



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: 16 April 2019

Dear Parent / Carer

Offer of a Reception place for September 2019

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 30 April 2019

It may be possible to offer one of your higher preferences after 30 April 2019, however in the meantime **you should accept** this offer to guarantee that your child has a school for September 2019.

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

The best way to do this 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/ReceptionChanges **the new details that you provide will replace any previous application(s)**. The latest date you can amend your application is the 31 August 2019.

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 8 May 2019.**

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 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 end of July 2020. If you wish to remain on the waiting list beyond this date you will need to reapply via 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.

Please visit www.havering.gov.uk/admissions/appeal to complete the online appeal form.

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.

Further information on Infant Class Size appeals can be found here:

<https://www.lgo.org.uk/make-a-complaint/fact-sheets/education/infant-class-size-appeals>

Yours sincerely,



For and on behalf of the
School Admissions Team