

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

2025/26



This scheme does not apply to children 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 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 child 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, children's preferences onto the admissions database (Synergy). This information will be available to schools listed as a preference via the School Access 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 Access Module) each week. Havering's School Admissions Team will periodically check data from its schools the London Borough of Havering XVault Reporting Server to confirm roll numbers and other details for each year group are accurate.

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 child 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 child 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 giving detailed written reasons within 5 school days.

20. When a child has been offered a place at a lower preference school, the child 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*
18 August 2025 & 01 September 2025	02 September 2025	08 September 2025
02 September 2025 & 08 September 2025	09 September 2025	15 September 2025
09 September 2025 & 15 September 2025	16 September 2025	22 September 2025
16 September 2025 & 22 September 2025	23 September 2025	29 September 2025
23 September 2025 & 29 September 2025	30 September 2025	06 October 2025
30 September 2025 & 06 October 2025	07 October 2025	13 October 2025
07 October 2025 & 13 October 2025	14 October 2025	20 October 2025
14 October 2025 & 20 October 2025	21 October 2025	27 October 2025
21 October 2025 & 27 October 2025	28 October 2025	10 November 2025
28 October 2025 & 03 November 2025	04 November 2025	10 November 2025
04 November 2025 & 10 November 2025	11 November 2025	17 November 2025
11 November 2025 & 17 November 2025	18 November 2025	24 November 2025
18 November 2025 & 24 November 2025	25 November 2025	01 December 2025
25 November 2025 & 01 December 2025	02 December 2025	08 December 2025
02 December 2025 & 08 December 2025	09 December 2025	15 December 2025
09 December 2025 & 15 December 2025	16 December 2025	22 December 2025
16 December 2025 & 22 December 2025	23 December 2025	12 January 2026
23 December 2025 & 29 December 2025	30 December 2025	12 January 2026
30 December 2025 & 05 January 2026	06 January 2026	12 January 2026
06 January 2026 & 12 January 2026	13 January 2026	19 January 2026
13 January 2026 & 19 January 2026	20 January 2026	26 January 2026
20 January 2026 & 26 January 2026	27 January 2026	02 February 2026
27 January 2026 & 02 February 2026	03 February 2026	09 February 2026
03 February 2026 & 09 February 2026	10 February 2026	16 February 2026
10 February 2026 & 16 February 2026	17 February 2026	02 March 2026
17 February 2026 & 23 February 2026	24 February 2026	02 March 2026
24 February 2026 & 02 March 2026	03 March 2026	09 March 2026
03 March 2026 & 09 March 2026	10 March 2026	16 March 2026
10 March 2026 & 16 March 2026	17 March 2026	23 March 2026
17 March 2026 & 23 March 2026	24 March 2026	30 March 2026
24 March 2026 & 30 March 2026	31 March 2026	20 April 2026
31 March 2026 & 06 April 2026	07 April 2026	20 April 2026
07 April 2026 & 13 April 2026	14 April 2026	20 April 2026
14 April 2026 & 20 April 2026	21 April 2026	27 April 2026
21 April 2026 & 27 April 2026	28 April 2026	05 May 2026
28 April 2026 & 04 May 2026	05 May 2026	11 May 2026
05 May 2026 & 11 May 2026	12 May 2026	18 May 2026
12 May 2026 & 18 May 2026	19 May 2026	26 May 2025
19 May 2026 & 25 May 2026	26 May 2026	08 June 2026
26 May 2026 & 01 June 2026	02 June 2026	08 June 2026
02 June 2026 & 08 June 2026	09 June 2026	15 June 2026
09 June 2026 & 15 June 2026	16 June 2026	22 June 2026
16 June 2026 & 22 June 2026	23 June 2026	29 June 2026
23 June 2026 & 29 June 2026	30 June 2026	06 July 2026
30 June 2026 & 06 July 2026	07 July 2026	13 July 2026

The last date to apply for a school place for this academic year (2025/26) will be 6 July 2026. The application portal will reopen on 18 August 2026 for parents to submit an application for the next academic year (2026/27). The first round of offers will be made on 7 September 2026.

* These dates are subject to change without prior notification

Appendix 2 - Information an offered school can see in SAM.

- Application Reference Number
- Pupil Name
- Pupil UPN (If Known)
- Pupil DOB
- Pupil Gender/Sex
- Pupils Current School (as selected by applicant)
- Is the Child LAC or PLAC (True or False)
- Does the child have an EHCP (True or False)
- Is the applicant a Crown Servant (True or False)
- Is the child part of a Multiple Birth (True or False)
- Preference School (this will be the offered school name)
- Distance from Home to School (in meters)
- Pupils Address
- Details of any siblings (as provided on the application).
- Applicants Name
- Applicants Relationship to Pupil
- Parental Responsibility (True or False)
- Applicants Address
- Applicants Email
- Applicants Home Phone
- Applicants Work Phone
- Applicants Mobile Phone