

School admissions terms and conditions

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Applications:

By using the online application you are deemed to have read and agreed to the following terms and conditions:

If the address you have used for your child on the application differs from the address held in our records you will need to supply proof of this address. By submitting your application you are agreeing to the School Admissions Team accessing information held by the council for the detection and prevention of fraud.

You should have read either the '[Starting a Havering infant or primary school in September](#)', '[Transferring to a Havering Junior School in September](#)' or '[Transferring to a Havering secondary school in September](#)' brochure before completing the application.

You should have read the admission criteria for all the schools for which you have made an application.

You should have determined which schools require a Supplementary Information Form and submitted it separately to the school concerned by the closing date defined.

You should have attached any supporting evidence (e.g. a letter from a doctor, social worker or any other appropriate professional in support of any medical/social grounds with the application or will hand deliver a copy (with your child's name, date of birth and application reference number clearly marked on every page) to the Havering School Admissions Team by **31 October** for Secondary applications and by **15 January** for Reception and Junior applications. You should also have checked the admission criteria for each school for which you are applying to see if priority can be given on this basis

If you have a sibling (who will still be attending in September of the year your younger child is due to start) please ensure that you select the relevant box to show that your child has a sibling at the school you are applying for. You must give the name, date of birth and gender of the sibling. If you do not put the relevant sibling's details in the correct section, we will not see the information on our computer system and will not give your child priority under the sibling criterion. **We do not consider qualifying siblings who are not named in the correct section of your application.**

By submitting the application form you agree to the following statement: 'I understand that if I give false or deliberately misleading information on this form or supporting information, then this application will no longer be valid and may be a criminal offence. This could result in the withdrawal of the school place offer and/or prosecution. I am aware that if I intentionally provided false or misleading information in this application, there may be a financial loss to Havering Council due to the expense of funding a school place for my child.'

Havering Council will handle information you have provided in line with the Data Protection Act and will be used for school admission purposes. The information will be held in confidence with only the necessary people working within the combined children's services able to access and handle it

The Council has a duty under the Children Act 2004 to work with partners to develop and improve services to children and young people in the area. As such, the Council may also use this information

for other legitimate purposes and may share information (where necessary) with other Council departments and external bodies responsible for administering services to children and young people

For the purpose of validating addresses the Admissions Team may refer to data held by council tax records. The Council also has a duty to protect the public funds it administers, and to this end it may use the information you have provided on this form for the prevention and detection of fraud

Data Protection Act

Under the Data Protection Act you have the right to make a formal written request for access to personal data held about you or your child. For further information, please contact the School Admissions Team.

Accepting / Declining and offer:

You should be aware of the following before accepting or declining the offer that has been made.

- If the school place offered is not your first preference you can accept the place offered and will be placed on the waiting list for your preferred school(s).
- If you decline the place offered it may be offered to another child and you will need to reapply if you change your mind and want the place back.
- Declining the offer made will mean your child has no school place. If you are not offered a waiting list place and are not successful at appeal your child will still need a school place. There may be very limited availability at this stage in the process.
- You should carefully consider the implications of declining the offer before securing a place at another school. It is possible to accept the offer whilst you wait for a place at another school.