Starting a Havering infant or primary school in September 2017

For children born between 1 September 2012 and 31 August 2013

Attendance at a school nursery class or at an early years provider on school grounds does not mean an automatic transfer to the reception class of the school.

www.havering.gov.uk/admissions
Applying online for an infant or primary school via www.havering.gov.uk/eadmissions

Print this page to record the information that is required for your online application.

The benefits of applying online include the following:

- It’s quick, safe and secure.
- There is no risk of your application getting lost or delayed in the post.
- If you want to change your application, it’s easier and quicker to do this online.
- You will be sent an email confirming that we have received your application.
- You can view or change your application 24 hours a day until the closing date.

If you try to apply online and your address is not available or the schools you want to apply for are not listed, you must contact the School Admissions Team before 4pm on the 15 January 2017.

If you need help making your online application please visit the Public Advice & Service Centre (PASC) based in The Liberty Centre, Romford on a Monday, Wednesday or Friday (except the last Wednesday of the month) between 9:30am and 12:30pm.

Application reference number:

311 - 2017 - 09 - E -

You will receive this number once you have submitted your application.

E-mail address:  

Username:  

Password:  

The closing date for your application is 15 January 2017.
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Starting infant or primary school is one of the most important and exciting events in your child’s life. It will develop their academic and creative abilities, enhance their social skills and prepare them for a lifetime of learning and achievement.

All Havering schools will enable your child to reach their potential in all areas of the curriculum and in an environment where they can be happy and confident. This booklet contains information on all Havering infant and primary schools as well as information on how to apply for a school place online.

We are very proud of the achievements of Havering’s infant and primary schools and your child will benefit from high quality teaching at whichever school they attend.

Havering’s infant and primary schools provide high educational standards, and what stands out about infant and primary schools in Havering is that those standards are continually rising year on year.

Results from across the country show that standards in Havering are well above average in Key Stage 2 and this reflects the hard work of all staff, pupils and governors.

All schools are committed to:

- making learning vivid and real
- making learning an enjoyable and challenging experience
- enriching the learning experience of children in Havering.

This brochure provides brief details on all infant and primary schools. The best way to gain further details and information is to look at each school’s prospectus and to visit the schools. If you have any further questions staff in the school will be very happy to help you.

Once you are clear about the schools you wish to apply for, you can list your preferences on the online application form via www.eadmissions.org.uk. This allows you to amend your application up to the closing date 15 January 2017 and you will receive your outcome via email on 18 April 2017.

Mary Phillips  
Assistant Director, Learning and Achievement

Cllr. Robert Benham  
Lead Member for Children and Learning
Apply for your child’s school place online

From September 2016 you can apply online for your child to start an infant or primary school at www.eadmissions.org. This online form is only for children born between 1 September 2012 and 31 August 2013.

The deadline for online applications is 15 January 2017.

How do I apply online?

To begin your application you will need to visit www.havering.gov.uk/admissions where you will be able to get further information about schools in Havering. You can then apply online at www.eadmissions.org.uk

The eadmissions website contains basic information about all schools in London and you will also be able to search for schools that are nearest to your home address. You will need to enter details about yourself and your child’s current pre-school / nursery (if they have one), so it may be useful to have these to hand before you start. You will need to provide an email address.

Depending on what schools you prefer, you may also need to complete a school Supplementary Information Form (SIF). You need to contact the school directly for these forms and return them to the school by the specified date. Remember, you can apply for up to six schools for your child. We recommend that you use all your preferences including your nearest schools or academies as limiting your school preferences will increase your chances of being allocated a school place which you did not request.

What if I don’t have a computer at home, can I still apply online?

Yes: You can apply anywhere with access to the Internet, including smart phones and tablets. There are lots of places where you can apply online including your local library, an internet café or you can also ask a friend or relative for help. Alternatively you can visit the Public Advice and Service Centre (PASC) in Romford on a Monday, Wednesday or Friday morning (except the last Wednesday of the month) between 9:30am and 12:30pm where a member of the School Admissions Team will be able to assist you.

When will I find out about my application?

You will receive an email during the evening of 18 April 2017 detailing the outcome of your application.

Please wait until you have received the email before logging on to the eadmissions website. You will need your username and password in order to access your result. You can keep a note of these by printing page 2 of this brochure and using the fields provided. For further information, visit the School Admissions website www.havering.gov.uk/admissions or go directly to www.eadmissions.org.uk

Viewing an infant or primary school

Most Havering infant and primary schools hold open days or specific dates for tours of the school. We would recommend that you visit all the schools that you are thinking of applying for to find out more about the school.

Please contact the individual schools direct to enquire about dates and times of these meetings.
Timetable for Applying

1 September 2016
Parents start to apply for School places for September 2017

Finding a School

The Common Application form (CAF) becomes available online. Parents research schools, attend open days and talk to staff. Parents check their circumstances against the admissions criteria in this brochure to see how likely their application is to succeed.

Applying for a School

Parents fill in the CAF and any additional forms that some schools require and return them by the closing date. Please note, some schools set an earlier closing date than the 15th January 2017 for their Supplementary Information Forms (SIF).

15 January 2017
Closing date

Closing date for the receipt of on-time applications. All forms received after this date will not be considered until after the offer date of 18 April 2017.

18 April 2017
National Offer Day

You will receive an email during the evening of 18 April 2017 with the outcome of your application.

If your child is not offered a place at any of your preferred schools the Local Authority will offer your child a place at the nearest Havering school with a vacancy after all other offers have been made.

2 May 2017
Parents must confirm place offered

Parents must reply to confirm they want the place offered by 2 May 2017. You must accept or decline the offer online. If a parent does not reply, the offer may be withdrawn.

Appeals & Waiting Lists

You can appeal against the decision not to be offered a place at a preferred school. Information about appealing will be provided in the email that is sent to you. However we strongly recommend that you accept the place offered whilst appealing to ensure a school place is secured, this will not prejudice your appeal or waiting list position.

Please see page 14 for information on waiting lists.

September 2017
Child starts school

The Local Authority has a co-ordination scheme, which manages the application process. If you would like a copy of this scheme, or for further information, including a more detailed timetable of the application process, regulations for applications submitted after the closing date and how information is shared with schools, please visit our website www.havering.gov.uk/admissions/2017-18
How to Apply

How to apply

Apply online at www.eadmissions.org.uk

You cannot apply for private or independent schools through this process.

Please only complete an application to start school if your child is born between 1 September 2012 and 31 August 2013.

If your child has been held back a year and is not in their correct chronological year group, please contact the School Admissions Team prior to starting your application.

Applying online – helpful hints

Apply online at www.eadmissions.org.uk

You will be able to apply online for any infant or primary school.

You will first need to register your details and will be sent a username and password. Once you have registered you will be able to apply online.

The system will allow you to make changes to your application before the closing date of 15 January 2017 and to keep track of the progress of your application after the closing date.

The application system has a search facility to help you identify schools in the local area and links to more information about the schools.

You can save your position and return later if you are unable to complete the application in one session. Every time you amend your online application you must submit the application for the changes to apply. Once submitted you will receive an email confirming the status of your application. You can also check the status when you log onto the system and select your application.

At the end of the process you must ‘submit’ your form in order for it to come through to us. Failure to do this will mean that your application has not been sent to us and will not be considered. If in doubt please call the School Admissions Team on 01708 434600 (Mon-Fri, 12-5pm) or complete the online form www.havering.gov.uk/admissions/contact to check if it has been received.

You will receive an email with the outcome of your application during the evening of 18 April 2017.

Internet access is available free of charge from any Havering library.

Completing your application

Child’s details: Complete your child’s name as it appears on their birth certificate. Do not use shortened names or nicknames.

Address: The address used must be the child’s normal place of residence. If you change your address after completing the form, you must tell the School Admissions Team straightaway.

Please do not list an address of someone who provides temporary care for your child, a business address, a child minder’s address, a relative’s address or any other address other than the child’s home address. If a school place is offered on the basis of an incorrect address the place will be withdrawn.

Havering will not process an application if it is believed that an address of convenience is used. Please read the "address of convenience assessment protocol" available on the Havering website for full details.

Current pre-school / nursery: Complete the details of any pre-school / nursery your child is attending.

Preferences: Once you have decided on the order in which to list your school preferences, please complete the school preference section listing the names of the schools (preference one being your highest preferred school). If you are applying for a school not in Havering you must first select the Local Authority from the dropdown menu.

The order in which you list your preferences is very important. The co-ordinated admissions process aims to ensure that you have no more than one offer of a school place at any one time. If two schools are able to offer you a place you will be offered a place at your highest ranked school.

You should try and use all the preferences available to you. Initially, you will only be considered for the schools that you list on the form. We recommend that you apply to at least one school which is near your home, as distance is used by the majority of schools to decide which children are offered places.

Consider the admissions arrangements of each of the schools you are applying to and, using the information about how places were offered in the past, consider how successful your application
might be. You will find the statistics on page 16 which show how places were allocated at Havering schools last year.

**Reasons for preference:** For each preference there is space to note why you have selected a school. This section is not compulsory and will not have a bearing on your application unless you have selected that you wish your application to be considered under any Exceptional Social / Medical Criterion.

**Siblings:** If your child has a sibling (brother or sister) attending the school that you are applying for, then include their name and date of birth in this section. Siblings are defined on page 10 of this brochure.

**Exceptional Social / Medical needs:** Occasionally there will be a very small number of children for whom exceptional social or medical circumstances apply which will warrant a placement at a particular school. The exceptional social or medical circumstances must relate to the child. Supporting evidence from a professional is required such as a doctor and/or consultant for medical cases or a social worker, health visitor, housing officer, the police or probation officer for other social circumstances. This evidence must confirm the circumstances of the case and must set out why the child should attend a particular school and why no other school could meet the child’s needs.

Providing evidence does not guarantee that a child will be given priority at a particular school and in each case a decision will be made based on the merits of the case and whether the evidence demonstrates that a placement should be made at one particular school above any other.

Common medical conditions and allergies can usually be supported in all mainstream schools, therefore priority under a school's exceptional medical criterion would not normally be given for these. Some mainstream schools have units attached which provide specialist provision for children with either a Statement of Special Educational Needs or an Education, Health and Care Plan which names the school. The facilities in these units are not normally available to children in the mainstream school and as such priority under a school's exceptional social or medical criterion would not normally be agreed for a mainstream place on the basis of a specialist unit being attached to the school.

In addition, routine child minding arrangements will not be considered to be an exceptional social reason for placement at a particular school. We reserve the right to refer medical evidence to a medical professional within the Local Authority, where necessary, to assist the panel in making a decision about medical priority for a school place.

Consideration will be given to each submission by a panel of 5 Local Authority officers.

**Looked After Children / previously Looked After Children:** If you are completing your application for a looked after child (LAC) or a child previously looked after, please complete the relevant section. The definition for LAC and previous LAC can be found on page 10 of this brochure.

**Parent/carer details:** Please enter details of the person with parental responsibility for the child. All correspondence will be sent to the applicants listed. If your address is different to the child’s address you will need to write to Havering School Admissions explaining why. If both parents share custody, please advise us in writing or by email and give both addresses, quoting your child’s reference number. We will only discuss the application with the persons listed on the application form.

**Supplementary Information Forms (SIF):** Some schools require a Supplementary Information Form (SIF) to be completed alongside the online application form. These forms can be obtained directly from the school.

The SIF must be completed in addition to your online application and returned directly to the school and not the School Admissions Team. Failure to complete a SIF and return it by the deadline specified on the form may result in your application to that particular school being unsuccessful.

**Twins and multiple births**

If, in the normal admission round, the last child to be offered a place is a twin, and their sibling cannot be offered a place, the Local Authority will ensure that both twins are offered a place. In the case of other multiple births, if the majority of children can be offered a place, the Local Authority will offer places to the remaining children. For example if two triplets can be offered a place, the remaining child will also receive an offer of a place.

You must ensure that you submit a separate application for each child and tick the “multiple birth box” for each child. Please do not use the “sibling” box to list your other multiple birth children.

In the event that two or more applicants, apply for
When applying you should see all children listed on your 'My school admissions' page with a separate application reference for each child.

Summer born children & deferring / part-time attendance at school

**Summer born children:** If you are the parent of a 'summer-born' child (1 April – 31 August) and you wish for your child to start school in the autumn term following their fifth birthday, you should provide the School Admissions Manager supporting evidence.

It is reasonable for the Local Authority (LA) to expect parents to provide information in support of their request – since without it the LA are unlikely to be able to make a decision on the basis of the circumstances of the case. Parents should demonstrate why it would be in the child’s best interest to be admitted to reception rather than year one.

Additional evidence from relevant professionals working with the child and family stating why the child must be placed outside their normal age appropriate cohort could also be submitted.

It is essential that parents requesting their child be placed outside their normal age appropriate cohort still make an application for the correct chronological academic year in case the request to defer admission is refused.

The LA will decide whether the application for a reception place can be deferred for the academic year and will inform the parent of the decision in writing. If the request is agreed the child’s application will be cancelled for the 2017/18 academic year and parent will be able to apply for a reception place for the academic year 2018/19.

Consideration will be given to requests to defer applications for the entire academic year and will only be approved in exceptional circumstances, examples of such are, but not limited to:

- Children born prematurely, who would have naturally fallen into the lower age group if they had been born on their expected date of birth;
- Where it is evident that delayed social, emotional or physical development is adversely affecting a child’s readiness for school;

When considering the request to be placed outside of the chronological year group the LA must also take into consideration the views of the Head Teacher of the school concerned.

**Deferring entry to school**

Baring successful requests for a summer born child to be admitted outside their chronological academic year, Havering’s policy is that children born on and between 1 September 2012 and 31 August 2013 would normally commence infant / primary school in reception in the academic year beginning in September 2017.

As required by law, all Havering infant and primary schools provide for the full-time admission of all children offered a place in the reception year group from the September following their fourth birthday. Therefore, if a parent wants a full-time place for their child from September (at the school at which a place has been offered) then they are entitled to that full-time place.

Parents can request that the date their child is admitted to school is deferred until later in the school year or until the child reaches compulsory school age in the school year. The law does not require a child to start school until they are of compulsory school age (the start of the term following their fifth birthday).

Where entry is deferred, the school will hold the place for that child and not offer it to another child. The parent would not however be able to defer entry beyond the beginning of the term after the child’s fifth birthday, nor beyond the academic year for which the original application was accepted.

Parents can also request that their child attends part-time until the child reaches compulsory school age. Any parents interested in taking up a part-time place initially should contact the individual school(s) for further details as to what this would entail.

Where parents choose to defer entry, a school may reasonably expect that the child would start at the beginning of a new school term/half term.

**Submitting your application**

Once you have submitted your application you will be issued with an application reference number which you should make a note of as you will need this if you wish to discuss your application.

If you need help with your application you can visit the Public Advice and Service Centre based in the Liberty Shopping Centre, Romford on a Monday, Wednesday or Friday Morning (except the last Wednesday of the month) between 9:30am and 12:30pm. Alternatively you can complete the online form via [www.havering.gov.uk/admissions/contact](http://www.havering.gov.uk/admissions/contact).
Definitions of Admissions Criteria

Where individual school admissions arrangements include the following criteria but do not provide explicit definitions, the following definitions will apply.

Looked After Children / Previously Looked After Children: Looked After and previously Looked After Children will be considered to be:

Children who are registered as being in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989(a), e.g. fostered or living in a children's home, at the time an application for a school is made; and

Children who have previously been in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989(a) and who have left that care through adoption, a child arrangements order (in accordance with Section 8 of the Children Act 1989 and as amended by the Children and Families Act 2014) or special guardianship order (in accordance with Section 14A of the Children Act 1989).

Applications under this criterion can only be considered if supporting documents, in the form of a copy of the adoption order, residence order or special guardianship order, together with a letter from the local authority that last looked after the child confirming that (s)he was looked after immediately prior to the order being made, is submitted with the Common Application Form.

Exceptional Social/Medical: Occasionally there will be a very small number of children for whom exceptional social or medical circumstances apply which will warrant a placement at a particular school. The exceptional social or medical circumstances must relate to the child. Supporting evidence from a professional is required such as a doctor and/or consultant for medical cases or a social worker, health visitor, housing officer, the police or probation officer for other social circumstances. This evidence must confirm the circumstances of the case and must set out why the child should attend a particular school and why no other school could meet the child’s needs.

Providing evidence does not guarantee that a child will be given priority at a particular school and in each case a decision will be made based on the merits of the case and whether the evidence demonstrates that a placement should be made at one particular school above any other.

Common medical conditions and allergies can usually be supported in all mainstream schools, therefore priority under a school's exceptional medical criterion would not normally be given for these. Some mainstream schools have units attached which provide specialist provision for children with either a Statement of Special Educational Needs or an Education, Health and Care Plan which names the school. The facilities in these units are not normally available to children in the mainstream school and as such priority under a school’s exceptional social or medical criterion would not normally be agreed for a mainstream place on the basis of a specialist unit being attached to the school.

In addition, routine child minding arrangements will not be considered to be an exceptional social reason for placement at a particular school.

We reserve the right to refer medical evidence to a medical professional within the Local Authority, where necessary, to assist the panel in making a decision about medical priority for a school place.

Consideration will be given to each submission by a panel of Local Authority Officers consisting of:
- 2 Senior Admissions Officers
- 2 Special Educational Needs Officers
- 1 Learning Support Manager

Sibling: A sibling will be considered to be:

A brother or sister (that is, another child of the same parents, whether living at the same address or not), a half-brother or half-sister or a step-brother or step-sister or an adoptive or foster sibling, living as part of the same family unit at the same address.

A child will be given sibling priority if they have a sibling on roll at the school concerned or linked Junior school and that sibling is still expected to be on roll at that school or linked Junior School at the time of the child’s admission.

Distance of the home address from the school:

The distance between the home address and the preferred school is measured in a straight line, not by the shortest walking or bus route. The measurement is taken between the address point for the preferred school and the address point of the child’s normal place of residence.

Address points are located in the centre of the child’s home, or in the centre of a block of flats, and for schools the address point is located in the centre of the school (unless otherwise stated in the schools own admissions arrangements).
a single place at a preferred school live at addresses that are located at exactly the same distance from the preferred school, or live in the same block of flats, the place will be offered on a random basis drawn by an Officer of the Local Authority who is not involved in the admissions process.

**Home of address**

Havering has a duty to ensure that school places are offered fairly and accurately, in line with the published admissions criteria.

Havering has a legitimate interest in processing data that would prevent a school place being offered incorrectly.

In order to prioritise pupils correctly, Havering must verify that distances are being measured from a child’s habitual residence and therefore, that an application is being made from a child’s normal home address.

A child’s home address is defined within Havering’s admission arrangements as being the child’s normal place of residence, and excludes any business, relative’s or child-minder’s address. Where there is a formal residence order or child arrangements order which states that legal custody is equally shared between parents/carers, then it is up to them to agree which address to use for the purpose of making a school place application. If legal custody is not equally shared, the address of the parent with the majority of custody will be used. If there is no formal agreement in place the address at which any Child Benefit is claimed will be used. If Child Benefit is not claimed then the address at which the child is registered with a GP will be used.

The address to be used for the initial allocation of places will be the child’s address at the closing date for applications. Changes of address after the closing date (15 January 2017) may be considered in accordance with Havering’s co-ordinated scheme if there are exceptional reasons behind the change, such as if a family has just moved to the area. However, it is not permissible to use an address of convenience.

An address of convenience is considered to be one which is used by a parent in order to gain a school place where the address is not the child’s normal, permanent home address. This is considered to be where the child resides for the majority of the school week and where the child’s primary guardian, the person with parental responsibility, normally permanently resides.

Havering will not generally accept a temporary address if the main carer of the child still possesses a property that has previously been used as a home address, nor will we accept a temporary address if we believe it has been used solely or mainly to obtain a school place when an alternative address is still owned and available to them. In cases such as this, renting out the owned property would not deem it unavailable to the family.

A full definition of address of convenience is provided in the "address of convenience assessment protocol" which is available via the Havering Website www.havering.gov.uk/admissions

**False / deliberately misleading information**

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 (DPA) 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 proof of address 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.

Under the DPA 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.
What you should expect after you have submitted your application

You will receive an automatic reply once the form is submitted. This will be a copy of your application and is your proof that an application has been submitted, you should therefore keep this email somewhere safe.

Late applications and changes to your application

You will need to submit your online application to the School Admissions Team by the closing date of 15 January 2017. It is vital to get your application in on time.

There is considerably less chance of getting a place at a preferred school if the application is late. Applications received by 15 January 2017 will be processed first. Applications received after 15 January 2017 will not be considered until all other applications have been dealt with, unless there is supporting evidence to say why the application is late. This information must be received by 17 February 2017.

The following are examples of exceptions that will be considered.

If your family moved house after the closing date you will be asked to provide either:

- Proof of living at the new address or
- A formal tenancy agreement from a letting / estate agent, which comes into effect on or before 17 February 2017.

If you are returning from living abroad you will need to provide either:

- A council tax bill confirming re-occupation of your property before 17 February 2017 if your property has not been occupied or
- Confirmation that tenancy ceased before 17 February 2017 and that you will re-occupy your property if it has been rented during your absence or
- If you were seconded abroad for work purposes confirmation will be required from your employer confirming that you will return to live in Havering on or before 17 February 2017.

If you are a single parent who has been ill for some time you will need to provide evidence from a doctor, consultant or other medical professional.

If there has been a recent death of an immediate family member you will need to provide evidence, for example, copy of a death certificate.

If you cannot provide the evidence required for any of the above circumstances or similar, or it is received after 17 February 2017, your application will be treated as a late application.

Any changes to the application (e.g. change of address) that are received, or that come into effect after the closing date, will be treated in the same way as a late application.

Any changes to your application after the 15 January 2017 (without a valid reason) will result in your application being treated as late.

If you move into or out of Havering or change address within Havering

If you move into or out of Havering after 15 January 2017 and have completed a Common Application Form (CAF) in your previous borough, you will need to contact both your previous Local Authority and Havering with details of your new address. You will be given an opportunity to change your preferences as long as this is before 17 February 2017.

If you have applied on time but subsequently move out of Havering after submitting your application but before the 17 February 2017, and fail to notify the Havering School Admissions Team, the application may be cancelled and any offer made may be withdrawn.

If you move address within Havering after you have submitted your application and fail to notify the Havering School Admissions Team, the application may be cancelled and any offer made may be withdrawn.
Can I visit a school I am interested in?

Yes, all Havering infant and primary schools allow parents and pupils to visit the school, look around the facilities and talk with teachers.

Schools in neighbouring boroughs should also hold open days. You should contact either that borough or the school itself to find out when these are being held.

How do I decide which schools to apply for?

Visit the schools website or visit the school to obtain a prospectus which will tell you all about the school. Speak to teachers and pupils who attend the school.

Where else can I get information?

Talk to your child’s pre-school / nursery or friends and family who may have older children attending local schools.

What else should I consider?

It is important to remember that if schools receive more applications than places they will need to consider each application in line with their published oversubscription criteria. Therefore you need to check what criterion your child meets to see how likely it is your child will be offered a place.

Most schools give higher priority to children who have a brother or sister at the school.

Another important factor is the distance between the school and the child’s home, with priority given to those who live nearest.

Faith schools use an alternative faith based criteria to determine how places should be offered.

It is important parents consider each school’s admissions criteria in relation to their own circumstances.

You should also consider how your child will travel to school, how long the journey will take and the cost implications. It is important for parents to be aware that Havering will not pay the travel expenses for children to attend a school that a parent has applied for.

What if my application is submitted after the closing date?

See late applications and making changes to your application on page 12.

Processing the application

What happens if I am not offered a place at any of my preferred schools?

The Local Authority (LA) has a responsibility to offer every Havering resident a school place. If your child is not offered a place at any of your preferred schools, the LA will offer you a place at the Havering school closest to your home address that has a vacancy after all of the other offers have been made. In order to increase the chance of being offered a school you requested it is important to make accurate and realistic decisions, based on the school’s published admissions criteria. You should try and use all of the six preferences available to you.

Will schools be told my order of preference?

No, schools will not be told your order of preference before any offer is made. Havering will not pass on details of where the school was listed on your application or information about other schools you applied to.
Confirming school offers

When will I hear about my application?

You will receive an email with the outcome of your application during the evening of 18 April 2017.

What if I do not want to accept the school offered?

If you have not secured a place at an alternative school, we advise you to accept the place offered to ensure your child has a place for September 2017.

If at a later date we are able to offer your child a place at a higher ranked preference, any previous offers will automatically be withdrawn.

If you have secured a place at an alternative school (such as a private / independent school), please let us know the name of the school. You must decline the offer online.

How do the waiting lists operate?

Your child's name will be added automatically to the waiting list of any higher preference school we have not been able to offer. If a space becomes available after offer day, all children on the waiting list are considered. Those who meet the school’s oversubscription criteria the closest will be offered a place. The length of time spent on the waiting list will not give priority over other applicants – it is possible for a child’s position to move up or down the waiting list. Being on a waiting list is no guarantee of a place at that school.

Waiting lists are not operated on a first come first served basis. The place on the waiting list, and whether a place is offered if another child drops out, is determined by the school’s admission criteria.

For faith schools, parents should contact the school direct regarding waiting list procedures.

For non faith schools parents can complete an online waiting list enquiry form after 10 May 2017 via www.havering.gov.uk/admissions/waitinglist

Can I appeal against the school’s decision?

Yes. If you do not receive an offer from a school of your preference, you have the right of appeal. An appeal for a place in a community school outside Havering should be made in writing to the Local Authority in which the school is located. Appeals are heard by an independent appeal panel. You will be provided with details of the appeals process with the outcome of your application.

Full details and guidance on the appeals process can be found online at www.havering.gov.uk/admissions/appeal.

It is essential that you read and understand the appeals process before submitting a request for an appeal.

Applying online – e-admissions

When can I use the online system?

The online system will be available from 1 September 2016 until the closing date for applications at midnight on 15 January 2017. If you miss the deadline you will still be able to submit an application until July 2017. However, the application will be considered as a late application and once submitted you will not be able to make any further changes via the online system.

Will my application be secure?

Yes, the system has a series of security features that will prevent others from seeing your information.

Apply online at: www.havering.gov.uk/eadmissions or www.eadmissions.org.uk
The Equal Preference System

The equal preference system was introduced by the Department for Education to prevent admission authorities being able to give higher priority to children who listed a school as their first preference. This is particularly important where a school’s admission authority is the school itself – for example, academies, where the governing body controls admissions – as they are no longer able to select pupils based on where they listed the school.

How it works

1. On the form, you will be asked to list the schools you wish to apply for in order of your preference. You can list up to six schools.

2. After the closing date, the LA will rank your child’s application according to the individual admissions criteria for each school you have listed. Their ranking will depend on how well your child fits the school’s admission criteria – for example, they may be ranked higher if you live very near the school.

3. The equal preference system means that at this stage, the order in which you listed the schools will not be taken into account. Your child will be ranked for every school you have applied for.

4. Each school has a published admission number (PAN): the number of places it has to offer. The LA will mark up the names at the top of each ranked list, up to its PAN. This is known as the ‘Ranked List’. Those children whose names fall outside the PAN will be placed on a reserve list.

5. If your child’s name appears on only one ‘Ranked List’, your child will be offered a place at that school, regardless of where it was listed in your preferences.

6. If your child is on more than one ‘Ranked List’, the LA will then take into account the order in which you listed the schools on your online application. Your child will be offered a place at the school that you have listed highest.

7. If your child isn’t allocated a place at any of your listed schools, the LA will allocate a place at the nearest school to the home address with a vacancy.

8. If you have been offered a school that wasn’t your first choice, your child will be placed on the waiting list for any other schools that you listed higher than the one they have been offered. If a vacancy then comes up because another parent decides not to accept a place, the Local Authority will offer the place to the next child on the waiting list. You can find out where your child is on the waiting list by contacting the Admissions Authority for the school after the 10 May 2017.

Some parents think that if they have a very clear first preference of school, they should leave all their other preferences blank to show the admissions authority how strongly they feel. However, Havering recommends that you list more than one school. If you have only listed one, your child could be placed at any other school in the borough that has space, regardless of your opinion of it.

Remember, if your child doesn’t get their first preference, they will automatically be placed on the waiting list for all of the schools that you listed above the one they were offered. You should accept the place you’ve been offered even if you intend to appeal, so you know your child has at least somewhere to go in September.
### Statistical Information

#### Infant / primary school offers 2016

This table shows how Havering School places were allocated as of the national offer day 18 April 2016.

<table>
<thead>
<tr>
<th>School</th>
<th>Places Available</th>
<th>Total Number of Preferences Expressed (1-6)</th>
<th>Total Number of Places Offered</th>
<th>Looked After Children</th>
<th>Social / Medical</th>
<th>Disabilities</th>
<th>Allocated Places</th>
<th>Staff Pupils</th>
<th>Denominational</th>
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# Statistical Information

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<th>Total Number of Places Offered</th>
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<th>Looked After Children</th>
<th>Social / Medical</th>
<th>Siblings</th>
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<th>Denominational</th>
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</tr>
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<td>26</td>
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<td><strong>20</strong></td>
<td><strong>1.8535</strong></td>
</tr>
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## Primary Appeals

This table shows the number of appeals received and allowed for infant / primary schools in Havering for pupils who are due to start school in September 2016.

* These statistics exclude the Catholic schools and St Edwards primary.
1. Ardleigh Green Infant
2. Benhurst Primary
3. Brady Primary
4. Branfil Primary
5. Broadford Primary
6. Clockhouse Infant
7. Concordia Academy
8. Crowland's Primary
9. Crownfield Infants
10. Dame Tipping Primary
11. Drapers Brookside Infants
12. Drapers' Maylands Primary
13. Drapers' Pyrgo Priory
14. Elm Park Primary
15. Engayne Primary
16. Gidea Park Primary
17. Hacton Primary
18. Harold Court Primary
19. Harold Wood Primary
20. Hildene Primary
21. Hylands Primary
22. La Salette Primary
23. Langtons Infant
24. Mead Primary
25. Nelmes Primary
26. Newtons Primary
27. Oasis Academy: Pinewood
28. Parklands Infant
29. Parsonage Farm Primary
30. Rainham Village Primary
31. Rise Park Infant
32. Sargrill Infant
33. Scotts Primary
34. Squirrels Heath Infant
35. St. Albans Primary
36. St. Edward's Primary
37. St. Joseph's Primary
38. St. Mary's Primary
39. St. Patrick's Primary
40. St. Peters Primary
41. St. Ursula’s Infant
42. Suttons Primary
43. The James Oglethorpe Primary
44. The Mawney Foundation Primary
45. The RJ Mitchell Primary
46. Tanners Infant
47. Upminster Infant
48. Whybridge Infant
49. Wykeham Primary
### Admissions Arrangements

**Ardleigh Green Infant**  
www.agi.havering.sch.uk

<table>
<thead>
<tr>
<th><strong>Head Teacher:</strong></th>
<th>Mrs V Morris</th>
</tr>
</thead>
</table>
| **Address:**      | Arleigh Green Road  
Hornchurch  
Essex  
RM11 2SP  |
| **DfE Number:**   | 311 / 2007 |
| **Telephone:**    | 01708 449362 |
| **Email:**        | office@agi.havering.sch.uk |
| **Age Range:**    | 4 - 7 |
| **School Type:**  | Community School |
| **Published Admission Number:** | 90 |

A Supplementary Form (SIF) is NOT required

Children with an Education Health and Care Plan are processed outside of the normal admissions arrangements.

When the demand exceeds the number of places available at the School, places are allocated by applying the following criteria in descending order of priority to applicants who have expressed any preference for the School.

1. Looked after children and children who were previously looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).
2. Exceptional social or exceptional medical grounds
3. The attendance in September 2017 at the School of a sibling;
4. The distance of the home address from the School, as measured by a straight line from the School, those pupils living nearer the school being given higher priority.

If, because of oversubscription in any of the categories 1) to 3) above, it is necessary to distinguish between applicants, the distance of the applicant’s home address from the School, as measured by a straight line from the school, will be used with those pupils living nearer the School being given higher priority.

**Definitions of Admissions Criteria**  
Please refer to page 10 for all definitions.

---

**Benhurst Primary**  
www.benhurst.havering.sch.uk

<table>
<thead>
<tr>
<th><strong>Head Teacher:</strong></th>
<th>Mr D Denchfield</th>
</tr>
</thead>
</table>
| **Address:**      | Benhurst Avenue  
Elm Park  
Essex  
RM12 4QS  |
| **DfE Number:**   | 311 / 2009 |
| **Telephone:**    | 01708 450807 |
| **Email:**        | office@benhurst.havering.sch.uk |
| **Age Range:**    | 4 - 11 |
| **School Type:**  | Community School |
| **Published Admission Number:** | 60 |

A Supplementary Form (SIF) is NOT required

Children with an Education Health and Care Plan are processed outside of the normal admissions arrangements.

When the demand exceeds the number of places available at the School, places are allocated by applying the following criteria in descending order of priority to applicants who have expressed any preference for the School.

1. Looked after children and children who were previously looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).
2. Exceptional social or exceptional medical grounds
3. The attendance in September 2017 at the School of a sibling;
4. The distance of the home address from the School, as measured by a straight line from the School, those pupils living nearer the school being given higher priority.

If, because of oversubscription in any of the categories 1) to 3) above, it is necessary to distinguish between applicants, the distance of the applicant’s home address from the School, as measured by a straight line from the school, will be used with those pupils living nearer the School being given higher priority.

**Definitions of Admissions Criteria**  
Please refer to page 10 for all definitions.
### Admissions Arrangements

**Brady Primary**

www.bradyprimaryschool.co.uk

<table>
<thead>
<tr>
<th>Head Teacher:</th>
<th>Mr J Bishop</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>Wennington Road, Rainham, Essex RM13 9XA</td>
</tr>
<tr>
<td>DfE Number:</td>
<td>311 / 2078</td>
</tr>
<tr>
<td>Telephone:</td>
<td>01708 555025</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:office@brady.havering.sch.uk">office@brady.havering.sch.uk</a></td>
</tr>
<tr>
<td>Age Range:</td>
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<tr>
<td>School Type:</td>
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<td>Published Admission Number:</td>
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**Branfil Primary**

www.branfil.havering.sch.uk

<table>
<thead>
<tr>
<th>Head Teacher:</th>
<th>Mrs Sansom</th>
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<tbody>
<tr>
<td>Address:</td>
<td>Cedar Avenue, Upminster, Essex RM14 2LW</td>
</tr>
<tr>
<td>DfE Number:</td>
<td>311 / 3059</td>
</tr>
<tr>
<td>Telephone:</td>
<td>01708 225186</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:office@branfil.havering.sch.uk">office@branfil.havering.sch.uk</a></td>
</tr>
<tr>
<td>Age Range:</td>
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<tr>
<td>School Type:</td>
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**A Supplementary Form (SIF) is NOT required**

**Definitions of Admissions Criteria**

Please refer to page 10 for all definitions.

Children with an Education Health and Care Plan are processed outside of the normal admissions arrangements.

When the demand exceeds the number of places available at the School, places are allocated by applying the following criteria in descending order of priority to applicants who have expressed any preference for the School.

1. Looked after children and children who were previously looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

2. Exceptional social or exceptional medical grounds

3. The attendance in September 2017 at the School of a sibling;

4. The distance of the home address from the School, as measured by a straight line from the School, those pupils living nearer the school being given higher priority.

If, because of oversubscription in any of the categories 1) to 3) above, it is necessary to distinguish between applicants, the distance of the applicant’s home address from the School, as measured by a straight line from the school, will be used with those pupils living nearer the School being given higher priority.

**Definitions of Admissions Criteria**

Please refer to page 10 for all definitions.

Children with an Education Health and Care Plan are processed outside of the normal admissions arrangements.

When the demand exceeds the number of places available at the School, places are allocated by applying the following criteria in descending order of priority to applicants who have expressed any preference for the School.

1. Looked after children and children who were previously looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

2. Exceptional social or exceptional medical grounds

3. The attendance in September 2017 at the School of a sibling;

4. The distance of the home address from the School, as measured by a straight line from the School, those pupils living nearer the school being given higher priority.

If, because of oversubscription in any of the categories 1) to 3) above, it is necessary to distinguish between applicants, the distance of the applicant’s home address from the School, as measured by a straight line from the school, will be used with those pupils living nearer the School being given higher priority.
Admissions Arrangements
Broadford Primary
www.broadford.havering.sch.uk

Head Teacher: Mr M Drake
Address: Faringdon Avenue
Harold Hill
Essex
RM3 8JS
DfE Number: 311 / 2081
Telephone: 01708 342880
Email: office@broadford.havering.sch.uk
Age Range: 4 - 11
School Type: Community School
Published Admission Number: 90
A Supplementary Form (SIF) is NOT required

Children with an Education Health and Care Plan are processed outside of the normal admissions arrangements.

When the demand exceeds the number of places available at the School, places are allocated by applying the following criteria in descending order of priority to applicants who have expressed any preference for the School.

1. Looked after children and children who were previously looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

2. Exceptional social or exceptional medical grounds

3. The attendance in September 2017 at the School of a sibling;

4. The distance of the home address from the School, as measured by a straight line from the School, those pupils living nearer the school being given higher priority.

If, because of oversubscription in any of the categories 1) to 3) above, it is necessary to distinguish between applicants, the distance of the applicant’s home address from the School, as measured by a straight line from the school, will be used with those pupils living nearer the School being given higher priority.

Definitions of Admissions Criteria
Please refer to page 10 for all definitions.

Head Teacher: Ms J Collard
Address: Clockhouse Lane
Collier Row
Essex
RM5 3QR
DfE Number: 311 / 2038
Telephone: 01708 745972
Email: office@clockhouse.havering.sch.uk
Age Range: 4 - 11
School Type: Community School
Published Admission Number: 90
A Supplementary Form (SIF) is NOT required

Children with an Education Health and Care Plan are processed outside of the normal admissions arrangements.

When the demand exceeds the number of places available at the School, places are allocated by applying the following criteria in descending order of priority to applicants who have expressed any preference for the School.

1. Looked after children and children who were previously looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

2. Exceptional social or exceptional medical grounds

3. The attendance in September 2017 at the School of a sibling;

4. The distance of the home address from the School, as measured by a straight line from the School, those pupils living nearer the school being given higher priority.

If, because of oversubscription in any of the categories 1) to 3) above, it is necessary to distinguish between applicants, the distance of the applicant’s home address from the School, as measured by a straight line from the school, will be used with those pupils living nearer the School being given higher priority.

Definitions of Admissions Criteria
Please refer to page 10 for all definitions.
Admissions Arrangements
Concordia Academy
www.concordiaacademy.co.uk

3. Children whose parent/carer is a member of staff: Children of staff in either or both of the following circumstances: a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or; b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. Please note: As Concordia is a brand new school, all staff at the Academy will be newly appointed, therefore this criteria will not become active until the 1st September 2018.

4. Home to School Distance by straight line measure: Priority will be determined by straight line distance from home to school, those living closest being given the highest priority. Distance is measured from the centre of the child's home to the front gates of the school in a straight line. If two children live exactly the same distance away, we will use random allocation.

Children with an Education Health and Care Plan are processed outside of the normal admissions arrangements. When the demand exceeds the number of places available at the School, places are allocated by applying the following criteria in descending order of priority to applicants who have expressed any preference for the School.

1. Looked After Children or previously looked after children: A ‘looked after child’ or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order will be given first priority in oversubscription criteria ahead of all other applicants in accordance with the School Admissions Code. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (as defined in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

2. Children with a sibling attending the school: Children who have a sibling in attendance at the academy and who will still be attending the academy at the applicants date of entry to the academy. Please note that that children in year 6 at the time of the application will not be considered to be a sibling for the purposes of this criterion.; (For admission purposes, a brother or sister is a child who lives at the same address and either: have one or both natural parents in common; are related by a parents marriage; are adopted or fostered by a common parent or are unrelated children who live at the same address, whose parents live as partners.)
Children with an Education Health and Care Plan are processed outside of the normal admissions arrangements.

When the demand exceeds the number of places available at the School, places are allocated by applying the following criteria in descending order of priority to applicants who have expressed any preference for the School.

1. Looked after children and children who were previously looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).
2. Exceptional social or exceptional medical grounds
3. The attendance in September 2017 at the School of a sibling;
4. The distance of the home address from the School, as measured by a straight line from the School, those pupils living nearer the school being given higher priority.

If, because of oversubscription in any of the categories 1) to 3) above, it is necessary to distinguish between applicants, the distance of the applicant’s home address from the School, as measured by a straight line from the school, will be used with those pupils living nearer the School being given higher priority.

Definitions of Admissions Criteria
Please refer to page 10 for all definitions.
Admissions Arrangements
Dame Tipping CE Primary

www.webfronter.com/havering/dametipping

Head Teacher: Mrs K Waters
Address: North Road Havering-atte-Bower Essex RM4 1PS
DfE Number: 311 / 3000
Telephone: 01708 745409
Email: office@dametipping.havering.sch.uk
Age Range: 4 - 11
School Type: Voluntary Controlled
Published Admission Number: 15
A Supplementary Form (SIF) is NOT required

Children with an Education Health and Care Plan are processed outside of the normal admissions arrangements.

When the demand exceeds the number of places available at the School, places are allocated by applying the following criteria in descending order of priority to applicants who have expressed any preference for the School.

1. Looked after children and children who were previously looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

2. Exceptional social or exceptional medical grounds

3. The attendance in September 2017 at the School of a sibling;

4. The distance of the home address from the School, as measured by a straight line from the School, those pupils living nearer the school being given higher priority.

If, because of oversubscription in any of the categories 1) to 3) above, it is necessary to distinguish between applicants, the distance of the applicant’s home address from the School, as measured by a straight line from the school, will be used with those pupils living nearer the School being given higher priority.

Definitions of Admissions Criteria
Please refer to page 10 for all definitions.
Drapers’ Brookside Infants School

3. Pupils who already attend another school within the MAT.

4. Children who reside within the agreed priority admissions area, with priority being given to those living closest to the school. The priority admissions area is shown on the school website.

5. Children who reside outside the agreed priority admissions area, with priority being given to those living closest to the school.

In the event of a dispute over proximity, distances are measured using the Local Authority’s Geographical Information System, using straight line measurement from the main entrance of the school to the centre of the child’s home.

In the event that places cannot be allocated on the above basis – e.g. for pupils that live exactly the same distance away – then the place will be offered on a random allocation, drawn by an independent person who is not involved in the admissions process.

Proximity to the school will first be applied if the school is oversubscribed in any criteria (apart from the criteria applying to Looked After Children / Previously Looked After Children) with those living closest to the school, and within the Priority Admissions Area having priority for admission. Distance will be measured from the centre of the child’s home to the main entrance of the school.

Random allocation will be used as a tie-break to decide who has highest priority for admission if the distance between a child’s home and the school is equidistant in any individual case.
Admissions Arrangements
Drapers’ Maylands Primary School

Drapers’ Maylands Primary School will consider all applications for places at the Academy. Where fewer applications for admission are received than the published admission number of 60, the Academy will offer places to those who have applied.

Procedures where Drapers’ Maylands Primary School is Oversubscribed

Where the number of applications for admission is greater than the published admission number, applications will be considered against the criteria set out below. After the admission of pupils with Education Health and Care Plans where Drapers’ Maylands Primary School is named, the oversubscription criteria will be applied in the order in which they are set out below:

1. Looked after children and children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

2. Children whose brother or sister already attend a school within the Drapers Multi Academy Trust (MAT) at the time of the application.

MAT Schools as of September 2017 will be:
- Drapers’ Maylands Primary School
- Drapers’ Brookside Infant School
- Drapers’ Brookside Junior School
- Drapers’ Pyrgo Priory School
- Drapers’ Academy

Proximity to the school will first be applied if the school is oversubscribed in any criteria (apart from the criteria applying to Looked After Children / Previously Looked After Children) with those living closest to the school, and within the Priority Admissions Area having priority for admission. Distance will be measured from the centre of the child’s home to the main entrance of the school.

In the event that places cannot be allocated on the above basis – e.g. for pupils that live exactly the same distance away – then the place will be offered on a random allocation, drawn by an independent person who is not involved in the admissions process.

Random allocation will be used as a tie-break to decide who has highest priority for admission if the distance between a child’s home and the school is equidistant in any individual case.

In the event of a dispute over proximity, distances are measured using the Local Local Authority’s Geographical Information System, using straight line measurement from the main entrance of the school to the centre of the child’s home.
Admissions Arrangements
Drapers’ Pyrgo Priory Primary School

3. Pupils who already attend another school within the MAT.

4. Children who reside within the agreed priority admissions area, with priority being given to those living closest to the school. The priority admissions area is shown on the school website.

5. Children who reside outside the agreed priority admissions area, with priority being given to those living closest to the school.

In the event of a dispute over proximity, distances are measured using the Local Local Authority’s Geographical Information System, using straight line measurement from the main entrance of the school to the centre of the child’s home.

In the event that places cannot be allocated on the above basis – e.g. for pupils that live exactly the same distance away – then the place will be offered on a random allocation, drawn by an independent person who is not involved in the admissions process.

Proximity to the school will first be applied if the school is oversubscribed in any criteria (apart from the criteria applying to Looked After Children / Previously Looked After Children) with those living closest to the school, and within the Priority Admissions Area having priority for admission.

Distance will be measured from the centre of the child’s home to the main entrance of the school.

Random allocation will be used as a tie-break to decide who has highest priority for admission if the distance between a child’s home and the school is equidistant in any individual case.

Drapers’ Pyrgo Priory Primary School will consider all applications for places at the Academy. Where fewer applications for admission are received than the published admission number of 60, the Academy will offer places to those who have applied.

Procedures where Drapers’ Pyrgo Priory Primary is Oversubscribed

Where the number of applications for admission is greater than the published admission number, applications will be considered against the criteria set out below. After the admission of pupils with Education Health and Care Plans where the School is named, the oversubscription criteria will be applied in the order in which they are set out below:

1. Looked after children and children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

2. Children whose brother or sister already attend a school within the Drapers Multi Academy Trust (MAT) at the time of the application.

MAT Schools as of September 2017 will be:
- Drapers’ Maylands Primary School
- Drapers’ Brookside Infant School
- Drapers’ Brookside Junior School
- Drapers’ Pyrgo Priory School
- Drapers’ Academy
Children with an Education Health and Care Plan are processed outside of the normal admissions arrangements.

When the demand exceeds the number of places available at the School, places are allocated by applying the following criteria in descending order of priority to applicants who have expressed any preference for the School.

1. Looked after children and children who were previously looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

2. Exceptional social or exceptional medical grounds

3. The attendance in September 2017 at the School of a sibling;

4. The distance of the home address from the School, as measured by a straight line from the School, those pupils living nearer the school being given higher priority.

If, because of oversubscription in any of the categories 1) to 3) above, it is necessary to distinguish between applicants, the distance of the applicant’s home address from the School, as measured by a straight line from the school, will be used with those pupils living nearer the School being given higher priority.

**Definitions of Admissions Criteria**

Please refer to page 10 for all definitions.
Children with an Education Health and Care Plan are processed outside of the normal admissions arrangements.

When the demand exceeds the number of places available at the School, places are allocated by applying the following criteria in descending order of priority to applicants who have expressed any preference for the School.

1. Looked after children and children who were previously looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

2. Exceptional social or exceptional medical grounds

3. The attendance in September 2017 at the School of a sibling;

4. The distance of the home address from the School, as measured by a straight line from the School, those pupils living nearer the School being given higher priority.

If, because of oversubscription in any of the categories 1) to 3) above, it is necessary to distinguish between applicants, the distance of the applicant’s home address from the School, as measured by a straight line from the school, will be used with those pupils living nearer the School being given higher priority.

Definitions of Admissions Criteria
Please refer to page 10 for all definitions.
Children with an Education Health and Care Plan are processed outside of the normal admissions arrangements.

When the demand exceeds the number of places available at the School, places are allocated by applying the following criteria in descending order of priority to applicants who have expressed any preference for the School.

1. Looked after children and children who were previously looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).
2. Exceptional social or exceptional medical grounds
3. The attendance in September 2017 at the School of a sibling;
4. The distance of the home address from the School, as measured by a straight line from the School, those pupils living nearer the school being given higher priority.

If, because of oversubscription in any of the categories 1) to 3) above, it is necessary to distinguish between applicants, the distance of the applicant’s home address from the School, as measured by a straight line from the school, will be used with those pupils living nearer the School being given higher priority.

Definitions of Admissions Criteria
Please refer to page 10 for all definitions.
## Admissions Arrangements

### Hilldene Primary

- **Head Teacher:** Mrs G Delmonte
- **Address:** Grange Road
  Harold Hill
  Romford
  RM3 7DU
- **DfE Number:** 311 / 2090
- **Telephone:** 01708 342453
- **Email:** office@hildene.havering.sch.uk
- **Age Range:** 4 - 11
- **School Type:** Community School
- **Published Admission Number:** 90

A Supplementary Form (SIF) is NOT required

Children with an Education Health and Care Plan are processed outside of the normal admissions arrangements.

When the demand exceeds the number of places available at the School, places are allocated by applying the following criteria in descending order of priority to applicants who have expressed any preference for the School.

1. Looked after children and children who were previously looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).
2. Exceptional social or exceptional medical grounds
3. The attendance in September 2017 at the School of a sibling;
4. The distance of the home address from the School, as measured by a straight line from the School, those pupils living nearer the school being given higher priority.

If, because of oversubscription in any of the categories 1) to 3) above, it is necessary to distinguish between applicants, the distance of the applicant’s home address from the School, as measured by a straight line from the school, will be used with those pupils living nearer the School being given higher priority.

Definitions of Admissions Criteria
Please refer to page 10 for all definitions.

### Hylands Primary

- **Head Teacher:** Ms L Horgan
- **Address:** Granger Way
  Romford
  Essex
  RM1 2RU
- **DfE Number:** 311 / 2014
- **Telephone:** 01708 743704
- **Email:** office@hylands.havering.sch.uk
- **Age Range:** 4 - 11
- **School Type:** Community School
- **Published Admission Number:** 60

A Supplementary Form (SIF) is NOT required

Children with an Education Health and Care Plan are processed outside of the normal admissions arrangements.

When the demand exceeds the number of places available at the School, places are allocated by applying the following criteria in descending order of priority to applicants who have expressed any preference for the School.

1. Looked after children and children who were previously looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).
2. Exceptional social or exceptional medical grounds
3. The attendance in September 2017 at the School of a sibling;
4. The distance of the home address from the School, as measured by a straight line from the School, those pupils living nearer the school being given higher priority.

If, because of oversubscription in any of the categories 1) to 3) above, it is necessary to distinguish between applicants, the distance of the applicant’s home address from the School, as measured by a straight line from the school, will be used with those pupils living nearer the School being given higher priority.

Definitions of Admissions Criteria
Please refer to page 10 for all definitions.
The parish of our Lady of La Salette in Rainham is staffed by the Missionaries of La Salette. The first parish priest was appointed in 1938. As the parish expanded, the need for a parish school was evident and La Salette Primary School was opened and remains an integral part of the parish.

The school is conducted by the Governing Body as part of the Catholic Church in accordance with its trust deed and instruments of government. It seeks at all times to uphold the Mission Statement in which the worship of God and the teachings of Christ are the guiding principles.

Whenever there are more applications than the 30 places available in each year group, priority will always be given to Catholic applicants in accordance with the over-subscription criteria listed below. Practising Catholics will be preferred.

All applicants are requested to complete the School Supplementary Information Form (SIF) and to provide the appropriate evidence. Completion of this supplementary application form assists governors in the case of over-subscription. Applicants must also complete the Local Authority Common Application Form, stating a clear preference, and submit it to the Local Authority by the date stipulated.

Over-subscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

1. Looked after children and children who were looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order, from Catholic families and baptised Catholic looked after children.
2. Baptized children of practising Catholic families who are resident in the parish of Our Lady of La Salette, Rainham Essex.
5. Children of Catholic families.
6. Children of Catechumens, resident in the parish of Our Lady of La Salette, Rainham Essex.
7. Children of Catechumens, resident in the Deanery of Havering.
8. Other looked after children and children who were previously looked after, but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order).
10. Children of practising members of an Eastern Christian Church.
11. Children of members of an Eastern Christian Church.
12. Christian children of other denominations, whose application is supported by a minister of religion.
13. Children of other faiths, whose application is supported by their religious leader.

Where the offer of places to all the applicants in any of the categories listed above would lead to over-subscription, the following provisions will be applied:

- The attendance of a sibling (brother or sister) at the school, at the time of enrolment, will increase the priority of an application within each category.

Tie Break
Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to over-subscription, the places up to the admission number will be offered to those living nearest to the school.

Application Procedures and Timetable

The standard, Local Authority, Online Common Application Form must be completed and returned to the Local Authority in whose area you live by 15th January 2017.

The School Supplementary Information Form must be submitted, by the date stated by the Local Authority, 15th January (or the working day before if the 15th January falls on a weekend), direct to the school address. It is expected that all additional documents are submitted with the Supplementary Information Form.

Parents will be advised of the outcome of their applications on the date agreed with the Local Education Authority. Unsuccessful applicants will be given reasons related to the over-subscription criteria listed above and advised of their right of appeal to an independent appeal panel.

- The Governing Body is the Admission Authority and cannot process applications unless the Supplementary Information Form is received, at the school, by the published date.
- Applicants must also return the Common Application Form, to the Local Authority, by the published date.
Applications received after the published deadline, will be dealt with AFTER all the other applications have been determined.

Waiting Lists
In addition to their right of appeal, unsuccessful applicants will be offered the opportunity to be placed on a waiting list. Should a vacancy arise, all relevant applications on the waiting list will be considered, along with any other applications received, according to the oversubscription criteria. Waiting lists will be held for one academic year and updated during the summer term. Those wishing to remain on the waiting list must notify the school of this intention by the end of the summer term.

Pupils with a Statement of Special Educational Needs
The admission of pupils with a statement of SEN or EHCPs is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining of statements/EHCPs by the pupil’s home Local Authority. Details of this separate procedure are set out in the Special Educational Needs – Code of Practice.

Twins and multiple births
If, in the normal admission round, the last child to be offered a place is a twin, and their sibling cannot be offered a place, the governing body will ensure that both twins are offered a place. In the case of other multiple births, if the majority of children can be offered a place, the governing body will offer places to the remaining children. For example of two triplets can be offered a place, the remaining child will also receive an offer of a place.

Explanatory Notes (these notes form part of the Oversubscription criteria)
“Appropriate evidence” is
- Copy of birth certificate
- Copy of certificate of baptism, reception, membership
- Certificate of practice from a priest or reference from a minister of religion
- Statement and supporting evidence of residence (Council Tax notification, utility bill dated within the last 6 months (gas, electricity, water or landline phone)
- Evidence of exchange of contracts / rental / tenancy agreement (for families moving into the area)

(If you move address during the admissions process you must notify the school admissions team immediately of your new address, together with verification of the new address. This should be supported by evidence from a solicitor regarding the date of exchange of contracts if you are purchasing a new home or the signed tenancy agreement form the letting agent if you are renting a property. The length of the tenancy agreement from the letting agent should be sufficient to cover the date on which your child would start attending school. If you have more than one property you may be required to provide proof of the normal place of residence of your child).

“Looked After Children” Please refer to page 12 for full definition.

“Catholic” means a member of a Church in communion with the See of Rome. This includes the Eastern Catholic Churches and is normally evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church.

“practising Catholic” It is the role of a priest to determine whether applicants meet the criteria for qualification as practising Catholic families. By practising, we mean weekly attendance at Sunday mass (including those on Saturday evenings) and mass attendance on Holy Days of Obligation. It is up to the applicant to identify and approach a priest to request evidence of practise.

“parish” means the area defined as such by the diocesan authority and served by a particular church. In our case, “Our Lady of La Salette” (see website for map). If you are in any doubt about which parish you reside in, please enquire at the church or the school.

“catechumen” means one who is being initiated into the Catholic Church, taking part in a program of preparation for Baptism. This will normally be evidenced by a certificate of reception into the order of catechumens.

“Eastern Christian Church” includes Orthodox Churches and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

“Catholic families” are families where at least one parent is a baptized Catholic.

“parents” are those who have parental responsibility for the child, including carers or guardians.

“sibling” refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer’s partner where the child for whom the school place is sought is living in the same family unit, at the same address as that sibling.

“time of enrolment” is the first day of entry in the year of admission.

“Deanery of Havering” is defined by the diocesan authority and comprises the parishes of:
- St. Dominic,
- Most Holy Redeemer,
- Christ the Eternal High Priest,
- St. Edward the Confessor,
- Corpus Christi,
- St. Joseph,
- English Martyrs,
- St. Mary Mother of God,
- St. Alban
- Our Lady of La Salette.
(Diocesan Directory)
Children with an Education Health and Care Plan are processed outside of the normal admissions arrangements.

When the demand exceeds the number of places available at the School, places are allocated by applying the following criteria in descending order of priority to applicants who have expressed any preference for the School.

1. Looked after children and children who were previously looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

2. Exceptional social or exceptional medical grounds

3. The attendance in September 2017 at the School of a sibling;

4. The distance of the home address from the School, as measured by a straight line from the School, those pupils living nearer the school being given higher priority.

If, because of oversubscription in any of the categories 1) to 3) above, it is necessary to distinguish between applicants, the distance of the applicant’s home address from the School, as measured by a straight line from the school, will be used with those pupils living nearer the School being given higher priority.

Definitions of Admissions Criteria
Please refer to page 10 for all definitions.
Admissions Arrangements

Nelmes Primary

www.nelmes-havering.org.uk

Head Teacher: Mrs K Cooper
Address: Wingletye Lane
Hornchurch
Essex
RM11 3BX
DfE Number: 311 / 2086
Telephone: 01708 447676
Email: office@nelmes.havering.sch.uk
Age Range: 4 - 11
School Type: Community School
Published Admission Number: 60
A Supplementary Form (SIF) is NOT required

Children with an Education Health and Care Plan are processed outside of the normal admissions arrangements.

When the demand exceeds the number of places available at the School, places are allocated by applying the following criteria in descending order of priority to applicants who have expressed any preference for the School.

1. Looked after children and children who were previously looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

2. Exceptional social or exceptional medical grounds

3. The attendance in September 2017 at the School of a sibling;

4. The distance of the home address from the School, as measured by a straight line from the School, those pupils living nearer the school being given higher priority.

If, because of oversubscription in any of the categories 1) to 3) above, it is necessary to distinguish between applicants, the distance of the applicant’s home address from the School, as measured by a straight line from the school, will be used with those pupils living nearer the School being given higher priority.

Definitions of Admissions Criteria
Please refer to page 10 for all definitions.

Newton Primary

www.newtons.havering.sch.uk

Head Teacher: Mrs L Lowe
Address: Lowen Road
Rainham
Essex
RM13 8QR
DfE Number: 311 / 2084
Telephone: 01708 558613
Email: office@newtons.havering.sch.uk
Age Range: 4 - 11
School Type: Community School
Published Admission Number: 60
A Supplementary Form (SIF) is NOT required

Children with an Education Health and Care Plan are processed outside of the normal admissions arrangements.

When the demand exceeds the number of places available at the School, places are allocated by applying the following criteria in descending order of priority to applicants who have expressed any preference for the School.

1. Looked after children and children who were previously looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

2. Exceptional social or exceptional medical grounds

3. The attendance in September 2017 at the School of a sibling;

4. The distance of the home address from the School, as measured by a straight line from the School, those pupils living nearer the school being given higher priority.

If, because of oversubscription in any of the categories 1) to 3) above, it is necessary to distinguish between applicants, the distance of the applicant’s home address from the School, as measured by a straight line from the school, will be used with those pupils living nearer the School being given higher priority.

Definitions of Admissions Criteria
Please refer to page 10 for all definitions.
Children with an Education Health and Care Plan are processed outside of the normal admissions arrangements.

When the demand exceeds the number of places available at the School, places are allocated by applying the following criteria in descending order of priority to applicants who have expressed any preference for the School.

1. Looked after children and children who were previously looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).
2. Exceptional social or exceptional medical grounds
3. The attendance in September 2017 at the School of a sibling;
4. The distance of the home address from the School, as measured by a straight line from the School, those pupils living nearer the school being given higher priority.

If, because of oversubscription in any of the categories 1) to 3) above, it is necessary to distinguish between applicants, the distance of the applicant’s home address from the School, as measured by a straight line from the school, will be used with those pupils living nearer the School being given higher priority.

Definitions of Admissions Criteria
Please refer to page 10 for all definitions.
Children with an Education Health and Care Plan are processed outside of the normal admissions arrangements.

When the demand exceeds the number of places available at the School, places are allocated by applying the following criteria in descending order of priority to applicants who have expressed any preference for the School.

1. Looked after children and children who were previously looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

2. Exceptional social or exceptional medical grounds

3. The attendance in September 2017 at the School of a sibling;

4. The distance of the home address from the School, as measured by a straight line from the School, those pupils living nearer the school being given higher priority.

If, because of oversubscription in any of the categories 1) to 3) above, it is necessary to distinguish between applicants, the distance of the applicant’s home address from the School, as measured by a straight line from the school, will be used with those pupils living nearer the School being given higher priority.

Definitions of Admissions Criteria
Please refer to page 10 for all definitions.
Admissions Arrangements

Rise Park Infant
www.riseparkinfants.co.uk

Head Teacher: Mrs C Fox
Address: Annan Way
Rise Park
Essex
RM1 4UD
DfE Number: 311 / 2060
Telephone: 01708 749135
Email: office@riseparkinf.org.uk
Age Range: 4 - 7
School Type: Academy Sponsor Led
Published Admission Number: 90
A Supplementary Form (SIF) is NOT required

Children with an Education Health and Care Plan are processed outside of the normal admissions arrangements.

When the demand exceeds the number of places available at the School, places are allocated by applying the following criteria in descending order of priority to applicants who have expressed any preference for the School.

1. Looked after children and children who were previously looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).
2. Exceptional social or exceptional medical grounds
3. The attendance in September 2017 at the School of a sibling;
4. The distance of the home address from the School, as measured by a straight line from the School, those pupils living nearer the school being given higher priority.

If, because of oversubscription in any of the categories 1) to 3) above, it is necessary to distinguish between applicants, the distance of the applicant’s home address from the School, as measured by a straight line from the school, will be used with those pupils living nearer the School being given higher priority.

Definitions of Admissions Criteria
Please refer to page 10 for all definitions.

Scargill Infant
www.scargillinf.org.uk

Head Teacher: Mrs K Keeper
Address: Mungo Park Road
Rainham
Essex
RM13 7PL
DfE Number: 311 / 2023
Telephone: 01708 555707
Email: office@scargill-inf.havering.sch.uk
Age Range: 4 - 7
School Type: Community School
Published Admission Number: 90
A Supplementary Form (SIF) is NOT required

Children with an Education Health and Care Plan are processed outside of the normal admissions arrangements.

When the demand exceeds the number of places available at the School, places are allocated by applying the following criteria in descending order of priority to applicants who have expressed any preference for the School.

1. Looked after children and children who were previously looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).
2. Exceptional social or exceptional medical grounds
3. The attendance in September 2017 at the School of a sibling;
4. The distance of the home address from the School, as measured by a straight line from the School, those pupils living nearer the school being given higher priority.

If, because of oversubscription in any of the categories 1) to 3) above, it is necessary to distinguish between applicants, the distance of the applicant’s home address from the School, as measured by a straight line from the school, will be used with those pupils living nearer the School being given higher priority.

Definitions of Admissions Criteria
Please refer to page 10 for all definitions.
Admissions Arrangements

Scotts Primary
www.scotts.havering.sch.uk

Head Teacher:  Mrs J Taylor
Address:  Bonington Road
Hornchurch
Essex
RM12 6TH
DfE Number:  311 / 2080
Telephone:  01708 457019
Email:  office@scotts.havering.sch.uk
Age Range:  4 - 11
School Type:  Community School
Published Admission Number:  60
A Supplementary Form (SIF) is NOT required

Squirrels Heath Infant
www.squirrelsheath.com

Head Teacher:  Mrs J White
Address:  Salisbury Road
Romford
Essex
RM2 5TP
DfE Number:  311 / 2062
Telephone:  01708 446476
Email:  admin@shi.havering.sch.uk
Age Range:  4 - 7
School Type:  Community School
Published Admission Number:  90
A Supplementary Form (SIF) is NOT required

Children with an Education Health and Care Plan are processed outside of the normal admissions arrangements.

When the demand exceeds the number of places available at the School, places are allocated by applying the following criteria in descending order of priority to applicants who have expressed any preference for the School.

1. Looked after children and children who were previously looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).
2. Exceptional social or exceptional medical grounds
3. The attendance in September 2017 at the School of a sibling;
4. The distance of the home address from the School, as measured by a straight line from the School, those pupils living nearer the school being given higher priority.

If, because of oversubscription in any of the categories 1) to 3) above, it is necessary to distinguish between applicants, the distance of the applicant’s home address from the School, as measured by a straight line from the school, will be used with those pupils living nearer the School being given higher priority.

Definitions of Admissions Criteria
Please refer to page 10 for all definitions.
Admissions Arrangements
St. Alban’s Catholic Primary
www.st-albans.havering.sch.uk

Head Teacher: Mrs L Schaberg
Address: Heron Flight Avenue
Hornchurch
Essex
RM12 5LN
DfE Number: 311 / 3508
Telephone: 01708 555644
Email: contact@st-albans.havering.sch.uk
Age Range: 4 - 11
School Type: Voluntary Aided
Published Admission Number: 30
A Supplementary Form (SIF) is required

The school is conducted by its Governing Body, as part of the Catholic Church, in accordance with its trust deed and instruments of government. It seeks at all times to uphold the Mission Statement in which the worship of God and the teachings of Christ are the guiding principles.

The Governing body has responsibility for admissions to this school. All applications will be considered.

Whenever there are more applications than the 30 places available in each year group, priority will always be given to Catholic applicants in accordance with the over subscription criteria listed below. Practising Catholics will be preferred. All applicants are requested to complete the School Supplementary Information Form and to provide the appropriate evidence. Completion of this supplementary application form assists governors in the case of over subscription. Applicants must also complete the Local Authority Online Common Application Form, stating a clear preference, and submit it to the Local Authority by the date stipulated.

Over-subscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

1. Looked after children and children who were looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order, from Catholic families and baptised Catholic looked after children.
2. Baptized children of practising Catholic families who are resident in the parish of St. Alban’s or English Martyrs.
5. Children of Catholic families.
6. Children of Catechumens, resident in the parish of St. Alban’s or English Martyrs.
7. Children of Catechumens, resident in the Deanery of Havering.
8. Other looked after children and children who were previously looked after, but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order).
10. Children of practising members of an Eastern Christian Church.
11. Children of members of an Eastern Christian Church.
12. Christian children of other denominations, whose application is supported by a minister of religion.
13. Children of other faiths, whose application is supported by their religious leader.

Where the offer of places to all the applicants in any of the categories listed above would lead to over subscription, the following provisions will be applied:

- The attendance of a sibling (brother or sister) at the school, at the time of enrolment, will increase the priority of an application within each category.

Tie Break
Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to over subscription, the places up to the admission number will be offered to those living nearest to the school.

Application Procedures and Timetable
The standard, Local Authority, Online Common Application Form must be completed and returned to the Local Authority in whose area you live by 15th January 2017

The School Supplementary Information Form must be submitted, by the date stated by the Local Authority, 15th January (or the working day before if the 15th January falls on a weekend), direct to the school address. It is expected that all additional documents are submitted with the Supplementary Information Form.

Parents will be advised of the outcome of their applications on the date agreed with the Local Education Authority. Unsuccessful applicants will be given reasons related to the over-subscription criteria listed above and advised of their right of appeal to an independent appeal panel.

- The Governing Body is the Admission Authority and cannot process applications unless the Supplementary Information Form is received, at the school, by the published date.
- Applicants must also return the Common Application Form, to the Local Authority, by the published date.
- Applications received after the published deadline, will be dealt with AFTER all the other applications have been determined.
Admissions Arrangements  
St. Alban’s Catholic Primary  
www.st-albans.havering.sch.uk

Waiting Lists  
In addition to their right of appeal, unsuccessful applicants will be offered the opportunity to be placed on a waiting list. Should a vacancy arise, all relevant applications on the waiting list will be considered, along with any other applications received, according to the oversubscription criteria. Waiting lists will be held for one academic year and updated during the summer term. Those wishing to remain on the waiting list must notify the school of this intention by the end of the summer term.

Pupils with a Statement of Special Educational Needs  
The admission of pupils with a statement of SEN or EHCPs is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining of statements/EHCPs by the pupil’s home Local Authority. Details of this separate procedure are set out in the Special Educational Needs – Code of Practice.

Twins and multiple births  
If, in the normal admission round, the last child to be offered a place is a twin, and their sibling cannot be offered a place, the governing body will ensure that both twins are offered a place. In the case of other multiple births, if the majority of children can be offered a place, the governing body will offer places to the remaining children. For example of two triplets can be offered a place, the remaining child will also receive an offer of a place.

Explanatory Notes (these notes form part of the Oversubscription criteria)  
“Appropriate evidence” is

- Copy of birth certificate
- Copy of certificate of baptism, reception, membership
- Certificate of practice from a priest or reference from a minister of religion
- Statement and supporting evidence of residence (Council Tax notification, utility bill dated within the last 6 months (gas, electricity, water or landline phone)
- Evidence of exchange of contracts / rental / tenancy agreement (for families moving into the area)

(If you move address during the admissions process you must notify the school admissions team immediately of your new address, together with verification of the new address. This should be supported by evidence from a solicitor regarding the date of exchange of contracts if you are purchasing a new home or the signed tenancy agreement form the letting agent if you are renting a property. The length of the tenancy agreement form the letting agent should be sufficient to cover the date on which your child would start attending school. If you have more than one property you may be required to provide proof of the normal place of residence of your child).

Looked After Children” Please refer to page 12 for full definition.

“Catholic” means a member of a Church in communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism from the Catholic Church, taking part in a program of preparation for Baptism. This will normally be evidenced by a certificate of reception into the order of catechumens.

“practising Catholic” It is the role of a priest to determine whether applicants meet the criteria for qualification as practising Catholic families. By practising, we mean weekly attendance at Sunday mass (including those on Saturday evenings) and mass attendance on Holy Days of Obligation. It is up to the applicant to identify and approach a priest to request evidence of practise.

“parish” means the area defined as such by the diocesan authority and served by a particular church. In our case, “St Albans” & English Martyrs (see website for map). If you are in any doubt about which parish you reside in, please enquire at the church or the school.

“catechumen” means one who is being initiated into the Catholic Church, taking part in a program of preparation for Baptism. This will normally be evidenced by a certificate of reception into the order of catechumens.

“Eastern Christian Church” includes Orthodox Churches and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

“Catholic families” are families where at least one parent is a baptized Catholic.

“parents” are those who have parental responsibility for the child, including carers or guardians.

“sibling” refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer’s partner where the child for whom the school place is sought is living in the same family unit, at the same address as that sibling.

“time of enrolment” is the first day of entry in the year of admission.

“Deanery of Havering” is defined by the diocesan authority and comprises the parishes of:
- St. Dominic,
- Most Holy Redeemer,
- Christ the Eternal High Priest,
- St. Edward the Confessor,
- Corpus Christi,
- St. Joseph,
- English Martyrs,
- St. Mary Mother of God,
- St. Alban
- Our Lady of La Salette.

(Diocesan Directory)
In order that the Governors can rank applicants against the Schools Admissions Criteria, all applicants should complete a Supplementary Information Form (SIF), which is available from the school, as well as the Local Authorities Common Application Form (CAF).

The Governors will consider all applications. If the school is oversubscribed places will be allocated according to the following criteria in descending order of priority. Places will be offered to applicants involved in the worship and work of churches which are members of Churches Together in England and/or Free Churches Group. (see attached list.)

1. Looked after children and previously Looked After children irrespective of faith, as defined by the Local Authority.
2. Exceptional social or exceptional medical grounds
3. Those families at the heart of the church, where the child and/or the parent(s) or guardian(s) attend church once a week or more frequently, and have done so for a period of two years or more.
4. Those families committed to the church, where the child and/or the parent(s) or guardian(s) attend church once a fortnight, and have done so for a period of two years or more.
5. Those families attached to the church, where the child and/or the parent(s) or guardian(s) attend church once a month, and have done so for a period of two years or more.
6. Those families known to the church, where the child and/or the parent(s) and/or guardian(s) attend church less frequently than once a month.
7. All others wishing to attend the school.

If the number of applications meeting any of these criteria exceeds the number of places available, the following tie-breakers will be applied in descending order of priority:

a. Siblings of children attending the school on the date when the child is enrolled; in line with the Local Authority definitions.

b. The attendance at an Anglican church (except criteria 7). If the number of applicants meeting the requirement of any of these tie-breakers exceeds the number of places remaining to be allocated, the final places will be awarded to those families who live closest to St Edward’s Church of England Primary School as measured by a straight line from home to school according to the Local Authorities measuring system and definitions.

For definitions of the above admissions arrangements please see page 10.
Admissions Arrangements
St. Joseph’s Catholic Primary

www.st-josephs-upminster.net

7. Children of Catechumens, resident in the Deanery of Havering.
8. Other looked after children and children who were previously looked after, but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order).
10. Children of practising members of an Eastern Christian Church.
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12. Christian children of other denominations, whose application is supported by a minister of religion.
13. Children of other faiths, whose application is supported by their religious leader.

Where the offer of places to all the applicants in any of the categories listed above would lead to over-subscription, the following provisions will be applied:

- The attendance of a sibling (brother or sister) at the school, at the time of enrolment, will increase the priority of an application within each category.

Tie Break
Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to over-subscription, the places up to the admission number will be offered to those living nearest to the school.

Application Procedures and Timetable
The standard, Local Authority, Online Common Application Form must be completed and returned to the Local Authority in whose area you live by 15th January 2017.

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In addition to their right of appeal, unsuccessful applicants will be offered the opportunity to be placed on a waiting list. Should a vacancy arise, all relevant applications on the waiting list will be considered, along with any other applications received, according to the oversubscription criteria. Waiting lists will be held for one academic year and updated during the summer term. Those wishing to remain on the waiting list must notify the school of this intention by the end of the summer term.

Pupils with a Statement of Special Educational Needs
The admission of pupils with a statement of SEN or EHCPs is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining of statements/EHCPs by the pupil’s home Local Authority. Details of this separate procedure are set out in the Special Educational Needs – Code of Practice.

Twins and multiple births
If, in the normal admission round, the last child to be offered a place is a twin, and their sibling cannot be offered a place, the governing body will ensure that both twins are offered a place. In the case of other multiple births, if the majority of children can be offered a place, the governing body will offer places to the remaining children. For example of two triplets can be offered a place, the remaining child will also receive an offer of a place.

Explanatory Notes (these notes form part of the Oversubscription criteria)
“Appropriate evidence” is
- Copy of birth certificate
- Copy of certificate of baptism, reception, membership
- Certificate of practice from a priest or reference from a minister of religion
- Statement and supporting evidence of residence (Council Tax notification, utility bill dated within the last 6 months (gas, electricity, water or landline phone)
- Evidence of exchange of contracts / rental / tenancy agreement (for families moving into the area)

(If you move address during the admissions process you must notify the school admissions team immediately of your new address, together with verification of the new address. This should be supported by evidence from a solicitor regarding the date of exchange of contracts if you are purchasing a new home or the signed tenancy agreement form the letting agent if you are renting a property. The length of the tenancy agreement from the letting agent should be sufficient to cover the date on which your child would start attending school. If you have more than one property you may be required to provide proof of the normal place of residence of your child).

Looked After Children
“Looked After Children” Please refer to page 12 for full definition.

“Catholic” means a member of a Church in communion with the See of Rome. This includes the Eastern Catholic Churches and is normally evidenced by a certificate of baptism with the See of Rome. This includes the Eastern Catholic Churches and is normally evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church.

“practising Catholic” It is the role of a priest to determine whether applicants meet the criteria for qualification as practising Catholic families. By practising, we mean weekly attendance at Sunday mass (including those on Saturday evenings) and mass attendance on Holy Days of Obligation. It is up to the applicant to identify and approach a priest to request evidence of practise.

“parish” means the area defined as such by the diocesan authority and served by a particular church. In our case, “St Josephs” & English Martyrs (see website for map). If you are in any doubt about which parish you reside in, please enquire at the church or the school.

“catechumen” means one who is being initiated into the Catholic Church, taking part in a program of preparation for Baptism. This will normally be evidenced by a certificate of reception into the order of catechumens.

“Eastern Christian Church” includes Orthodox Churches and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

“Catholic families” are families where at least one parent is a baptized Catholic.

“parents” are those who have parental responsibility for the child, including carers or guardians.

“sibling” refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer’s partner where the child for whom the school place is sought is living in the same family unit, at the same address as that sibling.

“time of enrolment” is the first day of entry in the year of admission.

“Deanery of Havering” is defined by the diocesan authority and comprises the parishes of: St. Dominic, Most Holy Redeemer, Christ the Eternal High Priest, St. Edward the Confessor, Corpus Christi, St. Joseph, English Martyrs, St. Mary Mother of God, St. Alban Our Lady of La Salette. (Diocesan Directory)
Over-subscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

1. Looked after children and children who were looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order, from Catholic families and baptised Catholic looked after children.
2. Baptized children of practising Catholic families who are resident in the parish of St. Mary’s Mother of God.
5. Children of Catholic families.
6. Children of Catechumens, resident in the parish of St. Mary’s Mother of God.
7. Children of Catechumens, resident in the Deanery of Havering.
8. Other looked after children and children who were previously looked after, but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order).
10. Children of practising members of an Eastern Christian Church.
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Where the offer of places to all the applicants in any of the categories listed above would lead to over-subscription, the following provisions will be applied:

- The attendance of a sibling (brother or sister) at the school, at the time of enrolment, will increase the priority of an application within each category.

**Tie Break**

Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to over-subscription, the places up to the admission number will be offered to those living nearest to the school.

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The standard, Local Authority, Online Common Application Form must be completed and returned to the Local Authority in whose area you live by **15th January 2017**

The School Supplementary Information Form must be submitted, by the date stated by the Local Authority, 15th January (or the working day before if the 15th January falls on a weekend), direct to the school address. It is expected that all additional documents are submitted with the Supplementary Information Form.

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Admissions Arrangements
St. Mary’s Catholic Primary
www.stmarysva.net

Waiting Lists
In addition to their right of appeal, unsuccessful applicants will be offered the opportunity to be placed on a waiting list. Should a vacancy arise, all relevant applications on the waiting list will be considered, along with any other applications received, according to the oversubscription criteria. Waiting lists will be held for one academic year and updated during the summer term. Those wishing to remain on the waiting list must notify the school of this intention by the end of the summer term.

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- St. Edward the Confessor,
- Corpus Christi,
- St. Joseph,
- English Martyrs,
- St. Mary Mother of God,
- St. Alban
Our Lady of La Salette.
(Diocesan Directory)
Admissions Arrangements
St. Patrick’s Catholic Primary

www.saint-patrick's.org.uk

7. Children of Catechumens, resident in the Deanery of Havering.
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Admissions Arrangements
St. Patrick’s Catholic Primary

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- English Martyrs,
- St. Mary Mother of God,
- St. Alban
- Our Lady of La Salette.
(Diocesan Directory)
Admissions Arrangements
St. Peter’s Catholic Primary
www.st-peters.havering.sch.uk

Head Teacher: Mrs J Waterfield
Address: Dorset Avenue
Romford
Essex
RM1 4JA
DfE Number: 311 / 3507
Telephone: 01708 745506
Email: office@st-peters.havering.sch.uk
Age Range: 4 - 11
School Type: Voluntary Aided
Published Admission Number: 30
A Supplementary Form (SIF) is required

The school is conducted by its governing body, as part of the Catholic Church, in accordance with the trust deed and instrument of government and seeks at all times to be a witness to Jesus Christ. The governing body, accepting its role in the church’s mission to the poor and vulnerable, will do all it can to meet the needs of those most in need.

The Governing body has responsibility for admissions to this school. All applications will be considered.

Whenever there are more applications than the 60 places available in each year group, priority will always be given to Catholic applicants in accordance with the over subscription criteria listed below. Practising Catholics will be preferred. All applicants are requested to complete the School Supplementary Information Form and to provide the appropriate evidence. Completion of this supplementary application form assists governors in the case of over subscription. Applicants must also complete the Local Authority Online Common Application Form, stating a clear preference, and submit to the Local Authority by the date stipulated.

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2. Baptist children of practising Catholic families who are resident in the parish of St. Edward the Confessor.
5. Children of Catholic families.
6. Children of Catechumens, resident in the parish of St. Edward the Confessor.
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Admissions Arrangements
St. Peter’s Catholic Primary

www.st-peters.havering.sch.uk

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(Diocesan Directory)
The school is conducted by its Governing Body, as part of the Catholic Church, in accordance with its trust deed and instruments of government. It seeks at all times to uphold the Mission Statement in which the worship of God and the teachings of Christ are the guiding principles.

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Admissions Arrangements
St. Ursula’s Catholic Infant
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Explanatory Notes (these notes form part of the Obersubscription criteria)
“Appropriate evidence” is
- Copy of birth certificate
- Copy of certificate of baptism, reception, membership
- Certificate of practice from a priest or reference from a minister of religion
- Statement and supporting evidence of residence (Council Tax notification, utility bill dated within the last 6 months (gas, electricity, water or landline phone)
- Evidence of exchange of contracts / rental / tenancy agreement (for families moving into the area)

(If you move address during the admissions process you must notify the school admissions team immediately of your new address, together with verification of the new address. This should be supported by evidence from a solicitor regarding the date of exchange of contracts if you are purchasing a new home or the signed tenancy agreement form the letting agent if you are renting a property. The length of the tenancy agreement from the letting agent should be sufficient to cover the date on which your child would start attending school. If you have more than one property you may be required to provide proof of the normal place of residence of your child).

Looked After Children” Please refer to page 12 for full definition.

“Catholic” means a member of a Church in communion with the See of Rome. This includes the Eastern Catholic Churches and is normally evidenced by a certificate of baptism with the See of Rome. This includes the Eastern Catholic Church or a certificate of reception into the full communion of the Catholic Church.

“practising Catholic” It is the role of a priest to determine whether applicants meet the criteria for qualification as practising Catholic families. By practising, we mean weekly attendance at Sunday mass (including those on Saturday evenings) and mass attendance on Holy Days of Obligation. It is up to the applicant to identify and approach a priest to request evidence of practise.

“parish” means the area defined as such by the diocesan authority and served by a particular church. In our case, St Dominic, Most Holy Redeemer and Christ the Eternal High Priest (see website for map). If you are in any doubt about which parish you reside in, please enquire at the church or the school.

“catechumen” means one who is being initiated into the Catholic Church, taking part in a program of preparation for Baptism. This will normally be evidenced by a certificate of reception into the order of catechumens.

“Eastern Christian Church” includes Orthodox Churches and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

“Catholic families” are families where at least one parent is a baptized Catholic.

“parents” are those who have parental responsibility for the child, including carers or guardians.

“sibling” refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer’s partner where the child for whom the school place is sought is living in the same family unit, at the same address as that sibling.

“time of enrolment” is the first day of entry in the year of admission.

“Deanery of Havering” is defined by the diocesan authority and comprises the parishes of:
St. Dominic,
Most Holy Redeemer,
Christ the Eternal High Priest,
St. Edward the Confessor,
Corpus Christi,
St. Joseph,
English Martyrs,
St. Mary Mother of God,
St. Alban
Our Lady of La Salette.
(Diocesan Directory)
Admissions Arrangements

Suttons Primary

www.suttonsprimary.co.uk

The James Oglethorpe Primary

www.jamesoglethorpe.havering.sch.uk

Head Teacher: Mr D Unwin-Bailey
Address: Suttons Lane
Hornchurch
Essex
RM12 6RP
DfE Number: 311 / 2024
Telephone: 01708 443393
Email: admin@suttons.havering.sch.uk
Age Range: 4 - 11
School Type: Community School
Published Admission Number: 60
A Supplementary Form (SIF) is NOT required

Children with an Education Health and Care Plan are processed outside of the normal admissions arrangements.

When the demand exceeds the number of places available at the School, places are allocated by applying the following criteria in descending order of priority to applicants who have expressed any preference for the School.

1. Looked after children and children who were previously looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).
2. Exceptional social or exceptional medical grounds
3. The attendance in September 2017 at the School of a sibling;
4. The distance of the home address from the School, as measured by a straight line from the School, those pupils living nearer the school being given higher priority.

If, because of oversubscription in any of the categories 1) to 3) above, it is necessary to distinguish between applicants, the distance of the applicant’s home address from the School, as measured by a straight line from the school, will be used with those pupils living nearer the School being given higher priority.

Definitions of Admissions Criteria
Please refer to page 10 for all definitions.

Head Teacher: Mrs D Rowles
Address: Ashvale Gardens
Upminster
Essex
RM14 3NB
DfE Number: 311 / 2003
Telephone: 01708 225202
Email: office@jamesoglethorpe.havering.sch.uk
Age Range: 4 - 11
School Type: Community School
Published Admission Number: 60
A Supplementary Form (SIF) is NOT required

Children with an Education Health and Care Plan are processed outside of the normal admissions arrangements.

When the demand exceeds the number of places available at the School, places are allocated by applying the following criteria in descending order of priority to applicants who have expressed any preference for the School.

1. Looked after children and children who were previously looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).
2. Exceptional social or exceptional medical grounds
3. The attendance in September 2017 at the School of a sibling;
4. The distance of the home address from the School, as measured by a straight line from the School, those pupils living nearer the school being given higher priority.

If, because of oversubscription in any of the categories 1) to 3) above, it is necessary to distinguish between applicants, the distance of the applicant’s home address from the School, as measured by a straight line from the school, will be used with those pupils living nearer the School being given higher priority.

Definitions of Admissions Criteria
Please refer to page 10 for all definitions.
Admissions Arrangements
The Mawney Foundation Primary
www.mawney.havering.sch.uk

Head Teacher:  Mr C Brown
Address:  Mawney Road
            Romford
            Essex
            RM7 7HR
DfE Number:  311 / 2092
Telephone:  01708 741612
Email:  office@mawney.havering.sch.uk
Age Range:  4 - 11
School Type:  Foundation School
Published Admission Number:  60
A Supplementary Form (SIF) is NOT required

The Mawney Foundation School has a Published Admission Number (PAN) of 60.

You must make an application to the Local Authority for your child to attend The Mawney Foundation School.

Admission to our school is not dependent on any ability test or voluntary financial contribution.

Ethos:

The ethos of The Mawney Foundation School is based on mutual trust and respect where the views of others are listened to and valued. We regard good behaviour, good manners and respect for others, sharing and caring for each other as important attributes and expect our children to try their best in all that they undertake.

Admissions criteria:

Children with an Education Health and Care Plan are processed outside of the normal admissions arrangements.

If there are more applications than there are places available at The Mawney Foundation School, we will use the following criteria, in priority order, for deciding which applications to accept

1. Looked After Children and Children who were Previously Looked After, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).


3. The distance of the home address from the School, as measured by the Local Authority using a straight line distance from the School to the home address, those pupils living nearer the School being given higher priority.

If, because of oversubscription in criteria 1. or 2. above, it is necessary to distinguish between applicants, the distance of the applicant's home address from the School, as measured by a straight line from the School, will be used with those pupils living nearer the School being given higher priority.

Definitions of Admissions Criteria
Please refer to page 10 for all definitions

Appeals

If you are not offered a place at The Mawney Foundation School you have the right to appeal to an Independent Appeal Panel and you should contact the School for the relevant papers.

Waiting Lists

The Local Authority will automatically place children on a waiting list for higher preferred Schools for the first term of the School year.
Admissions Arrangements
The RJ Mitchell Primary

Head Teacher: Mr B Read
Address: Tangmere Crescent
Hornchurch
Essex
RM12 5PP
DfE Number: 311 / 2093
Telephone: 01708 551684
Email: office@rjmitchell.havering.sch.uk
Age Range: 4 - 11
School Type: Community School
Published Admission Number: 60
A Supplementary Form (SIF) is NOT required

Children with an Education Health and Care Plan are processed outside of the normal admissions arrangements.

When the demand exceeds the number of places available at the School, places are allocated by applying the following criteria in descending order of priority to applicants who have expressed any preference for the School.

1. Looked after children and children who were previously looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

2. Exceptional social or exceptional medical grounds

3. The attendance in September 2017 at the School of a sibling;

4. The distance of the home address from the School, as measured by a straight line from the School, those pupils living nearer the school being given higher priority.

If, because of oversubscription in any of the categories 1) to 3) above, it is necessary to distinguish between applicants, the distance of the applicant’s home address from the School, as measured by a straight line from the school, will be used with those pupils living nearer the School being given higher priority.

Definitions of Admissions Criteria
Please refer to page 10 for all definitions.

Towers Infant

Head Teacher: Mrs J Lobley
Address: Osborne Road
Hornchurch
Essex
RM11 1HP
DfE Number: 311 / 2070
Telephone: 01708 447407
Email: office@towersinfant.co.uk
Age Range: 4 - 7
School Type: Community School
Published Admission Number: 90
A Supplementary Form (SIF) is NOT required

Children with an Education Health and Care Plan are processed outside of the normal admissions arrangements.

When the demand exceeds the number of places available at the School, places are allocated by applying the following criteria in descending order of priority to applicants who have expressed any preference for the School.

1. Looked after children and children who were previously looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

2. Exceptional social or exceptional medical grounds

3. The attendance in September 2017 at the School of a sibling;

4. The distance of the home address from the School, as measured by a straight line from the School, those pupils living nearer the school being given higher priority.

If, because of oversubscription in any of the categories 1) to 3) above, it is necessary to distinguish between applicants, the distance of the applicant’s home address from the School, as measured by a straight line from the school, will be used with those pupils living nearer the School being given higher priority.

Definitions of Admissions Criteria
Please refer to page 10 for all definitions.
4. The distance of the home address from the school, as measured by the Local Authority using a straight line distance from the centre of the school quadrant to the home address, those pupils living nearer the school being given higher priority.

If, because of over-subscription in criteria 1. to 4. above, it is necessary to distinguish between applicants, the distance of the applicant’s home address from the school, as measured by a straight line from the school, will be used with those pupils living nearer the school being given higher priority.

Definitions of Admissions Criteria
Please refer to page 10 for all definitions

Definition of Children of Staff
Children of staff (full time, part time and both teaching and non-teaching) who have been employed as a member of staff by the Trust for two or more years at the time at which the application of admission to the school is made, and /or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

Post-Offer
Once places have been offered, the parents/carers will be invited to a New Intake Meeting and will be asked to bring with them,

a. a short form birth certificate;

a. any original document from any U.K. Government Department e.g., a child benefit letter, or from the National Health Service (N.H.S) e.g., an N.H.S. Registration Card, which verifies the address given on the application form.

If for any reason the parent/carer is unable to attend, the documents must be brought to the school office prior to the child starting at the school. The school reserves the right to investigate, so far as it considers necessary, the information provided in support of a home address.
Admissions Arrangements

Whybridge Infant
www.whybridge.co.uk

<table>
<thead>
<tr>
<th>Head Teacher:</th>
<th>Mr I Bakmann-Madsen</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>Ford Lane</td>
</tr>
<tr>
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<td>RM13 7AR</td>
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<td>01708 551712</td>
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<td>Email:</td>
<td><a href="mailto:office@whybridge-inf.havering.sch.uk">office@whybridge-inf.havering.sch.uk</a></td>
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A Supplementary Form (SIF) is NOT required

Children with an Education Health and Care Plan are processed outside of the normal admissions arrangements.

When the demand exceeds the number of places available at the School, places are allocated by applying the following criteria in descending order of priority to applicants who have expressed any preference for the School.

1. Looked after children and children who were previously looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

2. Exceptional social or exceptional medical grounds

3. The attendance in September 2017 at the School of a sibling;

4. The distance of the home address from the School, as measured by a straight line from the School, those pupils living nearer the school being given higher priority.

If, because of oversubscription in any of the categories 1) to 3) above, it is necessary to distinguish between applicants, the distance of the applicant’s home address from the School, as measured by a straight line from the school, will be used with those pupils living nearer the School being given higher priority.

Definitions of Admissions Criteria
Please refer to page 10 for all definitions.

Wykeham Primary
www.wykeham.havering.sch.uk

<table>
<thead>
<tr>
<th>Head Teacher:</th>
<th>Ms U Connolly</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
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</tr>
<tr>
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<tr>
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<tr>
<td>Telephone:</td>
<td>01708 448187</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:office@wykeham.havering.sch.uk">office@wykeham.havering.sch.uk</a></td>
</tr>
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<td>School Type:</td>
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A Supplementary Form (SIF) is NOT required

Children with an Education Health and Care Plan are processed outside of the normal admissions arrangements.

When the demand exceeds the number of places available at the School, places are allocated by applying the following criteria in descending order of priority to applicants who have expressed any preference for the School.

1. Looked after children and children who were previously looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

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3. The attendance in September 2017 at the School of a sibling;

4. The distance of the home address from the School, as measured by a straight line from the School, those pupils living nearer the school being given higher priority.

If, because of oversubscription in any of the categories 1) to 3) above, it is necessary to distinguish between applicants, the distance of the applicant’s home address from the School, as measured by a straight line from the school, will be used with those pupils living nearer the School being given higher priority.

Definitions of Admissions Criteria
Please refer to page 10 for all definitions.
Specialist units and Early Education

Children admitted to the Hacton Hearing Impairment Unit

Children are mainly taught in mainstream classes with support. The school’s admission number ensures that class sizes can still be kept to no more than 30 in the infant phase and also in the junior phase in most cases.

Early Education and Childcare Places

Early education and childcare places offer up to 570 hours of early learning and childcare for eligible two, three and four year olds. The early education and childcare can be taken during term time or stretched over up to 52 weeks of the year and is available in School nursery classes and also Private Voluntary and Independent (PVI) settings including Childminders, Preschools, Independent Schools and Day Nurseries.

All school nursery classes and PVI providers follow the early years curriculum known as the Early Years Foundation Stage.

Following confirmation of eligibility, two year olds from the term after their second birthday and all three year olds from the term after their third birthday can claim their early education and childcare places directly from their early years setting or school nursery. All four year olds are entitled to early education and childcare places.

Applications for Two Year Old Funding

Parents may be eligible for early education and childcare places for their two year old if they meet the statutory eligibility. For further details about the entitlement and to complete an online application please go to www.havering.gov.uk/earlyyears.

Admission to School Nursery classes

A number of community schools, two voluntary aided denominational faith schools and two Academy schools have nursery classes. Some schools with nursery classes can take children from age two or two and a half. Parents of eligible two year olds may therefore be offered between four and six terms of early education and childcare in the school nursery.

<table>
<thead>
<tr>
<th>Broadford Primary</th>
<th>Brookside Infant*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clockhouse Primary*</td>
<td>Crowlands Primary*</td>
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<td>Crownfield Infant*</td>
<td>Hacton Primary</td>
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<td>Hilldene Primary</td>
<td>Hylands Primary</td>
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<tr>
<td>Mead Primary</td>
<td>Newtons Primary</td>
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<tr>
<td>Parklands Infant*</td>
<td>Oasis Academy: Pinewood Primary</td>
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<td>Pyrgo Priory Primary</td>
<td>Rainham Village Primary</td>
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<tr>
<td>St Edward’s CE Primary *</td>
<td>St Ursula’s RC Infant School</td>
</tr>
<tr>
<td>Suttons Primary *</td>
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</tr>
</tbody>
</table>

*School nurseries that can take 2 year olds or rising 3’s

For further information about school nursery admissions arrangements, please contact the school concerned directly.

Admission to Private, Voluntary and Independent (PVI) settings

More than 150 PVI providers offer flexible early education and childcare places in the borough.

For details about early education and childcare places at Childminders, Preschools, Day Nurseries and Independent schools please visit our website www.havering.gov.uk/earlyyears or contact Admissions Early Years on 01708 433954.

Applications for a Reception class

If your child is born between 1 September 2012 & 31 August 2013 and attends a school nursery class or PVI setting you must apply for him/her to start school in September 2017 online via www.havering.gov.uk/eadmissions. (please refer to page 5 for information on how to apply).

Attendance at a school nursery class or at an early years provider on school grounds does not mean an automatic transfer to the reception class of the school.
Special Educational Needs

A small number of pupils find it much harder to learn and make progress than other children of the same age and may need extra help in school. Other children may have physical disabilities or sensory difficulties and may require some adaptations in school and/or additional support.

The Parents in Partnership Service (PiPs) can give impartial advice and information to parent/carers of pupils with special educational needs. They can be contacted on 01708 433885 or email: pips@havering.gov.uk

Most pupils’ special educational needs can be met in mainstream school with the school providing additional support or resources to meet the pupils’ needs. In some cases, the school will ask for additional advice from outside professionals such as the Education Psychologists or Advisory Teachers. Schools can refer pupils directly to the speech and language therapy service or occupational therapy service for assessment.

In a very few cases, it may be felt that a child may have severe or complex needs that require a careful assessment. These pupils may require a range of interventions and help well over and above that which can be expected of schools. If it is agreed that a full assessment would be beneficial in outlining the child’s needs and the best way to meet these needs, then a statutory assessment can be carried out. This is a formal assessment which is governed by the Children and Families Act 2014. In addition, there is a Code of Practice giving practical guidance to Local Authorities and to the Governing Bodies of all maintained schools on their responsibilities towards children with special educational needs. The child’s parents are closely involved in every stage of the procedure.

The Special Educational Needs and Disability Act 2001 gives guidance on ensuring that Governing Bodies must take on the responsibility to ensure that where possible disabled pupils are treated as favourably as other children.

There are three special schools in Havering which are specifically organised to help children who present with a range of needs that are able to be met more appropriately in specialist provision. If pupils complete their primary education in a mainstream school, generally, but not always, it would be expected that these pupils will transfer to mainstream secondary schools. In addition to the three special schools, Havering has resourced some primary and secondary schools that are better able to meet the needs of pupils who are hearing impaired, visually impaired, have language difficulties, social communication difficulties or emotional and behavioural difficulties.

When applying for infant / primary schools, pupils with Education Health and Care Plans are processed by the Special Educational Needs Team. Parents are asked for their preference and the Special Educational Needs Team will consult with the Governing Body of the school. If the school can meet the child’s needs and the other pupils would not be disadvantaged by the admission of that pupil, then generally parents will be allocated the school of their preference. The pupil’s Education Health and Care Plan will be amended to name the primary school, by 15 February of the year of entry.

For further information regarding the assessment of pupils with Special Educational Needs or any information about of Havering’s arrangements and policies for special educational needs, please contact the Special Educational Needs Team on 01708 431885.
Other useful information

Whistleblowing

Any establishment or individual may refer the suspected use of an address of convenience (fraudulent address) to the Local Authority.

Referrals should be made on the official online referral form (Address of Convenience Investigation – Referral Form) available via www.havering.gov.uk/admissions. The identity of any parent or member of the public making a referral will be kept confidential as part of any investigation and will not be divulged to any party being investigated. Anonymous referrals will be reviewed and investigations instigated where appropriate.

Specific evidence which indicates that an applicant may be using an address of convenience does not need to be present for Havering to investigate an address. Havering has a duty to ensure all school places are offered correctly and fairly, and therefore has a duty to ensure all addresses used for the purpose of allocating school places are accurate. Any address can be investigated at any time to ensure the Local Authority fulfils its duty.

Private Fostering

Private fostering is when a child or young person aged 16 (or under 18 if they are disabled), is cared for and provided with accommodation for 28 days or more by an adult who is not a close relative. A close relative is an aunt, uncle, step-parent, grandparent or sibling, but not a cousin, grand aunt/uncle or a family friend.

If you are a parent and your child is already placed with a private foster carer, or if you are considering placing your child in a private fostering arrangement in the London Borough of Havering, you need to speak to the Family Placement Service, Fostering Team. You must also speak to the Fostering Team if you are, or will be a private foster carer and live in the London Borough of Havering.

The changes in the law are to protect the child/young person and to ensure that they are well looked after and safe from harm. It is an offence not to let the Local Authority know of a private fostering arrangement. The Fostering Team are able to provide you with advice and guidance and will be at hand to support you.

Private foster carers applying for a school place for a child in their care must make clear the relationship that they have with the child on the application forms. Failure to do so may result in the offer of a school place being withdrawn.

For more information please contact:
London Borough of Havering, Children’s Social Services, Family Placement Service, Fostering Team, Mercury House, Mercury Gardens, Romford RM1 3SL. Tel: 01708 434576

Child Protection in Schools

Havering is promoting a multi agency approach to meeting the needs of individual children and this is particularly relevant in relation to child protection.

The staff in all our schools have a responsibility to promote the welfare of the children in their care and will have received child protection training. The Local Authority also requires that staff safeguard the welfare of children by referring any serious concerns that they might have about any child(ren) to the Head Teacher or a senior member of staff.

To enable staff to monitor the welfare of your child you are asked to keep the school informed of any unusual or serious injuries which your child has suffered, and of any circumstances at home which might cause a change in your child’s behaviour at school. Staff may, on occasion, wish to speak with you to discuss and clarify the cause of a particular injury, to seek a reason for a sudden change in your child’s behaviour or raise other concerns they may have.

In those instances where staff have serious concerns about the welfare of a child, schools are under a duty to make a referral to Children’s Services. If this happens please remember that the staff concerned have a responsibility to promote and safeguard the welfare of the children in their care.
Types of schools

Maintained schools
While the number of academies in England is expanding, the majority of state schools are maintained schools. This means they are overseen, or ‘maintained’, by the Local Authority. These schools must follow the national curriculum and national teacher pay and conditions.

There are four main types of maintained schools. Their differences are over:
- Who employs the staff;
- Who owns the land and buildings; and
- Who controls the admissions arrangements.

Community schools
- **What are they?** Schools which are controlled and run by the Local Authority.
- **How are they run?** The Local Authority employs the staff, owns the land and buildings and determines the admissions arrangements.

Foundation schools
- **What are they?** Schools run by their governing body.
- **How are they run?** The governing body employs the staff and sets its own admissions criteria. The land and buildings are usually owned by the governing body.

Voluntary Aided schools (VA schools)
- **What are they?** All Havering voluntary aided schools are faith schools. A foundation or trust (usually a religious organisation) inputs a small proportion of the capital costs for the school and forms a majority on the schools governing body.
- **How are they run?** The governing body employs the staff and sets admissions criteria. The land and buildings are usually owned by the religious organisation.

Voluntary Controlled schools (VC schools)
- **What are they?** VC schools are like VA schools, but are run by the Local Authority.
- **How are they run?** The Local Authority employs the staff and sets admissions criteria. The foundation (usually a religious organisation) owns the land and buildings, and usually forms a quarter of the governing body.

Academies
While there are different types of academies in operation, they all have the same status in law as ‘academies’. Academies are publicly funded, independent schools, held accountable through a legally binding ‘funding agreement’. These schools have more freedom and control over curriculum design, school hours and term dates, and staff pay and conditions.

Free schools, academy converters and traditional academies all have this status, yet there are a number of differences between them. This is focussed on:
- Who sets them up;
- Why they are set up;
- Whether there is a predecessor school; and
- What the ‘provider’ has to demonstrate in order to be given permission to set one up.

Free Schools
- **What are they?** New state schools.
- **Who sets them up?** Teachers, parents, existing schools, educational charities, universities, community groups. In order to do so, the group must form a company limited by guarantee and choose members and directors to run it. Free school companies must use the DfE model memorandum and articles of association, meaning that once constituted the company will be an academy trust.
- **How are they run?** Free schools are independent, free from Local Authority control. They are held accountable through a ‘funding agreement’- a contract with the Government.
- **How do they get permission?** Free schools must submit an application to the Department for Education. They must demonstrate that there is a clear demand for that type of school from the parents in the area.
School Term and Holiday Dates (2017-18)

Below are the School Term and Holiday Dates for the Academic Year September 2017 - July 2018.

A PDF version of this can be downloaded from www.havering.gov.uk/termdates

Please note that these term dates do not include the five non-pupil days. The first of which always occurs on the first day of the autumn term. The remaining four days are arranged by the Headteacher and school governors and you should contact the schools directly for these dates.

Sponsor led academy
- **What are they?** Usually, they are underperforming existing schools which are allocated to an academy sponsor who will take them over.
- **Who sets them up?** Academy sponsors can be universities, FE colleges, education charities and business sponsors.
- **How are they run?** Traditional academies are independent, free from Local Authority control. They are held accountable through a ‘funding agreement’ - a contract with the Government.
- **How do they get permission?** The Department for Education ‘brokers’ between academy providers and the underperforming schools.

Academy converters
- **What are they?** Usually, they are high performing schools already in existence, who opt out of Local Authority control to gain independence and autonomy.
- **Who sets them up?** They are existing state schools.
- **How are they run?** The school governing body signs a funding agreement with the Government and are independent from the Local Authority.
- **How do they get permission?** Outstanding schools apply to the Department for Education for approval.

School Term and Holiday Dates - September 2017 to July 2018

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<th>2017</th>
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Please note: The below dates may vary for individual schools, especially Foundation and Voluntary Aided schools and Academies. You are strongly advised to check with your child’s school before making any holiday or other commitments.

Autumn term: Monday 4 September 2017 to Wednesday 20 December 2017 (Half term – 23-27 October 2017) = 73 days
Spring term: Tuesday 2 January 2018 to Thursday 29 March 2018 (Half term – 12-16 February 2018) = 58 days
Summer term: Monday 16 April 2018 to Friday 20 July 2018 (Half term – 26 May 2018 – 1 June 2018) = 64 days
Useful Contacts

Admissions Teams in Neighbouring Local Authorities

**Essex County Council**
School Admissions and Transport Schools, Children and Families Directorate
PO Box 4261, Chelmsford Essex CM1 1GS
Tel: 0345 603 2200
Email: Admissions@essex.gov.uk

**London Borough of Barking and Dagenham**
Admissions Team
Town Hall, 1 Town Square
Barking IG11 7LU
Tel: 020 8215 3004
Email: Admissions@lbbd.gov.uk

**London Borough of Redbridge**
Admissions & Awards
Lynton House, 255-259 High Road
Ilford IG1 1NY
Tel: 0208 708 3127
Email: AdmissionsAndAwards@redbridge.gov.uk

**Thurrock Borough Council**
Admissions Team
Civic Offices, New Road
Grays RM17 6SL
Tel: 01375 652905
Email: School.Admissions@thurrock.gov.uk

Other Havering Contact Numbers

**Attendance, Behaviour and Traveller Support Service:**
01708 431777

**Child Employment / Entertainment Licences:**
01708 434283

**Family Information Service (FIS):**
01708 431782

**Admissions - Early Years:**
01708 433954

**Free School Meals:**
01708 433929

**Special Educational Needs:**
01708 431885

**Private Fostering:**
01708 434576

**14-19 Team:**
01708 431250

**Looked After Childrens Team:**
01708 433994

How to contact us

**School Admissions Team**
C/O Town Hall
Main Road
Romford
RM1 3BD

Tel: 01708 434600 (Mon - Fri, 12-5pm)

Contact Form:
www.havering.gov.uk/admissions/contact

In Person: Public Advice and Service Centre, Liberty Shopping Centre, Romford. Monday, Wednesday and Friday (except the last Wednesday of the month) between 9.30am - 12:30pm.