

NOTICE OF MEETING

Cabinet Member Signing

WEDNESDAY, 4TH APRIL, 2012 at 11:00 HRS - CIVIC CENTRE, HIGH ROAD, WOOD GREEN, N22 8LE.

MEMBERS: Councillor Lorna Reith (Deputy Leader and Cabinet Member for Children's Services)

AGENDA

1. URGENT BUSINESS

The Cabinet Member will advise if they have accepted any items of Urgent Business.

2. DECLARATIONS OF INTEREST

A Member with a personal interest in a matter who attends a meeting of the authority at which the matter is considered must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.

A Member with a personal interest in a matter also has a prejudicial interest in that matter if the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the member's judgment of the public interest **and** if this interest affects their financial position or the financial position of a person or body as described in paragraph 8 of the Code of Conduct **and/or** if it relates to the determining of any approval, consent, license, permission or registration in relation to them or any person or body described in paragraph 8 of the Code of Conduct.

3. DEPUTATIONS/PETITIONS/PRESENTATIONS/QUESTIONS

To consider any requests received in accordance with Standing Orders.

4. DETERMINED ADMISSION ARRANGEMENTS FOR 2013/14 (PAGES 1 - 70)

(Report of the Director of Children's Services) To determine the admission arrangements for Haringey community nursery classes, primary, infant, junior and secondary schools and St Aidan's voluntary controlled School; for students starting sixth form; and the co-ordinated scheme for all Haringey schools and Academies.

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Haringey Council

Report for:	Cabinet Member for Children	Item Number:	
Title:	Determined Admission Arrangements for 2013/14		
Report Authorised by:	Libby Blake, Director Children and Young People's Service		
Lead Officer:	Jennifer Duxbury, Head of Admissions and School Organisation		
Ward(s) affected: All	Report for Key Decision		

1. Describe the issue under consideration

- 1.1 The admission arrangements for entry to school in the academic year 2013/14 for Haringey community nursery classes, primary, infant, junior and secondary schools and St Aidan's voluntary controlled School.
- 1.1 The arrangements for 2013/14 admission to sixth form.
- 1.2 The co-ordinated scheme which all Haringey schools and Academies will follow, to ensure all school places are offered in accordance with statutory timescales.

2. Cabinet Member introduction

- 2.1 I am satisfied that the proper procedures have been followed and that the arrangements comply with our statutory responsibilities.
- 2.2 I am pleased to note that we have made some changes as a result of the consultation in relation to children adopted from local authority care.



Haringey Council

3. Recommendations

- 3.1 To determine the admission arrangements for Haringey community nursery classes, primary, infant, junior and secondary schools and St Aidan's voluntary controlled School.
- 3.2 To determine the admission arrangements for students starting sixth form.
- 3.3 To determine the co-ordinated scheme for all Haringey schools and Academies.

4. Other options considered

Not applicable

5. Background information

- 5.1 The new Schools Admissions Code and associated Regulations, which came into force on 1 February 2012, require admission authorities to consult on their admission arrangements at least every 7 years and in any year in which variations are being considered. Co-ordinated schemes must be formulated every year.
- 5.2 The admission arrangements for 2013/14 do not differ from those consulted on last year, other than where they have been updated in line with the mandatory provisions of the new Admissions Code. The consultation was undertaken between 30 January and 25 March 2012 in order to give all stakeholders the opportunity to comment on the arrangements should they wish to do so.
- 5.3 One response to the consultation was received, asking that the Children in Care criterion be changed to include adopted children who were previously looked after in line with changes set out in the new Schools Admissions Code.

At the time the admission arrangements were approved by Cabinet to go out to consultation, the second draft of the new Code had not yet been issued by the DfE and therefore it was not possible to include these changes in the consultation document. However, following the publication of the new Schools Admissions Code, the Children in Care criterion set out in Appendices 1- 6 were updated to include previously looked after children who became subject to an adoption, residence, or special guardianship order immediately after being looked after.

A further response was received requesting that the sibling criterion be removed from secondary admissions. The sibling criterion is used to support families who want their



Haringey Council

children to travel together to the same school and it would require full consultation to remove the criterion.

- 5.4 Infant class size legislation sets out that infant classes (reception, year 1 and year 2) must not contain more than 30 pupils with a single school teacher. Additional children may be admitted only under limited exceptional circumstances. These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit. The new Admissions Code and Schedule to The School Admissions (Infant Class Sizes) (England) Regulations 2012 include twins and multiple births as permitted exceptions. We have therefore included a paragraph in Appendices 2, 3 and 6 to explain that if only one place is available at a community 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 to accommodate the multiple birth siblings from the family.
- 5.5 The new Admissions Code removes the duty on Local Authorities to coordinate in-year admissions from September 2013. However, we believe that a coordinated scheme provides the best and most effective means of Haringey fulfilling its safeguarding duty, which includes seeking to ensure that children are not missing education. We are therefore determining an in-year co-ordinated scheme for 2013 with a minor change in administrative procedure, namely that Haringey will act as a maintaining LA rather than a home LA (as it did previously). This means that from September 2013, all in-year applications to Haringey schools will be made to Haringey School Admissions Service and this applies for both Haringey residents and for children resident outside of Haringey. This is in line with procedure to be adopted across London.
- 5.6 The determined admissions arrangements include the admission numbers for the schools that the Local Authority is consulting on to be expanded. However these proposals are subject to the outcome of the expansion consultations.
- 5.7 The determined admissions arrangements include the increase in published admission number of Heartlands High School.
- 5.8 The Children and Young People's Service has a duty to monitor the compliance of arrangements from its own admitting authority schools. As such we will provide advice to governing bodies who are the admission authorities for Academies and other maintained primary and secondary schools in Haringey (for example St Thomas More Catholic School, The John Loughborough School, Fortismere School and Greig City Academy). However, these "own admission authorities" are responsible for their own consultation process and their determination. The governors of Alexandra Park and Woodside have advised the Local Authority that they wish to adopt the admission arrangements for Community schools.
- 5.9 All determined arrangements will be published on the Haringey website for access by the public.



Haringey Council

6 Comments of the Chief Finance Officer and financial implications

6.1 There are no direct financial consequences for the Council as a result of this report as the Council is, and its schools are, in the majority of cases, funded on the basis of the actual pupil numbers recorded on the Annual School Census (ASC) return. However schools for which there are changes to the published Admissions Number will need to take account of such changes in their financial projections as the admission points do not always correspond with the January ASC date.

7 Head of Legal Services and legal implications

7.1 The Head of Legal Services has been consulted on the content of this report. The School Admissions Code, issued by the Department for Education on 01 February 2012, under section 84 of the School Standards and Framework Act 1998, applies to school admission arrangements determined in 2012 for admission in the school year 2013/2014. The Code applies to all maintained schools in England. The admission arrangements must be determined by the authority by 15 April 2012. Once the admission arrangements are determined the authority must notify the relevant bodies in accordance with the legislation and publish a copy of the arrangements on the Council's website. The Code is to be read alongside the School Admission Appeals Code as well as The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012 and The School Admissions (Appeals Arrangements) (England) Regulations 2012 all of which came into force on 01 February 2012.

7.2 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 fair, clear and objective. Parents should be able to look at the set of arrangements and understand easily how places will be allocated.

7.3 The arrangements must include the Published Admission Number (or PAN) and the authority must set an admission number for each relevant age group. In addition the authority must set out in the arrangements the criteria against which places will be allocated at schools when there are more applications than places and the order in which the criteria will be applied. The highest priority being given to looked after children or previously looked after children. Looked after children being defined by section 22(1) of the Children Act 1989.

7.4 The oversubscription criteria must be reasonable, clear, objective, procedurally fair and comply with the relevant legislation including equalities legislation so as to 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. It is for the



Haringey Council

authority to decide which criteria would be the most suitable according to local circumstances. Examples given in the School Admissions Code include, among others, where there are siblings at the school, the distance from school, catchment areas, feeder schools and social and medical need. The Code provides more detailed guidance in relation to each criteria.

- 7.5 The authority must consult on the proposed arrangements for a minimum of 8 weeks between 01 November and 01 March of the relevant year. The Code also specifies who is to be consulted. The authority for the duration of the consultation must 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. Failure to consult effectively may be grounds for subsequent complaints and appeals. Details of the consultation process are set out in paragraphs 5.2 and 5.3 of the report and on page 9 of the Equality Impact Assessment at Appendix 7.
- 7.6 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.
- 7.7 By regulation 18(1) of The School Admissions Regulations 2012 a local authority must publish the following information on their website by 1st May in the determination year - (a) the proposed admission arrangements for any school or Academy which is intended to open in their area within the determination year; (b) the details of where the determined admission arrangements for schools and Academies in their area can be viewed; and (c) a statement about any person or body's right to object to admission arrangements, the condition to be met before an objection can be determined (regulation 24) and those objections that cannot be made (regulations 21 and 22).
- 7.8 Any objections to the arrangements must be made to the Schools Adjudicator by 30 June 2012. A composite prospectus for parents must be published online by 12 September in the offer year with hard copies available for those who do not have internet access and must be kept up to date throughout the period.
- 7.9 Members must have due regard to the public sector equality duty in accordance with the Equality Act 2010 and attention is drawn to paragraph 7.4 above and paragraph 8 of the report and the Equality Impact Assessment at Appendix 7. A summary of the public sector equality duty is set out in Appendix 8.

8 Equalities and Community Cohesion Comments



Haringey Council

The admission arrangements for Haringey community schools, coordinated scheme for all Haringey schools and the advice given to governors of schools who are their own admission authority comply with the mandatory provisions and advice given in the School Admissions Code. The Code has due regard to the provisions of the Equality Act 2010. The recommendations contained in the report regarding admission arrangements are also compliant with the provisions of the 2010 Act.

9 Head of Procurement Comments

Not applicable

10 Policy Implication

The new arrangements will come into effect from the September 2013 intake.

11 Use of Appendices

Appendix 1	Starting nursery in Haringey in September 2013
Appendix 2	Starting reception class or junior in Haringey September 2013
Appendix 3	Starting secondary school in Haringey in September 2013
Appendix 4	Starting school during the year in Haringey 2013
Appendix 5	In Year Fair Access Protocol 2013
Appendix 6	Starting sixth form in Haringey in September 2013
Appendix 7	Equality Impact Assessment
Appendix 8	Summary of Public Sector Duty

12 Local Government (Access to Information) Act 1985

- Schools Standards and Framework Act 1998
- The Education Act 2002;
- The Education and Inspections Act 2006;
- Education and Skills Act 2008;
- The School Admissions Code (2012);
- The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012;
- The School Admissions (Infant Class Sizes) (England) Regulations 2012;



Haringey Council

- The School Admissions (Appeals) (England) Regulations 2012 (regulations apply to appeals lodged after 01/02/2012);
- The School Information (England) Regulations 2008; and
- Education Act 2011

The following regulations were revoked by the 2012 regulations but continue to have effect in relation to the arrangements under which pupils are admitted to schools in England for the academic years 2011-2012 and 2012-2013

- The School Admissions (Co-ordination of Admission Arrangements) (England) Regulations 2008
- The School Admissions (Admission Arrangements) (England) Regulations 2008
- The Education (Admissions Appeals Arrangements) (England) (Amendment) Regulations 2009

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STARTING NURSERY IN HARINGEY IN SEPTEMBER 2013

Determined Admission Rules for Nursery Classes in Community Primary Schools and St. Aidan's Voluntary Controlled School.

Nursery classes in infant and primary schools

All children aged 3 and 4 are entitled to 15 hours per week of free early education for 38 weeks of the year. This may be accessed in a part-time place in a nursery centre or a class attached to a school from the September following their third birthday. If there are more requests than part-time places available, the admission rules (over-subscription criteria) explained on page 2 and 3 will be used to decide which children will be admitted (they will also apply to full time places). The age your child is able to start nursery will depend on the number of places available.

You should ask your preferred nursery school for an application form. The Authority is responsible for admissions but these are managed by schools with nurseries and nursery centres. There is no right of appeal against the decision to refuse admission of children to nurseries.

Determined Admission Criteria for full-time nursery places

Full time places may be offered to families where the child meets one or more of the following criteria. Criteria will be applied in two stages in order to enable priority to be given to those children with the greatest need.

Full time places are not available at every school within the borough. For availability, please check with local school.

It should be noted that if a child has one or more of these needs, there is no guarantee of a full time place, however a child may be given a higher priority for a place.

Level 1 Criteria

- Children in care; 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.
- Teenage parents
- Parents with health difficulties (mental or physical)
- Family experiencing domestic abuse
- Family experiencing substance/alcohol misuse
- Asylum seeking families, including families with no recourse to public funds
- Family in temporary accommodation
- Children with a Child Protection plan
- Children in need (social care)

Level 2 - Oversubscription criteria

In cases of oversubscription, the following criteria should be applied;

- Lone parents
- Family breakdown

- Black and minority ethnic groups, including children from traveller families
- Family whose first language is not English
- Child with emotional /behavioural needs or language delay
- Sibling of children with disabilities/complex needs
- Children from a household with low income or claiming benefits (*further details of eligible income levels and benefits to be included*)
- Child from family with 3 or more children under 5

If your child has one or more of the needs shown above, 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 and your preferred school offers full time places, please contact the school to discuss this in detail. You will need to provide written evidence to support your application.

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 based on the considerations listed above. Please ask at your local school/centre for information in the first instance.

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 later for the reception class by 15 January in the academic year your child turns 4.

Determined Admission Criteria for part time places

Level 1 Criteria

- Children with a statement of special educational needs.
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 rules will be applied, in the order of priorities set out below to decide who is offered a place:

1) Children in Care

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.

Children in care means children who are in care of a local authority in accordance with Section 22 Children Act 1989.

2) Children who have accessed the 2 year free offer

3) 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. For example children subject to a child protection plan.

4) Brother or Sister

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 or other children living permanently at the same address. 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).

5) Distance

Children living closest to their preferred school.

Tie breakers

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 entrance of the school 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.

If parents are separated the application should be made by the parent the child normally lives with. Where a child spends equal time with each parent, the exact arrangements should be made clear in a letter with a copy of any custody or residency order. The application can only be processed from one address which must be agreed by the family before the application is submitted.

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STARTING RECEPTION CLASS OR JUNIOR IN HARINGEY SEPTEMBER 2013

Determined Admission Criteria for Reception and Junior Admissions 2013

Oversubscription criteria

Children with a statement of Special Educational Needs which names the school will be admitted in accordance with Section 324 of the Education Act 1996.

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

1) Children in Care

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.

Children in care means children who are in care of a local authority in accordance with Section 22 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.

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 or stepbrothers and sisters or other children living permanently at the same address. 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 breaker

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

The School Admissions Code states in short that admission authorities must allow parents to defer a school place until the child is of compulsory school age. Parents can defer a place to a time later in the year, or until the child is of compulsory school age AND request that their child takes up the place part-time until the child reaches compulsory school age.

RESIDENCY

If parents are separated the application should be made by the parent the child normally lives with. Where a child spends equal time with each parent, the exact arrangements should be made clear in a letter with a copy of any custody or residency order. The application can only be processed from one address which must be agreed by the family before the application is submitted.

Pan London Co-ordinated Scheme 2013/14

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 2012.
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 paragraph 2.4 – 2.5 of the School Admissions Code.
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 admission 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 in accordance with paragraph 1.9 of the School Admissions Code. 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 this LA's maintained children centre, nursery and primary school data and the further investigation of any discrepancy. Where this LA 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 2013.
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' or was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order and will provide evidence to the maintaining LA in respect of a preference for a school in its area by 1 February 2013.
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 1 February 2013.

PROCESSING

14. Applicants resident within Haringey must complete and return the School Admissions Application Form, which will be available online, by 15 January 2013.
15. Any application forms, changes to preferences or preference order received after 15 January 2013 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 2013.
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 2013, 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 1 February 2013. 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 4 February 2013.
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 15 February 2013.
23. Between 15 February 2013 and 6 March 2013, 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 18 February and 1 March 2013.
25. All preferences for schools within Haringey will be considered by the relevant admission authorities without reference to rank order in accordance with paragraph 1.9 of the School Admissions Code. 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 18 March 2013. 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 22 March 2013 if this is sooner.
28. Haringey will not make an additional offer between the end of the iterative process and the 17 April 2013. This may impact on an offer being made by another participating LA.
29. Notwithstanding paragraph 24, 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 25 March and 11 April 2013 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 12 April 2013.

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 17 April 2013.
36. Haringey will provide children centres, nurseries 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 2 May 2013. 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 2 May 2013, this information will be passed to the maintaining LA by 16 May 2013. Where such information is received from applicants after 19 April, 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 that has been 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 local authority 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 2013/14 will be compiled on 3 May 2013 (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 roll 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 2013

15 January 2013	Statutory deadline for receipt of applications
01 February 2013	Deadline for the transfer of application information by the Home LA to the PLR (ADT file)
15 February 2013	Deadline for the upload of late applications to the PLR
18 Feb – 1 Mar 2013	Checking of application data
18 March 2013	Deadline for the transfer of potential offer information from the Maintaining LAs to the PLR (ALT file).
22 Mar 2013	Final ALT file to PLR
25 Mar – 11 Apr 2013	Checking of offer data
12 April 2013	Deadline for on-line ALT file to portal
17 April 2013	Offer letters posted
2 May 2013	Deadline for receipt of acceptances
16 May 2013	Deadline for transfer of acceptances to maintaining LAs

NOTIFICATION LETTER

18 April 2013

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_town»

«gu_county»

«gu_postcode»

School Admissions Service

48 Station Road, N22 7TY

Tel:

Fax:

Email: v.uk

This matter is being dealt

with by:

Dear Parent/Carer,

PRIMARY (or Junior) ADMISSIONS 2013

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 **2 May 2013**. 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

Appeals

You have the right of appeal under the School Standards & 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 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 2013 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 Admissions and School Organisation

Reply Slip

Ref: «pupil_id»

To: School Admissions Service, 48 Station Road, N22 7TY

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 2 May 2012

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

Admission Numbers

The admission numbers for Haringey community primary schools (and St Aidan's VC Primary) for the 2013/14 school year will be as follows:

Alexandra JMI	60*	Lordship Lane	90
Belmont Infants	84*	Mulberry	90
Bounds Green	60	Muswell Hill	60
Broadwater Farm	60	Nightingale	60
Bruce Grove	60	Noel Park	60
Campsbourne Infant	60	North Haringay	60
Chestnuts Primary	60	Rhodes Avenue	90
Coldfall	90	Risley Avenue	90
Coleraine Park	60	Rokesly 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	90*
Lancasterian Infant	87*	West Green	30
Lea Valley	60	Weston Park	30

* These numbers are subject to the outcome of the school expansion consultations. More information is available at www.haringey.gov.uk/schooladmissions

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STARTING SECONDARY SCHOOL IN HARINGEY IN SEPTEMBER 2013

Determined Admission Criteria to Haringey Community Co-educational Secondary Schools 2013

Oversubscription criteria

Children with a statement of Special Educational Needs which names the school, will be admitted in accordance with Section 324 of the Education Act 1996.

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

1) Children in Care

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.

Children in care means children who are in care of a local authority in accordance with Section 22 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) Brother or Sister

Children with a brother or sister already attending the school and who will still be attending in years 7-11 on the date of admission. This category includes foster brothers and sisters, half brothers and sisters or stepbrothers and sisters or other children living permanently at the same address. 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.

4) Distance

Children living closest to the preferred school.

Tie breaker

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 (and who are not from multiple births) will be random allocation using a computerised system

MULTIPLE BIRTHS

If only one place is available and the next child to be offered is from a multiple birth, we will ask community schools to go over their published admission number.

Determined Admission Criteria to Hornsey School for Girls for 2013

Oversubscription criteria

Children with a statement of Special Educational Needs which names the school, will be admitted in accordance with Section 324 of the Education Act 1996.

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

1) Children in Care

Girls 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.

Children in care means children who are in care of a local authority in accordance with Section 22 Children Act 1989.

2) Social Medical

Girls 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) Siblings

Girls with a sister already attending the school and who will still be attending in years 7-11 on the date of admission. This category includes foster sisters, half sisters or step sisters or other girls living permanently at the same address. Parents should note that in all these cases, the sister must be living at the same address as the girl for whom the application is being made.

4) Girls living in the priority area

Places will be offered to girls living in the following Wards:

Alexandra	Harringay	Northumberland Park	Tottenham Hale
Bounds Green	Highgate	Seven Sisters	West Green
Bruce Grove	Hornsey	St Ann's	White Heart Lane
Crouch End	Muswell Hill	Stroud Green	Woodside
Fortis Green	Noel Park	Tottenham Green	

Places will be offered to each Ward in proportion to the number of applications received for the School. This means that the more applications received from a Ward, the more places will be offered to girls living in that Ward.

If there are more applications from a Ward than there are places available for that Ward then the tiebreak will be girls living closest to the School.

(This criterion will only be used until 1 March 2013 and the waiting list will be maintained in distance order.)

5) All other applicants

Tie breaker

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 (and who are not from multiple births) will be random allocation using a computerised system

MULTIPLE BIRTHS

If only one place is available and the next child to be offered is from a multiple birth, we will ask community schools to go over their published admission number.

RESIDENCY

If parents are separated the application should be made by the parent the child normally lives with. Where a child spends equal time with each parent, the exact arrangements should be made clear in a letter with a copy of any custody or residency order. The application can only be processed from one address which must be agreed by the family before the application is submitted.

Pan London Co-ordinated Scheme 2013/14

APPLICATIONS

1. Haringey Local Authority will advise home local authorities during the Summer Term of Year 5 of their resident pupils on the roll of Haringey's maintained primary schools and whose parents are eligible to make application 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 in their last year of primary education within a maintained school, either in Haringey or elsewhere, and who is resident in Haringey can be signposted to a copy of Haringey's booklet (Moving On booklet) which will be available in early September 2012.
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 forms except where the information available through the School Admissions Application Form is insufficient for consideration of the application against their published oversubscription criteria. Where admissions authorities within Haringey use supplementary forms, we will ensure that they only collect information in accordance with paragraphs 2.4 – 2.5 of the School Admissions Code.
6. Where supplementary forms are used, they will be made available on the website. Such forms will advise parents that they must also complete their home local authority's School Admissions Application Form. The Haringey schools' booklet will indicate which Haringey schools require supplementary information 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 six maintained secondary schools or Academies located within and/or outside Haringey Local Authority (including any City Technology College that has agreed to participate in their local authority's Co-ordinated Scheme).
10. The order of preference given on the School Admissions Application Form will not be revealed to a school in accordance with paragraph 1.9 of the School Admissions Code. 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 preference offer 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 this LA's primary school data and the further investigation of any discrepancy. Additional information will be requested from parents at the time of application and this will be explained in the secondary booklet. Where this LA 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 18 December 2012.
12. Haringey will confirm the status of any resident child for whom it receives an Application Form stating that s/he is a 'Child in Care' or was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order and will provide evidence to the maintaining LA in respect of a preference for a school in its area by 12 November 2012.
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 12 November 2012.

PROCESSING

14. Applicants resident within Haringey must complete and return the School Admissions Application Form, which will be available on-line, by 31 October 2012. However, Haringey LA encourages applicants to submit their application by 20 October 2012 to allow sufficient time to process and check all applications before the 31 October 2012, which is the date when data must be shared with other Local Authorities.
15. Any application forms, changes to preferences or preference order received after 31 October 2012 will be treated as late. This means that such applications will be considered after those applicants who have applied on time.
16. Haringey will accept late applications and process them as on time only if they are late for a good reason and supported by written independent evidence. Upon receipt of the written independent evidence, each case will be decided upon 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 14 December 2012.
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 14 December 2012, on the basis that an on-time application already exists within the Pan-London system.
20. Any school that operates testing must ensure that their timetable coincides with the scheme timetable set out in, **Schedule A**.
21. Application data relating to applications for schools in other participating local authorities will be up-loaded to the Pan-London Register (PLR) on 12 November 2012. Supplementary information

provided with the School Admissions Application Form will be sent to Haringey voluntary-aided schools/maintaining local authorities by the same date.

22. Application data relating to Haringey schools from out-of-borough pupils will be received from the Pan London Register on 15 November 2012.
23. 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 5 December 2012.
24. Between 5 December 2012 and 14 January 2013, voluntary-aided, foundation schools and Academies will assess their applications according to their admissions criteria.
25. Haringey will participate in the application data checking exercise scheduled between 17 December 2012 and 2 January 2013 in the Pan-London timetable.
26. All preferences for schools within Haringey will be considered by the relevant admission authorities without reference to rank order in accordance with paragraphs 1.9 of the School Admissions Code. When the admission authorities within Haringey have provided a list of applicants in criteria 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.
27. Haringey Local Authority will send the first ALT file to the Pan-London Register (PLR) giving offer details for their school on 30 January 2013. The PLR will transmit the highest potential offer specified by the maintaining LA to the Home LA.
28. 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 (Local Admissions System) and the PLR which will continue until notification that a steady state has been achieved, or until 12 February 2013 if this is sooner.
29. Haringey will not make an additional offer between the end of the iterative process and 1 March 2013 which may impact on an offer being made by another participating LA.
30. Notwithstanding paragraph 29 if an error is identified within the allocation of places at one of our schools, Haringey LA 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 LA 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.
31. Haringey will participate in the offer data checking exercise scheduled between 13 and 21 February 2013.
32. Haringey will send a file to the E-Admissions portal with outcomes for all resident applicants who have applied online no later than 27 February 2013.

OFFERS

33. 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 a place at the nearest community

school (or own admitting authority school if the governors have agreed to this) to the home address with an available place.

34. 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 the Home LA or in other participating LAs.
35. Haringey will use the form of Notification Letter set out in this document.
36. Notification of the outcome will be sent by first class post to parents on 1 March 2013.
37. Details of the pupils to be offered will be made available to each Haringey primary school by 1 March 2013.
38. Parents who are not offered a place at their preferred schools will be offered the right of appeal.

POST OFFER

39. Parents must accept or decline the offer of a place by 15 March 2013. 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
40. Where a parent accepts or declines a place by 15 March 2013 this information will be passed to the maintaining LA by 23 March 2013. Where such information is received from applicants after 15 March, this LA will pass it to the maintaining LA as it is received.
41. 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.
42. When acting as a maintaining LA, Haringey LA and the admission authorities within it will not inform an applicant resident in another LA that a place can be offered.
43. 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.
44. 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.
45. 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.
46. Haringey will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.
47. Haringey will accept new applications (including additional preferences) from home LAs for maintained schools and Academies in its area.

WAITING LISTS

48. 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 that has been offered. Parents will be advised that if they want to go on the waiting list for an out-of-borough school, that they must put this in writing to the School Admissions Service in Haringey.
49. Parents will be given the opportunity to make applications to Haringey schools to which they did not originally apply.
50. Waiting lists will be kept by all maintained admission authorities in Haringey and coordinated centrally by this local authority 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.
51. Waiting lists for entry to Year 7 in September 2013 will be compiled on 16 March 2013 (after the deadline for acceptance of places) and will be kept in strict criteria order with no differentiation between on-time or late applications.
52. Waiting lists will be maintained and places allocated, as they become available, in accordance with each admission authority's published admission and oversubscription criteria.
53. 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 the Determination of Applications to Secondary School:

20 October 2012	Recommended closing date for receipt of the School Admission Application Form
31 October 2012	Statutory deadline for return of application to the Home LA
12 November 2012	Deadline for the transfer of application information by the Home LA to the PLR and supplementary information to Haringey VA schools/maintaining local authorities
5 December 2012 – 14 January 2013	Voluntary-aided schools and Academies will order their applications according to their admissions criteria
14 December 2012	Deadline for the upload of applications that are late but are considered to be on-time, to the PLR
17 December 2012 - 2 January 2013	Pan-London data checking exercise of pupil applications exchanged via the PLR
14 January 2013	Voluntary-aided schools and Academies to provide Haringey LA with an electronic list of their applicants in rank order
30 January 2013	Deadline for the transfer of highest potential offer information from the Maintaining LAs to the PLR
12 February 2013	Final ALT file to the PLR
13 – 21 February 2013	Pan-London data checking exercise of pupil offer data
01 March 2013	Notifications sent first class to parents by Home LA
15 March 2013	Date by which parents accept or decline offers
23 March 2013	Date by which LA will pass information to schools within Haringey (or for out-of-borough schools, to the maintaining LA) on parents who have accepted or declined a place.

NOTIFICATION LETTER

1 March 2013
 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_town»
 «gu_county»
 «gu_postcode»

School Admissions Service
 48 Station Road, Haringey, N22 7TY
 Tel: 020 8489 1000
 Email:
 secondaryadmissions@Haringey.gov.uk
 This matter is being dealt with by: xx

Dear Parent/Carer,

SECONDARY TRANSFER 2013

I am writing to let you know the outcome of your application for a secondary 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 **15 March**. 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 'Moving On' booklet or at www.Haringey.gov.uk/schooladmissions

Appeals

You have the right of appeal under the School Standards & 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 Service at the above address or visit 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 Team. Your child will remain on the waiting list until the end of the Autumn Term 2013 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 Service on xx

Yours sincerely,

Jennifer Duxbury
Head of Admissions and School Organisation

Reply Slip

Ref: «pupil_id»

To: School Admissions Service,
Haringey, N22 7TY

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 xx

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

The admission numbers for Haringey community secondary schools for the 2013/14 school year will be as follows:

Alexandra Park 216 places

Gladesmore Community School 243 places

Heartlands High School 216* places

Highgate Wood School 243 places

Hornsey School 216 places

Northumberland Park Community School 210 places

Park View Academy 216 places

Woodside High School 162 places

* This is a proposed increase from 2012

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STARTING SCHOOL DURING THE YEAR IN HARINGEY 2013

Arrangements for In-Year Admissions: Pan London Co-ordinated Scheme 2013

The new Admissions Code which came into force on 1 February 2012, removes the duty on Local Authorities to coordinate in-year admissions from September 2013. However, this authority believes that a coordinated scheme provides the best and most effective means of the LA fulfilling its safeguarding duty, which includes seeking to ensure that children are not missing education. We are therefore determining an in-year co-ordinated scheme for 2013 with a minor change in administrative procedure, namely that Haringey will act as a maintaining LA rather than a home LA (as it did previously). This means that from September 2013, all in-year applications to Haringey schools should be made to Haringey School Admissions Service and this applies for both Haringey residents and for children resident outside of Haringey.

APPLICATIONS

1. In-year applications from Haringey and non-Haringey residents, for Haringey schools, 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. Parents can write to the School Admissions Service to express an interest in applying for an In Year school place.
4. 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.
5. 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. Any supplementary forms must advise parents that they must also complete their Home LA's School Admissions Application Form. Haringey's admission booklets and website will indicate which schools require supplementary forms to be completed and where they can be obtained.
6. 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.
7. Parents/carers 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). Haringey LA will accept any preference received from a Home LA for a maintained school or Academy in the borough.
8. If a Haringey resident wishes to apply for schools outside of the Borough, they should apply to the relevant LA directly.

9. Where only the School Admissions Application Form is received, schools MUST rank the application according to the information available to them.
10. The order of preference given on the In Year School Admissions Application Form will not be shared with any school in accordance with paragraph 1.9 of the School Admissions Code. Where a parent of a child resident in Haringey expresses a preference for schools in the area of another LA, the order of preference for that LA's schools will be shared with that LA in order that it can determine the highest ranked preference in cases where a child is eligible for a place at more than one school in that LA's area.
11. Haringey LA will undertake to carry out address verification for each application.
12. Haringey LA will check the status of any applicant who is a 'Looked After' child or was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order.
13. Should an application be made in error on a Haringey Application form, for an out of borough school, Haringey LA will forward any supporting documentation to the maintaining LA as soon as it is received.
14. Haringey LA will advise a maintaining LA 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.
15. If parents are separated the application should be made by the parent the child normally lives with. Where a child spends equal time with each parent, the exact arrangements should be made clear in a letter with a copy of any custody or residency order. The application can only be processed from one address which must be agreed by the family before the application is submitted.

PROCESSING

16. Applicants who wish to apply to a school in Haringey must complete and return the In Year School Admissions Application Form to Haringey LA.
17. Where an application is not fully completed, Haringey will not treat the application as valid until all information is received.
18. Where the LA has access to the Pan London Support Site, application data will be exchanged through the document exchange. Alternative secure arrangements will be made to forward data and supporting information to LAs that do not have access to this site.
19. Acting as a Maintaining 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.

OFFERS

20. Acting as Maintaining LA, Haringey will eliminate all but the highest ranked offer where an applicant has more than one potential offer across maintaining LAs.
21. Acting as Maintaining LA, Haringey will endeavour to ensure that each applicant's date of birth is correct.

22. Acting as Maintaining LA, Haringey will inform each applicant of their highest offer of a school place and, where relevant, the reasons why higher preferences were not offered.
23. Where an applicant is not a resident in Haringey, Haringey will notify the child's Home LA of the outcome of their application.
24. Haringey will use the Notification Letters set out in Appendix 3: Schedule B.
25. Where Haringey LA has not received an outcome for a school within another maintaining LA which is a higher preference than the school offered, Haringey, as Home LA, will case manage that application until an outcome can be sent in respect of each higher preference school named on Haringey's School Admission Application Form.
26. Acting as Home LA, where an applicant who is out of school cannot be offered a place at one of their named preference, Haringey LA will offer them a place in a school where there is a vacancy.

POST OFFER

27. Haringey LA will request that resident parent/s accept or decline the offer of a place within two weeks.
28. Where a parent does not respond within this timeframe and the application is for an out of borough school, Haringey, will make every reasonable effort to contact the parent to find out whether or not they wish to accept the place, and if it is for an out-borough school, will liaise with the maintaining LA, who will in turn liaise with the school. Where the parent fails to respond the offer of a place will be withdrawn on behalf of the admission authority.
29. Where a parent resident in Haringey accepts or declines a place in a school maintained by another LA, Haringey LA will forward the information to the maintaining LA as soon as it is received.
30. Haringey LA will aim to inform the Home LA whether a child offered a place at a school in its area has been placed on roll at the school within 5 working days of the child being placed on roll.
31. Haringey LA will notify the Home LA of any appeals that are upheld for Haringey schools.

WAITING LISTS

32. Acting as maintaining LA, applicants will only be placed on the waiting lists for schools in Haringey at the request of the Home LA.
33. Where a place is available to be offered from the waiting list to a child resident in another LA, Haringey will advise the Home LA so that they can formally offer the place.
34. Where Haringey LA is informed that another LA is able to offer a place from the waiting list to one of its residents, it will send the outcome letter to the applicant.
35. 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

36. The School Admissions Team will require a list of every child on roll in every year group in the school.
37. For schools who do not grant permission to the School Admissions Service, a weekly roll update will be required.
38. 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.

IN-YEAR FAIR ACCESS SCHEME FOR HARINGEY SCHOOLS

INTRODUCTION

- 1) The Schools Admissions Code requires local authorities to have a scheme in place for fair access, which all local schools and Academies must participate in. This In-Year Fair Access Scheme complies with this requirement and has been revised and agreed by the Head teacher and local authority partnership following review of the implementation of the procedures.
- 2) Its aims are to:
 - acknowledge the real needs of vulnerable young people who are not on the roll of a school to be dealt with quickly and sympathetically;
 - fairly share the burden of admitting vulnerable students across all schools and Academies, taking account of their resources to support each student;
 - arrange such admissions openly through a process which has the confidence of all.
 - ensure the admissions are made through the In Year Fair Access Panel (IYFAP) even if the admissions are above the school's Published Admission Number (PAN).

STUDENTS WITHIN THE SCOPE OF THIS SCHEME

- 3) The admission to school of the following students falls within the scope of this scheme:
 - a child in care or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order who require a particular school where there are no vacancies;
 - children who are carers;
 - children for whom the authority accepts have a significant social or medical need for a particular school where there are no vacancies including homeless children and young people; asylum seekers and refugees not in accommodation centres; those with unsupportive family backgrounds where a place has not been sought; Traveller/Gypsy/Roma children;
 - those permanently excluded or where there is evidence that they were at risk of exclusion prior to leaving their last school;
 - children removed from school and unable to find a place after a number of fixed term exclusions;
 - children whose parents have moved into the area and are unable to find a school place;
 - pupils ready for reintegration from the Pupil Support Centre;

- those known to the police or other agencies such as the Youth Offending;
 - those returning from secure units;
 - those without a school place and a history of serious attendance problems – defined as 80% or less attendance in the last 12 months in any authority or where Haringey is pursuing a School Attendance Order ;
 - those who have been out of education for more than 6 weeks (half a term);
 - children of UK service personnel and Crown Servants;
 - children with special educational needs, not covered by a Statement and with particular requirements that merit consideration by the Fair Access Panel
 - children requiring an educational place when all schools have reached their admission limit (PAN).
- 4) The Fair Access Panel will also monitor managed moves as detailed in the Managed Moves Protocol (Haringey, 2007). Schools should inform the School Admissions Service of any pupil who is subject to a managed move.
- 5) There are special admissions arrangements for children with statements of special educational needs (SEN) and children in care (CIC), and this protocol does not override those arrangements. However, it has been agreed that pupils who are or could be placed through those arrangements will be noted by the IYFAP see later section.

COMPOSITION OF THE PANEL

- 6) A panel, consisting of three Head teachers (or their designated representative), will meet once a month (or as necessary) to ensure prompt and fair allocation of young people to schools. There will also be a member of the Local Authority. The quorum will be three, with at least two Head teachers and one local authority representative.
- 7) The Head of Admissions and School Organisation will Chair the panel.
- 8) Head teachers' representation on the panel will be agreed annually at the secondary Head teachers' meeting.
- 9) Where a young person is known to a particular service or agency, an officer with knowledge of that young person will be invited to the panel, or a short written statement may be submitted.

THE DECISION-MAKING PROCESS

- 10) Cases will be brought to the panel by the Haringey Admissions Service which will be the point of referral for other CYPS teams and other agencies. The cases must be submitted under one of the categories given in paragraph 3 above and the child must be without a school place.

- 11) The Panel will be administered by the Haringey Admissions Service and will provide data on previous panels including applicants admitted by school, year group and number of points awarded. Data for the current and previous school year will be made available and will be reported as a four-term rolling figure. (Figures to be based on actual figures where IYFAP pupils have been admitted.)
- 12) The Panel will also have available to it the number of students with statements of special educational need allocated over number through the SEN procedures and the number of vacancies by year group. Pupils who have been admitted through the SEN procedures will not be counted in the number of pupils admitted through IYFAP procedures BUT points will be allocated for each pupil admitted through the SEN procedures with 1 point allocated for 'low incidence' SEN and 2 points for 'high incidence' SEN.

NOTE:

Points will only be allocated for pupils with a statement of SEN where the admission has been part of the SEN Panel decision and therefore points will not be allocated to pupils with SEN admitted through the normal admissions arrangements.

- 13) The placement panel for CIC will continue to determine the most appropriate placement for each young person and their case will be presented by the CIC Manager to the IYFAP for confirmation and points allocation. Other than in exceptional circumstances, all CIC placements made this way will attract 3 points. In order to ensure that CIC are admitted to school quickly, it will not be possible for these cases to be brought back to the panel for reconsideration.
- 14) When making the decision as to appropriate placement for the child, the panel will take into account:
 - preferences made
 - the parents' views (including religious affiliation);
 - the individual context of a school in relation to recently excluded students and measures taken to prevent exclusion of pupils already at a school;
 - the number of students admitted through IYFAP.
 - the number of 'points' accumulated by schools that have already admitted students under the protocol (please see explanation below);
 - the needs of the student, where this is known;
 - any capacity/capability reasons why the school may not be able to respond to the needs of the student.

NOTE

Over an academic year this should not exceed four additional pupils per year group and should not exceed a maximum of 15 pupils **in total** across all year groups.

Where a school has inadvertently admitted pupils above its admission number, these additional pupils will not count and cannot be off-set against IYFAP referrals.

- 15) The distance from home to school will also be considered. However the aim of the protocol is to ensure that the admission of vulnerable students is distributed fairly across all schools so the reasonableness of journeys to school will also be considered.
- 16) The panels will award points for each pupil admitted under the protocol. Points can range from 1 to 3, with 3 allocated to those pupils who, in the view of the panel, represent the greatest challenge to the schools to which they are allocated.

NOTE

The panel will also award points to a school where they have been named because a School Attendance Order has been instigated by Haringey. This will be 1 point in the first instance, pending the outcome of the legal process, but indicative points will be determined should the process be successful and the young person start at the school.

- 17) The points allocation to The John Loughborough School will be multiplied by four to bring it into line with other schools.

IMPLEMENTATION OF THE DECISIONS

- 18) Decisions regarding placement of students under the Fair Access protocol will be made by the panel, and will be final.

Admission must take place within 15 school days of the school receiving notification of the decision.

- 19) In exceptional circumstances, the allocated school may request that the panel reconsider their decision at the next meeting. This will only be possible where the school has prior knowledge of the specific young person which was not known to the panel at the time of decision, which makes the placement inappropriate. This request must be made in writing to the Chair in writing within 5 school days of the school receiving notification of the decision. The formal offer letter will be sent on the 6th day.
- 20) The Department for Education recognises that admission of a young person through the Fair Access Panel could potentially take the school above the planned admission number for that year group.
- 21) It is recognised that there is usually little available information about the young people who are being admitted in-year to school. However, to ensure fair access, to avoid accusations of 'selection' and to avoid undue delay in a pupil starting school, there needs to be a balance of the degree of information required. The Admissions service will try to acquire as much educational information as practicable to accompany in-year admissions.
- 22) Where a young person has been allocated a school place and the school awarded points based on the best information available at the time, and this subsequently proves to be inappropriate/inaccurate, the school may bring the case back to the

panel for a change in points allocation or, in very rare and extreme circumstances, reallocation.

RELATIONSHIP WITH APPEALS

- 23) Where young people are admitted to a school above the planned admission number in any year group under the protocol, this should not prejudice the provision of efficient education or the efficient use of resources of the school.
- 24) Appeal panels will be made aware of the conditions of the scheme, and that the admission of an additional student under this scheme is different from a school voluntarily exceeding its admission limit. Panels will also be made aware that any decision made to allow appeals will place further pressure on the school's resources.
- 25) A school placement made through IYFAP shall not remove a parent/carer's right to appeal for a school place elsewhere.

MONITORING THE OPERATION OF THE PROTOCOL

- 26) The anonymised details of all decisions will be made available to the Admissions Forum as a standing agenda item to demonstrate that the Protocol is being applied appropriately.
- 27) The Admissions Service will undertake scheduled checks and monitor admission dates and pupil days.
- 28) The school Attendance Officers will monitor attendance or otherwise of IYFAP pupils from the 16th day of notification. Pupils who fail to attend will be reported to the Admissions Service after 20 pupil days and details of action already undertaken to secure attendance at the nominated school will be provided (to enable the authority to initiate the next stage of action).
- 29) Failure of a school or Academy to confirm an on roll date for a pupil within 15 days of the panel will result in the local authority directing admission.
- 30) Details of any school that has failed to provide an on roll date within 15 days of the IYFAP panel will be provided to the Lead member for CYPS.
- 31) Details of any school that has failed to provide an on roll date within 15 days of the IYFAP panel will be presented at the following IYFAP panel.
- 32) Failure to admit following direction will result in the case being referred to the Secretary of State.

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STARTING SIXTH FORM IN HARINGEY IN SEPTEMBER 2013

DETERMINED ADMISSION CRITERIA

Alexandra Park School

- Minimum number of students to be admitted from outside the school = **40**

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 usually necessary.

Intermediate courses

Students without five Grades A* – C at GCSE can apply for the Intermediate courses which are the OCR National in Science or Business and for BTEC Music.

Joining the sixth form for Year 13

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. To do so they must have secured satisfactory passes in their AS levels, and their course choice must be compatible with the school timetable.

Admission priorities

Where the number of eligible external applicants for a course of study exceeds the places available then admission will be determined in accordance with the following priority of admission criteria:

Pupils who have statements of Special Educational Needs specifically naming the School.

1. Students who are looked after by a local authority in accordance with Section 22 of the Children Act 1989 or were previously looked after but immediately after being looked after, became subject to an adoption, residence, or special guardianship order.
2. 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 or other children living permanently at the same address. They must also be living at the same address as the applicant.
3. 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.

Hornsey School for Girls

- Minimum number of students to be admitted from outside the school = **10**

All students will be invited to an informal discussion about their subject choice. The general entry requirements are as follows:-

A/S and A2 Level

A minimum of 5 GCSE passes at A* - C including English and Maths.

Admission priorities

Where the number of eligible external applicants for a course of study exceeds the places available then admission will be determined in accordance with the following priority of admission criteria:

Pupils who have statements of Special Educational Needs specifically naming the School.

1. Students who are looked after by a local authority in accordance with Section 22 of the Children Act 1989 or were previously looked after but immediately after being looked after, became subject to an adoption, residence, or special guardianship order.
2. Students who will have a sibling attending the school at the point of admission. This category includes foster sisters, half-sisters, step-sisters, or other girls living permanently at the same address. They must also be living at the same address as the applicant.
3. 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.

Progression to Year 13 A level Subjects

Students enrolled on a two year course must complete Year 12 successfully in each subject in order to progress with that subject. Completing successfully means achieving at least Grade D in AS at the end of Year 12. In addition, students are expected to achieve within one grades of their Alps target. Students who do not do this will need to have a formal meeting with their Director of Learner and subject teachers to decide whether they can continue with a subject. The Director's decision will be final. Students who do not meet the criteria in a subject will not be able to continue with that subject. If a student is then unable to continue with at least three subjects, he/she may be asked to leave the College.

Highgate Wood School

- Minimum number of students to be admitted from outside the school = **10**

All students will be invited to an informal discussion about their subject choice. The general entry requirements are as follows:-

AS and A2 Level

At least five GCSE passes at A* - C, with specific requirements for particular subjects based upon the national statistical guidance for successful outcomes. We consider ourselves to be an open access Sixth Form and so the criteria are matched to what is required to ensure positive outcomes. Full details for different subjects are available on the website: <http://highgate.digitalbrain.com/highgate/web/post16/main/>

Level 3 BTEC/OCR National

At least five GCSE passes at A* - D with at least three of these at C or better including in the relevant subject(s). These courses are equivalent to 2 A levels and are in Business Studies and New Media Arts. Students are expected to take one AS level alongside.

GCSE Maths & English

Applicants require a high D to be admitted to these courses. It is not expected that a student will need to follow both courses.

Extended Project

Applicants will need to have an average of GCSE A grade across their GCSE results to be admitted to pursue an extended project and this will be alongside a programme of 4 AS levels.

Admission priorities

Where the number of eligible external applicants for a course of study exceeds the places available then admission will be determined in accordance with the following priority of admission criteria:

Pupils who have statements of Special Educational Needs specifically naming the School.

1. Students who are looked after by a local authority in accordance with Section 22 of the Children Act 1989 or were previously looked after but immediately after being looked after, became subject to an adoption, residence, or special guardianship order.
2. 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 or other children living permanently at the same address. They must also be living at the same address as the applicant.
3. 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.

The Haringey Sixth Form Centre

Different types of courses have different entry requirements. The Centre will provide courses at entry to Level 3 and will be fully inclusive. The total number of students to be admitted in September 2013 = **550**

To study AS/A levels

Students must have **a minimum of 5** GCSEs at grades A*-C. The number of AS levels that are studied will be determined by the number of GCSE passes at grade C or above and the grades achieved. Some subjects have particular entry requirements such as a grade B in the subject to be studied.

Level 3 Vocational programme

BTEC Level 3 students will need to have 4 or more GCSEs at Grade A*- C or an equivalent Level 2 qualification such as a BTEC First **at merit or distinction**. GCSE English at grade D or above is also normally required

Level 2 programme

BTEC Level 2 students will usually need to have GCSE passes at Grade D or above. However, experience, ability and interest in the chosen vocational area will also be taken into account.

Level 1 programme

BTEC Introductory Diploma, students will need to have GCSEs at Grade E-G or they must have an equivalent qualification.

Entry or pre–entry level programme

Students do not need any formal qualifications but do need a personal commitment to further study in the area.

Priority rules

The closing date for applications will be the last day of the spring term. The Sixth Form Centre will normally be able to offer places to all applicants provided they meet the minimum entry requirements. In the event that there are more places than students priority will be given in the following order:

Pupils who have statements of Special Educational Needs specifically naming the institution

1. To students who are looked after by a local authority in accordance with Section 22 of the Children Act 1989 or were previously looked after but immediately after being looked after, became subject to an adoption, residence, or special guardianship order.
2. To students on roll in Year 11 at one of the following schools:
 - Gladesmore Community School
 - Heartlands High School
 - The John Loughborough School
 - Northumberland Park Community School
 - Park View Academy
 - Woodside High School

3. To students who will have a sibling attending the Sixth Form Centre at the point of admission, provided they meet all the other entry requirements for admission to the course(s) applied for. This category includes foster brothers and sisters, half brothers and half-sisters or stepbrothers and stepsisters or other children living permanently at the same address. They must also be living at the same address as the applicant.
4. To students on roll in Year 11 at other Haringey secondary schools.

All applications received after the last day of the spring term will then be considered purely on a 'first-come-first-served' basis unless they are a Looked After Child where entry will be guaranteed.

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HARINGEY COUNCIL

EQUALITY IMPACT ASSESSMENT FORM



Service: Admissions and School Organisation

Directorate: Children and Young People's Service

Title of Proposal: Admission to Schools – Proposed Admission arrangements for 2013/14

Lead Officer (author of the proposal): Jennifer Duxbury

Names of other Officers involved: Jennifer Duxbury, Arleen Brown, Jen Johnson

Step 1 - Identify the aims of the policy, service or function

State what effects the proposal is intended to achieve and who will benefit from it.

The Local Authority has a duty to put in place admission arrangements that comply with the mandatory provisions set out in the School Admissions Code 2010. These consist of Admissions Criteria and a Coordinated scheme and aim to provide a clear admissions system and oversubscription criteria which are transparent to those parents applying for a school place. The coordinated scheme ensures that every child in Haringey has a school place.

Haringey Council is the admissions authority for Haringey community and voluntary controlled schools and the coordinating authority for all schools in the Borough, except fee-paying independent schools. The 2013/14 admission arrangements relate to entry to Haringey community nursery classes; primary; infant; junior and secondary schools; St Aidan's voluntary controlled School and sixth form provision in the Borough. Where Haringey Council is the coordinating authority for a school, only the coordinated scheme is applicable as the relevant governing body acts as the admissions authority and sets the admissions criteria.

The school admissions framework is intended to ensure that the school admissions system is fair to all children regardless of race, ethnicity, gender or ability¹.

“Admission authorities and governing bodies must ensure that their admission arrangements and other school policies are fair and do not unfairly disadvantage, either directly or indirectly, a child from a particular social or racial group, or a child with a disability or special educational needs. Local authorities and schools have duties under Part 4 of the Disability Discrimination Act 1995

¹ School Admissions Code (2010), DCSF

not to discriminate against disabled children and this is an important principle that should underpin all schools' policies, not just admissions. Admission authorities must also ensure that their admission arrangements comply with all other relevant equalities legislation."

"Admission authorities and governing bodies should develop and implement admission arrangements, practices and oversubscription criteria that actively promote equity, and thus go further than simply ensuring that unfair practices and criteria are excluded." **School Admissions Code 2010**

The Code provides admission authorities with some flexibility to determine and implement their own admission arrangements through local consultation, in order to meet circumstances in their area. However, the framework ensures that unlawful and unfair arrangements are not adopted and aims to ensure that the needs of all children are met.

As in all Boroughs, some schools are more popular than others and inevitably some parents will not secure a place at their preferred school. However the Local Authority has ensured that the proposed Haringey Admission arrangements 2013/14 are compliant with all areas of the Admissions Code, are equitable and transparent and include measures to actively promote fairness. Only one significant change to the arrangements has been proposed for 2013/14, this area relates to Multiple Births and is addressed in Part 3b.

Proposed Admission Criteria

The Determined Admission Criteria for 2013/14 vary slightly according to the type of provision (nursery², primary, secondary etc) they apply to. However the main principles are set out below:

Statement of Special Education Needs - Where a child has a statement of Special Educational Needs which names the school, they will be admitted in accordance with section 324 of the Education Act 1996.

If the number of applicants without statements of educational needs naming the school is higher than the number of places available, the following rules are applied, in the order of priority to decide who will be offered a place:

1. **Looked After Children** – Children in the care of a local authority
2. **Social Medical** - Children who the Authority accepts have an exceptional medical or social need for a place at one specific school. Applications are supported by a written statement from a relevant independent professional and assessed at a SocMed panel.
3. ****Linked school** - This rule applies only to junior school admissions. Children attending an infant school will be prioritised under this rule for admission to the linked junior school.
4. **Siblings** - Children who will have a sibling attending the school at the point of admission. This category includes foster brothers and sisters, half brothers and half-

² In the case of nurseries, the Authority is responsible for admissions but these are managed by schools with nurseries and nursery centres.

sisters or stepbrothers and stepsisters. They must also be living at the same address as the applicant.

5. Distance - Children living closest to the school. Distance is measured in a straight line.

Proposed Pan London Co-ordinated Scheme 2013/14

Haringey Council's coordinated scheme is developed inline with the Pan London recommendations and sets out the procedures which all schools for which Haringey is the admitting or coordinating authority must sign up to.

In-Year Fair Access Scheme

The 2013/14 arrangements also contain an In-Year Fair Access Scheme which acknowledges the need to deal with vulnerable young people who are not on the roll of a school, quickly and sympathetically. This scheme also fairly shares the burden of admitting vulnerable students across all schools and Academies, taking account of their resources to support each student.

Step 2 - Consideration of available data, research and information

You should gather all relevant quantitative and qualitative data that will help you assess whether at presently, there are differential outcomes for the different equalities target groups – diverse ethnic groups, women, men, older people, young people, disabled people, gay men, lesbians and transgender people and faith groups. Identify where there are gaps in data and say how you plug these gaps.

In order to establish whether a group is experiencing disproportionate effects, you should relate the data for each group to its population size. The 2001 Haringey Census data has an equalities profile of the borough and will help you to make comparisons against population sizes.

http://harinet.haringey.gov.uk/index/news_and_events/fact_file/statistics/census_statistics.htm

2 a) Using data from equalities monitoring, recent surveys, research, consultation etc. are there group(s) in the community who:

- *are significantly under/over represented in the use of the service, when compared to their population size?*
- *have raised concerns about access to services or quality of services?*
- *appear to be receiving differential outcomes in comparison to other groups?*

2 b) What factors (barriers) might account for this under/over representation?

The Haringey Admissions Service is a universal service and the 2013/14 Haringey admission arrangements apply equally to all children in the borough. The context of over or under representation does not apply to school admissions because the service users and the wider school population with which you would compare this group are one and the same.

The Schools Admission Code states that personal information that does not directly relate to the application of the admissions criteria cannot be collected through the admissions process. These regulations are in place to ensure that unlawful discrimination cannot take place based on personal information. However they restrict the collation of equalities related admissions data.

Step 3 - Assessment of Impact

Using the information you have gathered and analysed in step 2, you should assess whether and how the proposal you are putting forward will affect existing barriers and what actions you will take to address any potential negative effects.

3 a) How will your proposal affect existing barriers? (Please tick below as appropriate)

Increase barriers?	Reduce barriers?	No change? X
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Comment

The proposed Haringey Admission arrangements 2013/14 are compliant with all areas of the School Admissions Code, aim to be equitable and transparent and include measures to actively promote fairness.

No equalities groups are under represented or over represented relative to the wider school population (because as stated above, these groups are one and the same). However this does not necessarily mean that there are no issues relating to the admission arrangements which may have a specific impact on certain equality groups or adverse impact on these groups. The issues identified have been set out below.

3 b) What specific actions are you proposing in order to respond to the existing barriers and imbalances you have identified in Step 2?

Gender

All primary and all but one of the secondary schools within the Borough are coeducational. For all of the other schools, the gender of the pupil is not a factor of the admission arrangements.

Age

The policy applies equally to all children of statutory school age.

Race

The Local Authority has a duty to ensure the proposed arrangements do not unfairly disadvantage any child based on race. However, in some instances parents may be unsure as to how to secure a school place for their child. Translated applications are available on request for those who do not have English as their first language and face to face workshops are held for parents of prospective applicants to support their application process.

Religion and Belief

For community and voluntary controlled schools, religion is not a factor of the admission arrangements. The governing bodies of faith schools are the admitting authorities for these schools and the admissions criteria are therefore outside of these arrangements. However faith schools are allowed to set objective criteria relating to faith, inline with the mandatory provisions of the Schools Admission Code.

Disability

Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a child with a statement of special educational needs that names their school. These children are placed in the relevant school before all other places are allocated.

Where a child with a disability or special educational need is to attend a Special School, allocation of places is through a specialist panel and are outside of the scope of these admission arrangements.

Sexual Orientation

All schools included in the arrangements have to admit pupils regardless of sexual orientation.

Pregnancy and Maternity

In addition to the criteria set out in Part 1, if only one place is available at the school and the next child who qualifies for a place is one of multiple birth siblings, the new admission arrangements propose that the Local Authority would ask community schools to go over their published admission number. (This is subject to the outcome of the DfE consultation on the School Admissions Code.) This aspect of the criteria ensures that multiple birth families are not disadvantaged by the proposed arrangements.

Application of the over subscription criteria

The table below demonstrates the application of the oversubscription criteria for the academic year 2012-13 for secondary schools and 2011-12 for primary (at the time of writing, the offers had not yet been made for 2012-13).

Secondary: Places were offered to every applicant that applied on time to the following schools and therefore they do not appear in the table:

- Greig City Academy
- Park View
- St Thomas More Catholic School
- Hornsey School for Girls
- The John Loughborough School
- Northumberland Park School

	Number of applications received	Number of places offered	Children with SEN statements	Looked-after children	Exceptional social or medical need	Siblings	Distance	Distance of last child offered (straight-line, miles)
Alexandra Park School	1341	216	8	1	0	72	135	0.9208
Fortismere School*	1205	243	9	0	0	104	108	0.5190
Gladesmore Community School	780	243	9	2	0	70	162	0.9188
Heartlands High School	962	**189	10	1	0	17	161	1.124
Highgate Wood School	920	243	8	1	0	77	157	1.0157
Woodside High School	508	162	3	0	0	32	127	1.7867

*22 pupils were offered places at Fortismere School based on musical aptitude.

Primary: Places were offered to all applicants who applied on time to all other community primary schools and therefore they do not appear in the table.

School	Number of applications received	Number of places offered	Children with SEN statements	Looked-after children	Exceptional social or medical need	Siblings	Distance	Distance of last child offered (straight-line, miles)
Alexandra	111	30	0	0	0	7	23	0.965
Belmont Infants	225	56	0	0	0	24	32	0.284
Bounds Green Infant	187	60	0	0	0	17	43	0.504
Bruce Grove	178	60	0	0	0	20	40	0.674
Campsbourne	161	60	0	0	0	14	46	1.112
Chestnuts	282	60	0	0	0	37	23	0.236
Coldfall	422	90	0	0	0	35	55	0.380
Coleridge	569	120	0	0	0	67	53	0.291
Downhills	162	60	0	0	0	28	32	0.715
Earlsmead	169	60	0	0	0	19	41	0.736
Highgate	271	56	0	0	0	17	39	0.749
Lancasterian	187	58	0	0	0	18	40	0.483
Lea Valley	179	60	1	0	0	23	36	0.305
Muswell Hill	515	60	0	0	0	28	32	0.302
North Harringay	157	60	0	0	0	14	46	1.013
Rhodes Avenue	375	90	1	0	0	30	59	0.415
Rokesly Infants	365	90	0	0	0	40	50	0.408
South Harringay	182	60	0	0	0	26	34	0.241
St Aldan's	190	30	0	1	0	16	13	0.188
Tetherdown	416	60	0	0	0	32	28	0.221
Welbourne	129	60	0	0	0	29	31	0.636
Weston Park	270	30	0	0	0	16	14	0.139

Appeals

The tables below show the number of appeals lodged, heard and upheld for community schools for the years 2009-11. It is not possible to monitor appeals cases in terms of the equalities profile of the pupils. In most cases, the appeal will be held before an offer is made and under the Admissions Code only information relating to the application can be gathered so as to ensure that this information does not prejudice the appeal.

Appeals for admission to secondary schools in 2009-2011

School	2009			2010			2011		
	Lodged	Heard	Upheld	Lodged	Heard	Upheld	Lodged	Heard	Upheld
Alexandra Park School	50	44	4	37	29	3	40	37	3
Gladesmore Community School	29	28	1	25	23	0	28	24	2
Heartlands High School	n/a	n/a	n/a	48	47	10	39	34	2
Highgate Wood School	32	29	2	31	29	2	19	17	3
Hornsey School for Girls	17	16	3	0	0	0	0	0	0
Northumberland Park Community School	5	5	4	0	0	0	1	0	0
Park View	3	1	0	3	3	0	1	0	0
Woodside High School	0	0	0	0	0	0	1	0	0
Total	136	123	14	144	131	15	129	112	10

Appeals for admission to reception classes in 2009-2011

School	2009			2010			2011		
	Lodged	Heard	Upheld	Lodged	Heard	Upheld	Lodged	Heard	Upheld
Alexandra	1	1	0	0	0	0	2	0	0
Belmont Infants	5	4	0	6	6	2	8	7	1
Bounds Green Infants	3	2	0	1	1	1	4	4	0
Broadwater Farm	0	0	0	0	0	0	2	2	0
Bruce Grove	0	0	0	1	1	0	3	2	0
Campebourne Infant	0	0	0	0	0	0	4	3	0
Chesnuts	0	0	0	7	7	2	10	9	2
Coldfall	3	3	1	4	2	0	9	4	0
Cokerana	0	0	0	0	0	0	1	0	0
Cotteridge	3	2	0	12	9	1	16	14	2
Downhills	0	0	0	0	0	0	1	1	0
Earlham	0	0	0	0	0	0	2	0	0
Earlsmead	0	0	0	0	0	0	1	1	0
Highgate	0	0	0	0	0	0	6	2	2
Lancasterian	3	0	0	1	1	0	3	0	0
Lee Valley	9	6	0	5	3	0	5	2	0
Lordship Lane	1	0	0	0	0	0	5	2	1
Mulberry	0	0	0	0	0	0	1	0	0
Muswell Hill	3	2	0	9	7	0	4	0	0
Nightingale	0	0	0	0	0	0	1	0	0
Noel Park	0	0	0	0	0	0	6	4	1
North Haringay	0	0	0	0	0	0	8	4	0
Rhodes Avenue	9	8	0	5	5	1	2	0	0
Rokely Infants	6	3	0	6	5	0	7	3	0
St. Aidan's	5	4	2	3	2	0	10	7	1
Seven Sisters	0	0	0	0	0	0	1	0	0
South Haringay Infants	11	8	0	2	2	0	9	8	0
Stroud Green	0	0	0	0	0	0	1	0	0
Tetherdown	1	1	0	6	4	0	5	2	0
Welbourne	0	0	0	1	1	1	2	2	0
West Green	0	0	0	0	0	0	1	1	0
Weston Park	2	1	0	5	4	0	7	6	1
Total	65	45	3	74	60	8	147	90	11

Appeals are heard by an independent appeal panel of three to five members of the public. Translators are available for every appeal hearing. For the last academic year, 11 hearings required an interpreter, in addition to one appeal that required a deaf interpreter.

3 c) If there are barriers that cannot be removed, what groups will be most affected and what Positive Actions are you proposing in order to reduce the adverse impact on those groups?

Race

In the proposed arrangements, children arriving into the borough after the application date, which will include migrants from other countries, will have their applications dealt with after all other applications. However, this approach is seen as fair and necessary and is endorsed by the national School Admissions Code.

Step 4 - Consult on the proposal

Consultation is an essential part of impact assessment. If there has been recent consultation which has highlighted the issues you have identified in Steps 2 and 3, use it to inform your assessment. If there has been no consultation relating to the issues, then you may have to carry out consultation to assist your assessment.

Make sure you reach all those who are likely to be affected by the proposal, ensuring that you cover all the equalities strands. Do not forget to give feedback to the people you have consulted, stating how you have responded to the issues and concerns they have raised.

4 a) Who have you consulted on your proposal and what were the main issues and concerns from the consultation?

The School Admissions Code requires all admission authorities to consult on the admissions arrangements for those schools for which they are responsible at least every 7 years or in any year where there is a change. The consultation period must last for a minimum of eight weeks, to ensure that all consultees have enough time to respond.³

Under the School Admissions Code, to consult with parents and other groups in the local area, the admission authority must publish a copy of their proposed admission arrangements on their website. This must include details of where comments should be sent and by when, and a notice must be published in a local newspaper of where these arrangements can be viewed.

The admission arrangements for 2013/14 do not differ from those consulted on last year. However consultation was undertaken between 30 January and 25 March 2012 in order to give all stakeholders the opportunity to comment on the arrangements should they wish to do so. Following the public consultation, the final arrangements will be determined in a further report to Cabinet by 15 April 2012, this report will contain the complete EqIA and consultation responses.

The following groups were consulted on the proposals:

- neighbouring local authorities
- Haringey Admissions School Organisation Forum - the proposed arrangements were discussed at Haringey's School Admission Forum in November
- Church of England Diocese
- Catholic Diocese
- Jewish Community Day Schools Advisory Board
- nursery schools and children's centres
- governing bodies of all community (primary, secondary and sixth form) and voluntary controlled schools
- parents

There were two responses to the consultation. The first asking that the Children in Care criterion be changed to include adopted children who were previously looked after in line with changes set out in the new Schools Admissions Code. The second asked for consideration of removing the sibling policy.

³ School Admission Code 2011

4 b) How, in your proposal have you responded to the issues and concerns from consultation?

At the time the admission arrangements were approved by Cabinet to go out to consultation, the second draft of the new Code had not yet been issued and therefore these changes were not included in the consultation document. However, following the publication of the new Schools Admissions Code and associated Regulations, the Children in Care criterion in the admission arrangements set out in Appendices 1- 6 were updated inline with the mandatory provision of the new Code to include previously looked after children who became subject to an adoption, residence, or special guardianship order immediately after being looked after.

The removal of the sibling policy would require consultation and therefore consideration will be given to this when consulting on arrangements in subsequent years.

4 c) How have you informed the public and the people you consulted about the results of the consultation and what actions you are proposing in order to address the concerns raised?

All determined arrangements will be published on the Haringey website for access by the public after 15th April 2012.

Step 5 - Addressing Training

The issues you have identified during the assessment and consultation may be new to you or your staff, which means you will need to raise awareness of them among your staff, which may even training. You should identify those issues and plan how and when you will raise them with your staff.

Do you envisage the need to train staff or raise awareness of the issues arising from any aspects of your proposal and as a result of the impact assessment, and if so, what plans have you made?

Staff in the Haringey School Admissions Team are provided with yearly refresh training in line with the Admission arrangements, which addresses any changes to either the Criteria or Coordinated scheme.

Step 6 - Monitoring Arrangements

If the proposal is adopted there is a legal duty to monitor and publish its actual effects on people. Monitoring should cover all the six equality strands. The purpose of equalities monitoring is to see how the policy is working in practice and to identify if and where it is producing disproportionate adverse effects and to take steps to address the effects. You should use the Council's equal opportunities monitoring form which can be downloaded from Harinet. Generally, equalities monitoring data should be gathered, analysed and report quarterly, in the first instance to your DMT and then to the Equalities Team.

What arrangements do you have or will put in place to monitor, report, publish and disseminate information on how your proposal is working and whether or not it is producing the intended equalities outcomes?

- *Who will be responsible for monitoring?*

Head of Admissions and School Organisation

- *What indicators and targets will be used to monitor and evaluate the effectiveness of the policy/service/function and its equalities impact?*

Under the new Admission Code (section 3.23) the Local Authority must produce an annual report on admissions for all the schools in their area for which they co-ordinate admissions, to be published locally and sent to the Office of Schools Adjudicator by 30 June following the admissions round. The report must cover as a minimum:

- information about how admission arrangements in the area of the local authority serve the interests of looked after children and previously looked after children, children with disabilities and children with special educational needs, including any details of where problems have arisen;
- an assessment of the effectiveness of Fair Access Protocols and co-ordination in their area, including how many children were admitted to each school under them;
- the number and percentage of lodged and upheld parental appeals; and
- any other issues the local authority may wish to include.

The Office of Schools' Adjudicators has a key role in ensuring the fairness of admission arrangements – objections can be made to the OSA ruling on objections to schools' or local authorities' admission arrangements, for pupils entering a school in the September of the year following the publication of the contested arrangements.

- *Are there monitoring procedures already in place which will generate this information?*

Yes see above

- *Where will this information be reported and how often?*

DfE and the OSA – annually.

Step 7 - Summarise impacts identified

In the table below, summarise for each diversity strand the impacts you have identified in your assessment

Age	Disability	Race	Sex	Religion or Belief	Sexual Orientation	Gender Reassignment	Marriage and Civil Partnership	Pregnancy and Maternity
No adverse impact identified	No adverse impact identified	Parents may be unsure as to how to secure a school place for their child, for those who do not have English as their first. Children arriving into the borough after the application date, which will include migrants from other countries, will have their applications dealt with after all other applications.	No adverse impact identified One secondary school within the Borough is single sex and therefore admission is restricted to females for this school.	No adverse impact identified	No adverse impact identified	No adverse impact identified	No adverse impact identified	No adverse impact identified

Step 8 - Summarise the actions to be implemented

Please list below any recommendations for action that you plan to take as a result of this impact assessment.

Issue	Action required	Lead person	Timescale	Resource implications
Monitoring of admission arrangements	Annual reporting to DfE and OSA, monitoring fairness and implementation of the admission arrangements	Head of Admissions and School Organisation	Annually - June 2012	Within service resources
Training for staff	Annual refresh training on admission arrangements to be delivered to all admissions staff including customer services staff.	Head of Admissions and School Organisation	2012	Within service resources
Parents who do not have English as their first language may struggle with the application process	Face to Face workshops held with parents across the borough to support the application process.	School Admissions Team	Ongoing	Within service resources

Step 9 - Publication and sign off

There is a legal duty to publish the results of impact assessments. The reason is not simply to comply with the law but also to make the whole process and its outcome transparent and have a wider community ownership. You should summarise the results of the assessment and intended actions and publish them. You should consider in what formats you will publish in order to ensure that you reach all sections of the community.


When and where do you intend to publish the results of your assessment, and in what formats?

All determined arrangements will be published on the Haringey website for access by the public.

Assessed by (Author of the proposal):

Name: JENNIFER DUXBURY

Designation: HEAD OF ADMISSIONS AND SCHOOL ORGANISATION

Signature: 

Date: 22nd MARCH 2012

Quality checked by (Equality Team):

Name: Arleen Brown

Designation: Senior Policy Officer

Signature: *A. J. Brown*

Date: 22nd March 2012

Sign off by Directorate Management Team:

Name: 

Designation: *Deputy Director*

Signature: 

Date: 23/3/2012

EQUALITY ACT 2010 – THE PUBLIC SECTOR EQUALITY DUTY

Section 149 of the Equality Act 2010 Public Sector Equality Duty states

(1) A public authority must, in the exercise of its functions, have due regard to the need to –

- (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
- (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

(2) – A person who is not a public authority but who exercises public functions must, in the exercise of those functions, have due regard to the matters mentioned in subsection (1).

(3) – Having due regard to the need to advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it involves having due regard, in particular, to the need to –

- (a) remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic;
- (b) take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it;
- (c) encourage persons who share a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.

(4) – The steps involved in meeting the needs of disabled persons that are different from the needs of persons who are not disabled include, in particular, steps to take account of disabled persons' disabilities.

(5) – Having due regard to the need to foster good relations between persons who share a relevant protected characteristic and persons who do not share it involves having due regard, in particular, to the need to –

- (a) tackle prejudice, and
- (b) promote understanding.

(6) – Compliance with the duties in this section may involve treating some persons more favourably than others; but that is not to be taken as permitting conduct that would otherwise be prohibited by or under this Act.

(7) – The relevant protected characteristics are – age; disability; gender reassignment; pregnancy and maternity; race; religion or belief; sex; sexual orientation.

(8) – A reference to conduct that is prohibited by or under this Act includes a reference to –

- (a) a breach of an equality clause or rule;
- (b) a breach of a non-discrimination rule.

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