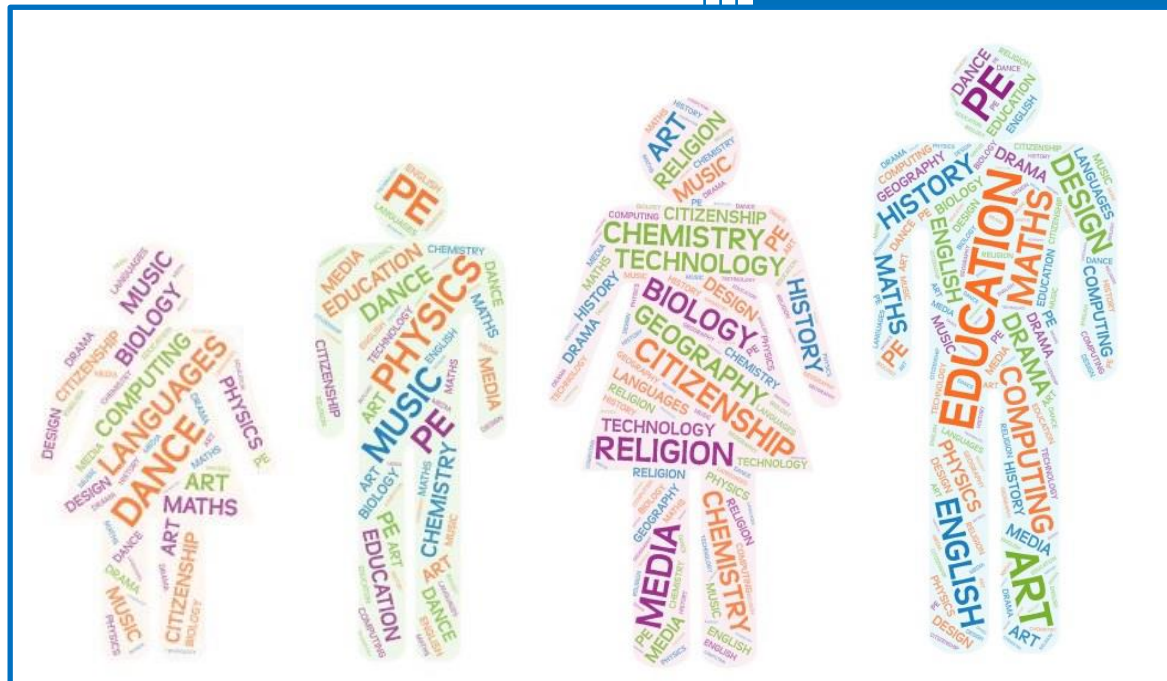




In Year Admissions Co-ordinated Scheme for All Infant, Junior, Primary and Secondary Schools in Havering for the Academic Year 2021/22



This scheme does not apply to pupils who have an Education, Health and Care Plan (EHCP). If your child has an EHCP, there is a different process for dealing with school transfers. To discuss moving your child's school, please contact your home Local Authority Special Educational Needs Team.

Section 1: Applications

1. Applications from Havering and non-Havering residents for all maintained schools, including academies will be made directly to Havering's School Admissions Team. The on-line In-Year Common Application Form (ICAF) is available from Havering's website at www.havering.gov.uk/admissions/inyear and applications are made via a secure parent portal.
2. Havering residents wishing to apply for places at maintained schools and academies outside of Havering must apply directly to the Local Authority in whose area the school is situated.
3. Schools in Havering will not use Supplementary Information Forms (SIF) unless the information available through the ICAF is insufficient for consideration of the application against the published oversubscription criteria. Where SIF's are used by schools within Havering, the Havering School Admissions Team will seek to ensure that these only collect information which is required by the published oversubscription criteria, in accordance with the School Admissions Code.
4. Where SIF's are used, they will be available direct from the school concerned and available on the school's website. Any SIF must advise parents that they must also complete Havering's In-Year application form. Havering's website and the ICAF will indicate which schools in Havering require SIF's to be completed. Parents will be advised that they should complete the SIF so that the school's Governing Body can fully consider their application.
5. Where a school in Havering receives a SIF, it will not consider it to be a valid application until the parent has also listed the school on Havering's ICAF.
6. Applicants will be able to express a preference for up to six maintained schools or academies in Havering.
7. The order of preference given on the ICAF will not be revealed to the schools listed on the form.
8. Once an offer has been made, the offered school will request proof of address. If the school are not satisfied that the address used is the child's normal place of residence, it will refer the case to Havering's School Admissions Team who will undertake further address verification. Where Havering is not satisfied as to the validity of an address it will withdraw any offer made and liaise with the applicant directly.
9. Before admitting a pupil the school will satisfy itself that the date of birth is correct.
10. Havering will check the status of any applicant who is a 'Looked After Child' or was a 'Previously Looked After Child'.

Section 2: Processing

11. Havering's School Admissions Team will follow the ICAF application timetable detailed in Appendix 1 of this document.
12. Havering's School Admissions Team will import electronically pupil's preferences onto the admissions data base (Synergy). This information will be available to schools listed as a preference via the School Admissions Module (SAM) to enable them to consider the application in accordance with their published oversubscription criteria. Schools will be required to verify claims made of the ICAF such as Sibling details every week (during term time).
13. For all applicants, Havering will provide schools (via SAM) with the information contained on the ICAF (See Appendix 2).

Section 3: Offers

14. If a school has a vacancy/vacancies, Havering will offer the place(s) within 10 school days of the vacancy arising to the next child entitled to a place in accordance with the published oversubscription criteria. If a school receives fewer applications than places available, places must be offered to all applicants unless the pupil has had a permanent exclusion from two or more schools in the previous two years.
15. Havering's School Admissions Team will write to parents who have not been offered places at their preference schools giving reasons and informing them of their right of appeal to an independent appeal in accordance with the School Standards and Framework Act 1988.
16. When a pupil has been offered a place at a higher preference school than the one previously offered, the lower ranking preferences will be withdrawn and the schools concerned notified.
17. Schools must place the child on roll within 10 schools days of the offer being made.
18. If an admission is disputed by a school, the case must be referred to the School Admissions Team Leader giving detailed written reasons within 5 school days. This may trigger a referral to the Fair Access Protocol.
19. When a pupil has been offered a place at a lower preference school, the pupil will be placed on the waiting list for the higher preference schools.
20. Where an application is received from a Havering resident who is out of school and cannot be offered a place at one of their named preferences (due to oversubscription), Havering will offer the applicant a place at the nearest school with a vacancy.

21. It will be assumed that parents will accept the offer of a school place unless they formally decline the offer of a place and confirm what alternative arrangements they are making for their child's education.
22. Waiting lists for schools in Havering will be held for the academic year in which the application was made. Waiting lists will not be carried over from one academic year to the next and parents will be required to reapply for subsequent academic years.

Appendix 1 – Timetable for In-Year Applications

Applications submitted between	Downloaded from Parent Portal on*	Outcome sent to parent on*
16 August 2021 & 06 September 2021	07 September 2021	13 September 2021
07 September 2021 & 13 September 2021	14 September 2021	20 September 2021
14 September 2021 & 20 September 2021	21 September 2021	27 September 2021
21 September 2021 & 27 September 2021	28 September 2021	04 October 2021
28 September 2021 & 04 October 2021	05 October 2021	11 October 2021
05 October 2021 & 11 October 2021	12 October 2021	18 October 2021
12 October 2021 & 18 October 2021	19 October 2021	25 October 2021
19 October 2021 & 25 October 2021	26 October 2021	08 November 2021
26 October 2021 & 01 November 2021	02 November 2021	08 November 2021
02 November 2021 & 08 November 2021	09 November 2021	15 November 2021
09 November 2021 & 15 November 2021	16 November 2021	22 November 2021
16 November 2021 & 22 November 2021	23 November 2021	29 November 2021
23 November 2021 & 29 November 2021	30 November 2021	06 December 2021
30 November 2021 & 06 December 2021	07 December 2021	13 December 2021
07 December 2021 & 13 December 2021	14 December 2021	20 December 2021
14 December 2021 & 20 December 2021	21 December 2021	10 January 2022
21 December 2021 & 27 December 2021	28 December 2021	10 January 2022
28 December 2021 & 03 January 2022	04 January 2022	10 January 2022
04 January 2022 & 10 January 2022	11 January 2022	17 January 2022
11 January 2022 & 17 January 2022	18 January 2022	24 January 2022
18 January 2022 & 24 January 2022	25 January 2022	31 January 2022
25 January 2022 & 31 January 2022	01 February 2022	07 February 2022
01 February 2022 & 07 February 2022	08 February 2022	14 February 2022
08 February 2022 & 14 February 2022	15 February 2022	28 February 2022
15 February 2022 & 21 February 2022	22 February 2022	28 February 2022
22 February 2022 & 28 February 2022	01 March 2022	07 March 2022
01 March 2022 & 07 March 2022	08 March 2022	14 March 2022
08 March 2022 & 14 March 2022	15 March 2022	21 March 2022
15 March 2022 & 21 March 2022	22 March 2022	28 March 2022
22 March 2022 & 28 March 2022	29 March 2022	04 April 2022
29 March 2022 & 04 April 2022	05 April 2022	25 April 2022
05 April 2022 & 11 April 2022	12 April 2022	25 April 2022
12 April 2022 & 18 April 2022	19 April 2022	25 April 2022
19 April 2022 & 25 April 2022	26 April 2022	03 May 2022
26 April 2022 & 02 May 2022	03 May 2022	09 May 2022
03 May 2022 & 09 May 2022	10 May 2022	16 May 2022
10 May 2022 & 16 May 2022	17 May 2022	23 May 2022
17 May 2022 & 23 May 2022	24 May 2022	30 May 2022
24 May 2022 & 30 May 2022	31 May 2022	13 June 2022
31 May 2022 & 06 June 2022	07 June 2022	13 June 2022
07 June 2022 & 13 June 2022	14 June 2022	20 June 2022
14 June 2022 & 20 June 2022	21 June 2022	27 June 2022
21 June 2022 & 27 June 2022	28 June 2022	04 July 2022
28 June 2022 & 04 July 2022	05 July 2022	11 July 2022

- **The last date to apply for a school place for this academic year (2021/22) will be 4 July 2022. The application portal will reopen on 16 August 2022 for parents to submit an application for the next academic year (2022/23).**

- **The first round of offers will be made on 12 September 2022.**

* **These dates are subject to change without prior notification**

Appendix 2 - Information offered school can see in SAM.

- Application Reference Number
- Pupil Name
- Pupil UPN (If Known)
- Pupil DOB
- Pupil Gender
- Pupils Current School
- Is the Child LAC or PLAC (True or False)
- Does the child have an EHCP (True or False)
- Is the applicant a Crown Servant (True or False)
- IS the child part of a Multiple Birth (True or False)
- Preference School (this will be the offered school name)
- Distance from Home to School (in meters)
- Pupils Address
- Details of any siblings provided on the application.
- Applicants Name
- Applicants Relationship to Pupil
- Parental Responsibility (True or False)
- Applicants Address
- Applicants Email
- Applicants Home Phone
- Applicants Work Phone
- Applicants Mobile Phone