Havering 2015/16 Co-ordinated Year 7 (Cohort) Admission Arrangements for all Secondary Schools in Havering (excluding private Schools), the arrangements for In-Year Secondary Admissions.

And

The Admissions Criteria for the Havering Community Secondary School
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The Local Authority (LA) is required by law to co-ordinate all Junior / Primary (Year 6) to Secondary School (Year 7) admissions (excluding private Schools) within the borough.

This LA is part of the Pan-London Co-ordinated Admissions System. The London Inter Authority Admissions Group (LIAAG) is the Admissions Executive Board and is responsible for the scheme that co-ordinates admissions to Schools across all boroughs.

The co-ordinated system is in place to ensure parents receive only one offer of a School place for their child.

**When should parents/carers apply for a 2015 Year 7 School place**

If your child was born between 1 September 2003 and 31 August 2004 they will start Secondary School in September 2015.

**Applying for a place at a Secondary School or Academy.**

Only legal guardians with parental responsibility are entitled to make an application for a child’s School place. A guardian is defined as a parent or carer who has legal responsibility for the child this includes a person who is named legally through a Court Order.

Parents/carers residing in Havering should complete the Common Application Form (CAF) online via the eAdmissions website (www.eadmissions.org.uk). Parents who are unable to complete the CAF online will be able to visit the Public Advice & Service Centre (PASC) based in Romford’s Liberty Shopping Centre on a Monday, Wednesday of Friday mornings (between 9:30 and 12:30) where Admissions Staff will be able to assist with this online process or if appropriate a paper application will be issued to parents. All applications must be submitted by the 31 October 2014.

Parents/carers may list up to 6 preferred Schools that they wish their child to be considered for within or outside Havering and rank them in order of preference. Should parents/carers wish their children to be considered for any Voluntary Aided Denominational Schools or an Academy / Free School, they need to ensure these Schools are also included on the CAF. Where Parents/carers apply for places at a Voluntary Aided Denominational School or an Academy / Free School (in or outside Havering) they may need to complete a Supplementary Information Form (SIF) for each of these Schools / Academies and submit them direct to the School / Academy concerned with any documents that the School requests by the closing date. The SIF forms will be available from the Schools own websites.

**Havering residents wanting a School in a different Local Authority (LA)**

Havering residents who wish their child to be considered for a School in another Local Authority must name these Schools on the online CAF via the eAdmissions website or the Havering paper CAF. If parents/carers apply for places at Voluntary Aided Denominational, Foundation, Academy or Free Schools outside of Havering they may be required to complete a SIF for each of these Schools and submit them direct to the School concerned with any documents that the School requests by the closing date 31 October 2014.

**Parents who do not live in Havering but are requesting a Havering School**

Each Local Authority (LA) is responsible for providing education or training to children of School age (five to eighteen) living in their LA.
Parents/carers not resident in Havering will need to ensure they read the Admissions Booklet from their own LA as well as the Admissions Criteria for the Havering School/s they wish to apply for. Parents/carers must complete their own Local Authorities Common Application Form (CAF), listing the Havering School/s and complete any relevant Supplementary Information Form (SIF) required before the closing date of 31 October 2014.

**Voluntary Aided Denominational, Foundation, Academies and Free Schools**

Voluntary Aided Denominational, Foundation, Academies and Free Schools may also require parents/carers to complete their Supplementary Information Forms (SIF) which must be returned direct to the Schools with additional documents before 31 October 2014.

The Admissions Team are not responsible for, and will not accept, any supplementary forms on behalf of parents for these Schools. The Governing Bodies are the Admissions Authorities for these Schools, and each School follows its own admissions criteria to rank positions for applicants. SIF’s are not valid unless a CAF is also completed for that child.

**How we use preferences**

The Admissions Team processes all applications using the equal preference system which is a model system where all preferences listed on the Common Application Form (CAF) are considered under the Admissions Criteria for each School without reference to parental rankings.

The Local Authority (LA) considers each preference as if it were the only preference. For each preference listed the LA uses the admissions criteria to see if an offer of a School place can be made. If the LA can offer a place at two or more Schools which a parent has listed, the LA will offer the place at the School ranked highest on the application form.

Schools that require Supplementary Information Forms (SIFs) are responsible for their own admissions. They receive information from the LA of the applications received that listed the School as a preference and combine this with the information provided on the SIFs sent direct from parents. Each Voluntary Aided Denominational, Foundation, Academy or Free School will then rank the children in accordance with their published admissions criteria. The Schools will then advise their ranking order of all applicants to the LA. This information is then used during the offer process.

All preferences are collated and parents then receive an offer from the LA at the highest preferred School at which a place can be offered. All offers will be made on the National Offer Day of 2 March 2015.

The order of preferences is confidential to the Local Authority and will not be shared with Schools in accordance with the Department for Education’s 2012 School Admissions Code.
Late applications requesting Havering Schools

Havering will accept late applications for consideration in the first round of offers only in the event of exceptional circumstances, which must be submitted in writing to the Admissions Manager. Each case will be considered and will be decided on its own merits by the Admissions Panel which is made up of 3 senior Admissions Officers and the Executive Head Teacher of Alternative Provision and Looked After Children. Examples of what will be considered as valid reasons include:

- if a single parent has been seriously ill for some time
- a family has been dealing with the death of a close relative
- a family has just moved into the area after submitting an on time application in their previous area
- Parents/carers have just arrived in the borough and the delay has been created by factors outside of their control.

Proof will be required in all cases.

Except in cases listed above, applications for places received after 31 October 2014 will not be considered until all of the applications received by that date have been dealt with. It is crucial therefore for parents/carers to adhere to the deadline to stand a realistic chance of any of their preferences being offered.

Late applications requesting other London Borough Schools

Where late applications contain preferences for Schools in other London Boroughs, Havering will forward the details to those LA’s via a secure document exchange system. The latest date for the upload to the other London Boroughs for late applications which are considered to be on-time within the terms of the home LA’s scheme is 12 December 2014.

Parents/carers who move into Havering from another London Borough

Where a parent/carer moves from another London Borough to Havering after submitting an on-time application under the terms of their previous home authority’s arrangements, Havering will treat the application as on-time if received before 12 December 2014.

Children with statements of special educational need

The 2012 School Admissions Code states ‘Schools are required to admit children with statements of special educational need where the School concerned is named on the statement’. As a result, we allocate these places first. The remaining places are offered in accordance with the Schools published admission criteria.

Equality Act 2010

An Admission Authority must ensure that their admission arrangements do not discriminate on the grounds of disability; gender reassignment; pregnancy and maternity; race; religion or belief; sex; or sexual orientation, against a person in the arrangements and decisions it makes as to who is offered admission as a pupil. The admissions criteria applied by this LA as the Admission Authority for the Havering community and Voluntary Controlled Schools is non-discriminatory.
Children with a Disability

It is unlawful for a School in relation to certain activities to treat a disabled child less favourably than a non-disabled child, without justification. These activities include admissions and a School must make reasonable adjustments, as necessary, to ensure that this is the case.

Twins and multiple births

In the normal admission round, if 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 together. 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.

Admission of children outside their normal age group

Parents/carers of gifted and talented children, or those who have experienced problems or missed part of a year, for example due to ill health, can seek places outside their normal age group. The Local Authority will make decisions in consultation with the School on the basis of the circumstances of each case, informing parents of their statutory right to appeal. This right does not apply if they are offered a place in another year group at the school. Advice will normally be sought from appropriate professionals, such as an educational psychologist, in order to make a decision.

Children of UK service personnel (UK Armed Forces)

The Local Authority will accept applications in advance of a service family residing in the borough if the application is accompanied by an official government letter declaring a relocation date and a Unit postal address or quartering area address for the parents/carers of the child concerned.

Changing Preferences

Parents/carers who applied online can change their preferences by logging onto the online system via www.eAdmissions.org.uk and resubmitting their application, any changes will supersede the previous application.

Parents/carers who submitted a paper application will need to complete a new CAF which will supersede the previously submitted application.

All changes must be submitted by the closing date of 31 October 2014 to be considered as on-time applications.

School preference order

Parents/carers should list their preferences in the order they prefer. If the parents/carers of a child disagree as to the preferences they wish to express, they should resolve that difference before submitting the application, as the Local Authority will only process one application for each child.
Using all your preferences

The Local Authority strongly recommends that parents express more than one preference and this should include a School local to their home address as there is no guarantee that the local School will be offered in the event where none of the preferred Schools have been offered.

Home to School Travel

It is important that parents/carers, when selecting their preferences for School admission, take into account how their child will travel to School.

Offers

Havering will inform all applicants of the outcome of their applications and, where relevant, the reasons why preferences were not offered if the school concerned is a Havering School.

Havering will ensure, that each Havering applicant who cannot be offered a place at one of their preferred Schools receives an offer of an alternative School place. Under such circumstances applicants will be allocated a place at the nearest School to the applicant’s home address that has a place available.

Parents/carers who submitted an online application will receive an email during the evening of the 2 March 2015 advising them of the School they have been offered. Parents/carers will also be advised in the email to log back onto the eAdmissions website to accept or decline the School offered by the 16 March 2015.

Parents/carers who submitted paper applications will be sent the results by first class post on the 2 March 2015.

The Admissions Team will not be able to inform parents/carers of the outcome of their application over the telephone or by e-mail until 6 March 2015.

Accepting or declining an offer

Havering strongly recommends that all parents/carers accept the School place offered. Accepting a School place does not prejudice the chances of being offered a higher preference later on in the process as the child’s name will automatically be placed on the waiting list for the Schools listed higher than the School offered. Accepting an offer will not affect parent/carers chances at an Independent Appeal Hearing.

Parents/carers who applied online must ensure that they accept the offer of a school place by logging back into the eAdmissions website as detailed in the email they receive on 2 March 2015. Failure to accept the offer may result in the offer being withdrawn and the parent/carer must inform the Local Authority as to what arrangements they are making for their child’s Secondary education.

Parents/carers who applied via a paper application must either return the reply slip sent to them with the initial offer letter or email the School Admissions Team on Schooladmissions@havering.gov.uk before the deadline of 16 March 2015. Failure to accept the offer may result in the offer being withdrawn and the parent/carer must inform the Local Authority as to what arrangements they are making for their child’s Secondary education.
Waiting Lists

In the event that parents/carers are offered a lower preference School Havering will automatically place children on a waiting list for higher preference Schools. The child’s name will automatically remain on the waiting list for the Autumn Term (September to December) unless a parent advises the School Admissions Team to remove them from the list/s.

The Havering School Admissions Team holds the waiting lists for all School’s within Havering. For those Schools that require a Supplementary Information Form (SIF) the Admissions Team will liaise with the relevant School before making any offers.

Havering are not responsible for waiting lists for Schools located outside of Havering. Parents/carers should contact the individual School concerned or the Schools Local Authority to ask about waiting list procedures.

Priority cannot be given to children based on the date that their application was received or their name was added to the waiting list. Waiting lists are re-ranked in accordance with the School’s published admission criteria each time a child’s name is added to the waiting list. A child’s position on the waiting list can move up as well as down.

Remaining on a waiting list after the Autumn Term

At the end of the Autumn Term (December) 2015, parents/carers wishing for their child’s names to remain on the waiting list for their preferred schools, must complete an In Year Common Application Form (ICAF). These forms are available to download from the In Year section on the Havering website www.havering.gov.uk/admissions. The ICAF will only allow parents/carers to request 4 Schools and parents will only be able to appeal for Schools which they have not already appealed for within the Year 7 year group.

Appealing against admission decisions

If parents/carers are unhappy about not being offered a place for their child at one of their preferred Schools, they may appeal to an Independent Appeal Panel. Parents/carers wishing to appeal for a Community School can obtain an appeal form by contacting the School Admissions Team via the following email Schooladmissions@havering.gov.uk or visiting the Public Advice & Service Centre (PASC) based in the Liberty Shopping Centre, Romford. If the School is a Voluntary Aided Denominational, Foundation, Academy or Free School, parents/carers should contact them direct for the relevant appeal forms.

Further Appeals

The Local Authority can only consider one application for each child during each Academic year. In normal circumstances, there is no right to a second appeal for the same School within the same School year. However, if there has been a significant and material change in the family’s circumstances which they believe affects the level of priority under which the application was processed, for example, if the family had moved house, the Admissions Team may consider a second application as long as a parent/carer can provide evidence of the changed circumstances. If the second application is accepted but a place is still not available at the School requested, parents/carers will be given the right to a second appeal hearing.
In Year Admissions

In Year admissions are admissions that take effect after 1\textsuperscript{st} September 2015

The Local Authority will continue to administer In Year applications for all Schools in Havering apart from The Drapers’ Academy, for information on their In Year admissions arrangements for the academic year 2015/16 please refer to the Academy’s website.

Parents/carers including out of borough residents, requesting a School place should submit an application to the School Admissions Team using the In Year Common Application Form (ICAF) which is available to download from the In Year section on the Havering website www.havering.gov.uk/admissions. Paper ICAF’s are also available from the Public Advice & Service Centre (PASC) based in the Liberty Shopping Centre, Romford.

Further information regarding In Year admissions is available in the ‘Finding A School Place’ booklet available to download from the In Year section on the Havering website www.havering.gov.uk/admissions.

Voluntary Aided Denominational, Foundation, Academies and Free Schools that require Supplementary Information Forms to be completed should be sent to the School direct.

The Local Authority will process the application and a place will be offered at the highest preferred School/ Academy with a vacancy. If there are no vacancies at any of the preferred Schools/ Academies, then the parent carer will be advised of this fact and of their right of appeal against the decision not to offer their child a place at any of their preferred Schools/ Academy.

Use of the Fair Access Protocol

A place at a School or Academy may be offered using the Local Authority’s Fair Access Protocol when a parent/carer cannot secure any School place under the In Year admission procedures.
Admissions criteria for the Community Secondary School (Gaynes School)

The below criteria applies only to the Havering Community School (Gaynes School) which has a Published Admissions Number (PAN) of 192.

These criteria will be effective for all year groups throughout the academic year 2015/16

If there are more applications than there are places available at a School, we will use the following criteria, in priority order, for deciding which applications to accept (please see full definitions on page 13).

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).

2. Exceptional medical or exceptional social grounds (supporting medical or other evidence must be provided at the time of application).

3. The attendance in September 2015 at the School of a brother or sister.

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

Looked after children

A looked after child is as defined by Section 22(1) of the Children Act 1989, is

a) a child who is in the care of a local authority, or
b) being provided with accommodation by a local authority. Priority is also given under this criterion for looked after children who ceased to be so because they:
   i. were adopted under Section 46 of the Adoption and Children Act 2002;
   ii. became subject to a residence order under Section 8 of the Children Act 1989, which settles the arrangements to be made as to the person with whom a child is to live;
   iii. became subject to a special guardianship order under Section 14A of the Children Act 1989, which is an order appointing one or more individuals to be a child’s special guardian(s).

(Applications under categories i) to iii), as outlined above, 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 medical or exceptional social grounds

Applications under this criterion can only be considered if supporting documents in the form of a letter or report from a doctor, social worker or other appropriate professional is submitted with the Common Application Form (CAF).

The exceptional medical or social reasons must relate to the child. The evidence supplied by the doctor, social worker or other appropriate professional must clearly set out the reasons why the preferred School is the most suitable and the difficulties that would be caused if the child attended and had to travel to another School/Academy. Please note that under the Disability Discrimination Act the general expectation is that all Schools will make reasonable adjustments to accommodate the needs of individual children with disabilities or medical needs. 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 (brother or sister)

A sibling is defined as:

- A full brother or sister
- A half-brother or half-sister
- A step-brother or step-sister and
- An adopted or long term fostered brother or sister;

Who are living at the same address and going to the named School in any year group (the sibling must be attending the school when the child you are applying for is admitted).
A biological brother or sister, who attends the preferred school (and will still be attending the school when the sibling is admitted), irrespective of the place of residence.

**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.

In the event that two or more applicants, apply for 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 Address**

The home address is a key part of the admissions process. It is the child’s normal place of residence that will take precedence. Parents/carers must not use the address of a relative, a child-minder or a business address which is not the child’s normal place of residence.

There have been occasions when parents/carers have tried to use false addresses to obtain a place at a School. To prevent this happening, the Havering School Admissions Team undertakes checks on all addresses against the Havering Council Tax register. If after checking Council Tax records, we cannot be satisfied that the address is the parent and child’s normal place of residence, the parent/carer will be asked to provide further proof of their home address. Details of such documents are detailed in Appendix 1.

If a parent/carer is found to have used a false address or deliberately provided misleading information to obtain a School place, the offer will be withdrawn. Should there be doubts about the address to be used parents/carers may be asked to provide evidence concerning the child’s normal place of residence. This could include a court order stating where the child should live during the course of the week. The Local Authority would expect that the parent/carer with whom the child is normally resident receives the child benefit for the child.

If parents/carers move address during the admissions process they must notify the School Admissions Team and provide verification of the new address immediately. This should be supported by evidence from a solicitor regarding the date of exchange of contracts if parents/carers are purchasing a new home or the signed tenancy agreement if they are renting a property. The length of a tenancy agreement from the letting agent should be sufficient to cover the date on which their child would start attending their preferred School.

If parents/carers have more than one property they may be required to provide proof of the normal place of residence of the child.

With regards to how the information provided by parents/carers is handled, the following statement is detailed on their application form:

“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 help 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”
Appendix 1

**Proof of address for School admissions purposes**

When a parent is required to provide proof of address the following information will be required. One document from group **one** and **three** documents from group 2 or **at least five** documents from group 2:

**Group 1**
- Exchange of contracts / proof of completion showing your name and the full address of the property.
- Legal rental document showing your name and the full address and dated for no less than one year with at least 6 months remaining after the application date.
- Solicitor’s letter confirming recent house purchase or land registry confirmation (in this case, proof of the sale or rental of your previous address will also be required).
- Council Tax Bill showing your name as a liable person and must be for the current year.
- Current, valid full UK photo-card driving license with signature or ‘old style’ driving license. (Provisional licenses are not acceptable as proof of address).
- The child or parents UKBA Application Registration Card or IND Application Registration Card issued by the Home Office (either are acceptable).
- UK firearms licence

**Group 2**
- Bank, building society statement (not credit card). It must be no more than three months old and show your name and current address.
- Mortgage Statement showing your name and current address.
- Financial Statement eg. Pension, endowment, ISA (UK).
- Household utility bill (eg gas, electric, water or fixed line telephone but not a mobile phone bill). It must be no more than three months old and show your name and current address.
- Original notification letter from the relevant benefits agency confirming the right to benefits or state pension showing your name and current address.
- HM Revenue & Customs (Inland Revenue) tax document eg tax assessment, statement of account, notice of coding. It must contain your full name and current address. P45s and P60s are not acceptable.
- Vehicle Registration Document (V5C) or old style (V5) showing your name and current address.
- TV licence (valid for the current year) showing your name and current address.
- Vehicle tax renewal document (issued within the last 6 months) showing your name.

If parents/carers current address means they are living with someone who lives either in a privately rented or Council property we must see their 2014/15 Council Tax Bill or Council Tax benefit letter or notice with written confirmation from the legal landlord, of all the people who are authorised to live at the premises and for what period of time. The letter must contain the following information:

1. The address of the property
2. The name of all legal tenants and authorised residents
3. A statement confirming that all people applying for a School place are entitled to stay as permanent residents.
## PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME

### Secondary (Year 7) Admissions Timetable

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<th>Event</th>
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<td>Published closing date (Friday before half-term)</td>
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<tr>
<td>31 Oct 2014</td>
<td>Statutory deadline for receipt of applications</td>
</tr>
<tr>
<td>14 Nov 2014</td>
<td>Deadline for the transfer of application information by the Home LA to the PLR (ADT file)</td>
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<tr>
<td>12 Dec 2014</td>
<td>Deadline for the upload of late applications to the PLR</td>
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<tr>
<td>15 Dec 2014 – 2 Jan 2015</td>
<td>Checking of application data</td>
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<tr>
<td>3 Feb 2015</td>
<td>Deadline for the transfer of potential offer information from Maintaining LAs to the PLR (ALT file)</td>
</tr>
<tr>
<td>16 Feb 2015</td>
<td>Final ALT file to PLR</td>
</tr>
<tr>
<td>17 –24 Feb 2015</td>
<td>Checking of offer data</td>
</tr>
<tr>
<td>25 Feb 2015</td>
<td>Deadline for on-line ALT file to portal</td>
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<tr>
<td>2 Mar 2015</td>
<td>Offer letters posted</td>
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<tr>
<td>16 Mar 2015</td>
<td>Deadline for return of acceptances</td>
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<tr>
<td>23 Mar 2015</td>
<td>Deadline for transfer of acceptances to maintaining LAs</td>
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