



Report for:	Cabinet	Item Number:	
Title:	Proposed Admission Arrangements 2016/17		
Report Authorised by:	Anji Phillips, Interim Assistant Director, Schools and Learning		
Lead Officer:	Jennifer Duxbury, Head of Education Services Carlo Kodsi, Team Leader Admissions		
Ward(s) affected: All	Report for Key/ Decision:		

1. Describe the issue under consideration

1.1. This report and attached appendices set out the:

- proposed admission arrangements for entry to school in the academic year 2016/17 for Haringey's community and voluntary controlled Nursery, Infant, Junior, Primary, Secondary and Sixth Form schools.
- proposed admissions arrangements for in-year applications to community schools in Haringey 2016/17. In-year applications are applications which are received at any point throughout the year other than for reception or secondary school transfer.
- Haringey's In-Year Fair Access Protocol which all schools and Academies must follow.
- The co-ordinated scheme for admission to school in 2016/17 for the reception and secondary transfer admissions rounds.



2. Cabinet Member introduction

- 2.1. All schools must have admission arrangements that clearly set out how children will be admitted, including the criteria that will be applied if there are more applications than places at the school.
- 2.2. Admission arrangements are proposed and determined by admission authorities. The local authority is the admissions authority for the community schools.
- 2.3. Every local authority must also publish a co-ordinated scheme which sets out the procedures all schools and academies must follow to co-ordinate the admission process for the reception and secondary transfer admissions rounds to ensure that all residents are offered a school place.

3. Recommendations

3.1. For Cabinet to agree:

- the proposed admission arrangements for 2016/17
- that consultation on the proposed admission arrangements will take place between 2 January 2015 and 27 February 2015
- that following the consultation, the final arrangements will be agreed by a member signing in March 2015
- that the co-ordinated scheme can be published on 1 January 2015

4. Alternative options considered

We are required by the School Admissions Code (para 1.42 – 1.45) to consult on our admission arrangements between 1 November and 1 March for a minimum period of eight weeks.

5. Background information

- 5.1. Ensuring there is a transparent and objective school admissions process is a statutory and integral part of the Council's work. Oversubscription criteria must be reasonable, clear, objective, procedurally fair, and comply with all relevant legislation, including equalities legislation. Admission authorities must ensure that their arrangements will not disadvantage unfairly, either directly or indirectly, a child from a particular social or racial group, or a child with a disability or special educational needs, and that other policies do not discourage parents from applying for a place for their child.
- 5.2. The Council is the admissions authority for community and voluntary controlled schools within the borough and therefore is responsible for determining the



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admission arrangements for these schools. Academies, foundation schools and voluntary aided schools are their own admissions authority; they must consult on and then determine their own admissions arrangements by 15 April 2015. The Council has a statutory duty to monitor the arrangements determined by own admitting authority schools to ensure compliance with the School Admissions Code.

- 5.3. All schools must have admission arrangements that clearly set out how children will be admitted, including the criteria that will be applied if there are more applications than places at the school.
- 5.4. Admission authorities are responsible for admissions and must act in accordance with the School Admissions Code (2014), the School Admission Appeals Code (2012), other laws relating to admissions, and relevant human rights and equalities legislation.

6. Consultation

- 6.1. Where changes are proposed to admission arrangements, the admission authority must first publicly consult on those arrangements. Consultation must be for a minimum of 8 weeks and must take place between 1 November and 1 March of the year before those arrangements are to apply.
- 6.2. This consultation period allows parents, other schools, religious authorities and the local community to raise any concerns about proposed admission arrangements.
- 6.3. Admission authorities **must** consult with:
 - a. parents of children between the ages of two and eighteen;
 - b. other persons in the relevant area who in the opinion of the admission authority have an interest in the proposed admissions;
 - c. all other admission authorities within the relevant area (except that primary schools need not consult secondary schools);
 - d. whichever of the governing body and the local authority who are not the admission authority;
 - e. any adjoining neighbouring local authorities where the admission authority is the local authority; and
 - f. in the case of faith schools, the body or person representing the religion or religious denomination.



6.4. This report asks for cabinet’s approval to consult on our proposed admission arrangements between Thursday 2 January 2015 and Thursday 27 February 2015 inclusive.

7. Oversubscription criteria

- 7.1. The admission authority for the school must set out in their arrangements the criteria against which places will be allocated at the school when there are more applications than places and the order in which the criteria will be applied.
- 7.2. Oversubscription criteria must be reasonable, clear, objective, procedurally fair, and comply with all relevant legislation, including equalities legislation.
- 7.3. Admission authorities must ensure that their arrangements will not disadvantage unfairly, either directly or indirectly, a child from a particular social or racial group, or a child with a disability or special educational needs, and those other policies around school uniform or school trips do not discourage parents from applying for a place for their child.
- 7.4. Admission arrangements must include an effective, clear and fair tie-breaker to decide between two applications that cannot otherwise be separated.

8. Proposed consultation and determination timetable

Stage	What happens	Dates and timescales
1	Consultation on admissions arrangements which includes: <ul style="list-style-type: none"> • Nursery arrangements • Reception class and junior admissions • Secondary admissions • In-year admissions • In-year fair access protocol • Sixth form admissions 	2 January 2015 to 27 February 2015 inclusive
2	Lead member to: <ul style="list-style-type: none"> • determine the admission arrangements for Haringey community schools, nursery classes, primary, infant, junior and secondary schools and St Aidan’s voluntary controlled School. • determine the admission 	March 2015



	arrangements for students starting sixth form. <ul style="list-style-type: none">• determine the co-ordinated scheme for all Haringey schools and Academies.• determine the In-year fair access protocol	
3	Last date by which all admission authorities, including academies, can determine admission arrangements	15 April 2015
4	Determined Admissions Arrangements must be published on website	1 May 2015

9. Co-ordinated scheme

- 9.1. Each year all local authorities must formulate and publish on their website a scheme by 1 January in the relevant determination year to co-ordinate admission arrangements for all schools within their area.
- 9.2. All admission authorities must participate in co-ordination and provide the local authority with the information it needs to co-ordinate admissions by the dates agreed within the scheme. Local authorities must make application forms available to parents who wish to apply to a school in a neighbouring area which operates a different age of transfer (e.g. middle schools), and process these as it would in its normal admissions round.
- 9.3. There is no requirement to consult on the scheme unless it is substantially different from previous years. As no amendments to the existing scheme are proposed for 2016/17, Cabinet is asked to agree the scheme as set out in Appendix 2 and 3.

10. Academies

- 10.1. The Governors of the following academies have set out they would like to follow the admission arrangements proposed by the Local Authority. This will be reflected in the public consultation.
- Heartlands High School
 - Alexandra Park School
 - Woodside High School

11. Comments of the Chief Finance Officer and financial implications



- 11.1 The Chief Financial Officer has been consulted in the production of this report and confirms that there are no direct financial implications as a result of the consultation proposals.
- 11.2 The Council is currently consulting with schools through the Schools forum on a proposed change to the school funding formula to create a central budget for In-Year Fair Access admissions. Any changes agreed will be reported as part of the Dedicated Schools Budget report to Cabinet in February.

12. Comments of the Assistant Director of Corporate Governance and legal implications

- 12.1. The Assistant Director of Corporate Governance has been consulted on the contents of this report. The current School Admissions Code ('the Code') came into force in December 2014 issued by the Department for Education under section 84 of the School Standards and Framework Act 1998. Paragraph 15 of the Code states that all schools must have admission arrangements that clearly set out how children will be admitted including the criteria that will be applied if there are more applications than places at the school. The arrangements must also include the Published Admission Number (or PAN) and the authority must set an admission number for each relevant age group
- 12.2. School admission arrangements are determined by admission authorities. Generally the admission authority for community and voluntary controlled schools is the local authority. Admission authorities must set ('determine') admission arrangements annually. Where changes are proposed to admission arrangements, the admission authority must first publicly consult on those arrangements. If no changes are made to the admission arrangements they must be consulted on at least once every 7 years. Consultation must be for a minimum of 8 weeks to take place between 01 November and 01 March of the year before those arrangements are to apply.
- 12.3. It is the responsibility of the authority to ensure that admission arrangements are compliant with the Code. Arrangements mean overall procedures, practices, criteria and supplementary information to be used in deciding on the allocation of school places. In drawing up the arrangements the authority must ensure that the practices and criteria used are reasonable, fair, clear and objective and comply with the relevant legislation including equalities legislation. Members' attention is drawn to the Equality and Community Cohesion Comments at section 13 of the report. Parents should be able to look at the set of arrangements and understand easily how places will be allocated. It is for the authority to decide which criteria would be the most suitable according to local circumstances. The proposed admission criteria for 2016-17 for Reception and Junior; Secondary Transfer and Sixth Form can be found at Appendices 2, 3 and 6 of this report respectively.
- 12.4. Each year all local authorities must formulate and publish on their website a scheme by 1 January in the relevant determination year to co-ordinate admission



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arrangements for all publicly funded schools within their area. All admission authorities must participate in co-ordination and provide the local authority with the information it needs to co-ordinate admissions by the dates agreed within the scheme. Members will see the Pan London Co-ordinate Scheme for Reception and Junior Admissions at Appendix 2 and for Secondary Transfer at Appendix 3. There is no requirement for local authorities to co-ordinate in-year applications but the authority must provide information in a composite prospectus as to how in-year applications can be made and how they will be dealt with. Members will note that the LA is proposing to continue to provide co-ordination for in-year applications currently and Members' attention is drawn to the Proposed Arrangements for In-Year Admissions at Appendix 4.

- 12.5. Each local authority must have a Fair Access Protocol agreed with the majority of schools in its area to ensure that, outside the normal admissions round, unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. Members will see the Proposed In-Year Fair Access Scheme for Haringey Schools at Appendix 5. Some changes have been made to the Protocol including that membership should revert back to three Headteachers as opposed to all Headteachers (or their designated representative). The categories within the scope of the scheme have also been modified to comply more fully with the Code.
- 12.6. In relation to consultation the authority must consult with parents of children between the ages of two and eighteen; other persons in the relevant area who in the opinion of the admission authority have an interest in the proposed admissions; all other admission authorities within the relevant area; whichever of the governing body and the local authority who are not the admission authority; any adjoining neighbouring local authorities where the admission authority is the local authority and in the case of faith schools, the body or person representing the religion or religious denomination. The authority must also for the duration of the consultation publish a copy of the full proposed admission arrangements (including the proposed PAN) on its website together with details to whom comments should be sent and the areas on which comments are not sought.
- 12.7. Consultation must be undertaken when proposals are still at a formative stage. It must include sufficient reasons for particular proposals to allow those consulted to give intelligent consideration and an intelligent response, adequate time must be given for this purpose and the product of the consultation must be conscientiously taken into account when the ultimate decision is taken.

13. Equalities and Community Cohesion Comments

- 13.1 The current oversubscription criteria for Haringey community schools and the advice given to governors of schools who are their own admission authority comply with the mandatory provisions of the School Admissions Code.



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- 13.2 The publication of clear admission arrangements for all of our schools (a statutory requirement) ensures that the admission to schools is a clear and transparent process and that parents and carers are able to select preferences for a school place with full knowledge of how admission to their local school(s) is determined. It will enable the authority to implement the arrangements with minimum risk of unlawful direct or indirect discrimination within the meaning of the relevant provisions of the Equality Act 2010 and of the Special Educational Needs and Disability Act 2001.
- 13.3 The Code makes specific reference to the primary legislation and regulations most relevant to admissions decisions namely the Equality Act 2010, Human Rights Act 1998 and School Standards and Framework Act 1998.

14. Head of Procurement Comments

Not applicable

15. Policy Implication

- 15.1. Following the public consultation the final arrangements must be determined by 15 April 2015.
- 15.2. The Admission arrangements must be published on the Council's website by 1 May 2015.
- 15.3. Any objections must be sent to the Schools Adjudicator by 30 June 2015.

16. Reasons for Decision

16.1 To ensure that the admission arrangements are consulted upon and co-ordinated scheme is set in accordance with the mandatory provisions of the School Admissions code.

17. Use of Appendices

Appendix 1	Starting nursery in Haringey in the academic year commencing in September 2016
Appendix 2	Admission criteria for reception and junior admissions September 2016
Appendix 3	Admission criteria for secondary transfer 2016 to Haringey community co-education secondary.
Appendix 4	Arrangements for in-year admissions 2016
Appendix 5	In-Year Fair Access scheme for Haringey schools
Appendix 6	Admission criteria for sixth form 2016



18. Local Government (Access to Information) Act 1985

1. The Schools Standards and Framework Act 1998.
2. The Education Act 2002.
3. The Education and Inspections Act 2006.
4. Education and Skills Act 2008.
5. The School Admissions Code (2014).
6. The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) (Amendment) Regulations 2014
7. The School Admissions (Infant Class Sizes) (England) Regulations 2012.
8. The School Admissions (Appeals Arrangements) (England) Regulations 2012.
9. The Education Act 2011.
10. The School Admissions Appeals Code (2012).