

Proposed Admission Criteria for Reception and Junior Admissions 2018

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, child arrangements, 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 (sibling)

Children with a brother or sister already attending the school and who will still be attending on the date of admission.

5. Distance

Children whose home address is closest to the preferred school.

Distance will be measured in a straight line from the Ordnance Survey address point of the child's home to the Ordnance Survey address point of the school, calculated using a computerised mapping system.

Tie breakers

The tie breaker to decide between two applications that cannot otherwise be separated is children whose home address is closest to the school, measured in a straight line from the Ordnance Survey address point of the child's home to the Ordnance Survey address point of the school, calculated using a computerised mapping system.

The tiebreak for two or more applications whose home address is exactly the same distance from the school (and who are not from multiple births) 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, we will ask community schools to go over their published admission number.

Notes

- (i) Home address is defined as the child's only or main residence.
- (ii) A sibling is a full brother or sister, a step/half brother or sister, a foster brother or sister or an adopted brother or sister living at the same address as the child for whom the application is being made. The sibling criterion only applies to children with a sibling attending the main school and not the nursery.
- (iii) Haringey measures distance in a straight line from the Ordnance Survey address point of the child's home to the Ordnance Survey address point of the school, calculated using a computerised mapping system. Measurements by alternative systems or to other points will not be taken into account in any circumstances. Where applicants have identical distance measurements, priority amongst them will be determined at random using a computerised system.

Deferred entry - before compulsory school age

Children will normally be admitted to the reception year in the September following their fourth birthday. In line with the Admissions Code (2014), parents can defer their child's entry to the reception year until later in the school year, where they have been offered a place at a school to start before they are of compulsory school age. Where entry is deferred, the school will hold the place for that child and not offer it to another child. However, entry cannot be deferred beyond the point the child reaches compulsory school age nor beyond the beginning of the final term of the Reception Year. Parents can also request that their child attends part-time until he/she reaches compulsory school age.

Summer born – Children educated outside their chronological age group

Paragraph 2.17 of the School Admissions Code (2014) states that the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.

The Council, as the admission authority for Haringey community and voluntary controlled (VC) schools will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned. This will include taking account of the child's individual needs and abilities and to consider whether these can best be met in reception or year one. It will also involve taking account of -

- the parents' views
- information about the child's academic, social and emotional development
- where relevant their medical history and the views of a medical professional
- whether they have previously been educated out of their normal age group
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely, and
- the potential impact on the child of being admitted to year one without first having completed the reception year.

The views of the head teacher will be an important part of this consideration.

Parents should write to the council giving reasons for their request. This should be accompanied by a paper application form for that child's actual age group. The application will be processed and a school place will be secured. This place can later be withdrawn if the request for delayed admission is approved. Parents who are granted their request must then make a fresh application which will be considered in accordance with the school's oversubscription criteria in the event of oversubscription. The decision will be reviewed once the child has started school at intervals agreed by the family and the school.

Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

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 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 2017.
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 oversubscription criteria. Where supplementary information forms are used by the admissions authorities with Haringey, we will seek to ensure that they only collect information which is required by the published oversubscription criteria, in accordance with paragraph 2.4 of the School Admissions Code 2014.
6. Where supplementary forms are required, they will be available on the Haringey 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 the Haringey School Admissions Application Form.
8. Haringey Local Authority will share the details of each application for a Haringey voluntary-aided school, foundation school, free 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 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, to comply with paragraph 1.9 of the School Admissions Code 2014. 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 LIAAG Address Verification Register. 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 **16 February 2018**.
12. Haringey will confirm the status of any resident child for whom it receives an Admissions Application Form stating s/he is a 'Child Looked After' and will provide evidence to the maintaining LA in respect of a preference for a school in its area by **2 February 2018**.
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 **2 February 2018**.

PROCESSING

14. Applicants resident within Haringey must complete and return the School Admissions Application Form, which will be available online, by **15 January 2018**.
15. Any application forms, changes to preferences or preference order received after **15 January 2018** 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 **9 February 2018**.
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 **9 February 2018**, 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) by **5 February 2018**. Supplementary information provided with the School Admissions Application Form will be sent to maintaining LAs 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 **5 February 2018**.
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 **8 February 2018**.
23. Between **8 February 2018** and **23 February 2018**, 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 and 22 February 2018** in the Pan-London timetable.
25. All preferences for schools within Haringey will be considered by the relevant admission authorities without reference to preference order. Voluntary-aided schools, Academies, Free schools and Foundation schools to provide Haringey LA with an electronic list of their applicants in rank order by **26 February 2018**. When the admission authorities within Haringey have provided a list of applicants in rank order, Haringey Local Authority 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 2018**. 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 2018** if this is sooner.
28. Haringey will not make any additional offers between the end of the iterative process and **16 April 2018** which 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 **26 March and 9 April 2018** 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 **11 April 2018**.

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 **16 April 2018**.
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 **30 April 2018**. 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 **30 April 2018**, this information will be passed to the maintaining LA by **7 May 2018**. Where such information is received from applicants after **30 April 2018**, 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 2018/19 will be compiled on **7 May 2018** (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 2018

15 January 2018	Statutory deadline for receipt of applications
5 February 2018	Deadline for the transfer of application information by the Home LA to the PLR (ADT file)
9 February 2018	Deadline for the upload of late applications considered as on-time to the PLR
16–22 February 2018	Checking of application data
26 February 2018	Voluntary-aided schools, Academies, Free schools and Foundation schools to provide Haringey LA with an electronic list of their applicants in rank order
15 March 2018	Deadline for the transfer of potential offer information from the Maintaining LAs to the PLR (ALT file).
23 Mar 2018	Final ALT file to PLR
26 Mar – 9 Apr 2018	Checking of offer data
11 April 2018	Deadline for on-line ALT file to portal
16 April 2018	eAdmissions offers made/offer letters posted where applicants have made paper applications
30 April 2018	Deadline for receipt of acceptances
7 May 2018	Deadline for transfer of acceptances to maintaining LAs

NOTIFICATION LETTER

16 April 2018

Address

Pupil

Name:

ID No.:

Reception/Junior Transfer 2018 – <pupil name and date of birth>

I am writing to let you know the outcome of your application for a secondary school place. I am pleased to tell you that we are able to offer your child a place at **XXX**.

It is important that you confirm as soon as possible that you wish to accept the offer of a place at **XXX**. Failure to do so may result in the offer being withdrawn. Please return the enclosed offer response form by **30 April 2018**. **All applicants must respond by returning this form**. You can deliver it to one of Haringey's Customer Services Centres, or send it by post using the address listed below.

The school has been informed and will contact you to provide further information about the arrangements for admission.

If you were not offered your first preference school

I am sorry that it was not possible to offer your child a place at any of the schools listed as a higher preference on your application form. This is because these schools are currently full in your child's year group. If you would like further information about why your child was not offered a place at one of your higher preference schools, please contact the admission authority for that school. Details of how places were offered in Haringey are given at the end of this letter.

Waiting lists

Please note that applications for any school that you listed lower on your application form have been automatically withdrawn.

If you would like XX to be added to any waiting list for a school, please put your request in writing either by email or post to the address above. You can only be considered for a maximum of 6 schools at any time. If we can offer your child a place from a waiting list we will contact you.

Please note that being on a waiting list does not guarantee your child a place at the school and their position on the list could go down as well as up as other applicants join the list.

Your right to appeal

You have a right of appeal under the School Standards & Framework Act 1998 if your child is refused a place at any of the schools you listed on your form.

If you wish to appeal:

- **for a community or voluntary controlled school in Haringey**, please download an appeal form from www.haringey.gov.uk/schooladmissions or contact us to request a form. These schools are listed on pages X to X in the Reception Admissions booklet.
- **for an academy, voluntary aided or free school in Haringey**, please contact the school direct. These schools are listed on pages X to X in the Reception Admissions booklet.
- **for schools outside Haringey**, please contact the local authority where the school is located (contacts details can be found at www.haringey.gov.uk/schooladmissions and in the Reception Admissions booklet).

Appeal forms must be returned by X for your appeal to be heard before September 2018.

We **strongly recommend** that you accept the place you have been offered as this will ensure that your child has a school place in September. Accepting the place will not influence the outcome of your appeal or your child's position on a waiting list.

If you have any questions about this letter please contact us using the contact details below.

School Admissions Service

Reception/Junior Transfer 2018 - Offer Response Form

Pupil Name

Date of birth:

ID:

Return by: 30 April 2018

Post to: 3rd Floor River Park House, 225 High Road, Wood Green, London, N22 8HQ

Please complete the relevant options below:

● I **accept** the place for my child at XXX.

Please tick: ☐

or

● I **decline** the place for my child at XXX.

Please tick: ☐

I **do not require** the place offered because I already have a place at **another school**, as follows:

Name of School:

I understand that if I decline this offer, the place may be offered to another applicant.

Pupil name

Signed: Date:

Name:

Telephone Number:

Admission Numbers

The admission numbers for Haringey community primary (and St Aidan's VC primary) schools for the 2018/19 school year will be as follows:

School	Admission number	School	Admission number
Alexandra	60	Mulberry	90
Belmont Infants	56	Muswell Hill	60
Bounds Green	60	Rhodes Avenue	90
Bruce Grove	60	Risley Avenue	90
Campsbourne	60	Rokesly Infant	90
Coldfall	90	St Aidan's VC	30
Coleridge	120	Seven Sisters	60
Crowland	60	South Haringay Infant	60
Devonshire Hill	60	Stamford Hill	30
Earlham	60	Stroud Green	60
Earlsmead	60	Tetherdown	60
Ferry Lane	30	Tiverton	60
Highgate	56	Welbourne	90
Lancasterian	58	West Green	30
Lea Valley	60	Weston Park	30
Lordship Lane	90	The Willow	60

The governing bodies at the following schools have asked Haringey to set and apply their admission arrangements on their behalf

School	Admission number
Brook House Primary	60
Chestnuts Primary	60
Harris Primary Academy Philip Lane	60
Noel Park Primary	60
North Haringay	60
Trinity Primary	60