

## Admission Criteria for Reception and Junior Admissions 2016

### Oversubscription criteria

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan or statement of special educational needs naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

#### 1. Children in Care/ Looked After Children

Children who are looked after by a local authority or were previously looked after but immediately after being looked after, became subject to an adoption, residence or special guardianship order.

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).

#### 2. Social Medical

Children who the Authority accepts have an exceptional medical or social need for a place at one specific school. Applications will only be considered under this category if they are supported by a written statement from a doctor, social worker or other relevant independent professional. The information must confirm the exceptional medical or social need and demonstrate how the specified school is the only school that can meet the defined needs of the child.

#### 3. Linked school

This rule applies only to junior school admissions. Applicants attending an infant school will be prioritised under this rule for admission to the linked junior school. The Linked infant and junior schools in Haringey normally share the same names (e.g. Rokesly Infant School is linked to Rokesly Junior School with the exception of St Peter –in-Chains Infant School and St Gildas' Junior School).

#### 4. Brother or Sister

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, stepbrothers and sisters or adopted brothers 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.

#### 5. Distance

Children living closest to the preferred school.

#### Tie breakers

The tie breaker for all criteria is: children living closest to the school measured in a straight line from the post office address point for the child's home, to the post office address point of the school, supplied by the Royal Mail using a computerised mapping system.

The tiebreak for two or more applications that live exactly the same distance from the school will be random allocation using a computerised system.

## **MULTIPLE BIRTHS**

If only one place is available at the school and the next child who qualifies for a place is one of multiple birth siblings, we will ask community schools to go over their published admission number.

### **DEFERRED PLACES - before compulsory school age**

Paragraph 2.16 of the School Admissions Code (2014) states that admission authorities must provide for the admission of all children in the September following their fourth birthday. The authority must make it clear in their arrangements that, where they have offered a child a place at a school:

- a) that child is entitled to a full-time place in the September following their fourth birthday;
- b) the child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made; and
- c) where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

## Pan London Co-ordinated Scheme 2016/17

### APPLICATIONS

1. Haringey Local Authority will advise home local authorities of their resident pupils on the roll of Haringey's maintained children's centres, nursery schools, primary schools and infant schools who are eligible to apply for a reception or junior place in the forthcoming academic year.
2. Haringey residents can apply online at [www.haringey.gov.uk/schooladmissions](http://www.haringey.gov.uk/schooladmissions) or alternatively submit a paper application available from the School Admissions Service.
3. Haringey Local Authority will take all reasonable steps to ensure that every parent who has a child who is eligible to apply for a reception or junior place will be signposted to the booklets which will be available in September 2015.
4. The booklet will also be available to parents who are non-residents, and will include information on how they can access their home local authority's equivalent School Admissions Application Form.
5. The admission authorities within Haringey will not use supplementary information forms except where the information available through the School Admissions Application Form is insufficient for consideration of the application against the published over subscription criteria. Where admission authorities within Haringey use supplementary information forms, we will seek to ensure that they only collect information in accordance with paragraphs 1.9 and 2.4 of the School Admissions Code 2014.
6. Where supplementary forms are required, they will be available on the website. Such forms will advise parents that they must also complete their home local authority's School Admissions Application Form. Haringey's admissions booklet indicates which Haringey schools require supplementary forms to be completed.
7. Where a school in Haringey receives a supplementary information form, it will not be considered a valid application unless the parent/carer has also listed the school on their home LA's School Admissions Application Form.
8. Haringey Local Authority will share the details of each application for a Haringey voluntary-aided school, foundation school or academy with that school. Schools that require a supplementary information form will check that each parent has completed one. If one has not been received the school will make contact with the parent and ask them to complete one. The school will also check that each parent that has completed a supplementary form has also completed a School Admissions Application Form. If any parent has not completed a School Admissions Application Form, the school will share that information with Haringey Local Authority who will then contact the parent and ask them to complete one.
9. Applicants will be able to express a preference for up to six maintained primary schools within and/or outside Haringey.

10. The order of preference given on the School Admissions Application Form will not be revealed to a school. However, where a parent resident in Haringey expresses a preference for schools in the area of another local authority, the order of preference will be revealed to that local authority in order to determine the highest ranked preference in cases where a child is eligible for a place at more than one school.
11. Haringey undertakes to carry out the address verification process set out in its entry in the Pan-London Business User Guide. This will in all cases include validation of resident applicants against Haringey's maintained children centre, nursery and primary school data and the further investigation of any discrepancy. Where Haringey is not satisfied as to the validity of an address of an applicant whose preference has been sent to a maintaining LA, it will advise the maintaining LA no later than **15 February 2016**.
12. Haringey will confirm the status of any resident child for whom it receives an Application Form stating s/he is a 'Child in Care' and will provide evidence to the maintaining LA in respect of a preference for a school in its area by **3 February 2016**.
13. Haringey will advise a maintaining LA of the reason for any preference expressed for a school in its area, in respect of a resident child born outside of the correct age cohort, and will forward any supporting documentation to the maintaining LA by **3 February 2016**.

## **PROCESSING**

14. Applicants resident within Haringey must complete and return the School Admissions Application Form, which will be available on line, by **15 January 2016**.
15. Any application forms, changes to preferences or preference order received after **15 January 2016** will be treated as late. This means that such applications will be considered after those applicants who have applied on time.
16. Haringey will only accept late applications and process them as on time if they are late for a good reason and supported by independent written evidence. Upon receipt of the written independent evidence, each case will be decided on its own merits.
17. Where such applications contain preferences for schools in other LAs, Haringey will forward the details to maintaining LAs via the Pan London Register (PLR) as they are received. Haringey will accept late applications which are considered to be on time within the terms of the home LA's scheme.
18. The latest date for the upload to the PLR of late applications which are considered to be on time within the terms of the home LA's scheme is **15 February 2016**.
19. Where an applicant moves from one participating home LA to another after submitting an on time application under the terms of the former home LA's scheme, the new home LA will accept the application as on time up to **15 February 2016**, on the basis that an on-time application already exists within the Pan-London system.

20. Application data relating to applications for schools in other participating local authorities will be up-loaded to the Pan-London Register (PLR) on **3 February 2016**. Supplementary information provided with the School Admissions Application Form will be sent to Haringey voluntary-aided schools/maintaining local authorities by the same date.
21. Application data relating to Haringey schools from out-of-borough pupils will be received from the Pan London Register on **3 February 2016**.
22. Haringey Local Authority will notify each school within Haringey that is its own admissions authority of every preference that has been made for the school, forwarding to them all relevant details from the School Admissions Application Form by **9 February 2016**.
23. Between **9 February 2016** and **26 February 2016**, voluntary-aided, foundation schools and academies will assess their applications according to their admissions criteria.
24. Haringey will participate in the application data checking exercise scheduled between **16 January** and **23 February 2016** in the Pan-London timetable.
25. All preferences for schools within Haringey will be considered by the relevant admission authorities without reference to rank order. When the admission authorities within Haringey have provided a list of applicants in criteria order Haringey shall, for each applicant to its schools for whom more than one potential offer is available, make the offer to the highest ranked school.
26. Haringey will upload the highest potential offer available to an applicant for a maintained school or Academy to the PLR by **15 March 2016**. The PLR will transmit the highest potential offer specified by the maintaining LA to the home LA.
27. Haringey will eliminate all but the highest ranked offer where an applicant has more than one potential offer. This will involve exchanges of preference outcomes between the LAs and the PLR which will continue until notification that a steady state has been achieved or until **23 March 2016** if this is sooner.
28. Haringey will not make an additional offer between the end of the iterative process and **18 April 2016**. This may impact on an offer being made by another participating LA.
29. Notwithstanding paragraph 28, if an error is identified within the allocation of places at one of Haringey's schools, Haringey will attempt to manually resolve the allocation to correct the error. Where this impacts on another LA (either as a home or maintaining LA) Haringey will liaise with that LA to attempt to resolve the incorrect offer and any multiple offers which might occur. However, if another LA is unable to resolve a multiple offer, or if the impact is too far reaching, Haringey will accept that the applicant(s) affected might receive a multiple offer.
30. Haringey will participate in the offer data checking exercise scheduled between **24 March** and **12 April 2016** in the Pan-London timetable.
31. Haringey will send a file to the E-Admissions portal with outcomes for all resident applicants who have applied online no later than **13 April 2016**.

## OFFERS

32. Haringey will ensure, so far as is reasonably practical that each resident applicant who cannot be offered a preference expressed on the School Admissions Application Form receives the offer of an alternative school place. The applicant will be offered the nearest community school (or own admitting authority if the governors have agreed to this) to the home address with an available place.
33. Haringey will inform all resident applicants of their highest offer of a school place and, where relevant, the reasons why higher preferences were not offered, whether they were for schools in Haringey or in other participating LAs.
34. Haringey will use the form of notification letter set in this document.
35. Notification of the outcome will be sent on **18 April 2016**. All applicants will be sent a letter from Haringey. Those applicants who applied online will also be able to view their results by logging on to the online PAN London system.
36. Haringey will provide children centres, nursery and primary schools with destination data of its resident applicants after offer date.
37. Parents who are not offered a place at their preferred schools will be offered the right of appeal.

## POST OFFER

38. Parents must accept or decline the offer of a place by **3 May 2016**. If they do not respond by this date the local authority will make every reasonable effort to contact the parent to find out whether or not they wish to accept the place. If the parent fails to respond to the local authority the school place will be withdrawn.
39. Where a parent accepts or declines a place by **3 May 2016**, this information will be passed to the maintaining LA by **17 May 2016**. Where such information is received from applicants after **3 May**, this LA will pass it to the maintaining LA as it is received.
40. Haringey will inform the home LA, where different, of an offer for a maintained school or academy in Haringey which can be made to an applicant resident in the home LA's area, in order that the home LA can offer the place.
41. When acting as a maintaining LA, Haringey and the admission authorities within it will not inform an applicant resident in another LA that a place can be offered.
42. Haringey will offer a place at a maintained school or academy in another LA to an applicant resident in its area, provided that the school is ranked higher on the School Admissions Application Form than any school already offered.
43. Where Haringey is informed by a maintaining LA of an offer which can be made to an applicant resident in Haringey which is ranked lower on the School Admissions Application

Form than any school already offered, it will inform the maintaining LA that the offer will not be made.

44. Where Haringey, acting as a home LA, has agreed to a change of preference order for good reason, it must inform any maintaining LA affected by the change.
45. Haringey will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.
46. When acting as a maintaining LA, Haringey will accept new applications (including additional preferences) from home LAs for maintained schools and academies in its area.

## **WAITING LISTS**

47. Where a child does not receive an offer of their first preference, his/her name will automatically be placed on the waiting list for each Haringey school for which he/she is eligible that is a higher preference school to the one offered. Parents will be advised that if they want to go on the waiting list for an out borough school they should put this in writing to the Schools Admission Team in Haringey.
48. Parents will be given the opportunity to make applications to Haringey schools to which they did not originally apply.
49. Waiting lists will be kept by all maintained admission authorities in Haringey and coordinated centrally by Haringey as part of the coordination of all admission applications. Academies, voluntary-aided and foundation schools will apply their own admission arrangements. Haringey Local Authority will keep a mirrored waiting list and will offer places on behalf of the governing body. Waiting lists for community schools will be administered centrally by the local authority.
50. Waiting lists for entry to Reception in the academic year 2016/17 will be compiled on **3 May 2016** (after the deadline for acceptance of places) and will be kept in strict criteria order with no differentiation between on-time or late applications.
51. Waiting lists will be maintained and places allocated as they become available, in accordance with each admission authority's published admission and oversubscription criteria.
52. Children will remain on the waiting list until the end of the autumn term of the academic year of entry unless parents contact the School Admissions Team to extend this further.

## Timetable for entry to school in September 2016

<b>15 January 2016</b>	Statutory deadline for receipt of applications
<b>03 February 2016</b>	Deadline for the transfer of application information by the Home LA to the PLR (ADT file)
<b>15 February 2016</b>	Deadline for the upload of late applications considered as on-time to the PLR
<b>16 January –23 February 2016</b>	Checking of application data
<b>15 March 2016</b>	Deadline for the transfer of potential offer information from the Maintaining LAs to the PLR (ALT file).
<b>23 Mar 2016</b>	Final ALT file to PLR
<b>24 Mar – 12 Apr 2016</b>	Checking of offer data
<b>13 April 2016</b>	Deadline for on-line ALT file to portal
<b>18 April 2016</b>	Offer letters posted
<b>2 May 2016</b>	Deadline for receipt of acceptances
<b>16 May 2016</b>	Deadline for transfer of acceptances to maintaining LAs

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## NOTIFICATION LETTER

18 April 2016

Ref: «pupil\_id»

To the Parent/Carer of  
«pupil\_firstname» «pupil\_surname»  
«gu\_unit\_no» «gu\_unit\_name»  
«gu\_house\_no» «gu\_street»  
«gu\_main\_road»  
«gu\_district»  
«gu\_postcode»

School Admissions Service  
3rd Floor River Park House,  
225 High Road, N22 8HQ  
Tel:  
Fax:  
Email:  
This matter is being dealt  
with by:

Dear Parent/Carer,

### **PRIMARY (or JUNIOR) ADMISSIONS 2016**

I am writing to let you know the outcome of your application for a primary school place. Your child «pupil\_firstname» has been offered a place at «alloc\_pref».

#### **Accepting the offer of the school place**

It is important that you confirm as soon as possible that you wish to accept the offer of a place at «alloc\_pref». Please complete the reply slip below and return by **02 May 2016**. Failure to do so may result in this offer being withdrawn.

Once your acceptance is received, the school will be informed and will contact you to provide further information about the arrangements for admission.

Please note that applications for any schools that you listed lower on your application form were automatically withdrawn under the co-ordinated admission arrangements.

#### **If you were not offered your first preference school**

I am sorry that it was not possible to offer a place at any of the schools which you have listed higher on your application form. For each of these schools there were more applications than places available, and other applicants had a higher priority than your child under the school's published admission criteria.

If you would like further information about why your child was not offered one of your higher preference schools then please contact the admission authority for that school. An admission authority will either be the school or the local authority where the school is located.

We are the admission authority for community schools in Haringey. For all other schools and academies in Haringey, please contact them directly.

The contact details for other admissions authorities can be found in our booklet at [www.haringey.gov.uk/schooladmissions](http://www.haringey.gov.uk/schooladmissions)

## Appeals

You have the right of appeal under the School Standards and Framework Act 1998 against the refusal of a place at any of the schools which you listed on your application form.

If you wish to appeal:

- for community schools in Haringey please contact the School Admissions Team at the above address or visit [www.haringey.gov.uk/schooladmissions](http://www.haringey.gov.uk/schooladmissions) and return your completed appeal form to the address at the top of this letter
- for all other schools and academies in Haringey please contact the school direct
- for schools outside Haringey, please contact the local authority where the school is located.

The outcome of your appeal will not be influenced by the acceptance of a place at an alternative school.

## Waiting lists

I can confirm that your child's name has been placed on the waiting list for any Haringey school that you have listed higher on your form. If you would like «pupil\_firstname» to be placed on a waiting list for any other school, then please contact the Haringey School Admissions Service. Your child will remain on the waiting list until the end of the autumn term 2016 for Haringey Community Schools unless you contact the School Admissions Team to extend this further.

If you have any further queries please do not hesitate to contact a member of the School Admissions Team on xx.

**Yours sincerely,**

Jennifer Duxbury  
Head of Education Services

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## Reply Slip

Ref: «pupil\_id»

To: School Admissions Service, 3rd Floor, River Park House, 225 High Road, N22 8HQ

I wish to accept

I do not wish to accept \*

a place for «pupil\_firstname» «pupil\_surname» at «alloc\_pref» (Please tick).

(\*If you do not wish to accept a place at the above school, please indicate below the arrangements you intend to make for your child.)

**Signature of Parent/Carer**

**Date**

**Daytime Telephone Number**

**Please return this form by 02 May 2016**

For information on how the waiting lists for Haringey Schools operate, please refer to the booklet.