

# Transferring to a Havering Junior School in September 2018

**For children born between  
1 September 2010 and 31 August 2011**



**APPLY ONLINE BY 15 JANUARY 2018**  
[www.havering.gov.uk/admissions](http://www.havering.gov.uk/admissions)



**Havering**  
LONDON BOROUGH

This booklet explains how to apply for a Havering community junior school place for

## Children currently in year 2

**If your child already has a Statement of Special Educational Needs (SEN) or Education, Health and Care (EHC) Plan** – you are still required to complete an application. However you will follow a different admissions process with your SEN caseworker. Please contact the SEN team for more information on 01708 431885

If your child is currently attending an infant school in Havering or any other Local Authority, you must apply for a junior school place for next September via [www.eadmissions.org.uk](http://www.eadmissions.org.uk).

All Havering Community junior schools give highest priority to Looked After Children and Previously Looked After Children. Second priority is given to pupils who are currently on roll in year 2 at their linked infant school. If vacancies are available after those transferring from the linked infant school have been admitted, the places will be offered to other applicants using the distance criteria.

Junior schools that are academies or voluntary aided schools (marked in red below) may have different admissions arrangements, you should contact the school or visit their website for more information.

Junior schools are not allowed to reserve places for individual pupils and therefore, it is very important that you apply on time to ensure you do not miss out on an offer.

### **Junior schools in Havering:**

Ardleigh Green Junior

Crownfield Junior

**Drapers' Brookside Junior**

**Langtons Junior Academy**

Parklands Junior

**Rise Park Junior**

**Scargill Junior**

Squirrels Heath Junior

**St Ursula's Catholic Junior**

Towers Junior

**Upminster Junior**

**Whybridge Junior**

# Top tips when choosing your preferences

## **Be realistic when deciding your preferences**

Most parents will choose to apply for their linked junior school. This will normally secure a place for your child, as second priority will be given to them as they attend the linked infant school (first Priority is given to Looked After Children and Previously Looked After Children). You are entitled to apply to any junior school, although your application will be given a lower priority than those of children already attending the linked infant school.

## **Include your linked junior school in your preferences**

There is no guarantee that an offer can be made at an alternative school. It is very important that you include your linked junior school as a preference as it is more likely that you will be offered a place at this school.

## **Do not add primary schools to your application**

Primary schools do not take part in the infant to junior process. You will not be able to apply for a primary school online via eadmissions. If you would like to move your child to a Havering primary school for year 3, you will need to make an in-year application via [www.havering.gov.uk/admissions/inyear](http://www.havering.gov.uk/admissions/inyear).

## Frequently asked questions

### **Who can apply for a junior school place?**

The parent/guardian of any child currently on roll in year 2 is entitled to apply for a junior school place, even if the child currently attends a primary school. First priority is given to Looked After Children and Previously Looked After Children. Second priority is given to children on roll in year 2 at each junior school's linked infant school. Therefore, the number of places offered to children from other schools is normally very low.

### **Do I need to apply if my child is on roll in year 2 at an infant school?**

Yes, failure to apply on time may mean that your child may not be able to gain a place at the linked junior school.

### **Do I need to apply if my child is on roll in year 2 at a primary school?**

No, your child will automatically progress to year 3 in the same school.

### **My child lives in Havering but is on roll in year 2 at an infant school in another borough. What do I do?**

You must submit a junior school application to Havering, listing your preferences – you can do this online via [www.eadmissions.org.uk](http://www.eadmissions.org.uk). Online applications can be made for junior schools in neighbouring authorities.

### **My child is on roll in year 2 at a Havering infant school, but does not live in Havering. What do I do?**

You must submit a junior school application to your home Local Authority by 15 January 2018. Neighbouring authorities will allow applications to be made for Havering junior schools.

## **Important information**

If you live in Havering, you must apply through Havering, even if the schools you list are outside Havering.

Havering cannot be held responsible for any problems encountered with internet providers. It is your responsibility to ensure that your application is received on time.

We strongly recommend that you include your linked junior school as a preference, even if you would like to move your child to a different school.

Please check your application carefully. There are a number of schools that have similar names, so please take care when selecting your preferences. It is extremely important that the information you submit is correct.

### **For more information or advice**

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

 01708 434600 (Monday - Friday, 12 - 5pm)

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

# Record of online application details

The closing date for your application is 15 January 2018



We recommend that once you have submitted your junior application you print this page, complete the information below and keep this somewhere safe for future reference

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

If you have tried to register online but you are unable to do so because your address is not listed, the system does not recognise your postcode, or the school you wish to apply for is not listed, you **must** contact the School Admissions Team before 2pm on the 15 January 2018.

Application reference  
(received once submitted)

311 - 2018 - 09 - E -

Email Address:

Username:

Password: