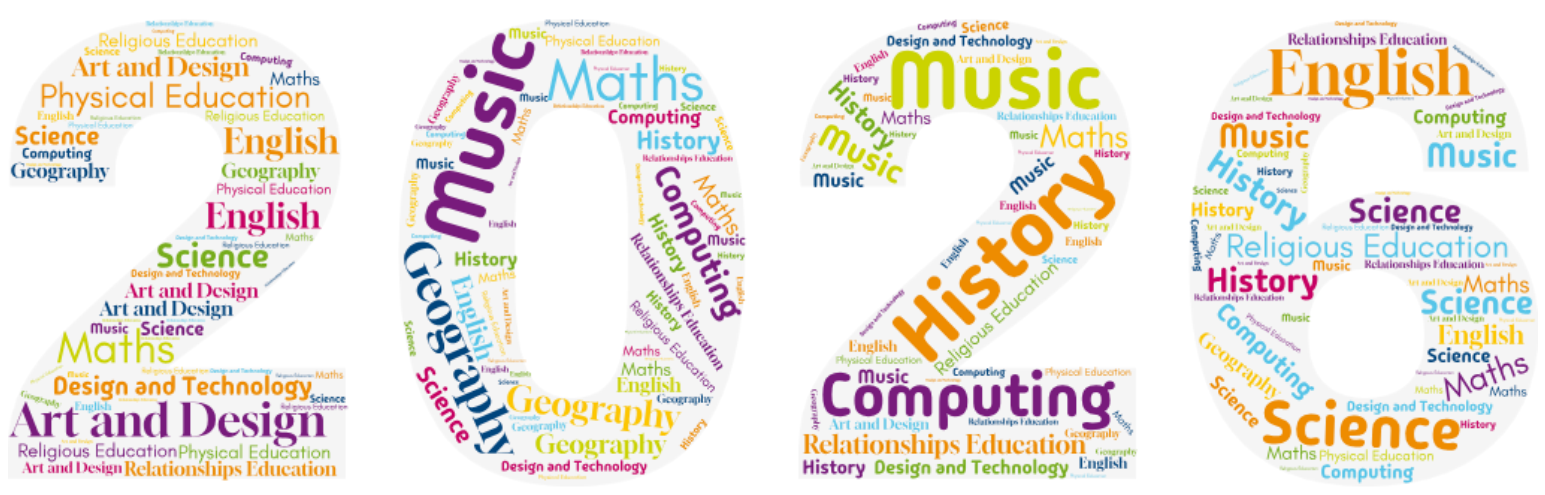


Scheme for the Co-ordination of admissions into Secondary School (Year 7) in September 2026



Contents

Definitions used in this scheme:	3
Scheme for the Co-ordination of Admissions to Secondary School (Year 7) in 2026/27	4
SCHEDULE 1 - Minimum Content of Common Application Form (CAF) for Admissions into Secondary School (Year 7) in 2026/27	10
SCHEDULE 2 – LIAAG Timetable for Admissions to Secondary School (Year 7) in 2025/26	1
SCHEDULE 3 – The Equal Preference System.....	2

Definitions used in this scheme:

LBH - The London Borough Of Havering

LIAAG - The London Inter Admissions Authority Group

The Application Year - The academic year in which the parent makes an application (i.e. in relation to the academic year of entry, the academic year preceding it).

The Board - the Pan-London Admissions Executive Board, which is responsible for the Scheme

The Business User Guide (BUG) - the document issued annually to participating LAs setting out the operational procedures of the Scheme

The Common Application Form - this is the form that each authority must have under the Regulations for parents to use to express their preferences, set out in rank order

The Equal Preference System - the model whereby all preferences listed by parents on the Common Application Form are considered under the over-subscription criteria for each school without reference to parental rankings. Where a pupil is eligible to be offered a place at more than one school within an LA, or across more than one participating LA, the rankings are used to determine the single offer by selecting the school ranked highest of those which can offer a place

The Highly Recommended Elements - the elements of the Template Scheme that are not mandatory but to which subscription is strongly recommended in order to maximise co-ordination and thereby simplify the application process as far as possible

The Home LA - the LA in which the applicant/parent/carer is resident

The LIAAG Address Verification Register - the document containing the address verification policy of each participating LA

The Local Admission System (LAS) - the IT module for administering admissions in each LA and for determining the highest offer both within and between participating LAs

The London E-Admissions Portal - the common online application system used by the 33 London LAs and Surrey County Council

The Maintaining LA - the LA which maintains a school, or within whose area an academy is situated, for which a preference has been expressed

The Mandatory Elements - those elements of the Template Scheme to which authorities **must** subscribe in order to be considered as 'Participating Authorities' and to benefit from use of the Pan-London Register

The Notification Letter the agreed form of letter sent to applicants on the Prescribed Day which communicates any determination granting or refusing admission to a secondary school.

The Prescribed Day - the day on which outcome letters are posted to parents/carers. 1 March (Secondary) in the year following the relevant determination year except that, in any year in which that day is not a working day, the prescribed day shall be the next working day.

The Pan-London Register (PLR) - the database which will sort and transmit application and outcome data between the LAS of each participating LA

The Pan-London Timetable - the framework for processing of application and outcome data, which is attached as Schedule 2

The Participating LA - any LA that has indicated in the Memorandum of Agreement that they are willing to incorporate, at a minimum, the mandatory elements of the Template LA Scheme presented here.

The Qualifying Scheme - the scheme which each LA is required to formulate in accordance with The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) Regulations 2012, for co-ordinating arrangements for the admission of children to maintained primary and secondary schools and academies.

Scheme for the Co-ordination of Admissions to Secondary School (Year 7) in 2026/27

Background

In accordance with the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012, all Local Authorities (LAs) are required to formulate a schemes for co-ordinating arrangements for the admission of children to maintained Secondary schools and academies. Details of the London Borough of Havering (LBH) scheme for **2026/27** for the Year 7 entry which forms part of the Pan-London Co-ordinated Admissions System are set out in this document. All maintained schools and academies are required to take part.

Where Parents/carers apply for places at a Voluntary Aided Denominational School or an Academy / Free School (in or outside Havering) they may need to complete a Supplementary Information Form (SIF) for each of these Schools / Academies and submit them direct to the School / Academy concerned with any documents that the School requests by the closing date. The SIF forms will be available via Schools own websites.

Applications

1. This LA will advise home LAs of their resident pupils on the roll of this LA's maintained primary schools and academies who are eligible to transfer to secondary school in the forthcoming academic year.
2. Applications from residents of this LA will be made on this LA's Common Application Form, which will be available and able to be submitted on-line. This will include all the fields and information specified in Schedule 1 to this Template LA Scheme. These will be supplemented by any additional fields and information which are deemed necessary by this LA to enable the admission authorities in the LA area to apply their published oversubscription criteria.
3. This LA will take all reasonable steps to ensure that every parent/carer who is resident in this LA and has a child in their last year of primary education within a maintained school or academy, either in this LA or any other maintaining LA, is informed how they can access this LA's composite

prospectus and apply online. Parents/carers who do not live in this LA will have access to this LA's composite prospectus, which will advise parents/carers to contact their home LA if they are unable to apply online.

4. The admission authorities within this LA will not use supplementary information forms except where the information available through the Common Application Form is insufficient for consideration of the application against the published oversubscription criteria. Where supplementary information forms are used by the admissions authorities within this LA, the LA will seek to ensure that these are used to collect information, which is required by the published oversubscription criteria only, in accordance with paragraph 2.4 of the School Admissions Code 2021.
5. Where supplementary information forms are used by admission authorities in this LA, they will be available on the schools website. Such forms will advise parents that they must also complete their home LA's Common Application Form. This LA's composite prospectus and website will indicate which schools in this LA require supplementary forms to be completed and where they can be obtained.
6. Where a school in this LA receives a supplementary information form, this LA will not consider it to be a valid application unless the parent/carer has also listed the school on their home LA's Common Application Form, in accordance with paragraph 2.3 of the School Admissions Code 2021.
7. Applicants will be able to express a preference for **up to six** maintained secondary schools or academies within and/or outside the Home LA.
8. The order of preference given on the Common Application Form will not be revealed to a school within the area of this LA to comply with paragraph 1.9 of the School Admissions Code 2021. However, where a parent resident in this LA expresses a preference for schools in the area of another LA, the order of preference for that LA's schools will be revealed to that LA in order that it can determine the highest ranked preference in cases where an applicant is eligible for a place at more than one school in that LA's area.
9. This LA undertakes to carry out the address verification process set out in its entry in the LIAAG Address Protocol. This will in all cases include validation of resident applicants against this LA's primary school data and the further investigation of any discrepancy. Where this LA is not satisfied as to the validity of an address of an applicant whose preference has been sent to a maintaining LA, it will advise the maintaining LA no later than **11 December 2025**.
10. This LA will confirm the status of any resident child for whom it receives a Common Application Form stating s/he is currently or previously a 'Child Looked After' and will provide any additional evidence on receipt of a reasonable request by the maintaining LA in respect of a preference for a school in its area by **14 November 2025**.
11. This LA will advise a maintaining LA of the reason for any application which is made in respect of a child resident in the area of this LA to be admitted outside of their correct age cohort, and will forward any supporting documentation to the maintaining LA by **14 November 2025**.

Processing Applications

12. Applicants resident within this LA must return the Common Application Form, which will be available and able to be submitted online, to this LA by 31 October 2025.

13. Application data relating to all preferences for schools in the area of a participating LA, which have been expressed within the terms of this LA's scheme, will be up-loaded to the PLR by **14 November 2025**. Supplementary information provided with the Common Application Form will be sent to maintaining LAs by the same date.
14. The timetable for the exchange of application and offer information between the LA and schools within LBH will be communicated to schools prior to **31 October 2025**.
15. LBH will not normally consider late applications (i.e. applications received after the closing date) until after the National offer date unless there are very exceptional circumstances. Examples of what will be considered as good reason include: when a single parent has been ill for some time, or has been dealing with the death of a close relative; a family has just moved into the area or is returning from abroad (proof of ownership or tenancy of a property within LBH will be required in these cases) or there is uncertainty affecting the date that the application was received. Each case will be decided on its own merits. The latest date for receipt of such applications from parents/carers is **8 December 2025**.
16. Where such applications contain preferences for schools in other LAs, this LA will forward the details to maintaining LAs via the PLR as they are received. This LA will accept late applications which are considered to be on time within the terms of the home LA's scheme.
17. The latest date for the upload to the PLR of late applications which are considered to be on-time within the terms of the home LA's scheme is **11 December 2025**.
18. Where an applicant moves from one participating home LA to another after submitting an on-time application under the terms of the former home LA's scheme, the new home LA will accept the application as on-time up to **8 December 2025**, on the basis that an on-time application already exists within the Pan-London system.
19. This LA will participate in the application data checking exercise scheduled between **15 December 2025 and 2 January 2026** in the Pan-London timetable in Schedule 2
20. All preferences for schools within this LA will be considered by the relevant admission authorities without reference to rank order to comply with paragraph 1.9 of the School Admissions Code 2021. When the admission authorities within this LA have provided a list of applicants in criteria order to this LA, this LA shall, for each applicant to its schools for whom more than one potential offer is available, use the highest ranked preference to decide which single potential offer to make. This is known as the 'Equal Preference System' (See Schedule 3 for further information).
21. This LA will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS for all maintained schools and academies in this LA's area before uploading data to the PLR.
22. This LA will upload the highest potential offer available to an applicant for a maintained school or academy in this LA to the PLR by **2 February 2026**. The PLR will transmit the highest potential offer specified by the Maintaining LA to the Home LA.
23. The LAS of this LA will eliminate, as a Home LA, all but the highest ranked offer where an applicant has more than one potential offer across Maintaining LAs submitting information within deadline to the PLR. This will involve exchanges of preference outcomes between the LAS and the PLR (in accordance with the iterative timetable published in the Business User Guide) which will continue

until notification that a steady state has been achieved, or until **13 February 2026**. Where a management decision is made that additional iterations are necessary, these will continue no later than **17 February 2026**.

24. This LA will not make an additional offer between the end of the iterative process and the **2 March 2026** which may impact on an offer being made by another participating LA.
25. Notwithstanding paragraph 23, if an error is identified within the allocation of places at a maintained school or academy in this LA, this LA will attempt to manually resolve the allocation to correct the error. Where this impacts on another LA (either as a home or maintaining LA) this LA will liaise with that LA to attempt to resolve the correct offer and any multiple offers which might occur. However, if another LA is unable to resolve a multiple offer, or if the impact is too far reaching, this LA will accept that the applicant(s) affected might receive a multiple offer.
26. This LA will participate in the offer data checking exercise scheduled between **16 (18) February and 23 February 2026** in the Pan-London timetable in Schedule 2.
27. This LA will send a file to the eAdmissions portal with outcomes for all resident applicants who have applied online no later than **26 February 2026**. (33 London LAs & Surrey LA only).
28. The file should additionally contain offers to late applicants who can be offered a place on **2 March 2026**. Home LAs are required to make those offers, but they are not included in the report of on-time outcomes generated from the LAS.

Offers

29. This LA will ensure that, if there are places available, each resident applicant who cannot be offered a preference expressed on the Common Application Form, receives the offer of an alternative school place in accordance with paragraph 2.12 of the Schools Admissions Code 2021. In these circumstances the nearest school with vacancies, after all other on-time offers have been made, will be offered (as measured by straight line distance).
30. This LA will inform all resident applicants of their highest offer of a school place and, where relevant, the reasons why higher preferences were not offered, whether they were for schools in the Home LA or in other participating LAs.
31. This LA's outcome letter will include the following information:
 - the name of the school at which a place is offered. If it is not possible to offer a school preference listed on the CAF, an alternative offer will be made to the closest school at which a vacancy exists after all other offers have been made.
 - the reason why an offer was not made for any school for which a higher preference may have been expressed;
 - notification for parents of their statutory right of appeal against the decisions to refuse a place at any school for which they expressed a higher preference;
 - information on when a respond to their offer is due.
32. This LA will, on **2 March 2026**, send notification of the outcome to resident applicants by email

33. This LA will provide primary schools with destination data of its resident applicants by the end of the Summer term 2026.

Post-offer

34. This LA will request that resident applicants accept or decline the offer of a place by **16 March 2026**, or within two weeks of the date of any subsequent offer.
35. Where an applicant resident in this LA accepts or declines a place in a school maintained by another LA by **16 March 2026**, this LA will forward the information to the maintaining LA by **23 March 2026**. Where such information is received from applicants after **16 March 2026**, this LA will pass it to the maintaining LA as it is received.
36. Where a place becomes available in an oversubscribed maintained school or academy in this LA's area, it will be offered from a waiting list ordered in accordance with paragraph 2.15 of the School Admissions Code 2021.
37. When acting as a maintaining LA, this LA will place an applicant resident in the area of another LA on a waiting list of any higher preference school. Where this is not done automatically, it will be done immediately following a request from the home LA.
38. Where a waiting list is maintained by an admission authority of a maintained school or academy in this LA's area, the admission authority will inform this LA of a potential offer, in order that the offer may be made by the home LA.
39. When acting as a maintaining LA, this LA will inform the home LA, where different, of an offer for a maintained school or Academy in this LA's area which can be made to an applicant resident in the home LA's area, in order that the home LA can offer the place.
40. When acting as a maintaining LA, this LA and the admission authorities within it, will not inform an applicant resident in another LA that a place can be offered.
41. When acting as a home LA, this LA will offer a place at a maintained school or Academy in the area of another LA to an applicant resident in its area, provided that the school is ranked higher on the Common Application Form than any school already offered.
42. When acting as a home LA, when this LA is informed by a maintaining LA of an offer which can be made to an applicant resident in this LA's area which is ranked lower on the Common Application Form than any school already offered, it will inform the maintaining LA that the offer will not be made.
43. When acting as a home LA, when this LA has agreed to a change of preferences or preference order, it will inform any maintaining LA affected by the change. In such cases, paragraphs 40 and 41 shall apply to the revised order of preferences.
44. When acting as a maintaining LA, this LA will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.

45. When acting as a maintaining LA, this LA will accept a change of preferences or preference order (including reinstated or additional preferences) from home LAs for maintained schools and academies in its area.
46. Applicants' names will be included on waiting lists for schools which have been named as a higher preference than the one offered. For example, if a child has been offered their third preference school, they will be included on the waiting list for their first and second preference schools. Applicants' names will not be included on waiting lists for schools which were a lower preference than the one offered. Waiting lists will be created on the **27 March 2026** and any places available will be offered after this date. The admissions authority will decide who is offered any subsequent vacancies. These places will be offered to children on the waiting list for a LBH school in accordance with the schools' published admission arrangements.
47. For all schools, late applicants will be included on the school waiting list along with unsuccessful applications received before the closing date, ranked in order of priority under the school's published admission criteria in accordance with paragraph 2.14 of the School Admissions Code 2021.
48. This LA will start to make offers from the waiting list from **30 March 2026**. This will continue to make offers on a weekly basis, as and when places become available.
49. After preferences expressed in accordance with paragraph 8 above have been determined, applicants may, before the start of the school term, revise their application by submitting a changed application form via this LAs website. The total number of preferences will be restricted to 6 at any one time.

SCHEDULE 1 - Minimum Content of Common Application Form (CAF) for Admissions into Secondary School (Year 7) in 2026/27

Child's details:

- Surname
- Forename(s)
- Middle name(s)
- Date of birth
- Gender
- Home address
- Name of current school
- Address of current school (if outside home LA)

Parent's details:

- Title
- Surname
- Forename
- Address (if different to child's address)
- Telephone number (home, daytime, mobile)
- Email address
- Relationship to child

Preference details (x 6 recommended):

- Name of school
- Address of school
- Preference ranking
- Local authority in which the school is based

Additional information:

- Reasons for preferences (including any medical or social reasons)
- Does the child have an
- Education Health and Care Plan
- (EHCP)? Y/N
- Is the child a 'Looked After Child' or a Previously Looked After Child but now adopted or subject of a 'Child Arrangements Order or 'Special Guardianship Order'? Y/N

If yes

- name of responsible local authority

- Is there a sibling currently attending the school? Y/N

If yes

- Surname of sibling
- Forename of sibling
- Date of birth of sibling
- Gender of sibling
- Name of school the sibling attends

Other:

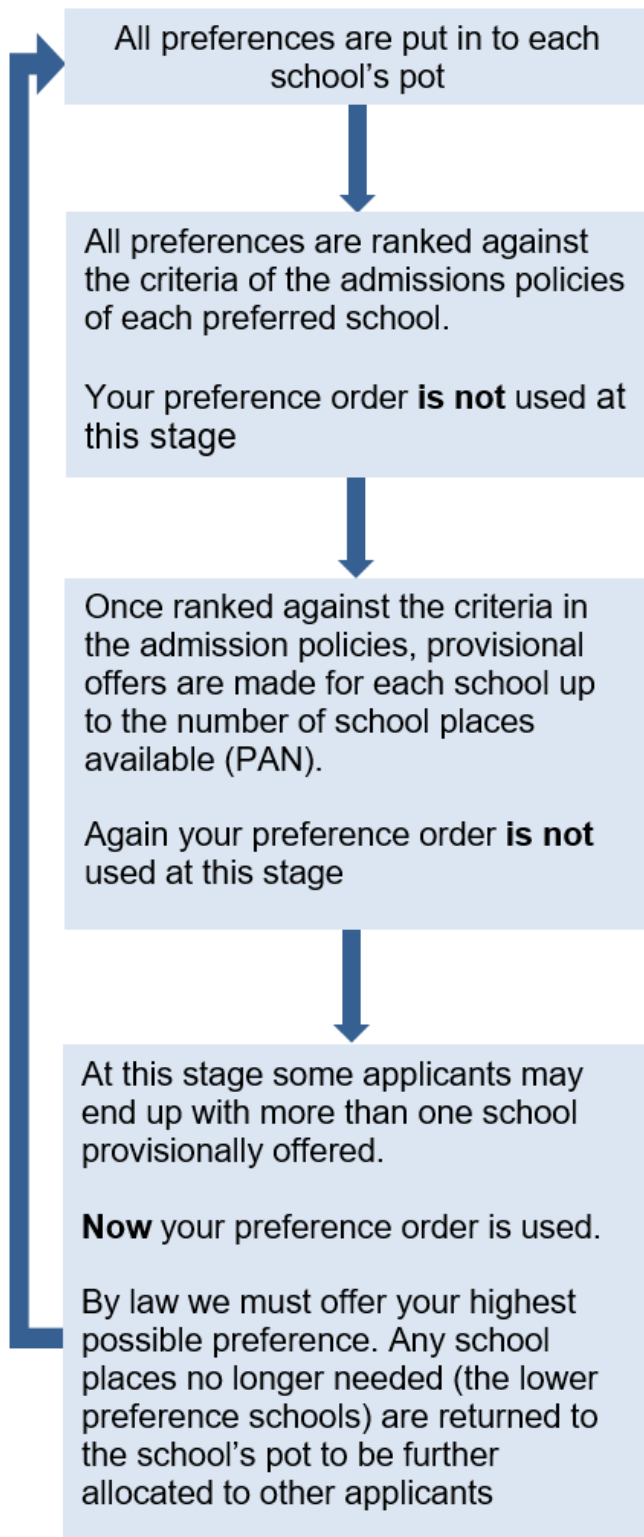
- Signature of parent or guardian
- Date of signature

SCHEDULE 2 – LIAAG Timetable for Admissions to Secondary School (Year 7) in 2025/26

Date & working days	Process
Fri 31 Oct 2025 <i>10 days</i>	Statutory deadline for receipt of applications
Fri 14 Nov 2025 <i>20 days</i>	Deadline for the transfer of application information by the Home LA to the PLR (ADT file)
Mon 8 Dec 2025	Deadline for receipt of late applications considered as “on-time” by parents to Home LA.
Thurs 11 Dec 2025	Deadline for the upload of late applications considered as “on-time” to the PLR.
Mon 15 Dec 2025 - Fri 2 Jan 2026	Checking of application data
Mon 29 Dec 2025 - Fri 30 Jan 2026	Ranking of applications, checking of ranked lists and local allocation of school places
Mon 2 Feb 2026 <i>10 days</i>	Deadline for the transfer of potential offer information from the Maintaining LAs to the PLR (ALT file).
Fri 13 Feb 2026	Final ALT file to PLR
Mon 16 - Tues 17 Feb 2026	Additional iterations if needed
Mon 16 to Fri 20 Feb 2026	<i>Half Term</i>
Mon 16 (Wed 18) – Mon 23 Feb 2026 <i>6 days</i>	Checking of offer data
Thurs 26 Feb 2026 <i>2 days</i>	Deadline for on-line ALT file to portal
Mon 2 Mar 2026 <i>10 days</i>	Offer notifications sent.
Mon 16 March 2026 <i>5 days</i>	Deadline for acceptances
Thurs 23 Mar 2026	Deadline for transfer of acceptances to maintaining LAs

Equal preference flow chart

(This is how school places are offered)



The admissions policies with the criteria are published on then schools website as well as in the '**Transferring to a Havering Secondary School**' booklet. Information regarding allocation of places the previous year is also published in the booklet.

For example: you may be a regular worshipping Catholic applying for a Catholic school and be offered that school, you may also have applied for a couple of your local schools and be offered places at both of these school, ending up with three potential offers at this stage.

Example A - You have not been offered preference 1 but have been provisionally offered preference 2 and preference 3. The LA must discard preference 3, offer preference 2 and add you to the waiting list for preference 1 for which you have been unsuccessful.

Example B - You have been provisionally offered all three preferences. The LA must discard preferences 2 and 3 and offer you preference 1.