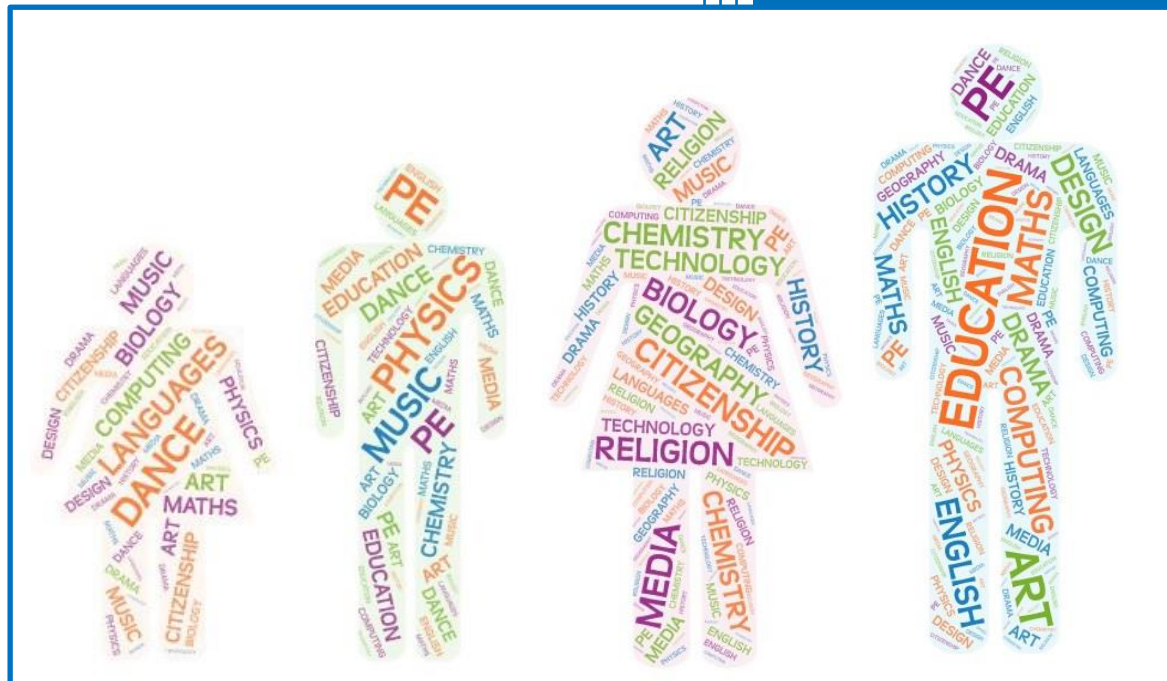




## In Year Admissions Co-ordinated Scheme for All Infant, Junior, Primary and Secondary Schools in Havering for the Academic Year 2022/23



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](http://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 database (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 on the ICAF, such as Sibling details, Staff Claims, 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: Vacancies**

14. It is critical for Havering's School Admissions Team to hold up-to-date information about school vacancies so that correct advice can be provided to parents. Schools must update their roll numbers directly through SAM (School Admission Module). Havering's School Admissions Team will also collect data from its schools using secure data exchange methods to confirm the roll numbers and other details for each year group.

## **Section 4: Offers**

15. 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.
16. 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.
17. 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.
18. Schools must place the child on roll within 10 schools days of the offer being made.
19. 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.

20. 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.
21. 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 to the home address with a vacancy.
22. 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.
23. 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 2022 & 05 September 2022	06 September 2022	12 September 2022
06 September 2022 & 12 September 2022	13 September 2022	19 September 2022
13 September 2022 & 19 September 2022	20 September 2022	26 September 2022
20 September 2022 & 26 September 2022	27 September 2022	03 October 2022
27 September 2022 & 03 October 2022	04 October 2022	10 October 2022
04 October 2022 & 10 October 2022	11 October 2022	17 October 2022
11 October 2022 & 17 October 2022	18 October 2022	24 October 2022
18 October 2022 & 24 October 2022	25 October 2022	07 November 2022
25 October 2022 & 31 October 2022	01 November 2022	07 November 2022
01 November 2022 & 07 November 2022	08 November 2022	14 November 2022
08 November 2022 & 14 November 2022	15 November 2022	21 November 2022
15 November 2022 & 21 November 2022	22 November 2022	28 November 2022
22 November 2022 & 28 November 2022	29 November 2022	05 December 2022
29 November 2022 & 05 December 2022	06 December 2022	12 December 2022
06 December 2022 & 12 December 2022	13 December 2022	19 December 2022
13 December 2022 & 19 December 2022	20 December 2022	09 January 2023
20 December 2022 & 27 December 2022	28 December 2022	09 January 2023
28 December 2022 & 02 January 2023	03 January 2023	09 January 2023
03 January 2023 & 09 January 2023	10 January 2023	16 January 2023
10 January 2023 & 16 January 2023	17 January 2023	23 January 2023
17 January 2023 & 23 January 2023	24 January 2023	30 January 2023
24 January 2023 & 30 January 2023	31 January 2023	06 February 2023
31 January 2023 & 06 February 2023	07 February 2023	13 February 2023
07 February 2023 & 13 February 2023	14 February 2023	27 February 2023
14 February 2023 & 20 February 2023	21 February 2023	27 February 2023
21 February 2023 & 27 February 2023	28 February 2023	06 March 2023
28 February 2023 & 06 March 2023	07 March 2023	13 March 2023
07 March 2023 & 13 March 2023	14 March 2023	20 March 2023
14 March 2023 & 20 March 2023	21 March 2023	27 March 2023
21 March 2023 & 27 March 2023	28 March 2023	03 April 2023
28 March 2023 & 03 April 2023	04 April 2023	24 April 2023
04 April 2023 & 10 April 2023	11 April 2023	24 April 2023
11 April 2023 & 17 April 2023	18 April 2023	24 April 2023
18 April 2023 & 24 April 2023	25 April 2023	02 May 2023
25 April 2023 & 01 May 2023	02 May 2023	08 May 2023
02 May 2023 & 08 May 2023	09 May 2023	15 May 2023
09 May 2023 & 15 May 2023	16 May 2023	22 May 2023
16 May 2023 & 22 May 2023	23 May 2023	30 May 2023
23 May 2023 & 29 May 2023	30 May 2023	12 June 2023
30 May 2023 & 05 June 2023	06 June 2023	12 June 2023
06 June 2023 & 12 June 2023	13 June 2023	19 June 2023
13 June 2023 & 19 June 2023	20 June 2023	26 June 2023
20 June 2023 & 26 June 2023	27 June 2023	03 July 2023
27 June 2023 & 03 July 2023	04 July 2023	10 July 2023

**The last date to apply for a school place for this academic year (2022/23) will be 3 July 2023.**

**The application portal will reopen on 16 August 2023 for parents to submit an application for the next academic year (2023/24).**

**The first round of offers will be made on 11 September 2023.**