

Appendix 1

Oversubscription criteria for Haringey mixed community secondary schools for the 2010/11 school year. (NOT Hornsey School for Girls)

Children with a statement of special educational needs which name the school will be admitted in accordance with section 324 of the Education Act 1996.

If the number of applicants without statements of special educational needs naming the school is higher than the number of places available, the following criteria are applied, in the order set out below to decide who is offered a place:

- a) Children who are looked after by a local authority.
- b) Children who the Authority accepts have an exceptional medical, social or educational need for a place at the school. Applications will only be considered under this category if they are supported by a written statement from a doctor, social worker or other appropriate independent professional. In each case, the connection between the child's need and the specific school applied for must be clearly demonstrated.
- c) Children with a brother or sister already attending the school and who will still be attending on the date of admission. This category includes foster brothers and sisters, half brothers and sisters or stepbrothers and sisters. Parents should note that in all these cases, the brother or sister must be living at the same address as the child for whom the application is being made.
- d) Children living closest to the preferred school (distance is measured in a straight line using a computerised mapping system).

The tie-breaker for all criteria is children living closest to the school (measured in a straight line from the home post office address point to the main entrance of the school (using a computerised mapping system).



Appendix 2

Proposed admission arrangements for Hornsey School for Girls for the 2010/11 school year.

Children with a statement of special educational needs which name the school will be admitted in accordance with section 324 of the Education Act 1996.

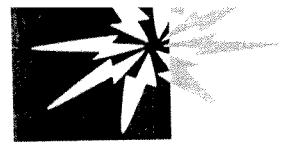
If the number of applicants without statements of special educational needs naming the school is higher than the number of places available, the following criteria are applied, in the order set out below to decide who is offered a place:

- a) Girls who are looked after by a local authority.
- b) Girls who the Authority accepts have an exceptional medical, social or educational need for a place. Applications will only be considered under this category if they are supported by a written statement from a doctor, social worker or other appropriate independent professional. In each case, the connection between the child's need and Hornsey School for Girls must be demonstrated.
- c) Girls with a sister already attending the school, and who will still be attending on the date of admission. This category includes foster sisters, half sisters and stepsisters. Parents should note that in all of these cases, the sister must be living at the same address as the child for whom the application is being made.
- d) Girls allocated places in proportion to the applications received from each primary school. If there are more requests from girls attending a particular primary school than the proportionate allocation, places will be allocated to those girls living closest to Hornsey School for Girls. If a place becomes available but there are no remaining requests from that particular primary school, (school A), the place will be added to the proportion allocated to the primary school (school B) **which is the primary school with the highest unmet demand.** Girls who attend independent schools or who move into the area and who are unplaced in a primary school will be assigned to their nearest community primary school.

The waiting list for Hornsey School for Girls will be held in this order until the start of the autumn term September 2009 when, after criteria a), b) and c), criterion d) will be replaced by criterion e) below:

- e) The remaining places will be allocated to those girls who live closest to Hornsey School for Girls. (Distance is measured in a straight line using a computerised mapping system).

The tie-breaker for all criteria is children living closest to the school measured in a straight line from the home post office address point to the main entrance of the school (using a computerised mapping system).



Haringey

Appendix 3

Oversubscription criteria for nursery classes in Haringey community primary schools and St Aidan's voluntary controlled primary school for the 2010/11 school year.

Children can begin in the nursery class from the September following their child's third birthday. If there are more requests than part-time places available, the criteria shown below for full time places will be applied.

If the number of applicants is higher than the number of full-time places available, the following criteria are applied:

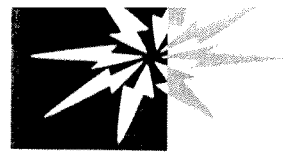
- children with special educational needs
- children with a social or medical need, for example a child in the care of the local authority and children on the risk register
- children who are residents of Haringey and who:
 - are housed in temporary accommodation
 - are cared for by a lone parent
 - are refugees or asylum-seekers
 - are from a family receiving Income Support
 - have English as an additional language
 - are from a family with a number of pre-school-age children.

If a child has one or more of these needs, there is no guarantee of a full time place, however your child may be given a higher priority for a place. If you think your child has any of these needs, please contact your preferred school or centre to discuss this in detail.

Parents/carers should note that admission to a nursery class in a school does not guarantee a place in the reception class at the same school, and separate application forms must be completed for the nursery and the reception class.

Early admission to nursery

Some places may be available to children for one or two terms before the school year in which they have their fourth birthday. Priority for these places is given to children in greatest need. Please ask at your local school/centre for information in the first instance.



Appendix 4

Oversubscription criteria for Haringey community primary schools and St Aidan's voluntary controlled primary school for the 2010/11 school year.

Children with a statement of special educational needs which name the school will be admitted in accordance with section 324 of the Education Act 1996.

If the number of applicants without statements of special educational needs which name the school is higher than the number of places available, the following criteria are applied, in the order set out below to decide who is offered a place:

- 1) Children who are looked after by a local authority.
- 2) Children who the Authority accepts have an exceptional medical, social or educational need for a place at the school. Applications will only be considered under this category if they are supported by a written statement from a doctor, social worker or other appropriate independent professional. In each case, the connection between the child's need and the specific school applied for must be clearly demonstrated.
- 3) Children who will have a brother or sister attending the school (or its associated Infant or Junior school) at the time of admission. This category includes foster brothers and sisters, half brothers and sisters or stepbrothers and sisters. Parents should note that in all these cases, the brother or sister must be living at the same address as the child for whom the application is being made. (However, this does not include younger siblings in the school's nursery class).
- 4) Children living closest to the preferred school.

The tie-breaker for all criteria is children living closest to the school measured in a straight line from the home post office address point to the main entrance of the school (using a computerised mapping system).

Appendix 5

Qualifying Scheme for co-ordination of admission to Year 7 in Haringey maintained secondary schools for the 2010/11 school year.

The Haringey Children and Young People's Service proposes carrying forward the co-ordinated arrangements currently in place for admission to maintained secondary schools in September 2009. The Qualifying Scheme outlined below incorporates all admission authorities for maintained secondary schools in Haringey as required under current legislation. These are:

The Children and Young People's Service is the admission authority for the community secondary schools in Haringey, specifically:

- Alexandra Park School,
- Gladesmore Community School,
- Heartlands High School,
- Highgate Wood School,
- Hornsey School for Girls,
- Northumberland Park Community School,
- Park View Academy
- Woodside High Lane School

The respective governing bodies are the admission authorities for the following schools:

- Greig City Academy
- Fortismere School
- St Thomas More RC School
- The John Loughborough School

Applications

i) Parents applying for all maintained secondary schools in Haringey at the primary-secondary transfer stage will be required to complete the secondary transfer form for the area in which they live, regardless of the location of the secondary schools they are applying for.

ii) In accordance with paragraph 1.73 of the School Admissions Code other admission authorities within Haringey (i.e. Greig City Academy, Fortismere, St Thomas More RC School and The John Loughborough School) will not use supplementary forms except where the information on the Common Application Form is insufficient for consideration against the school's published admission criteria.

iii) Applicants will be able to express up to six preferences on the Common Transfer form, and this will include all maintained secondary schools whether situated in Haringey or not, as well as Academies and any City Technology College that has agreed to participate in their Authority's scheme.

iv) The order of preference given by parents on the Common Application Form will not be revealed as admission authorities do not require this information in order to apply their oversubscription criteria. However, the preference information will be given to another authority where a parent has applied for a participating secondary school in that authority's area to enable that authority to run their co-ordination scheme.

Processing (Timetable)

v) Applicants living in Haringey must return the completed Common Application Form **which will be available to be submitted on line to Haringey Admissions Service by 26 October 2009**. The October closing date is recommended by the School Admissions Code is 24 October, or the next working day, however, 24 October often falls during the half term break.

vi) Application data relating to applications to schools in other Participating Authorities will be up-loaded to the Pan-London Register by **9 November 2009**. In any year when this is not a working day, the deadline will be the next working day. The last date for uploading late applications that are accepted as 'on-time' to the PLR will be **11 December 2009**.

vii) The timetable for processing applications in accordance with oversubscription criteria for all admission authorities in Haringey (please see proposed oversubscription for Haringey community secondary schools under point 1 in the consultation document) will be as follows:

◆ **20 November 2009** – Deadline for Haringey Admissions Service to send details of applicants (without preference information to Greig City Academy, Fortismere, The John Loughborough School and St Thomas More RC School.

◆ **23 November 2009 to 8 January 2010**, admission authorities in Haringey consider applications using their respective published admission arrangements.

◆ **13 January 2010** – Deadline for Greig City Academy, Fortismere, The John Loughborough School and St Thomas More RC School to return lists of all applicants, in rank order, to the Haringey Children's Service.

viii) It is proposed that late applications should be accepted only where they are late for a good reason. This carries forward the current published arrangement for Haringey community schools which states that:

'Applications received after the closing date.....will only be considered with those submitted before the closing date where there are exceptional circumstances. This can be where the family moved (in which case evidence of the change of address will be required) or there are other exceptional reasons which prevented the family from applying on time. In each case, supporting evidence will be required.'

ix) Where a parent moves from one participating home authority to another after submitting an on-time application under the terms of the former home authority's scheme, the new home authority will accept the application as on-time up to 11 December 2009, on the basis that an on-time application already exists within the Pan-London system.

x) Haringey will participate in the application data checking exercise to be scheduled between December 2009 and January 2010 in the Pan-London timetable.

xi) The latest up-load of late applications to the PLR is **11 December 2009**.

xii) Haringey Children and Young People's Service will up-load the highest potential offer to an applicant for a Haringey maintained school to the PLR by **3 February 2010**. The PLR will transmit the highest potential offer made by the Maintaining LEA (the LEA where the school is situated) to the Home LEA (the LEA where the applicant lives).

xiii) Haringey's Local Admissions System (LAS) will eliminate all but the highest ranked offer where the applicant has more than one potential offer across Maintaining LEAs. This will involve exchanges of information between LAS and the PLR until a steady state is achieved (which PLR will indicate). Haringey will then transmit to PLR information about which final offers have and have not been made at least 5 working days before 1 March. The PLR will transmit this information to the LAS of the relevant Maintaining Authorities for their information.

Offers

xiv) Notification will be sent to parents concerning the outcome of their applications on the Prescribed Day, this being **1 March 2010**.

xv) On the same day, Haringey residents who have not been offered one of their preferred schools will be allocated a place at an alternative school. This will usually be the nearest community school, but, with the agreement of the governing bodies, this may be either of the voluntary aided secondary schools or the academy, provided they have places available.

xvi) Haringey Admissions will participate in the offer data checking exercise to be scheduled February 2010 in the Pan-London timetable.

xvii) For the purposes of Paragraph 2(e), 4 (d) and 4 (e) of the Schedule to the Regulations, the Home LA (Haringey Children and Young People's Services) will inform applicants living in the area of their highest offer of a school place and, where relevant, the reasons why higher preferences were not offered, irrespective of whether they were for schools in the Home LA or in other Participating LAs. Where a place has been refused at a Haringey school where the governors are the admission authority, parents will be advised to contact the school concerned for detailed reasons why their application was refused.

Post-Offer

xviii) Haringey Children and Young People's Services will continue to co-ordinate admissions after 1 March notifications have been sent until a steady state is achieved. **This will be until September 2010**. At that stage, the LA will notify Greig City Academy, Fortismere, The John Loughborough School and St Thomas More RC School.

xix) Haringey Admissions will request that resident parents accept or decline the offer of a place by 15 March 2010.

xx) Where a parent resident in Haringey accepts or declines a place in a school maintained by another authority by 15 March 2010, we will forward the information to the maintaining authority by 22 March 2010. Where such information is received from parents between 15 March and 31 August 2010, we will pass it to the maintaining authority as it is received.

xxi) In the period 1 March to 31 August 2010, Haringey Admissions will seek to ensure that a place is not offered at a school in its area which is ranked on the CAF as a lower preference than any school already offered to a parent.

xxii) In the period 1 March to 31 August 2010, Haringey will inform the home authority, where different, of any change to an applicant's offer status as soon as it occurs.

xxiii) In the period 1 March to 31 August 2010, Haringey Admissions will accept new applications (including additional preferences) for its schools from home authorities.

xxiv) It is proposed that waiting lists for Haringey community secondary schools will be kept in the order of the oversubscription criteria. From September 2010, the waiting list for Hornsey School for Girls will be altered and the proportionality category will cease. In its place, applicants under this category will be placed in order of distance of the home address to the school. Applicants remain only on waiting lists for higher preferences than the one offered. (This will not affect parents' right to appeal against any decision to refuse a place).

Number of places

The current admission limits for year 7 pupils in each Haringey community secondary schools is as follows:

Alexandra Park	216
Gladesmore Community School	243
Heartlands High School	216
Highgate Wood School	243
Hornsey School	243
Northumberland Park Community School	210
Park View Academy	243
Woodside High School	216

Appendix 6

Qualifying Scheme for co-ordination of admission to reception classes in Haringey maintained primary schools for the 2010/11 school year.

Children who have their fifth birthday on or between 1 September 2010 and 31 August 2011 are due to start in reception classes in Haringey in September 2010. The current arrangements for admission to Haringey community primary schools and St Aidan's voluntary controlled School do not provide for children of other age groups to start in reception in September 2010. Parents will be required to show documentary evidence of their child's date of birth.

The proposals outlined below incorporate all admission authorities for maintained primary schools in Haringey with reception classes. These are:

- i) Haringey Children and Young People's Service as admission authority for the community primary schools in Haringey.
- ii) The Governing Bodies of the following voluntary aided primary and infant schools:

St Francis de Sales RC Infants' School	
St Ignatius RC Primary	St John Vianney RC Primary
St Martin of Porres RC Primary	St Mary's RC Infants' School
St Peter-in-Chains RC Infants' School	
The Green CE Primary	St Ann's CE Primary
St James CE Primary	St Mary's CE Infants' School
St Michael's CE Primary (N6)	St Michael's CE Primary (N22)
St Paul's & All Hallows CE Infants' School	

Application Forms

For the September 2010 intake, parents applying for all maintained primary schools in Haringey in the normal year of entry (i.e. to reception classes) will be required to complete the Haringey common application form, regardless of the applicant's borough of residence. All preferences named on the common application form will be valid preferences.

In accordance with paragraph 1.73 of the School Admissions Code other admission authorities within Haringey (i.e. the voluntary aided primary and infant schools listed above) will **not** use supplementary forms except where the information on the common application form is insufficient for consideration against the school's published admission criteria. (This will usually be where schools require evidence of religious commitment as part of their admission arrangements).

However, Governors will be required to state in their admission arrangements that these are not application forms, and the completion of a supplementary form alone is not a valid application. Where supplementary forms have been returned directly to the schools, they must notify the Haringey Admissions Service to check whether the common application form has been completed, and if not, contact the parent and request them to complete one.

The Children's Service is proposing that applicants should be able to name up to four schools on the common application form in order of preference, and this will include all maintained primary schools in Haringey (but not primary schools in any other authority's area). Parents will also be invited to give reasons for their preferences.

Confidentiality of preference information

The Authority will forward information about all applicants to the relevant admission authorities within Haringey, but will not give the preference ranking.

The Equal Preference System

Preferences for maintained primary schools (including voluntary aided schools) will be considered without reference to the parent's order of preference. Admission authorities should supply a list of all applicants in criteria order to the Admissions Service who will apply the ranking information to offer the highest possible preference.

Governing bodies of voluntary aided schools in their capacity as admission authority for that school will be responsible for applying their own determined and published admission arrangements, and these should make clear that preferences will be considered equally, and without reference to the preference order stated by the parent.

Haringey's Local Admissions System (LAS) will eliminate all but the highest ranked offer where the applicant has more than one potential offer across admission authorities within the authority's area.

Determining the offers in response to the common application form.

The closing date for applications is proposed as **29 January 2010**, and the deadline for changing preferences should be the same date. The forms must be returned to Haringey Admissions Service by this date.

It is proposed that there is a frequent exchange of data relating to schools where the governing body is the admission authority (i.e. voluntary aided primary and infant schools in Haringey) both before and after the closing date to ensure that application procedures have been followed correctly and the necessary forms have been completed).

The Haringey Admissions Service will act as a clearing house for the allocation of places by the relevant admission authorities in response to the application forms. The Authority will only make any decision with respect to the offer or refusal of a place in response to any preference expressed on the common application form where:

- a) it is acting in its separate capacity as an admission authority, or
- b) an applicant is eligible for a place at more than one school, or
- c) an applicant is not eligible for a place at any school that the parent has nominated.

By **5 March 2010**, the Haringey Admissions Service will notify the admission authority for each of the schools of every nomination that has been made for that school, including all relevant details and any supplementary form received by this date which schools require in order to apply their oversubscription criteria.

By **5 April 2010** the admission authority for each school will consider all applications for their schools, apply the school's oversubscription criteria (if appropriate) and provide the Haringey Admissions Service with a list of those applicants ranked according to the school's oversubscription criteria.

The LA will match this ranked list against the ranked lists of the other schools nominated and:

- where the child is eligible for a place at the nominated/only one of the nominated schools, that school will be allocated to the child
- where the child is eligible for a place at two or more of the nominated schools, they will be allocated a place at whichever of these is the highest ranking nominated school for which they are eligible for a place
- where the child is not eligible for a place at the nominated school/any of the nominated schools, the child will be allocated a place at the nearest appropriate school to the child's home address with a place available. They will also be given information on other schools in the LEA's area which still have places available.

On 30 April 2010 the Admissions Service will inform schools of the pupils to be offered places at their schools

On 30 April 2010 the Admissions Service will post letters to parents notifying them they are being offered a place at the allocated school. This letter will give the following information:

- the name of the school at which a place is offered;
- the reason why the child is not being offered a place at any of the other schools which may have been nominated on the common application form;
- information about their statutory right of appeal against the decisions to refuse places at other nominated schools;
- contact details for the school and LA (and those nominated VA schools where they were not offered a place so that they can lodge an appeal with the governing body);
- if the child has been refused a place at a nominated school that was a higher preference than the one offered, an invitation for the child's name to be placed on a waiting list for reallocation if places become free after the offer date.

On 30 April 2010 the LA will also inform neighbouring LAs of any offers of a place at its schools made to neighbours' residents

14 May 2010: the deadline for parents to accept the place offered. If they do not respond by this date, it will be assumed that they do not accept the place.

After offers have been made

The Admissions Service will continue co-ordinated procedures for a time after the 30 April 2010 notifications have been sent until a steady state is achieved. This is because duplicate offers will be possible where applicants have applied to schools in another authority's area, or parents decide to accept a place for their child in the private sector. It is anticipated that this will be until September 2010.

Waiting lists should be kept in the order of the oversubscription criteria and in order to avoid duplicate offers, **applicants remain only on waiting lists for higher preferences than the one offered.** (This will not affect the parents' right to appeal against any decision to refuse a place).

Timetable

The proposed timetable for processing applications in accordance with oversubscription criteria for all admission authorities in Haringey is suggested as follows:

Deadline for receipt of completed application forms – **29 January 2010**

Community and voluntary aided schools advised of all applications received for their schools – **5 March 2010**

Voluntary aided schools to send lists of all applicants in criteria order to Haringey Admissions Service – **5 April 2010**

Letters notifying parents of the outcome of their applications – **30 April 2010**

Late applications

The closing date for receipt of completed common application forms is 29 January 2010. Applications received after this date will be accepted as 'on time' **only** where they are late for a good reason. This is in line with the School Admissions Code.

Further guidance on exceptional circumstances will be given in the new primary school booklet.

Applications made directly to any school on the common transfer form must be forwarded to Haringey Admissions Service immediately. Where only the supplementary form is received, the school must inform the authority immediately so it can verify whether a common application form has been received from the parent, and if not, contact the parent and ask them to complete one. The Authority will enter the details onto its central database and after consultation with the relevant admission authority, offer a place at the nominated or highest ranking school with a place available, or if this is not possible, at the nearest appropriate school with a place available.

Applications received after 1 September 2010 (Casual admissions)

Applications received after 1 September 2010 and applications for places in a year group other than the normal year of entry to primary school will be treated as casual admissions, and referred to the relevant admission authority for determination. Individual admission authorities will operate arrangements for casual admissions. In the case of the Children and

Young People's Service, the waiting lists for community primary schools and St Aidan's Voluntary Controlled School will be kept in the order of the oversubscription criteria.

Waiting lists.

The waiting lists for reception classes in Haringey community primary schools and St Aidan's Voluntary Controlled School will be kept in the order of the oversubscription criteria..

Alexandra JMI	30	Lordship Lane	90
Belmont Infants	56	Mulberry	90
Bounds Green Infant	60	Muswell Hill	60
Broadwater Farm	60	Nightingale	60
Bruce Grove	60	Noel Park	81*
Campsbourne Infant	60	North Haringay	60
Chestnuts Primary	60	Rhodes Avenue	60
Coldfall	90	Risley Avenue	90
Coleraine Park	60	Rokesley Infant	90
Coleridge	120	St Aidan's VC Primary	30
Crowland	60	Seven Sisters	60
Devonshire Hill	60	South Haringay Infant	60
Downhills	60	Stamford Hill	30
Earlham	60	Stroud Green	60
Earlsmead	60	Tetherdown	60
Ferry Lane	30	Tiverton	60
Highgate	56	Welbourne	60
Lancasterian Infant	58	West Green	30
Lea Valley	60	Weston Park	30

*The Authority is proposing to reduce the number admitted to the reception year at Noel Park School from 81 to 60 from the 2010/11 school year.



Appendix 7

Arrangements for admission to Alexandra Park Sixth Form

Total number of students to be admitted in September 2010 = 250

Total number of students to be admitted from outside the school = 100

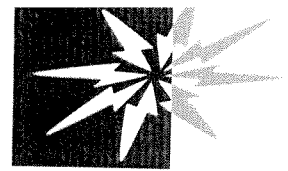
To study AS/A levels students must have at least five Grades A* – C at GCSE. Some subjects have specific entry requirements and for many AS/A level subjects a B grade in that subject at GCSE is a strong preference.

Students without five Grades A* – C at GCSE, are able to apply for our Intermediate courses – OCR National in Science, OCR National in Business and BTEC Music providing that their performance at GCSE indicates that they will be able to cope with the demands of the course.

Students wishing to join the Sixth Form after having completed their AS levels at another institution may be able to complete A2s in Year 13 at Alexandra Park School. To do so they must have secured satisfactory passes in their AS levels, and their course choice is compatible with our timetable.

The Alexandra Park Sixth Form will normally be able to offer places to all applicants provided they meet the minimum entry requirements. In the unlikely event that this is not possible due to the number of applications, priority will be given in the following order to students who meet the minimum entry requirements:

1. To students in the care of a local authority or who have statements of Special Educational Needs specifically naming the institution;
2. To students who will have a sibling attending the school at the point of admission. This category includes foster brothers and sisters, half brothers and half-sisters or stepbrothers and stepsisters. They must also be living at the same address as the applicant.
3. To students living closest to the school. Distance will be measured in a straight line from the post office address point of the student's home to the main entrance of the school.



Appendix 8

Arrangements for admission to Hornsey/Highgate Wood Sixth Form Consortium

Total number of students to be admitted in September 2010 = 300

Total number of students to be admitted from outside the school = 100

Years 12 and 13 (500 students) are based in separate accommodation. For a number of years at post 16 both schools have existed as a joint sixth form. General entry requirements are as follows:

- | | |
|----------------------------------|---|
| A/S and A2 Level - | Four GCSE passes at A* - C. Some subjects will require a pass at grade 'B', for example Maths and Sciences. |
| GNVQ Intermediate - grade 'D' or | Four GCSE passes two of which should be at pass with Merit (2 yr course) or Distinction at Level 1 GNVQ. |
| GNVQ – Foundation - | Preferably mainly G – E passes at GCSE (2 yr course) |

All students will be invited to an informal discussion about their subject choice.

The Hornsey/Highgate Wood Sixth Form Consortium will normally be able to offer places to all applicants provided they meet the minimum entry requirements. In the unlikely event that this is not possible due to the number of applications, priority will be given in the following order to students who meet the minimum entry requirements:

1. To students in the care of a local authority or who have statements of Special Educational Needs specifically naming the institution;
2. To students who will have a sibling on roll at the school where the applicant will be enrolled at the point of admission. This category includes foster brothers and sisters, half brothers and half-sisters or stepbrothers and stepsisters. They must also be living at the same address as the applicant.
3. To students living closest to the school. Distance will be measured in a straight line from the postal address point of the student's home to the main entrance of the institution where they would be on roll.