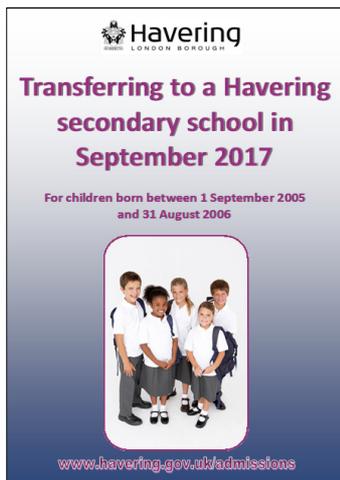


# A guide to transferring to a Havering secondary school in September 2017

For children born between 1 September 2005  
and 31 August 2006

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**You must read the “Transferring to a Havering secondary school brochure” before applying for a school place.**

The brochure will be available to download after 1 July 2016 via:

[www.havering.gov.uk/admissions/secondarybrochure](http://www.havering.gov.uk/admissions/secondarybrochure)

It contains all the relevant information regarding admissions criteria and the process.

Before you can submit your application you must tick to say that you have read the Terms and Conditions.

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## Objectives

- To have a clear understanding of the admissions process.
- To know how and when to complete the online application.
- There will be the opportunity to ask questions at the end of this presentation.

## Key Dates

### 1 September 2016

Application process opens online

### 31 October 2016

Application process closes, applications made after this date will be late – late applications are dealt with after on-time applications.

### 1 March 2017

National offer day – Emails are sent during the evening (after 5pm)

### 15 March 2017

Deadline for replying to offer.

### 31 March 2017 (provisional date)

Deadline for submitting an appeal

### April 2017 onwards

Appeal hearings

## The Application Process

- The admissions process is a Co-ordinated process.
- Everybody **must** apply via the online Common Application Form (CAF) via: [www.havering.gov.uk/eadmissions](http://www.havering.gov.uk/eadmissions)
- If you are applying for one of the schools below you **must also** complete a Supplementary Information Form (SIF).
  - Abbs Cross Academy (Performing Arts criteria only)
  - The Champion School (Boys School)
  - The Coopers' Company and Coborn School
  - Sacred Heart of Mary Girls' School
  - St Edwards (for both denominational and non-denominational places)

You must get these SIFs from the school direct.

## The Application Process

### Faith Schools

Faith schools require a Supplementary Information Form (SIF) which must be completed by the parent along with a priest reference form (except Coopers) which will need to be signed by the priest who will confirm your Church attendance. Coopers require applications to be supported by a letter from a religious leader / leader of the organisation.

**Parents will need to make sure that the forms are returned back to the school direct and not the Local Authority** (the closing date for submitting the SIF may differ from the closing date for the online CAF).

The Governing Body for these schools will rank pupils in line with their admissions criteria and the school will then inform the Havering Admissions Team of this information.

## The Application Process

- If you **do not** live in Havering you must complete your Home LA's Common Application Form and return it to them. You can still list Havering schools on your application.
- If you live in Havering and wish to apply for schools outside of Havering such as a grammar schools, you must list these on your Havering online application.
- Make sure your **read and understand** the schools admissions criteria. If you don't meet the criteria you are unlikely to be offered a place. Please read the brochure via [www.havering.gov.uk/admissions/secondarybrochure](http://www.havering.gov.uk/admissions/secondarybrochure)
- You can save and amend your online application, however **you must submit it before the 31 October 2016**
- Making changes to your application after the closing date will mean that it is treated as late unless there are exceptional circumstances.

## Grammar Schools in Essex and Southend

For information on grammar schools in Essex and Southend please visit the following websites.

- Schools which are part of the Consortium of Selective Schools in Essex – [www.csse.org.uk](http://www.csse.org.uk)
- Chelmsford County High School for Girls – [www.cchs.co.uk](http://www.cchs.co.uk)

## Exceptional Social / Medical Criterion

Very few schools have an exceptional social or medical criterion as part of their admissions arrangements, for a detailed explanation and to see which schools have this criterion please refer to the online brochure via [www.havering.gov.uk/admissions/secondarybrochure](http://www.havering.gov.uk/admissions/secondarybrochure)

- Applications can only be considered if supporting documents from an appropriate professional are submitted **with** the Common Application Form.
- The exceptional social or medical reasons must relate **to the child** and link the preferred school to the child's needs.
- Common medical conditions and allergies can usually be supported in all mainstream schools, therefore priority under this criterion would not normally be given for these.
- If the school you are applying for does not have this criterion they cannot take into consideration any social or medical reasons your child may have.
- Individual child care arrangements will not be considered.

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## Full Statement of SEN / Education Health and Care Plan

Parents of children who are subject to a full statement of SEN or an EHCP must apply for a school place online and ensure they tick the “Statemented” box.

The SEN team will then liaise with parents to name a suitable school to meet their child's individual needs.

Children on SEN Support are **NOT** considered as statemented and as such do not gain priority under the admissions arrangements. This includes pupils currently going through the EHCP process.

If you are unsure if your child has a full statement of SEN or a EHCP, please speak with your child's current school.

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## Secondary Schools with Feeder Primary Schools

The following Havering secondary schools give priority to pupils who attend certain junior / primary schools.

**Chafford** – priority is give to children who attend the following schools:

- Beam Primary (LBBD)
- Brady Primary School
- Parsonage Farm
- Purfleet Primary (Thurrock)
- Rainham Village
- Kenningtons (Thurrock)

**Redden Court** – priority is given to pupils who attend the following schools and live within 1.75 km (straight line).

- Ardleigh Green Junior School
- Harold Court Primary School
- Harold Wood Primary School
- Nelmes Primary School

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## Your Home Address

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 as being the child's normal place of residence, and excludes any business, relative's or child-minder's address. Where formal custody of a child 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 custody is not equally shared, the address of the parent with the majority of custody will be used.

It is not permissible to use an address of convenience. This 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.

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## Fraudulent Applications

Havering will investigate all instances where we suspect that a fraudulent / address of convenience is being used to gain a school place.

We actively encourage whistle blowing and parents can report any suspicions anonymously via the Havering website [www.havering.gov.uk/admissions](http://www.havering.gov.uk/admissions)

By submitting an application parents agree to a declaration which allows the LA to access information held by the council for the detection and prevention of fraud. A full copy of this declaration is included in the online brochure via [www.havering.gov.uk/admissions/secondarybrochure](http://www.havering.gov.uk/admissions/secondarybrochure)

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 (or if before the allocation of places, the application will be cancelled).

## The Distance Criteria

The majority of schools use the distance from the home address to the school as either the final criterion or a tie-break criterion.

- **There are no catchment areas in Havering**
- Schools fill up based on demand and this determines the furthest distance, there is no way of predicting this in advance.
- Distances are determined by measuring a straight line distance between the centre point of the home address and the pre-defined point of the school. A computerised geographical information system is used (blocks of flats that share the same address will have the same distance).
- Distance checker <http://maps.havering.gov.uk>  
(this is not exactly the same distance as that used by admissions and should only be used as a guide)

Instructions on how to use this system can be found at [www.havering.gov.uk/admissions](http://www.havering.gov.uk/admissions)

## The Application Form

- You can list **up to** 6 schools (we advise you to always list more than one school).
- The system will not allow you to list the same school more than once.
- Please double check your application for errors before submitting it (the most common errors are things like the Child's name is spelt incorrectly or wrong DOB is used).
- It is **not** a first come first served process, use the time to make sure your list of schools is in the order that you wish them to be considered.
- Ensure you submit the application.

## The Equal Preference System – How places are offered



Online application system opens on 1 September 2016.

[www.havering.gov.uk/eadmissions](http://www.havering.gov.uk/eadmissions)



Create an account, login to your application and select the schools you wish to apply for. Don't forget to submit the application.



After the closing date, your child's name will be placed on the list for each of the schools you have requested. Their position on the list will depend on how well your child fits the school's admission criteria – for example, they will be higher up a school's list if you live very near to it.

**At this stage the order you have listed the schools is not taken into consideration**



Each school has a published admission number (PAN): the number of places it has to offer. Havering will rank the names at the top of each school's list, up to its PAN. This is known as the School List. Those children whose names fall outside the PAN will be placed on a waiting list.



If your child's name appears on only one School List, your child will be offered a place at that school, regardless of where you put it on your application.



**If your child is on more than one School List, Havering will then take into account the order in which you ranked the schools** on your online application form. Your child will then be offered a place at the school that you ranked highest.



If your child isn't offered a place at any of your listed schools, Havering will allocate a place at the nearest school with a vacancy.

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**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 becomes available, Havering will offer the place to the next child on the waiting list.

For information regarding your child's position on a waiting list, please complete the online form after **23 March 2017**

[www.havering.gov.uk/admissions/waitinglist](http://www.havering.gov.uk/admissions/waitinglist)

You may have a very clear first preference school but don't leave all your other options blank to show how strongly you feel. **It's important to list at the very least three schools.**

For some very popular schools over 50 % of children miss out on their first preference school, and if you have only listed one, your child could be placed at any other school in the borough that has a space, regardless of your opinion.

It's important that your form includes more than one school that you would consider as a reasonable alternative to your first preference.

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## The Application Form

In order to create an online account you will need the following:

- A working email account

It is not recommended that you use a work email address, the firewalls for large companies often block emails from the eAdmissions system as it is thought to be "Spam"

If you require support or assistance in making your application you can:

- Ask your child's current school to help you.
- Visit the PASC centre on a Monday, Wednesday or Friday morning between 9:30 am and 12:30 pm (except the last Wednesday of the month) where a member of the admissions team will be able to assist you.

## Open evenings

If you are interested in a particular school you and your child should attend the Open Day / Evening.

- These are a good opportunity to see what the school has to offer
- You will be able to ask teachers and senior leaders questions about the school
- You will be able to speak with current students

**A list of open evenings at Havering schools is included in your presentation pack and available online via [www.havering.gov.uk/admissions](http://www.havering.gov.uk/admissions)**

## Important things to consider

It is important that you consider the following information before submitting your application:

- How will your child travel to school
- How long will it take to travel to school
- How much will it cost to travel to school (secondary aged pupils travel on TFL buses for free\*)
  - Havering will not pay fares or provide transport for children to travel to school where a parent requests particular schools

Consider the impact of after/before school clubs if your child is having to travel a long distance to school.

\*subject to a £15 one off admin charge and a valid oyster photo card see [www.tfl.gov.uk/zip](http://www.tfl.gov.uk/zip) for Ts&Cs

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## September 2016 Statistics

- 3067 pupils transferred to Havering Secondary Schools (3030 in 2015)
- 100% of applications were made online (100% in 2015)
- 81% of applicants got their 1<sup>st</sup> Choice (76% in 2015)  
(London average 68%)
- 94% of applicants got one of their top 3 preferences (92% in 2015)
- 97% of applicants got one of their 6 preferences (96% in 2015)
- 3% of applicants were unsuccessful in their application and were allocated a school place (4% in 2014)
  - The LA have a legal duty to make sure that all children have a school place in September 2017. If you are allocated a school it will be the closest school that has a vacancy after all the successful applications have been made. It will not be a school that you have listed on your application form.

You can access further statistics online via [www.havering.gov.uk/admissions/stats](http://www.havering.gov.uk/admissions/stats)

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## Reception Applications

Do you have a younger child whose date of birth is between

**1 September 2012 and 31 August 2013**

If so this child is due to start Infant / Primary School in September 2017.

You must apply online via [www.havering.gov.uk/eadmissions](http://www.havering.gov.uk/eadmissions) from the 1 September 2016 (you can use the same login details as your secondary application).

**A child's attendance at a nursery class attached to an Infant or Primary school will not guarantee a place at any school, you must still apply.**

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[www.havering.gov.uk](http://www.havering.gov.uk)

# Any Questions?

For further information please visit

[www.havering.gov.uk/admissions](http://www.havering.gov.uk/admissions)



[www.havering.gov.uk/admissions/contact](http://www.havering.gov.uk/admissions/contact)



PASC centre on a Monday, Wednesday or Friday morning between 9:30am and 12:30pm (except the last Wednesday of the month).



01708 434600 (Monday – Friday 12 - 5pm)

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## Secondary School Open Days / Evenings 2016 (for September 2017 intake)

School	Day of Week	Date	Times
Abbs Cross Academy	Thursday	22 September 2016	17:30 - 20:00
Albany School	Monday	03 October 2016	18:00 - 20:30
Bower Park Academy	Saturday	01 October 2016	10:00 - 12:30
Brittons Academy Trust	Saturday	08 October 2016	10:00 - 12:30
Campion School	Thursday	29 September 2016	18:30 - 20:00
Chafford School	Tuesday	13 September 2016	18:00 - 21:00
Coopers' Company and Coborn School	Wednesday	14 September 2016	16:00 - 19:30
Drapers' Academy	Tuesday	27 September 2016	18:00 - 21:00
Emerson Park Academy	Thursday	15 September 2016	17:30 - 20:30
Frances Bardsley Academy for Girls	Tuesday	20 September 2016	17:45 - 21:00
Gaynes School	Wednesday	28 September 2016	18:00 - 21:00
Hall Mead School	Thursday	06 October 2016	18:00 - 20:30
Marshalls Park School	Wednesday	05 October 2016	18:00 - 21:00
Redden Court School	Thursday	29 September 2016	18:00 - 20:30
Royal Liberty School	Saturday	24 September 2016	09:30 - 12:30
Sacred Heart of Mary Girls' School	Tuesday	04 October 2016	17:30 - 20:30
Sanders School	Thursday	29 September 2016	18:00 - 21:00
	Saturday	15 October 2016	10:00 - 12:00
St Edward's Church of England School & Sixth Form College	Thursday	06 October 2016	18:00 - 21:00

If you would like to know the times of the head teachers talks please contact the schools direct.



The closing date for your application is  
**31 October 2016**

**Apply online for a secondary school via [www.haverling.gov.uk/eadmissions](http://www.haverling.gov.uk/eadmissions)**

**We recommend that you print this page to record the information that is required for your online application.**

Applying online means:

- It's quick, safe and secure.
- There is no risk of your application getting lost.
- 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.
- You will receive the outcome of your application via email on the **1 March 2017**.

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 31 October 2016

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

**E-mail address:**

**Username:**

**Password:**

