

Havering Council (the Local Authority) is the admission authority for all community and voluntary controlled schools in the London Borough of Havering.

This means that the Council sets the oversubscription criteria and makes the decisions as to which pupils are admitted to these schools. The determined admission arrangements for community and voluntary controlled infant, junior, primary and secondary schools in the borough can be viewed on the [Havering Website](#).

Ardleigh Green Infant and Ardleigh Green Junior School are three form entry schools. The standard admission number is 90.

At the end of Year 2 the majority of children transfer from our feeder Infant school to the Junior with who share the same site. Pupil mobility is low, but when places do become available as a result of families moving from the area they are quickly filled.

The schools do hold waiting lists – these are administered by Havering Council. In September 2020, 481 children applied for 90 Reception places.

In the Junior School three children were admitted to Year 3 to fill places that arose as a result of two families moving out of the area.

Procedures for an in year transfer to our school are outlined in the LA policy document posted on this website.

If you require any further information please contact Pupil Services at the Town Hall Romford. 01708 434343 or the School Office 01708 449362.

*Policy Reviewed October 2020*