure

• Applications can only be considered if supporting documents from an appropriate professional are submitted with the Common Application Form (CAF).

• The exceptional social or medical reasons must relate to the child and link the preferred school to the child’s needs.

• Common medical conditions and allergies can usually be supported in all mainstream schools, therefore priority under this criterion would not normally be given for these.

• If the school you are applying for does not have this criterion they cannot take into consideration any social or medical reasons your child may have.

• Individual child care arrangements will not be considered.
Special Educational Needs and Education Health and Care Plan

Parents of children who are subject to a full statement of Special Educational Needs (SEN) or an Education Health and Care Plan (EHCP) must also apply for a school place online and ensure they tick the “Statemented” box.

• The SEN team will then liaise with parents to name a suitable school to meet their child’s individual needs.

• Children on SEN Support are NOT considered as statemented and as such do not gain priority under the admissions arrangements. This includes pupils currently going through the EHCP process.

• If you are unsure if your child has a full statement of SEN or a EHCP, please speak with your child's current early years provider.

Your Home Address

In order to prioritise pupils correctly Havering must verify that distances are being measured from a child’s habitual residence and, therefore, that an application is being made from a child’s normal home address.

• A child’s permanent home address is defined as being the child’s normal place of residence, and excludes any business, relative’s or child-minder’s address.

• Where formal custody of a child is equally shared between parents/carers, then it is up to them to agree which address to use for the purpose of making a school place application. If custody is not equally shared, the address of the parent with the majority of custody will be used.

• It is not permissible to use an address of convenience. This is an address used by a parent in order to gain a school place where the address is not the child’s normal permanent home address.

• The normal home permanent home address is where the child’s primary guardian, the person with parental responsibility, normally permanently resides.
### Fraudulent Applications

Havering will investigate all instances where we suspect that a fraudulent / address of convenience is being used to gain a school place.

- We actively encourage whistle blowing of fraudulent applications and parents can report any suspicions anonymously via the Havering website [www.havering.gov.uk/admissions](http://www.havering.gov.uk/admissions).

- By submitting an application parents agree to a declaration which allows the LA to access information held by the council for the detection and prevention of fraud. A full copy of this declaration is included in the online brochure via [www.havering.gov.uk/admissions/receptionbrochure](http://www.havering.gov.uk/admissions/receptionbrochure).

- If a parent/carer is found to have used a false address or deliberately provided misleading information to obtain a School place, the offer will be withdrawn (or if before the allocation of places, the application will be cancelled).

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### The Distance Criteria

The majority of schools use the distance from the home address to the school as either the final criterion or a tie-break criterion.

**There are no catchment areas in Havering**

- Schools fill up based on demand and this determines the furthest distance, there is no way of predicting this in advance.

- Distances are determined by measuring a straight line distance between the centre point of the home address and the pre-defined point of the school. A computerised geographical information system is used (blocks of flats that share the same address will have the same distance).

- Distance checker [http://maps.havering.gov.uk](http://maps.havering.gov.uk) (this is not exactly the same distance as that used by admissions and should only be used as a guide)

Instructions on how to use this system can be found at [www.havering.gov.uk/admissions](http://www.havering.gov.uk/admissions).
The Application Form

• You can list up to 6 schools (we advise you to always list more than one school).

• The system will not allow you to list the same school more than once.

• Please double check your application for errors before submitting it (the most common errors are things like the Childs name is spelt incorrectly or wrong DOB is used).

• It is not a first come first served process, use the time to make sure your list of schools is in the order that you wish them to be considered.

• Ensure you submit the application.

Online application system opens on 1 September 2016.

www.havering.gov.uk/eadmissions

Create an account, login to your application and select the schools you wish to apply for. Don’t forget to submit the application.

After the closing date, your child’s name will be placed on the list for each of the schools you have requested. Their position on the list will depend on how well your child fits the school’s admission criteria – for example, they will be higher up a school’s list if you live very near to it.

At this stage the order you have listed the schools is not taken into consideration.
Each school has a published admission number (PAN): the number of places it has to offer. Havering will rank the names at the top of each school's list, up to its PAN. This is known as the School List. Those children whose names fall outside the PAN will be placed on a waiting list.

If your child’s name appears on only one School List, your child will be offered a place at that school, regardless of where you put it on your application.

If your child is on more than one School List, Havering will then take into account the order in which you ranked the schools on your online application form. Your child will then be offered a place at the school that you ranked highest.

If your child isn’t offered a place at any of your listed schools, Havering will allocate a place at the nearest school with a vacancy.

Your child will be placed on the waiting list for any other schools that you listed higher than the one they have been offered.

If a vacancy becomes available, Havering will offer the place to the next child on the waiting list.

For information regarding your child's position on a waiting list, please complete the online form after 10 May 2017 [www.havering.gov.uk/admissions/waitinglist](http://www.havering.gov.uk/admissions/waitinglist)

You may have a very clear first preference school but don’t leave all your other options blank to show how strongly you feel. It’s important to list at the very least three schools.

For some very popular schools over 50% of children miss out on their first preference school, and if you have only listed one, your child could be placed at any other school in the borough that has a space, regardless of your opinion.

It is important that your form includes more than one school that you would consider as a reasonable alternative to your first preference.
The Application Form

In order to create an online account you will need the following:

- A working email account
  It is not recommended that you use a work email address, the firewalls for large companies often block emails from the eAdmissions system as it is thought to be “Spam”

If you require support or assistance in making your application you can:

- Ask family and/or friends to help you
- Visit the PASC centre on a Monday, Wednesday or Friday morning between 9:30am and 12:30pm (except the last Wednesday of the month) where a member of the admissions team will be able to assist you.

Public computers are available in all of Havering Libraries should you need to use a computer.

Open days and evenings

If you are interested in a particular school you (and your child) should attend the Open Day and/or Evening, they provide an opportunity to:

- see what the school has to offer
- ask teachers and senior leaders questions about the school
- see children in their classes and ask questions (where appropriate)

Please contact schools directly to confirm the open day and/or evening dates and times.
## Important things to consider

It is important that you consider the following information before submitting your application:

- How will you travel to school with your child
- How long will it take to travel to get to school
- How much will it cost to travel to school (infant and primary aged pupils travel on Transport For London (TFL) buses for free*)

- **Havering will not pay fares or provide transport for children to travel to school where a parent requests particular schools**

Consider the impact of after/before school clubs if your child is having to travel a long distance to school.

*subject to an admin charge and a valid oyster photo card for children aged 5-10 years see www.tfl.gov.uk/zip for Ts&Cs

## September 2016 Statistics

- 3140 pupils started at a Havering Infant and Primary School
- 100% of applications were made online
- 87.7% of applicants got their 1st preference (London average 84%)
- 96.3% of applicants got one of their top 3 preferences
- 97.9% of applicants got one of their 6 preferences
- 2.1% of applicants were unsuccessful in their application and were allocated a school place

The LA have a legal duty to make sure that all children have a school place in September 2017. If you are allocated a school it will be the closest school that has a vacancy after all the successful applications have been made. It will not be a school that you have listed on your application form.

You can access further statistics online via www.havering.gov.uk/admissions/stats
**Will there be any updates?**

- Parents who have children in an early years setting e.g. Nursery, preschool or with a childminder will receive a postcard reminder to apply.

- Posters will be available in various places around the borough

- Email updates will be sent to residents who have Signed up for email alerts

- Postcards will be sent directly to nursery families and copies will be available in the Public Advice and Service Centre with the link to apply.

**How can parents and carers help?**

- The closing date for reception applications are set nationally (15 January 2017) please encourage your friends and family to apply if they have children of the relevant age range irrespective of where they live.

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**Early Education Places**

**Do you have a child aged 2 or 3?**

If so this child may be eligible for an early education place at an early years provider in Havering.

- Up to 40% of eligible two year olds are entitled to up to 570 hours a year early years funding

- All three year olds, the term after the third birthday, and all four year olds not in a reception class are eligible for up to 570 hours a year free funding

For further information about early years places please go to www.havering.gov.uk/earlyyears

A child’s attendance with an early years provider or nursery class attached to an Infant or Primary school will not guarantee a Reception places and you must still apply for a school place.
 Secondary Applications

Do you have an older child born between 1 September 2005 and 31 August 2006?

If you do, they are due to start Secondary School in September 2017.

You must have completed a secondary application online via www.havering.gov.uk/eadmissions by no later than 31 October (you can use the same login details that you used or will create for the infant or primary application).

A child’s attendance at an Junior School or Primary School will not guarantee a place at any Secondary school, you must still apply.

Any Questions?

For further information please visit

www.havering.gov.uk/admissions

www.havering.gov.uk/admissions/contact

PASC centre on a Monday, Wednesday or Friday morning between 9:30am and 12:30pm (except the last Wednesday of the month).

01708 434600 (Monday – Friday between 12 noon - 5pm)