

London Borough of Havering School Admissions, Attendance & Inclusions Service 2026/2027

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The School Admissions, Attendance and Inclusions Service Overview

The Admissions, Attendance and Inclusions Service fulfils the Local Authority's statutory responsibilities to ensure that children and young people aged 4-16 have access to suitable education, attend school regularly, are safeguarded, and receive the support required to achieve positive educational outcomes. The service works in partnership with schools, academies, families and partner agencies to promote attendance, inclusion, educational achievement and the wellbeing of children and young people. The service delivers a range of statutory and discretionary functions relating to school admissions, attendance, Fair Access, suspensions and exclusions, Alternative Provision, Children Missing Education (CME), Elective Home Education (EHE), traveller education, support for children with medical needs, home-to-school travel assistance, statutory admission appeals, and wider educational support services.

The service is responsible for the strategic leadership, management and quality assurance of these functions, ensuring compliance with legislation, statutory guidance and local authority policies. This includes monitoring service performance, analysing attendance and inclusion trends, producing statutory returns and management information, overseeing data quality and performance reporting, and using intelligence to inform service planning, continuous improvement and decision-making. The service also has responsibility for the effective management of budgets, commissioned services, contracts and resources, ensuring value for money and the efficient delivery of services that meet the needs of children, young people, families and schools across the London Borough of Havering.

1. School Admissions, Appeals, Fair Access & Travel Assistance Service

Advice and Support Email: schooladmissions@havering.gov.uk

The School Admissions Service fulfils the Local Authority's statutory responsibilities for school admissions, ensuring children and young people have access to suitable education. The service administers and co-ordinates normal round and in-year admissions, statutory admission appeals, Fair Access Protocol arrangements, and home to school travel assistance. It works with schools, academies and partner agencies to secure appropriate school places, promote fair access, and support compliance with admissions legislation and statutory guidance.

1.1 Cohort Admissions

The service administers Reception, Junior and Secondary admissions through the Pan-London Co-ordinated Admissions Scheme and established arrangements with neighbouring local authorities, including Essex and Thurrock.

The service will:

- Process applications in accordance with the School Admissions Code.
- Coordinate admissions across participating authorities and admission authorities.
- Allocate school places fairly, consistently and transparently.
- Provide information, advice and guidance to parents and carers throughout the admissions process.
- Ensure compliance with statutory admissions requirements and published admission arrangements.

1.2 In-Year Admissions

The service manages applications for school places outside the normal admissions round, including applications from families moving into Havering and requests for transfers between schools.

The service will:

- Process applications in accordance with admissions legislation and statutory guidance.
- Promote educational stability and continuity for pupils wherever possible.
- Support vulnerable children and those requiring urgent access to education.
- Assist families to secure a suitable school place where a child is not on roll.
- Work with admission authorities to ensure applications are determined within statutory timescales.

Schools must not refuse admission based on attendance history, behaviour concerns or identified needs unless permitted by legislation or the School Admissions Code.

1.3 Home to School Travel Assistance

The service administers Home to School Travel Assistance for eligible children and young people in accordance with statutory guidance and the Council's Home to School Transport Policy.

Support may include:

- Travel assistance arrangements.
- Personal Transport Budgets (PTBs).
- Independent Travel Training.
- Commissioned transport services.

Eligibility is assessed based on statutory entitlement criteria, including:

- Distance between home and the nearest suitable school.
- The safety of the walking route.
- Special educational needs, disability or mobility requirements.

1.4 School Admission Appeals

The Local Authority administers school admission appeals in accordance with the School Admission Appeals Code.

The service will:

- Arrange independent appeal hearings.
- Procure and oversee independent appeal clerks.
- Recruit and maintain trained appeal panel members.
- Ensure hearings are conducted fairly, impartially and transparently.
- Meet all statutory timescales.
- Communicate appeal decisions promptly to parents and carers.

Appeal panels operate independently of both the Local Authority and admission authorities.

1.5 Fair Access Protocol (FAP)

The Fair Access Protocol is a statutory arrangement designed to ensure that vulnerable and hard-to-place children are admitted to suitable education as quickly as possible where a school place cannot be secured through normal admissions procedures.

The protocol:

- Operates in accordance with the School Admissions Code.
- Is overseen through a Fair Access Panel comprising school leaders and Local Authority representatives.
- Takes precedence over waiting lists where applicable.
- Promotes the equitable placement of vulnerable pupils across all schools.
- Ensures no individual school bears a disproportionate share of challenging admissions.

The protocol may be used to secure school places for eligible children even where a school is otherwise full.

1.6 Child Employment Permits and Performance Licences

The service administers child employment permits, performance licences and related statutory functions to ensure compliance with child employment and performance legislation.

The service will:

- Assess applications for child employment permits and performance licenses.
- Ensure appropriate safeguarding arrangements are in place.
- Monitor compliance with statutory requirements.
- Support employers, parents, schools and licensed chaperones.
- Promote the safety, welfare and educational wellbeing of children participating in employment or performances.

1.7 Children with Education, Health and Care Plans (EHCPs)

For Information, Advice and Support email: sen@haverling.gov.uk

Admissions for children and young people with an Education, Health and Care Plan (EHCP) are managed by the Assessment and Placement Team in accordance with the Children and Families Act 2014 and the SEND Code of Practice. School placements are determined through the statutory EHCP assessment, placement and review process.

2. Vulnerable Children Missing Education & Elective Home Education Service

The Vulnerable Children (CME & EHE) Service delivers the Local Authority's statutory responsibilities for Children Missing Education (CME) and Elective Home Education (EHE), ensuring that children and young people receive a suitable education and that their welfare is safeguarded.

The service fulfils the Local Authority's duties to identify, locate, track and support children who are missing education, at risk of becoming missing from education, or who may not be receiving a suitable education. It also undertakes statutory safeguarding responsibilities by carrying out welfare checks, making reasonable enquiries to establish a child's whereabouts, assessing risk, and working with safeguarding partners where concerns about a child's safety or wellbeing are identified.

Working closely with schools, families and partner agencies, the service promotes educational engagement, inclusion and positive outcomes for vulnerable children and young people, ensuring that children are visible, safe and able to access their entitlement to education

2.1 Children Missing Education

Advice and Support Email: CME@haverling.gov.uk

Under Section 436A of the Education Act 1996, the Local Authority has a statutory duty to identify children of compulsory school age who are not registered at a school and are not receiving suitable education otherwise than at school.

The Children Missing Education Service will:

- Undertake timely and proportionate enquiries to establish the whereabouts and educational status of children who may be missing education.
- Maintain accurate records and tracking systems.
- Work collaboratively with schools, families and partner agencies.
- Coordinate monthly Children Missing Education Panels.
- Monitor vulnerable children.
- Submit statutory Children Missing Education returns to the Department for Education.

Consideration is given to vulnerable groups including:

- Children newly arrived in the United Kingdom.
- Asylum-seeking and refugee families.
- Children with medical needs.
- Young carers.
- Children at risk of exploitation, forced marriage or Female Genital Mutilation.
- Children known to Children's Social Care.
- Gypsy, Roma and Traveller children.

Where safeguarding concerns are identified, referrals will be made to Children's Social Care through the Multi-Agency Safeguarding Hub (MASH).

2.2 Elective Home Education

Advice and Support Email: EHE@haverling.gov.uk

Parents have the right under Section 7 of the Education Act 1996 to educate their children at home rather than at school, provided the education is suitable, efficient and appropriate.

The Elective Home Education Service will:

- Provide impartial advice, information and guidance
- Explain parental responsibilities and Local Authority powers

- Review educational provision
- Monitor suitability concerns
- Support post-16 transition planning

Where evidence indicates that suitable education is not being provided, the Local Authority may commence School Attendance Order procedures.

Enhanced safeguarding arrangements apply where children are subject to Child Protection Plans, Child in Need plans, EHCPs or attend special schools.

2.3 Engagement and Reintegration Support Programme for Secondary CME & EHE Pupils

Children and young people known to the Elective Home Education and Children Missing Education services may be offered access to the Stay Calm Peace of Mind programme where additional support is provided to prepare pupils for a return to education.

These targeted intervention programmes focus on:

- Improving emotional wellbeing and resilience.
- Building confidence, self-esteem and positive relationships.
- Supporting emotional regulation and coping strategies.
- Addressing anxiety, school avoidance and barriers to engagement.
- Developing routines, readiness for learning and positive participation.
- Supporting successful reintegration into school or other suitable educational provision.
- Promoting attendance, engagement and long-term educational outcomes.

The programme provides a supportive and structured pathway to help children and young people become **school ready**, increase their confidence in returning to education and reduce the risk of continued disengagement and can be accessed via [LBH Inclusions Gateway Referral Form - Havering Online Forms - Section 1](#)

3. School Inclusions and Alternative Provision Service

Advice and Support Email: inclusions@haverling.gov.uk

The School Inclusion Service delivers the Local Authority's statutory responsibilities relating to school inclusion, suspension and permanent exclusion, Alternative Provision, and support for vulnerable children and young people. The service also fulfils the Local Authority's duties under Section 19 of the Education Act 1996 by arranging suitable education for children of compulsory school age who are unable to attend school due to illness, medical needs, hospitalisation, exclusion, or other reasons which prevent them from accessing suitable education.

The service provides advice, guidance and targeted interventions to schools, families and partner agencies to promote inclusion, prevent exclusion, improve attendance, and secure access to appropriate educational provision. Through partnership working and early intervention, the service supports schools to meet pupils' needs, reduce barriers to learning, and achieve positive educational outcomes.

3.1 Teaching, Tuition and Mentoring

The service delivers targeted educational interventions for children and young people who are unable to fully access or engage in education.

Interventions may include:

- Teaching support in the home or community
- Tuition provided in the home or community
- Mentoring interventions in school/home/community
- Reintegration support

All interventions will:

- Be child-centred and outcome-focused
- Be supported by an Individual Pupil Agreement (IPA)
- Involve pupils, parents, carers and schools
- Include clear objectives and success measures
- Be reviewed at least every six weeks
- Monitor attendance, engagement and progress

4. Local Authority Funded Inclusion Support Programmes

The School Inclusion Service delivers targeted intervention and support programmes designed to promote inclusion, improve attendance, enhance wellbeing, and reduce the risk of disengagement from education. These programmes provide early intervention and additional support for pupils experiencing barriers to learning, attendance or successful participation in school. Provision is tailored to individual need and incorporates assessment, pupil voice, family engagement, outcome monitoring and reintegration planning to support sustained engagement and positive educational outcomes.

School Type	Programme	Purpose / Description
Primary	Stay Safe Programme	Supports Year 6 pupils in preparing for the transition to secondary education by developing confidence, resilience, personal safety awareness and readiness for change.
Secondary	Back on Track Programme	Provides targeted support for pupils experiencing low engagement, poor attendance, school avoidance or other barriers to learning, helping them re-engage successfully with education.
Secondary	10-Day Direction Programme	Provides early intervention for pupils at risk of suspension, exclusion or educational disengagement, promoting positive behaviour, improved attendance and successful participation in school.
Primary and Secondary	Peace of Mind Programme	Provides emotional wellbeing, resilience and mentoring support to help pupils overcome barriers to learning, improve engagement and achieve positive educational outcomes.
Primary and Secondary	Sports Coach and Engagement Support	Supports pupils with social, emotional and behavioural needs through structured physical activity, mentoring and engagement activities.
Primary and Secondary	Transition Programme	Provides interim educational provision for pupils undergoing an Education, Health and Care Needs Assessment. The programme supports engagement, assesses needs and gathers evidence to inform the assessment process. Where an EHC Plan is issued, future provision will be determined through the statutory SEND process and the provision specified within the Plan.
Secondary	5-Day Direction Programme	A short-term intervention for pupils during a period of suspension or where there is a risk of exclusion. The programme provides behaviour, attendance and wellbeing support, identifies barriers to education and supports reintegration planning for a successful return to school.

Targeted Programmes (Commissioned Services)

Additional targeted programmes may be commissioned or developed in response to identified needs to support attendance, inclusion, behaviour, wellbeing and successful engagement in education. These interventions are designed to provide appropriate support for children and young people experiencing barriers to learning or participation and may be

delivered on a traded or commissioned basis. All programmes incorporate pupil voice, outcome monitoring, school feedback and the celebration of achievement to evaluate impact, inform continuous improvement and support positive educational outcomes.

5. Suspensions, Permanent Exclusions and Medical Needs Provision

The service will:

- Provide advice and guidance to schools regarding suspensions, exclusions and reintegration.
- Support early intervention and inclusion planning.
- Monitor exclusion trends and educational outcomes.
- Coordinate access to suitable alternative educational provision.
- Represent the Local Authority at relevant exclusion meetings and panels.
- Participate in multi-agency planning and safeguarding arrangements.
- Ensure compliance with current legislation and statutory guidance.

Day 6 Provision

The Local Authority will ensure suitable full-time education is available from the sixth school day following a permanent exclusion.

Medical Needs Provision

The service coordinates educational provision for children unable to attend school because of physical or mental health needs.

Where absence is expected to exceed 15 school days, suitable educational provision will be considered in accordance with Section 19 of the Education Act 1996.

Provision may include:

- Hospital education
- Tuition and teaching support at home or in the community
- Hybrid learning arrangements
- Reintegration planning

6. Inclusion Gateway Referrals

The Inclusion Gateway provides a coordinated referral process for pupils at risk of suspension, exclusion or significant disengagement from education. Referrals can be made via [LBH Inclusions Gateway Referral Form - Havering Online Forms - Section 1](#)

Schools must demonstrate that:

- Appropriate school-based interventions have been implemented.
- Attendance concerns have been addressed.
- SEND needs have been considered.
- Support services have been engaged where appropriate.

7. Alternative Provision Placement Panel

The Alternative Provision Placement Panel is a multi-agency forum responsible for reviewing referrals, assessing need and determining appropriate support, interventions and placements for children and young people who are at risk of exclusion, disengagement from education or prolonged absence. The Panel ensures that decisions are informed by educational, attendance, safeguarding, health and social care information and that support is identified at the earliest opportunity to improve outcomes and promote successful engagement in education.

Panel Membership:

- Head of Education Provision & Inclusion

- Admissions, Attendance & Inclusions Service Manager
- School Admissions Team Leader
- School Attendance Team Leader
- Vulnerable Children Team Leader
- School Inclusions Team Leader
- Virtual School Representative
- Missing and Exploitation Team Representative
- Youth Justice Service Representative
- Social Care Representative
- Health Representative
- Team Around the School Service Representative

The Panel may consider and recommend:

- Alternative Provision placements
- Reintegration and transition programmes
- Attendance support and intervention packages
- Medical education provision
- Tuition, mentoring and coaching support
- Managed Moves
- Early intervention and preventative support strategies
- Other targeted provision designed to reduce barriers to education and improve pupil outcomes

The Panel will ensure that support is proportionate, evidence-based and aligned to the individual needs of the child or young person, promoting inclusion and reducing the risk of exclusion, missing education and placement breakdown

8. Local Authority Statutory Education Representation

Inclusion Officers provide the Local Authority's statutory education representation at a range of multi-agency panels, contributing educational intelligence, safeguarding information and professional advice to support assessment, intervention, placement and decision-making processes for children and young people.

EHCP Multi-Agency Panel

Provide Local Authority representation at multi-agency panel meetings, contributing to statutory assessment, placement, provision and funding decisions for children and young people with SEND through partnership working with Education, Health and Social Care.

HARM Panel Representation

Provide the Local Authority's education representation at multi-agency HARM Panels, sharing educational intelligence and contributing to risk assessments, safeguarding plans and interventions to protect vulnerable children and young people.

OOCD Panel Representation

Provide the Local Authority's education representation at Out of Court Disposal (OOCD) Panels, contributing educational and safeguarding information to support multi-agency decision-making, early intervention and coordinated support for children and young people, with the aim of improving outcomes and reducing risks associated with offending, exploitation, exclusion and disengagement from education.

9. Medical Needs and Hospital Education Support

The Advisory Teacher provides specialist educational support for children and young people who are unable to attend school due to medical needs, treatment or recovery from illness. The service supports the Local Authority's duties under Section 19 of the Education Act 1996 and includes:

- Educational provision within hospital settings.

- Liaison with schools, health professionals and families.
- Reintegration planning and support.
- Provision and advice for pupils experiencing emotionally based school avoidance (EBSA) and anxiety-related absence.

10. Traveller Education and Inclusion Support

The service provides targeted support to Gypsy, Roma and Traveller children, young people and families to promote educational engagement, attendance, inclusion and positive educational outcomes. It works in partnership with schools and families to reduce barriers to education and support successful participation in learning.

11. Alternative Provision Census and Participation Monitoring

The Alternative Provision Census Officer is responsible for monitoring Alternative Provision placements and supporting children and young people who are not accessing a school place, including newly arrived pupils, those transferring from other local authority areas, and Year 11 pupils requiring access to appropriate educational provision. The role ensures accurate recording, tracking and reporting of pupil participation, educational destinations and outcomes in line with Department for Education requirements.

The Alternative Provision Census Officer is responsible for:

- Preparing and submitting Alternative Provision Census returns to the Department for Education (DfE).
- Monitoring Alternative Provision placements, dual registrations and pupil movement.
- Tracking educational participation, progression, destinations and post-16 outcomes.
- Maintaining accurate pupil, placement and destination records.
- Monitoring engagement, attendance and participation in Alternative Provision.
- Supporting compliance with statutory data collection, reporting requirements and DfE guidance.
- Assisting with the tracking and monitoring of pupils who are not on roll or awaiting suitable educational provision.
- Producing reports and management information to support service planning, monitoring and quality assurance.

12. Bids, Projects and Traded Services

The Bids and Projects Officer supports the development of traded, commissioned and externally funded services by identifying funding opportunities, developing project proposals and securing additional income that enables the Local Authority to enhance and expand inclusion support programmes for schools.

This additional funding helps to provide targeted interventions and support services that may otherwise be unavailable through core funding, enabling schools and pupils to access support at reduced cost or, where funding permits, at no additional cost.

13. School Attendance Service

Advice and Support Email: EWS@haverinq.gov.uk

The School Attendance Service fulfils the Local Authority's statutory responsibilities relating to school attendance, absence, education welfare and enforcement. The service provides advice, guidance and intervention to schools, children, young people and families to promote regular attendance, address barriers to engagement, reduce persistent absence and support pupil welfare. Working collaboratively with schools and partner agencies, the service helps safeguard vulnerable children and improve attendance outcomes.

13.1 Safeguarding Responsibilities

Attendance Officers contribute to the Local Authority's statutory safeguarding

responsibilities through partnership working with schools and multi-agency professionals. This includes:

- Participation in strategy discussions and safeguarding meetings.
- Attendance at Child Protection Conferences, Core Groups and Review Meetings.
- Sharing relevant attendance, educational and welfare information.
- Identifying and escalating concerns relating to educational neglect, absence and vulnerability.
- Contributing to multi-agency safeguarding assessments, planning and interventions.
- Supporting the identification and protection of children who may be at risk of harm, exploitation or missing education.

13.2 School Consultation and Case Management

The School Attendance Service supports the Local Authority's statutory attendance responsibilities by working in partnership with schools, families and partner agencies to promote regular attendance and reduce absence.

Activities include:

- Strategic attendance consultations with Headteachers and school leaders.
- Attendance case management and targeted intervention.
- Home visits and direct engagement with children, young people and families.
- Attendance meetings and school-based planning discussions.
- Multi-agency coordination to address barriers to attendance.
- Development and monitoring of attendance improvement plans.
- Monitoring and reviewing persistent and severe absence.
- Providing advice, guidance and challenge to support schools in meeting their attendance duties and responsibilities.
- Supporting statutory attendance processes, including formal notices, enforcement action and legal proceedings where appropriate.

13.2 Multi-Agency Safeguarding Hub (MASH)

Attendance Officers fulfil the Local Authority's education representation function within MASH. The service will:

- Represent the Local Authority at MASH meetings and daily duty arrangements.
- Provide educational intelligence, attendance information and school-based safeguarding information to support multi-agency decision-making.
- Work collaboratively with Police, Children's Social Care, Health, Early Help and partner agencies to assess risk and coordinate interventions.
- Undertake educational safeguarding checks and contribute to referral screening, risk assessments and safeguarding plans.
- Support the identification of children at risk of harm, missing education, exploitation or poor educational outcomes.
- Liaise with schools to obtain and share relevant information, ensuring a coordinated approach to safeguarding and attendance concerns.
- Contribute to multi-agency plans and interventions to improve safety, wellbeing, attendance and engagement in education.

13.3 Specialist Attendance Functions

Virtual School Support

The School Attendance Service supports the Local Authority's statutory responsibilities for Children Looked After by:

- Monitoring and analysing attendance.
- Providing attendance advice, support and targeted interventions.
- Producing attendance reports, performance information and trend analysis to support monitoring and improve educational outcomes.

Multi-Agency Risk Assessment Conference (MARAC)

The School Attendance Service contributes to the Local Authority's statutory safeguarding responsibilities through participation in MARAC processes by:

- Representing Education at MARAC meetings and sharing relevant attendance,

educational and safeguarding information.

- Supporting multi-agency risk assessments, safety planning and interventions for children and families affected by domestic abuse.
- Producing and maintaining reports to support information sharing, case monitoring and safeguarding activity.
- Liaising with schools to provide safeguarding advice and coordinate appropriate support for vulnerable pupils.

13.4 Legal Enforcement

The School Attendance Service fulfils the Local Authority's statutory enforcement responsibilities under education legislation. The service administers and coordinates:

- Penalty Notices for unauthorised absence.
- School Attendance Orders.
- Parenting interventions and support measures.
- Magistrates' Court proceedings.
- Prosecutions under Section 444 of the Education Act 1996.

All enforcement activity is undertaken in accordance with relevant legislation, statutory guidance and the principles of proportionality, consistency and evidence-based decision-making.

14. Traded Services

In addition to its statutory functions, the Admissions, Attendance and Inclusion Service provides a range of traded services to schools, academies and education settings. These services offer enhanced support, specialist advice, training and intervention beyond the Local Authority's core statutory duties. Traded services are designed to support schools in improving outcomes for children and young people, strengthening compliance with statutory requirements, and addressing local needs through a flexible and responsive service offer.

Service Area	Traded Service Offer	Contact Details
School Attendance	Attendance consultancy Case supervision Attendance forums and networking events Attendance and legal training Parent and pupil attendance workshops Strategic attendance reviews and action planning	EWS@haverling.gov.uk
School Admissions	Admission appeal administration Independent clerk recruitment Appeal panel member recruitment Hearing management and coordination Statutory compliance and procedural oversight	schooladmissions@haverling.gov.uk
School Inclusions	Alternative Provision subscription packages Attendance monitoring within Alternative Provision Inclusion consultancy and advisory support Behaviour and engagement support Reintegration planning and support Managed Move coordination and support Targeted intervention and preventative inclusion strategies	Inclusions@haverling.gov.uk

The range of traded services available may be reviewed and amended in response to local need, service demand, available resources, and legislative or policy changes.

15. Monitoring, Quality Assurance and Governance

The Admissions, Attendance and Inclusion Service operates robust monitoring, quality assurance and governance arrangements to ensure statutory compliance, service effectiveness, safeguarding, value for money and positive outcomes for children and young people.

The service monitors and evaluates:

- School admissions, in-year admissions, Fair Access and appeal outcomes.
- Attendance, persistent absence and severe absence trends.
- Suspensions, permanent exclusions, managed moves and reintegration outcomes.
- Children Missing Education (CME) activity and outcomes.
- Elective Home Education (EHE) activity, engagement and monitoring.
- Alternative Provision placements, attendance, progress, reintegration and value for money.
- Support provided to children with medical needs and pupils accessing hospital education.
- The impact and effectiveness of inclusion, intervention and preventative programmes.
- Educational outcomes and engagement of vulnerable groups, including Gypsy, Roma and Traveller children and young people.
- Home-to-school travel assistance arrangements and service performance.
- Safeguarding activity, statutory duties and multi-agency working.
- Traded services, commissioned services and externally funded projects.
- Service performance indicators, performance trends and benchmarking data.
- Customer, pupil, parent/carers, school and stakeholder feedback.
- Financial performance, budget management, commissioned provision and resource utilisation.
- Data quality, statutory returns and compliance with legislative and regulatory requirements.
- Compliance with relevant legislation, statutory guidance, policies and procedures.

Findings from performance monitoring, audits, stakeholder feedback, service reviews and quality assurance activity are used to inform strategic planning, service development, workforce development, commissioning arrangements and continuous service improvement. Annual service reviews contribute to the ongoing evaluation and refinement of service delivery, policies and operational procedures.