

Arrangements for In-Year Admissions: 2015

Parents living in or outside of Haringey applying for a place in a Haringey school need to complete and return an In-Year Admissions Application Form to the Haringey School Admissions Service. Haringey parents applying for schools outside of the borough need to apply directly to the borough the school is located in. Please see below for further details of how this scheme will work.

Applications

1. Applications for schools in Haringey will be made on Haringey's In-Year School Admissions Application Form.
2. The In-Year School Admissions Application Form will be available from all maintained schools in Haringey and from the School Admissions Service. The form must be returned to the School Admissions Service.
3. The admission authorities within Haringey will not use supplementary forms except where the information available through the School Admissions Application Form is insufficient for consideration of the application against the published oversubscription criteria.
4. Where supplementary forms are used, they will be available from the school concerned, on Haringey's website and from the In-Year Schools Admission Service. Haringey's admission booklets and website will indicate which schools require supplementary forms to be completed and where they can be obtained.
5. Where an admission authority in Haringey receives a supplementary form, it will not consider it to be a valid application until the parent has listed the school on their home LA's School Admissions Application Form.
6. Where only the School Admissions Application Form is received, schools MUST rank the application according to the information available to them.
7. Haringey residents and non Haringey residents will be able to express a preference for a maximum of six maintained primary/secondary schools or academies within Haringey (and any city technology college that has agreed to participate in their LA's scheme).
8. The order of preference given on the In-Year School Admissions Application Form will not be shared with any school.
9. Haringey will carry out address verification for each application from in borough or out of borough residents.
10. Haringey will check the status of any applicant who is a 'Child in Care.'
11. Haringey will publicise in its admissions booklets the changes to in-year admissions, informing parents that if they would like to apply for a school outside of Haringey, they will need to apply directly to the borough the school is located in.

12. In the event, a parent/carer does apply to Haringey for an out of borough school, Haringey will advise a maintaining of the reason for any preference expressed for a school not in Haringey, in respect of a resident child, and will forward any supporting documentation to the maintaining LA as soon as it is received.

PROCESSING

13. Parents/carers applying for schools in Haringey who live in or out of borough must complete and return the In-Year School Admissions Application Form to Haringey.
14. Where an application is not fully completed, Haringey will not treat the application as valid until all information is received.
15. Parents/carers applying for schools outside of Haringey, will be advised to apply directly to the borough in which the school is located in.
16. In the event, Haringey resident parents/carers apply to Haringey for out of borough schools. Acting as a home LA, Haringey will pass any information so obtained to a maintaining LA with whom it has shared application data, as soon as this is received, via the Pan London Support Site

OFFERS

17. Haringey will inform each applicant whether in or out of borough of their highest offer of a Haringey school place and, where relevant, the reasons why higher preferences were not offered including, if outcomes are not yet known..
18. Once an applicant's highest offer has been made, Haringey will withdraw all lower preference schools.
19. Haringey will endeavour to ensure that each applicant's date of birth is correct.
20. Haringey will use the Notification Letters set out in **Appendix 3: Schedule B**.
21. Where a parent moves from one home LA to another after submitting an application, the previous home LA will pass responsibility to the new home LA which, once it is satisfied that the applicant has moved into its area, will accept responsibility for that applicant.

POST OFFER

22. Haringey will request that the applicant accept or decline the offer of a place within two weeks.
23. Where a parent does not respond within this timeframe Haringey will make every reasonable effort to contact the parent to find out whether or not they wish to accept the place. Where the parent fails to respond the offer of a place will be withdrawn on behalf of the admission authority.
24. In the event, a parent resident in Haringey accepts or declines a place in a school maintained by another LA, Haringey will forward the information to the maintaining LA as soon as it is received.
25. Haringey will notify the home LA of any appeals that are upheld for Haringey schools.

WAITING LISTS

26. Where a place is available to be offered from the waiting list to a child resident in another LA, Haringey will advise the parent.
27. Children will remain on the waiting list until the end of the academic year in which the application was made, unless parents contact the School Admissions Service to extend this further.

HARINGEY SCHOOLS

28. The School Admissions Team will require a list of every child on roll in every year group in the school.
29. For schools who do not grant permission to the School Admissions Service, a weekly roll update will be required.
30. When a child leaves a Haringey school, the name of the child and the child's future educational provision should be notified to the School Admissions Service and the relevant safeguarding procedures followed as outlined in Education Welfare Service guidance.