

## Admissions Arrangements for the Academic Year 2025-26

Students and their parent(s)/carer(s) who are considering applying are invited to visit the school. The school holds an Open Evening for Year 6 students and their parent(s)/carer(s) in the September of the year prior to intended admission. The School Leadership Team will also be pleased to provide information and answer questions by letter or telephone, or to meet parents to discuss applications. Morning tours are also available for prospective families to look around the school. Please contact [admin@hornchurchhigh.com](mailto:admin@hornchurchhigh.com) for details.

Applications for all school places must be made on the application form provided by the Havering Local Authority, with the opportunity to nominate schools, ranked in order of preference. The Havering Local Authority will then notify parent(s)/carer(s) of the outcome of their application for a place.

Hornchurch High School is an 11-16 co-educational Academy with a planned admission number of 180 students for Year 7 in September 2025. The academy will accordingly admit at least 180 each year if sufficient applications are received. All applicants will be admitted if 180 or fewer apply. The school will admit any pupils with an Education, Health and Care plan (EHCP). Priority will then be given to those children who meet the criteria set out below, in order:

### 1. Looked after children / Previously Looked after Children

Within these admission arrangements 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, will receive the highest priority.

#### Definition:

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.

## **2. Sibling (brother or sister)**

Children with siblings on the roll of the school on the date of admission will be given secondary priority. 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 halfsister or a step-brother or step-sister or an adoptive or foster sibling, living as part of the same family unit at the same address.

## **3. Distance of the home address from the school**

Those pupils living nearer the school are given higher priority. The distance between the home address and the 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 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 the school 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 the school live at addresses that are located at exactly the same distance from the 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.

### **Applying for a Year 7 place**

Applications for admission to Year 7 at the Academy in September 2025 are co-ordinated by the London Borough of Havering (the Local Authority).

Parents/carers residing in Havering must complete and submit the Local Authority's Common Application Form (CAF) by the **31st October 2024**. The CAF must be completed electronically and submitted online. Applications from out-borough residents must be made using the Common Application Form provided by their home local authority. Applications from outborough residents will be considered using the same admissions criteria. The law requires that no distinction be made between applicants resident in Havering and those resident outside the borough when these criteria are applied. (Full details of the co-ordinated admissions process can be obtained from the Local Authority's website at [www.havering.gov.uk/admissions](http://www.havering.gov.uk/admissions) or by reading a copy of the "Transferring to a Havering Secondary School " brochure published annually by the Local Authority.

### **Tie-breaks**

If, because of oversubscription in any of the criteria above (apart from the criteria applying to Looked After Children / Previously Looked After Children) 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. Random allocation will be used as a tie-break to decide who has highest priority for admission if the distance between a child's home and the school is the same in any individual case.

### **Admission of children outside their normal age group**

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting upon his or her schooling. All such requests will be considered on their merits and either agreed or refused, on that basis, and on the advice from appropriate professionals.

### **Appeals**

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. For information on the timetable for the appeals process and to lodge an appeal online parents should visit the following website within 20 days of being notified that their application has been unsuccessful:

[https://www.havering.gov.uk/info/20006/schools\\_and\\_education/481/appeal\\_for\\_a\\_school\\_place](https://www.havering.gov.uk/info/20006/schools_and_education/481/appeal_for_a_school_place)

### **Offers**

The Local Authority will, on **3<sup>rd</sup> March 2025**, notify applicants residing within the borough of the outcome to their application. Out of borough residents will receive notification of the outcome of their applications from their home local authority. Applicants will be asked to accept or decline the offer of a place by **17th March 2025**, or within two weeks of the date of any subsequent offer.

### **Waiting Lists**

The Local Authority School Admissions Team will operate a waiting list for each year group. Where in any year the school receives more applications for places than there are places available, a waiting list will operate until the end of the academic year. This will be maintained by the Local Authority and the child's name will automatically be placed on the waiting list if the school is a higher preference than the school you have been offered. The waiting list will also be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

A child's position on the waiting list will be determined solely in accordance with the admissions criteria as set out above. Where places become vacant they will be allocated to children on the waiting list in accordance with the admissions criteria. The waiting list will be reordered in accordance with the admissions criteria whenever anyone is added to or leaves it. Priority cannot be given to children based on the date that their application was received or their name was added to the waiting list.

A child's position on the waiting list can move up as well as down.

### **In-Year Admissions**

The Local Authority will continue to administer and co-ordinate 'In Year' applications for ALL schools in Havering. Details of the in-year co-ordination scheme in Havering can be found at:

[https://www.havering.gov.uk/info/20008/school\\_admissions/464/inyear\\_admissions\\_process](https://www.havering.gov.uk/info/20008/school_admissions/464/inyear_admissions_process)

Parents/carers including out of borough residents, requesting a school place should submit an application to the school Admissions Team using the online In Year Common Application Form (ICAF) which is available on the Havering website:

[www.havering.gov.uk/admissions/inyear](http://www.havering.gov.uk/admissions/inyear) For further information regarding 'In Year' admissions please contact: [schooladmissions@havering.gov.uk](mailto:schooladmissions@havering.gov.uk)

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 and the parent has not requested that their child remain at their current school, the nearest school with a vacancy will be offered. Parents /carers 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/ Academy.

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### **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 a 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.

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.

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.

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).