

School Admissions

Town Hall
Main Road
Romford
RM1 3BD

Contact Form:

www.havering.gov.uk/admissions/contact

Web: www.havering.gov.uk/admissions

Telephone:

01708 434600 (Mon-Fri 12-5pm)

Date: 2 March 2020

Dear Parent / Carer

Offer of a Secondary School place for September 2020

We are pleased to be able to offer you a place at one of your preferred schools as detailed in the offer email. The school will write to you at a later date with further details.

You must respond to this offer by 16 March 2020

It may be possible to offer one of your higher preferences after 17 March 2020, however in the meantime **you should accept** this offer to guarantee that your child has a school place for September 2020.

Accepting this offer **will not** affect your chances of being offered one of your preferred schools at a later date nor will it affect the outcome of any appeal you may decide to submit.

The best way to accept this offer is as follows:

- Log into your application via www.eadmissions.org.uk using the username and password supplied to you when you registered
- Click on 'view outcome'
- Submit your acceptance

Once submitted you will receive a confirmation email.

Alternatively you can send an email to Schooladmissions@havering.gov.uk providing the following information:

1. Application Reference Number
2. Childs Full Name
3. Child Date of Birth
4. Are you accepting or rejecting the offer
5. If you are accepting, do you wish to be removed from the waiting list for any school you listed higher than the school you have been offered
6. If you are rejecting the offer please provide details of where your child will be educated

If you wish to change or add new preferences you can do so by completing a simple online form via www.havering.gov.uk/admissions/SecondaryChanges. **The new details that you provide will replace any previous application(s) so please ensure that you include all schools you wish to be considered for.** The latest date you can submit a new application is the 17 July 2020.

If you reject this offer or do not respond to the offer, the place may be offered to another pupil. Your child will then be allocated an alternative school, which may be further from your home address.

Waiting Lists

Your child's name will automatically be placed on the waiting list for any school you listed higher than the one offered. **Waiting list positions will be available from 23 March 2020.**

Priority cannot be given to children based on the date their application was received or their name was added to the waiting list. Waiting lists will be re-ranked in accordance with the school's published admission criteria each time a child's name is added to the list.

Please note that a child's position on any waiting list can move down as well as up.

Looked After Children and previously Looked After Children must take priority over other children on the waiting list.

Waiting lists will be maintained for all Havering schools until the 18 December 2020. If you wish to remain on the waiting list beyond this date you will need to reapply via the In-Year Admissions process, www.havering.gov.uk/admissions/Inyear.

Appeals

As we could not offer you a place at your higher preference school/s, you have the right to appeal to an Independent Appeal Panel.

Please note that you can only appeal for a school for which you have already applied.

If your preferences included either Cooper's Company & Coborn School or Sacred Heart of Mary Girls' School or schools in other Local Authorities, you must contact them direct for an appeal form.

For any other Havering school, please visit www.havering.gov.uk/admissions/appeal to complete the online appeal form.

Yours sincerely,



For and on behalf of the
School Admissions Team