SUCCESS FOR ALL
EDUCATIONAL TRUST

Rise Park
Academies

Determined Admissions Arrangements and Admissions Criteria for the Academic Year 2026/2027

Rise Park Infant School and Rise Park Junior School

Introduction

Rise Park Academies comprises two schools, Rise Park Infant School and Rise Park Junior School.
Rise Park Infant School has a published admission number of **90** for the reception applications in 2026 and each subsequent year group.
Rise Park Junior School has a published admission number of **90** for the Junior (Year 3) applications in 2026 and each subsequent year group.

How parents can apply to be admitted to our schools

Reception and Junior Admissions

The admissions arrangements outlined in this document apply to children starting Reception for the first time in **2026/2027** and those applying to transfer from an infant or primary school to the Junior School in our trust. The Local Authority will coordinate Admissions on behalf of Rise Park Academy Trust and will follow the London Borough of Havering's co-ordinated primary / junior admissions scheme which is available from www.havering.gov.uk/admissions.

When should parents apply for a 2026 reception school place
If your child was born between 1 September 2021 and 31 August 2022, you can apply from 1 September 2025.

Applying for a place in reception in an infant or primary 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.

Applications will only be discussed in the first instance with the person / people named on the online application. If a person not named on the application can provide evidence that they have parental responsibility, and the applicant cannot provide any legal reason as to why the person not named on the application cannot receive information, then information will be disclosed to the person not named on the application.

Parents residing in Havering should complete the Common Application Form (CAF) online via the eAdmissions website (www.eadmissions.org.uk). Parents who require support to complete the CAF can contact the school admissions team on 01708 434600 for assistance. All applications must be submitted by 15 January 2026.

Parents 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.

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 application form.

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 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 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 15 January 2026.

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 online Common Application Form (CAF) are considered under the Admissions Criteria for each school without reference to parental rankings.

The “Equal Preference System” was created to prevent schools giving higher priority to parents who make a particular school their first preference. The system is set out in the School Admissions Code and it has legal force.

The system ensures that places are offered purely on the strength of how well children fit each school's admissions criteria. Schools can’t give priority to children who listed the school as their first choice, nor rule out those who placed it lower down their list; in fact, they are not even told where they were ranked in your list of preferences.

How The Equal Preference System Works

1. School applications open on the 1st September for Reception school places

2. On the application form, you will be asked to list up to 6 schools in order of preference.

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

4. 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 put on the list for every school you have applied to.

5. 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 school’s list, up to its PAN. This is known as the ‘Pre-Offer List’. Those children whose names fall outside the PAN will be placed on a waiting list.

6. If your child’s name appears on only one ‘Pre-Offer List’, your child will be offered a place at that school, regardless of where it ranked in your preferences.

7. If your child is on more than one ‘Pre-Offer List’, the LA will then take into account the order in which you listed the schools on your application form. Your child will be offered a place at the school that you listed highest. This happens around April 16 for Reception places.

8. If your child isn’t allocated a place at any of the schools you applied for, the LA will allocate a place at the nearest school to your home address with a space after all other offers have been made.

9. If you have been offered a school that wasn’t your first preference, your child will remain on the waiting list for any other schools that you ranked higher than the one they have been offered. If a vacancy then comes up because another child decides not to accept a place, the LA will allocate 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 Havering school admissions team after 1st May.

Late applications

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 School Admissions Team. The latest date that these can be considered is 9 February 2026. Each case will be considered and will be decided on its own merits. Examples of what may 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 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 exceptional circumstances such as those above, applications for places received after 15 January 2026 will not be considered until all of the applications received by that date have been dealt

with. It is crucial therefore for parents 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 either a secure document exchange system or secure email. 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 9th February 2026.

Parents who move into Havering from another London Borough

Where a parent 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 8 February 2026.

Children with statements of special educational need (SEN) or a Education, Health and Care Plan (EHCP)

The School Admissions Code states 'All children whose Education, Health and Care plan (EHCP) names the school must be admitted'. 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 schools is non- discriminatory.

Infant Class Size

Infant classes, (those where the majority of children will reach the age of 5, 6, or 7 during the school year) must not contain more than 30 pupils with a single teacher. Additional children may be admitted under very limited exceptional circumstances. These children will remain an "excepted pupil" for the time they are in an infant class or until the class numbers fall back to the current infant class size limit. The excepted children are:

a) Children an Education, Health and Care plan (EHCP) that names a school who are admitted outside the normal admission round;

b) Looked After Children and previously Looked After Children admitted outside the normal admission round;

c) Children admitted, after initial allocation of places, because of a procedural error made by the Admission Authority or Local Authority in the original application process;

d) Children admitted after an Independent Appeals Panel upholds an appeal;

e) Children who move into the area outside the normal admission round for whom there is no other available school within reasonable distance;

f) Children of UK service personnel admitted outside the normal admission round;

g) Twins and children from multiple births when one of the siblings is the 30th child admitted;

h) Children with SEN who are normally taught in a SEN unit attached to the school, or registered at a Special school, who attend some infant classes within the mainstream school.

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.

If one of an applicant's children has an Education, Health and Care Plan (EHCP) that names a specific school, the other children from that multiple birth will be awarded a place at the same school under the Local Authority's Exceptional Social or Medical criterion.

Starting School
All children whose date of birth falls between 1 September 2021 and 31 August 2022 are entitled to a full time school place in the September following their 4th birthday. This is when most children start school and they are normally educated together in one year group.

Children are not required to go to school until the first day of the school term that follows their 5th birthday. The table below summarises the date at which the child reaches what is known as 'compulsory school age'. Children must be in suitable full-time education from this point.

For children who are under compulsory school age, once a school place has been accepted, parents may, if they wish, agree with the school a pattern of part time attendance or a deferred start until later in that school year (but not later than the beginning of the summer term).
These arrangements should be discussed with the school.

In addition, summer born children (those born between 1 April and 31 August) do not need to start school until the September after their 5th birthday, a full year after they could first have started school. This does not apply to children born in the autumn and spring as these children must legally be in school full time in the term after they turn five years old (Further information is provided below).

A child born between	**… reaches compulsory school age on:**	**… and must be in suitable full time education from:**
1 September and 31 december	31 December	The beginning of the spring term following their 5th birthday (usually in the first week of January)
1 January and 31 March	31 March	The beginning of the summer term following their 5 th birthday (usually following the Easter holidays)
1 April and 31 August (summer born)	31 August	The beginning of the autumn term following their 5th birthday (usually in the first week of September)

Should a parent decide to delay their summer born child's school start until the September following their 5th birthday, they have 2 options:

- Make an in year application for a place for the September following their child's 5th birthday. The child will begin school in year 1, as the other children in their age group will be moving from reception to year 1 at this point. Parents can apply for an in-year place via www.havering.gov.uk/admissions/inyear from the 16th August (or the next working day if the 16th is not a normal working day). It is important for parents to remember that some schools are likely to be full at this point, and unable to offer a place. Schools are unable to 'hold' a place for a child from the previous year. Consideration should also be taken to the potential impact of missing the reception year with its focus on phonics and early arithmetic.
- If parents do not want their child to miss reception year, they may request that their child is admitted out of their normal age group, to reception instead of year 1, in the September following their child's 5th birthday. This application is best made when the parent would normally be expected to apply for their child's place at infant/primary school (i.e. before 15 January after a summer born child turns 3). This is considered in more detail in the next section.

Requesting admission outside a child's normal age group

If a parent decides to delay their summer born child's start until the September following their 5th birthday and wish them to start school in reception, they must make a request (a formal application) for them to be admitted out of their normal age group. This is because the rest of the children in their normal age group will have already finished reception and will be moving into year 1.

This request must be made to Havering School Admissions Team who will liaise with the admissions authority for each of the school's the parent is requesting a delayed entry into.

Parents will need to submit their request alongside an application for their child to be admitted to reception class at age of 4. This is so that, if the request is refused, parents still have the option of sending their child to school at age 4, if they wish, so their child does not miss the reception year.

Requests must state clearly why the parents feel admission to a different year group is in the child's best interest and provide what evidence they have to support this. It may include any evidence in support of their case with the request, for instance from a medical practitioner, head teacher etc. Some of the evidence a parent might submit could include:

- information about the child's academic, social and emotional development.
- where relevant, their medical history and the views of a medical professional.
- whether they have previously been educated out of their normal age group; and
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

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 of the child concerned.

Changing Preferences after submitting an application
Parents 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. All changes must be submitted by the closing date of 15 January 2026 to be considered as on-time applications.

School preference order
Parents should list their preferences in the order they prefer. If the parents 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 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 that none of the preferred schools have been offered.

Home to school travel
It is important that parents, when selecting their preferences for school admission, take into account how their child will travel to school and any subsequent costs involved with this. Transport will only be considered if a child is under 8 years old and is travelling more than two miles or is over 8 years old and travelling more than three miles to the nearest school with a place. Transport will not be provided to a school that is further away if the child would have been offered a vacancy at a nearer school had it been named as a preference on the application form.

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 will receive an email during the evening of the 16 April 2026 advising them of the school they have been offered. Parents will also be advised in the email to log back onto the eAdmissions website to accept or decline the school offered by 30th April 2026.

In the event that parents are unable to view the outcome of their application online, they can contact the School Admissions Team by telephone or email from 17 April 2026. Parents will be expected to answer several security questions before any information will be released.

Accepting or declining an offer
Havering strongly recommends that all parents 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 chances at an Independent Appeal Hearing.

Parents 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 16 April 2026. If parents do not respond the School Admissions Team will issue a reminder. If the parent still does not respond, the School Admissions Team will make every reasonable effort to contact the parent to find out whether or not they wish to accept the place. Only where the parent fails to respond and the School Admissions Team can demonstrate that every reasonable effort has been made to contact the parent, will the offer of a place be withdrawn.

If parents choose to decline an offer this may result in their child being out of school until they become compulsory school age, which is the term after their child's 5th birthday.

For children born on or after the 1st day of the Summer Term 2027, this could mean they will miss the majority of the school year.

Waiting lists
In the event that parents 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 part of the first academic term (1 September 2026 to 31 December 2026) unless a parent advises the Havering School Admissions Team to remove them from the list/s.

The Havering School Admissions Team holds and maintains the waiting lists for all schools in Havering apart from those that require a Supplementary Information Form (SIF). For schools that require a SIF, the School Admissions Team hold a list of applicants who have expressed an interest for the school and will liaise with the relevant school before making any offers to ensure that the correct child is being offered based on their schools admissions criteria.

Havering are not responsible for waiting lists for schools located outside of Havering. Parents 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 first academic term.
At the end of the first academic term, parents wishing for their child's names to remain on the waiting list for their preferred schools, must complete an In Year Application Form. The application can be made via the Havering website www.havering.gov.uk/admissions/inyear.

Appeals
Appealing against admission decisions If parents 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 wishing to appeal for school can do so online for the majority of schools via www.havering.gov.uk/admissions/appeal if the school is not listed on the online appeal form then parents should contact the school directly for the relevant appeal forms.

Further Appeals
In normal circumstances, there is no right to a second appeal for the same school within the same academic 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 School Admissions Team Leader may consider a second appeal as long as a parent can provide evidence of the changed circumstances.

Infant Class Size Appeals
The law states that there must not be more than 30 children in an infant class (that is, classes containing reception, year 1 and year 2 children). Apart from some very limited exceptions, no infant class may contain more than 30 pupils being taught by one teacher.

Any admissions which would increase a class to more than 30 pupils (with the exception of ‘excepted pupils’) would require 'qualifying measures', such as organising an extra class, appointing an additional teacher, providing an additional classroom or introducing or extending mixed age group teaching.

Where the Admission Authority can demonstrate to an Appeals Panel that any further admissions would require ‘qualifying measures’ your appeal could only be won if the Appeals Panel decided either that

- A mistake had been made in the allocation of places according to the admissions criteria which had deprived your child of a place and if the criteria had been applied correctly your child would have received that place
- The child would have been offered a place if the arrangements had not been contrary to mandatory provisions in the 2021 School Admissions Code and the school Standards and Framework Act 1998
- That the decision to refuse admission was 'unreasonable' in the circumstances of the case. 'Unreasonable' as defined by the Courts is construed as being perverse or irrational and is a very high threshold for an appeal to be successful.

Transfer from Infant to Junior schools
Where a child attends an infant school and is due to transfer to Year 3, the parent must submit an application via their home Local Authority (Havering residents can apply via www.eadmissions.org.uk) to attend either the partner junior school or any other junior school.

Applications for Havering Community Junior schools will be considered using the Havering junior admissions criteria for the preferred school. Such applications should be submitted by 15 January 2026.

Parents who wish to apply for a year 3 place in a Primary school will need to complete an In Year Common Application Form (ICAF). These applications will be dealt with in line with the In Year admissions process (see below). Parents should be aware that these applications will be dealt with as they are received. If a place is offered before the end of the Summer Term, the child would be required to start school immediately as places cannot be held until the child is due to start year 3.

Havering will coordinate the application and a place will be offered at the highest preferred school with a vacancy. If there are no vacancies at any of the preferred schools, a place will automatically be allocated to the partner Junior school and the parent will be advised of this and of their right of appeal against the decision not to offer their child a place at any of their preferred schools.

In Year Admissions
In Year admissions are admissions that take effect after 1 September of each year.

The Local Authority will continue to administer and coordinate In Year applications for ALL schools in Havering in line with the published In Year Admissions Coordinated Scheme.

Parents, including out of borough residents, requesting a Havering school place should submit an online In Year Application to the Havering School Admissions Team. The application and further information regarding the process can be found via the Havering website: www.havering.gov.uk/admissions/Inyear.

The Local Authority will process the application and a place will be offered at the highest preferred school with a vacancy. If there are no vacancies at any of the preferred schools and it is deemed by the admissions team that the child is out of education, the nearest school with a vacancy will be offered. Parents will be advised of this information in writing and advised of their right of appeal against the decision not to offer their child a place at any of their preferred schools.

Use of the Fair Access Protocol
In the unlikely event that a place at a school cannot be offered via the In Year Admissions process, the Local Authority may use its Fair Access Protocol to identify a school place. Further information is available via www.havering.gov.uk/admissions.

Admissions criteria for Rise Park Infant School

This criteria will be effective for all year groups throughout the academic year 2026/27

Applicants with an Education, Health and Care plan (EHCP) which names a school will be admitted in accordance with the 2021 School Admissions Code.

If there are more applications to the school than there are places available, then places will be allocated in the following order of priority.

1. Looked after children and all children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted

2. Exceptional medical or exceptional social grounds

3. A child whose brother or sister (sibling) currently attends the school or partner infant / junior school (not a nursery class attached to the school), and is expected to still be attending that school at the intended date of admission – See appendix 2 for partner infant and junior schools

4. Children whose parent is employed at the desired school as either a teaching assistant or qualified teacher for a minimum of 0.6fte (16.5 hours teaching staff) and has been employed for at least 2 years at the time of submitting the application

5. 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 A full definition of the above 5 criteria can be found below.

Admissions criteria for Rise Park Junior School
This criteria will be effective for all year groups throughout the academic year 2026/27.

Applicants with an Education, Health and Care plan (EHCP) which names a school will be admitted in accordance with the School Admissions Code.

If there are more applications to the school than there are places available, then places will be allocated in the following order of priority.

1. Looked after children and all children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

2. Children who attend the partner infant school and are transferring between year 2 and year 3.

3. Exceptional medical or exceptional social grounds.

4. A child whose brother or sister (sibling) currently attends the school or partner infant / junior school (not a nursery class attached to the school), and is expected to still be attending that school at the intended date of admission.

5. Children whose parent is employed at the desired school as either a teaching assistant or qualified teacher for a minimum of 0.6fte (16.5 hours teaching staff) and has been employed for at least 2 years at the time of submitting the application.

6. 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. A full definition of the above 6 criteria can be found below.

Tie Breaker
If, because of oversubscription in any of the criteria 1) to 4) for Infants and criteria 1) to 5) for the juniors, 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.

If oversubscription occurs in criterion 5 for infants and 6 for the juniors and it is not possible to distinguish which pupil is to be offered the final place because the home to school distance is equal, the pupils concerned will be selected by random selection.

Published Admissions Number

The number of pupils to be admitted to the Reception year and year 3 is 90.

Definitions of Admissions Criteria

Looked after Children / Previously Looked after Children
Within the admission arrangements for all community schools Looked after children and all children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted are given highest priority.

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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

Adoption includes children who were adopted under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders).

Child arrangements orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

Exceptional social or exceptional medical grounds
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 the 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 the 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 the school's exceptional medical criterion would not normally be given for these.

In addition, routine child-minding arrangements will not be considered to be an exceptional social reason for placement at the 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.
Children who have a twin or other multiple birth that has a specific school named as part of an Education, Health and Care Plan (EHCP) will have their application to attend the same school agreed as an exceptional social reason.

Consideration will be given to each submission by a panel of Local Authority officers consisting of:

- The School Admissions Team Leader
- The Special Educational Needs Team Manager
- 1 Senior School Admissions Officer
- 1 Special Educational Needs Senior Case Officer

Sibling (brother or sister)
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 stepbrother or stepsister or an adoptive or foster sibling, living as part of the same family unit at the same address.

Children of Staff
Priority will be given to children of staff if:
The parent is a member of staff employed at the desired school as either a Teaching Assistant or a Qualified Teacher and they work at least 0.6fte (16.5 hours teaching staff) and have done so for at least two years at the time of submitting their application.

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 a predetermined point for the 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.

In the event that two or more applicants, apply for a single place at the 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 excludes any business, relative's or childminder's address and must be the child's normal place of residence. Where the child is subject to child arrangements order and that order stipulates that the child will live with one parent/carer more than the other, the address to be used will be the one where the child is expected to live for the majority of the time. For other children, the address to be used will be the address where the child lives the majority of the time. In other cases, where the child spends an equal time between their parents/carers, it will be up to the parent/carers to agree which address to use. Where a child spends their time equally between their parents/carers and they cannot agree on who should make the application, we will accept an application from the parent/carer who is registered for child benefit. If neither parent is registered for child benefit, we will accept the application from the parent/carer whose address is registered with the child's current school.

We 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 available to that child.

The address to be used for the initial allocation of places will be the child's address at the closing date for application. Changes of address may be considered in accordance with Havering's coordinated scheme if there are exceptional reasons behind the change. Any offer of a place on the basis of address is conditional upon the child living at the appropriate address on the relevant date. Applicants have a responsibility to notify the Havering School Admissions Team of any change of address and must 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 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).

With regard to how the information provided by parents/carers is handled by the Local Authority, 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 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"

Admission to Reception

Attendance at a nursery class or early years provider on, or linked to school grounds, does not mean an automatic transfer to the Reception class of the main school for three and four year - 18 - olds. Parents must apply for a Reception class at their preferred schools, by expressing a preference for admission: Living outside of Havering: apply via the Common Application Form (CAF) used by your home Local Authority. Living in Havering: apply via Havering's Common Application Form (CAF) via the eAdmissions website www.eadmissions.org.uk. Parents who have registered for an eAdmissions account and are unable to complete the application can contact the School Admissions Team for help and advice. All Reception applications must be submitted by 15 January 2026.