

NOTICE OF MEETING

CABINET MEMBER SIGNING

Tuesday, 17th October, 2017, 10.00 am - Civic Centre, High Road, Wood Green, N22 8LE

Members: Councillors Elin Weston (Chair)

1. FILMING AT MEETINGS

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2. URGENT BUSINESS

The Leader/Cabinet Member will advise of any items they have decided to take as urgent business.

3. DECLARATIONS OF INTEREST

A member with a disclosable pecuniary interest or a prejudicial interest in a matter who attends a meeting of the authority at which the matter is considered:

- (i) must disclose the interest at the start of the meeting or when the interest becomes apparent, and
- (ii) may not participate in any discussion or vote on the matter and must withdraw from the meeting room.

A member who discloses at a meeting a disclosable pecuniary interest which is not registered in the Register of Members' Interests or the subject of a pending notification must notify the Monitoring Officer of the interest within 28 days of the disclosure.

Disclosable pecuniary interests, personal interests and prejudicial interests are defined at Paragraphs 5-7 and Appendix A of the Members' Code of Conduct

4. PROPOSED ADMISSION ARRANGEMENTS 2019/20 (PAGES 1 - 84)

The report requests Cabinet Member agreement to consult on the proposed admission arrangements for the academic year 2019/20; to consult on the proposed IYFAP which, if agreed at Cabinet in February 2018, would be used from 1 March 2018; and to agree that the co-ordinated scheme for the admission of children to maintained primary and secondary schools as set out in appendices 2 and 3 of the report can be published on the Haringey website on 1 January 2018.

5. ITEMS OF URGENT BUSINESS

To consider any items of urgent business admitted at item 2.

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Bernie Ryan
Assistant Director – Corporate Governance and Monitoring Officer
River Park House, 225 High Road, Wood Green, N22 8HQ

Monday, 09 October 2017

Report for: Cabinet Member Signing 17 October 2017

Title: Proposed Admission Arrangements 2019/20

Report authorised by: Eveleen Riordan, Joint Assistant Director, Schools and Learning

Lead Officer: Carlo Kodsi, ext. 1823, carlo.kodsi@haringey.gov.uk

Ward(s) affected: All

Report for Key/

Non Key Decision: Key

1. Describe the issue under consideration

1.1 This report and the attached appendices set out:

- The proposed admission arrangements for entry to school in the academic year 2019/20 for Haringey's community and voluntary controlled (VC), nursery, infant, junior, primary, secondary and sixth form settings. It is proposed that a new category giving priority for children of staff form part of the oversubscription criteria for all Haringey community and VC schools for the 2019/20 year of entry. This category will follow after siblings.
- Haringey's proposed scheme for in-year admission for the academic year 2019/20. In-year admission relates to applications which are received at any point throughout the year other than for reception or secondary school transfer.
- Haringey's proposed In-Year Fair Access Protocol (IYFAP) for the year starting 1st March 2018 which all Haringey schools and academies must follow.
- The co-ordinated scheme¹ for the admission of children to maintained primary and secondary schools and academies for the 2019/20 year of entry.

2. Cabinet Member Introduction

2.1

3. Recommendations

3.1 The Cabinet Member for Children and Families is asked to:

- Agree to consult on the proposed admission arrangements, including the proposed in-year admissions scheme for the academic year 2019/20;

¹ The scheme which each Local Authority is required to formulate in accordance with the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) Regulations 2012, for co-ordinating arrangements for the admission of children to maintained primary and secondary schools and academies. The co-ordinated scheme has been successful in meeting its main aim of eliminating or greatly reducing multiple offers of school places.

- Agree to consult on the proposed IYFAP which, if agreed at Cabinet in February 2018, would be used from 1 March 2018;
- Agree that the co-ordinated scheme for the admission of children to maintained primary and secondary schools as set out in Appendices 2 and 3 of this report can be published on the Haringey website on 1 January 2018.
- Note the proposed change to the Council's oversubscription criteria for community and VC schools for the 2019/20 year of entry as set out in paragraphs 4.4 of this report;
- Note that consultation on the proposed admission arrangements is scheduled to take place between 8 November 2017 and 13 December 2017;
- Note that following the consultation, a report will be prepared summarising the representations received from the consultation and a decision on the final admission arrangements and the In-Year Fair Access Protocol will be taken by Cabinet on 13 February 2018.

4. Reasons for decision

- 4.1 **Why do we consult?** - This report and the consultation that will flow from it *if* the report's recommendations are agreed will ensure that our proposed admission arrangements for 2019/20 are consulted upon and the co-ordinated scheme is set in accordance with the mandatory provisions of the School Admissions Code 2014.
- 4.2 The School Admissions Code (2014) requires all admission authorities to publicly consult on their admission arrangements where changes are being proposed. The Code stipulates that if no changes are made to admission arrangements, they must be consulted on at least once every 7 years.
- 4.3 We consult on our admission arrangements annually irrespective of whether or not there is a proposed change to the arrangements. This is to ensure transparency and openness on the contents of our arrangements and to allow parents, carers and other stakeholders who might not previously been interested in admission arrangements (perhaps because they didn't have a child of school age) to make a representation which can then be considered as part of the determination of the arrangements.
- 4.4 **What is the change and potential risk to the arrangements being consulted on for 2019 entry?** - Para 3.1 above sets out that we are consulting on a material change to the oversubscription criteria for all Haringey community and VC schools for the 2019/20 year of entry. This change proposes an additional oversubscription criterion to prioritise children of staff after the sibling criterion. Further information on this criterion is set out in paras 6.9 to 6.22 below.
- 4.5 This change seeks to assist schools in recruiting and retaining staff by prioritising the admission of child(ren) of staff to the school. Some local academies and a voluntary aided school as well as schools in neighbouring boroughs currently give priority to children of staff and extending this to Haringey community schools may help the schools to compete for the best staff in the current competitive recruitment climate. It will also provide schools with

the ability to retain and recruit staff to areas where there is a demonstrable skills shortage such as maths and science.

- 4.6 Before deciding to consult on a staff criterion, the Council carried out an informal consultation with all Haringey community and VC schools earlier this year to explore whether or not there was support from these schools for an additional oversubscription criterion for staff children. This informal consultation was carried out in response to a small number of representations received last year from schools and from teachers through our statutory public consultation on the proposed admission arrangements for community and VC schools for the academic year 2018/19. The representations received from last year's public consultation are included at Appendix 9 of this report.
- 4.7 The results from the informal consultation carried out earlier this year indicated that the majority of Haringey community and VC schools support an additional oversubscription criterion which gives priority to children of staff. We are therefore now consulting more widely as part of our annual public consultation to gather views from all stakeholders. Detailed analysis of the results of the informal consultation is included at Appendix 8 of this report.
- 4.8 The risk that any staff criterion might bring is that it *may* disadvantage a small number of families by limiting the number of places that can be offered to local residents at Haringey's oversubscribed community and VC schools.
- 4.9 Research from a neighbouring borough (Enfield Council) who introduced a children of staff criterion in their primary community school's oversubscription criteria in 2013 shows that fewer than 1 per cent of places have been offered each year under this criterion. More detailed analysis and other comparative modelling is set out in paras 6.9 to 6.22 below.
- 4.10 An Equalities Impact Assessment (EqIA) will form an important part of the consultation and will seek to ascertain whether the proposed change *could* have an impact on protected groups and whether there are steps that can and/or should be taken to mitigate against such an impact. Such an impact will be also balanced against the impact of the criterion as it currently exists against these protected groups.

5. **Alternative options considered**

- 5.1 We are required by the School Admissions Code 2014 (para 1.42 – 1.45 of the Code) to consult on our admission arrangements between 1 October and 31 January each year for a minimum period of six weeks. As we are proposing to include an additional oversubscription criterion for all our community and VC schools this consultation is a statutory requirement for us. While there are other ways admission arrangements can influence the allocation of school places set out in the Schools Admissions Code 2014 (e.g. designated catchment areas, identified feeder schools or giving priority in our oversubscription criteria to children eligible for the early years premium/ pupil premium) no alternative option is being considered at the time of writing this report.

6. **Background information**

- 6.1 Ensuring there is a transparent and objective school admissions process is a statutory and integral part of the Council's work. Oversubscription criteria must be reasonable, clear, objective, procedurally fair, and comply with all relevant legislation, including equalities legislation. Admission authorities must ensure that their arrangements will not disadvantage unfairly, either directly or indirectly, a child from a particular social or racial group, or a child with a disability or special educational needs, and that other policies around school uniform or school trips do not discourage parents from applying for a place for their child.
- 6.1 The Council is the admission authority for community and voluntary controlled (VC) schools within the borough and is therefore responsible for determining the admission arrangements for these schools.
- 6.2 Academies, foundation schools and voluntary aided (VA) schools are their own admissions authority; they must consult on and then determine their own admissions arrangements by 28 February 2018. The Council has a statutory duty to monitor the arrangements determined by own admitting authority schools to ensure compliance with the School Admissions Code 2014. This report does **not** deal with admission arrangements for any academies, foundation or voluntary aided schools.
- 6.3 All schools must have admission arrangements that clearly set out how children will be admitted, including the criteria that will be applied if there are more applications than places at the school.
- 6.4 Admission authorities are responsible for admissions and must act in accordance with the School Admissions Code (2014), the School Admission Appeals Code (2012), other laws relating to admissions, and relevant human rights and equalities legislation.

Oversubscription criteria

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

Change to the oversubscription criterion for all Haringey community and VC schools

- 6.9 The School Admissions Code 2014 permits all admission authorities to include priority for children of staff in their oversubscription criteria, following the appropriate consultation process. At paragraph 1.39 the Code confirms that oversubscription criteria to children of staff can apply in two circumstances –
- a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made , and/or
 - b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- 6.10 Given the challenge faced by some schools in recruiting and retaining staff resulting in staff shortages, it is proposed to consult on a proposal to introduce an additional oversubscription criterion for children of staff to follow after siblings.
- 6.11 Appendices (1-4) to this report contains the proposed admission arrangements for all community and VC schools across all relevant settings for the 2019/20 year of entry and shows the level of proposed priority that would be afforded to this new category of applicant in relation to other priority criteria, if, following the consultation, this new oversubscription criterion were approved.

Proposal for consultation

- 6.12 It is recommended that the Council undertakes a statutory consultation on a proposal to introduce an additional oversubscription criterion for children of staff to follow after siblings:

Children of staff “Children whose parent is a member of staff who has been employed at the school for two or more years at the time of application or has been recruited to fill a vacancy for which there is a demonstrable skill shortage.”

- 6.13 With the current staff shortages a number of community schools and teachers have enquired about the introduction of children of staff criterion to assist in recruiting and retaining staff. This is evidenced from the representations received from last year’s public consultation which is included at Appendix 9. The proposed change aims to address this and provide schools with the ability to retain and recruit staff for areas where there is a demonstrable skills shortage.
- 6.14 Many own admission authority schools in London (academies and voluntary aided schools) have this as a criterion. An informal consultation was carried out with all Haringey community schools to seek views on introducing a criterion for children of staff. The majority of schools that responded welcomed the opportunity to be awarded the same flexibility as own admission authority schools.

Enfield Council – children of staff criterion

6.15 We have looked at data from Enfield Council who have been operating a children of staff oversubscription criterion in their community schools since 2013 to determine the possible impact that any change in criterion might have.

6.16 Enfield Council introduced a children of staff criterion in their community schools oversubscription criteria in 2013 and have offered fewer than 1 per cent of places each year under this criterion. Table A below outlines the number and percentage of offers of Reception places made under children of staff criterion at oversubscribed Enfield community primary schools since September 2013.

Table A

Children of Staff admissions to oversubscribed Enfield community primary schools

Year of entry to Reception	Number of offers made on the basis of children of staff criterion at oversubscribed community primary schools	Total number of offers made at oversubscribed community primary schools	Percentage of offers made on the basis of children of staff criterion
September 2013	0	1810	0%
September 2014	5	1780	0.3%
September 2015	7	1840	0.4%
September 2016	5	1728	0.3%
September 2017	10	1158	0.9%

6.17 This table shows that the percentage of offers made under the children of staff criterion has been fewer than 0.5% from 2013 to 2016 and increased slightly to 0.9% for entry in September 2017.

6.18 If we were to use this data as a comparative model for Haringey community schools, we could expect approximately a similar proportion of offers to be made under this criterion as summarised below in Table B (assumption that 0.5% or as many as 1% of offers would be made under this criterion).

Table B

Projected Children of Staff admissions to oversubscribed community primary schools (assuming 0.5% or as many as 1% of offers would be made under this criterion)

Year of entry to Reception	Projected number of offers made on the basis of children of staff criterion at oversubscribed community primary schools (0.5%)	Projected number of offers made on the basis of children of staff criterion at oversubscribed community primary schools (1%)	Total number of offers made at oversubscribed community primary schools
September 2016	7	14	1370
September 2017	6	11	1136

Haringey own admission authority schools – children of staff criterion

- 6.19 One Haringey Voluntary Aided (VA) primary school has adopted the children of staff criterion, however, there were no applications made under this criterion for entry in September 2016 and 2017 nor was the school oversubscribed in these years.
- 6.20 Only two secondary schools in Haringey have adopted the children of staff criterion (1 Academy and 1 Foundation). Tables C and D shows the number of places offered under children of staff criterion at Fortismere and Alexandra Park Secondary schools for entry in September 2016 and 2017.

Table C**Children of Staff admissions to Fortismere Secondary School (Foundation)**

Year of entry	Places offered under children of staff criterion	Total number of offers made
September 2016	2	270
September 2017	7	270

Children of Staff admissions to Alexandra Park Secondary School (Academy)

Year of entry	Places offered under children of staff criterion	Total number of offers made
September 2016	n/a	232
September 2017	2	232

*Alexandra Park introduced this criterion for entry in September 2017.

- 6.21 In summary, it is concluded from our analysis that the number of children falling under this criterion has historically been small and there is no evidence to suggest that the number is likely to be in anything other than single figures across the borough's community schools in the coming years.
- 6.22 The Cabinet Member for Children and Families is asked to agree to consult on the proposal to include an additional oversubscription criteria for children of staff. The numbers of children securing a place under this criterion are likely to be low, but it is expected to assist with staff recruitment and retention in Haringey community and VC schools. A decision on whether or not to include a children of staff criterion will be taken early in 2018 through full Cabinet.

In Year Fair Access Protocol (IYFAP)

- 6.23 An In-Year Fair Access Protocol (IYFAP) has been agreed in Haringey to ensure hard to place children are given a school place without delay and is a statutory requirement set out in the School Admissions code 2014 (paras 6 and 3.9 – 3.15 of the Code). In using the Protocol, it ensures that these children and young people are shared fairly across all Haringey schools and that this process is open and transparent. Haringey’s Protocol is consulted on annually and para 3 of the Protocol in Appendix 5 sets out that “it is essential to the success of IYFAP that all Head teachers and governing bodies agree to the aims, principles and procedures and give their fullest support.”

Consultation

- 6.24 Where changes are proposed to admission arrangements, the admission authority must first publicly consult on those arrangements. Consultation must be for a minimum of 6 weeks and must take place between 1 October and 31 January in the year before those arrangements are to apply.
- 6.25 This consultation period allows parents, other schools, religious authorities and the local community to raise any concerns about proposed admission arrangements.
- 6.26 Admission authorities **must** consult with:
- a. parents of children between the ages of two and eighteen;
 - b. other persons in the relevant area who in the opinion of the admission authority have an interest in the proposed arrangements;
 - c. all other admission authorities within the relevant area (except that primary schools need not consult secondary schools);
 - d. whichever of the governing body and the local authority who are not the admission authority;
 - e. any adjoining neighbouring local authorities where the admission authority is the local authority; and
 - f. in the case of faith schools, the body or person representing the religion or religious denomination.

- 6.27 This report will ask for approval from the Cabinet Member for Children and Families to consult on our proposed admission arrangements, including the proposal to introduce an additional oversubscription criterion for children of staff, such consultation to take place between 27 October 2017 and 08 December 2017 inclusive.

Proposed consultation and determination timetable

Stage	What happens	Dates and timescales
1	Consultation on admissions arrangements which includes: <ul style="list-style-type: none"> • Nursery arrangements • Reception class and junior admissions • Secondary admissions • In-year admissions • In year fair access protocol • Sixth form admissions 	27 October 2017 to 8 December 2017
2	Cabinet to: <ul style="list-style-type: none"> • determine the admission arrangements for Haringey community schools, nursery classes, primary, infant, junior and secondary schools and St Aidan's voluntary controlled School. • determine the admission arrangements for students starting sixth form. • determine the In year Fair Access Protocol (IYFAP) 	13 February 2018
3	Last date by which all admission authorities, including academies, can determine admission arrangements	28 February 2018
4	Determined Admissions Arrangements must be published on website	15 March 2018

- 6.28 As the proposed admission arrangements contain a change to the oversubscription criteria for all community and VC schools it is important that such arrangements are consulted on as widely as is possible, having particular regard to those parents and carers, including those with the protected characteristics as outlined by the Equalities Act 2010, who might be affected by the change. In order to ensure the consultation reaches all potentially affected

stakeholders we have prepared an Equalities Impact Assessment (EqIA – see Appendix 7) which seeks to establish whether or not, if adopted, the introduction of an additional oversubscription criteria for children of staff would have an impact on any one or more of the protected groups.

6.29 To ensure as wide a consultation as possible we intend to provide details of the proposed admission arrangements in the following ways:

- through the Schools Bulletin which is distributed to the head teacher and chair of governors of every school in the borough
- to all children’s centres in the borough
- to all registered nurseries and child minders and any other early years providers
- on the Council’s online primary and secondary admissions page
- via information in all libraries across the borough
- to all councillors
- to both MPs with constituencies in Haringey
- to the diocesan authorities
- to all residents’ groups that the Council hold information for
- to all women’s groups that the Council hold information for
- other groups, bodies, parents and carers as appropriate

Co-ordinated scheme

6.30 Each year all local authorities must formulate and publish on their website a scheme by 1 January in the relevant determination year to co-ordinate admission arrangements for all schools within their area.

6.31 All admission authorities must participate in co-ordination and provide the local authority with the information it needs to co-ordinate admissions by the dates agreed within the scheme. Local authorities must make application forms available to parents who wish to apply to a school in a neighbouring area which operates a different age of transfer (e.g. middle schools), and process these as it would in its normal admissions round.

7. Contribution to strategic outcomes

7.1 Ensuring we have a transparent and objective school admissions process with oversubscription criteria that is reasonable, clear, objective and compliant with all relevant legislation, including equalities legislation, underpins Priority 1 in the Corporate Plan which seeks to enable every child to have the best start in life with access to high quality education.

8. Statutory Officers comments (Chief Finance Officer (including procurement), Assistant Director of Corporate Governance, Equalities)

8.1 Below are financial, governance and legal and equality comments.

Comments of the Chief Finance Officer and financial implications

- 8.2 The Chief Financial Officer has been consulted in the production of this report and confirms that there are no direct financial implications as a result of the consultation proposals.

Comments of the Assistant Director of Corporate Governance and legal implications

- 8.3 The Assistant Director of Corporate Governance has been consulted on the contents of this report. The current School Admissions Code ('the Code') came into force in December 2014 issued by the Department for Education under section 84 of the School Standards and Framework Act 1998. The Code is to be read alongside the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012 (" the Regulations"). The Code and the Regulations apply to admission arrangements determined in 2015 and later years. In determining its admission arrangements for 2019-2020 the Council has a statutory duty as an admissions authority to act in accordance with the Regulations and with the relevant provisions of the Code. It must also as a result of its duty under section 149 of the Equality Act 2010 have due regard to the need to eliminate discrimination, harassment and victimisation and any other conduct which is prohibited by or under the Act, advance equality of opportunity, and foster good relations in relation to persons who share a relevant protected characteristic and persons who do not share it.
- 8.4 Paragraph 15 of the Code states that all schools must have admission arrangements that clearly set out how children will be admitted including the criteria that will be applied if there are more applications than places at the school. As part of determining its admission arrangements, the Council must set an admission number (called the Published Admission Number or PAN) for each school's "relevant age group" i.e. the age group at which pupils are or will normally be admitted to the school.
- 8.5 School admission arrangements are determined by admission authorities. Generally, the admission authority for community and voluntary controlled schools is the local authority. Admission authorities must set ('determine') admission arrangements annually. Where changes are proposed to admission arrangements, the admission authority must first publicly consult on those arrangements. If no changes are made to the admission arrangements, they must be consulted on at least once every 7 years. Consultation must be for a minimum of 6 weeks to take place between 01 October and 31 January of the determination year. The Code also requires the admissions authority for the duration of the consultation to publish a copy of the full proposed admission arrangements (including the proposed PAN) on their website together with details of the person within the admissions authority to whom comments may be sent and the areas on which comments are not sought. 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.
- 8.6 It is the responsibility of the authority to ensure that admission arrangements are compliant with the Code. Arrangements mean overall procedures, practices,

criteria and supplementary information to be used in deciding on the allocation of school places. In drawing up the arrangements the authority must ensure that the practices and criteria used are reasonable, fair, clear and objective and comply with the relevant legislation including equalities legislation. Parents should be able to look at the set of arrangements and understand easily how places will be allocated. It is for the authority to decide which criteria would be the most suitable according to local circumstances.

- 8.7 Each year all local authorities must formulate and publish on their website a scheme by 1 January in the relevant determination year to co-ordinate admission arrangements for all publicly funded schools within their area. All admission authorities must participate in co-ordination and provide the local authority with the information it needs to co-ordinate admissions by the dates agreed within the scheme. There is no requirement for local authorities to co-ordinate in-year applications but the authority must provide information in a composite prospectus as to how in-year applications can be made and how they will be dealt with.
- 8.8 Each local authority must have a Fair Access Protocol agreed with the majority of schools in its area to ensure that, outside the normal admissions round, unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible.
- 8.9 The proposed admission arrangements for 2019-2020, the proposed co-ordinated scheme, the proposed IYFAP and the proposed consultation on the proposed admission arrangements for 2019-2020 would appear to be in compliance with the Code and the Regulations.

Equalities and Community Cohesion Comments

- 8.10 The Council has a public sector equality duty under the Equalities Act (2010) to have due regard to the need to:
- Eliminate the discrimination, harassment and victimisation of persons that share the characteristics protected under sections 4-12 of the Act. These are the characteristics of age, disability, gender reassignment, pregnancy and maternity, marriage and civil partnership, race, religion or belief, sex (formerly gender) and sexual orientation;
 - Advance equality of opportunity between people who share those protected characteristics (with the exception of marriage and civil partnership) and people who do not;
 - Foster good relations between people who share those characteristics (with the exception of marriage and civil partnership) and people who do not.
- 8.11 The proposed admission arrangements set out in this report comply with the public sector equality duty and ensures that as an admission authority, the Council's arrangements do not directly or indirectly unfairly disadvantage a child or adult that possesses any of the characteristics protected under sections 4-12 of the Equality Act 2010.

- 8.12 A full Equality Impact Assessment (EqIA) will be undertaken to help inform decision makers over the possible impact of the proposed changes on different groups of residents and families.
- 8.13 The EqIA will also identify mitigating actions/measures which the Council could put in place to help limit any disproportionate impact which the changes may have on particular groups and to advance equality of opportunity and good relations (e.g. identify acceptable exceptions to the criteria, a fair appeal process, ongoing monitoring and engagement arrangements).
- 8.14 The consultation process will be used to help populate and inform the final version of the EqIA which decision makers will consider.

9. Use of Appendices

- 9.1 The following appendices support this report:

Appendix 1 Proposed admission criteria for nursery 2019

Appendix 2 Proposed admission criteria for reception and junior admissions 2019 (including the co-ordinated scheme)

Appendix 3 Proposed admission criteria for secondary 2019 (including the co-ordinated scheme)

Appendix 4 Proposed scheme for in-year admissions 2019

Appendix 5 In-Year Fair Access Protocol for Haringey schools

Appendix 6 Proposed admission criteria for Sixth Form 2018

Appendix 7 EqIA

Appendix 8 Results of the informal consultation

Appendix 9 Representations from last year's statutory consultation

- 9.1 The full papers for this report can be viewed electronically on the Council's website at www.haringey.gov.uk/local-democracy or in paper form at School Admissions Service, 4th Floor, Alexandra House, 10 Station Road, N22 7TR.

10. Local Government (Access to Information) Act 1985

- 10.1 This report contains no exempt information.

Background

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

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Starting Nursery in Haringey in September 2019

Proposed Admission Criteria for Nursery Classes in Community Primary Schools and St. Aidan's VC School

Children may have a part-time place in a nursery centre or a class attached to a school in the September following their third birthday. If there are more requests than part-time places available, the admission rules (over-subscription criteria) explained below will be used to decide which children will be admitted. There is no right of appeal against the decision to refuse admission of children to nurseries.

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. Parent/carers must complete their home authority School Admissions Application Form, which will be available on line, by 15 January in the academic year their child turns four.

Proposed Admission Criteria for part time places

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

1. Children in Care/Looked After Children

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

A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

2. Social/Medical

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

3. Brother or Sister (sibling)

Children who will have a brother or sister attending the school (or its associated Infant or Junior school) at the time of admission. A sibling is a full brother or sister, a step/half brother or sister, a foster brother or sister or an adopted brother or sister living at the same address as the child for whom the application is being made.

4. Children of staff

Children whose parent is a member of staff who has been employed at the school for two or more years at the time of application or has been recruited to fill a vacancy for which there is a demonstrable skill shortage.

5. Distance

Children whose home address is closest to the preferred school.

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

Tie breakers

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

The tiebreak for two or more applications whose home address is exactly the same distance from the school (and who are not from multiple births) will be random allocation using a computerised system.

Multiple births

If only one place is available and the next child who qualifies for a place is one of multiple birth, the nursery centre or the school will go over their published admission number.

Notes

- (i) Home address is defined as the child's only or main residence

Proposed Admission Criteria for Reception and Junior Admissions 2019

Oversubscription criteria

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

1. Children in Care/ Looked After Children

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

A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

2. Social Medical

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

3. Linked school

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

4. Brother or Sister (sibling)

Children with a brother or sister already attending the school and who will still be attending on the date of admission, whose home address is no more than a distance of 0.5 miles from the school. Children with a brother or sister already attending the school and who will still be attending on the date of admission, whose home address is more than 0.5 miles from the school will also receive priority where the child's home address has not changed since the last sibling was offered a place or the last sibling was admitted prior to September 2017.

5. Children of staff

Children whose parent is a member of staff who has been employed at the school for two or more years at the time of application or has been recruited to fill a vacancy for which there is a demonstrable skill shortage.

6. Distance

Children whose home address is closest to the preferred school.

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

Tie breakers

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

The tiebreak for two or more applications whose home address is exactly the same distance from the school (and who are not from multiple births) will be random allocation using a computerised system.

Multiple births

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

Notes

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

Deferred entry - before compulsory school age

Children will normally be admitted to the reception year in the September following their fourth birthday. In line with the Admissions Code (2014), parents can defer their child's entry to the reception year until later in the school year, where they have been offered a place at a school to

start before they are of compulsory school age. Where entry is deferred, the school will hold the place for that child and not offer it to another child. However, entry cannot be deferred beyond the point the child reaches compulsory school age nor beyond the beginning of the final term of the Reception Year. Parents can also request that their child attends part-time until he/she reaches compulsory school age.

Summer born – Children educated outside their chronological age group

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

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

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

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

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

Consideration to these requests will be taken by a panel of Haringey officers in the summer term of the year in which the child will be admitted to his or her correct age group. The panel will meet following the primary National Offer Day. If the parents would like to make an application for an own admission authority school, they will need approach the relevant school with their request.

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

Published Admission Numbers (PAN)

The published admission numbers for Haringey community primary schools (and St Aidan's VC Primary) for the 2019/20 school year will be as follows:

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

Pan London Co-ordinated Scheme 2019/20

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 online in September 2018.
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 supplementary information forms are used by the admissions authorities with Haringey, we will seek to ensure that they only collect information which is required by the published oversubscription criteria, in accordance with paragraph 2.4 of the School Admissions Code 2014.
6. Where supplementary forms are required, they will be available direct from the relevant school. Such forms will advise parents that they must also complete their home local authority's School Admissions Application Form. Haringey's admissions booklet indicates which Haringey schools require supplementary forms to be completed.
7. Where a school in Haringey receives a supplementary information form, it will not be considered a valid application unless the parent/carer has also listed the school on the Haringey School Admissions Application Form.
8. Haringey Local Authority will share the details of each application for a Haringey voluntary-aided school, foundation school, free school or academy with that school. Schools that require a supplementary information form will check that each parent has completed one. If one has not been received the school will make contact with the parent and ask them to complete one. The school will also check that each parent that has completed a supplementary form has also completed a School Admissions Application Form. If any parent has not completed a School Admissions Application Form, the school will share that information with Haringey Local Authority who will then contact the parent and ask them to complete one.
9. Applicants will be able to express a preference for up to six schools within and/or outside Haringey.

10. The order of preference given on the School Admissions Application Form will not be revealed to a school, to comply with paragraph 1.9 of the School Admissions Code 2014. However, where a parent resident in Haringey expresses a preference for schools in the area of another local authority, the order of preference will be revealed to that local authority in order to determine the highest ranked preference in cases where a child is eligible for a place at more than one school.
11. Haringey undertakes to carry out the address verification process set out in its entry in the LIAAG Address Verification Register. This will in all cases include validation of resident applicants against Haringey's maintained children centre, nursery and primary school data and the further investigation of any discrepancy. Where Haringey is not satisfied as to the validity of an address of an applicant whose preference has been sent to a maintaining LA, it will advise the maintaining LA no later than **15 February 2019**.
12. Haringey will confirm the status of any resident child for whom it receives an Admissions Application Form stating s/he is a 'Child Looked After' and will provide evidence to the maintaining LA in respect of a preference for a school in its area by **1 February 2019**.
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 2019**.

PROCESSING

14. Applicants resident within Haringey must complete and return the School Admissions Application Form, which will be available online, by **15 January 2019**.
15. Any application forms, changes to preferences or preference order received after **15 January 2019** 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 **11 February 2019**.
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 **11 February 2019**, on the basis that an on-time application already exists within the Pan-London system.

20. Application data relating to applications for schools in other participating local authorities will be up-loaded to the Pan-London Register (PLR) by **4 February 2019**. Supplementary information provided with the School Admissions Application Form will be sent to maintaining LAs by the same date.
21. Application data relating to Haringey schools from out-of-borough pupils will be received from the Pan London Register on **4 February 2019**.
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 **7 February 2019**.
23. Between **7 February 2019** and **25 February 2019**, 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 **15 and 22 February 2019** in the Pan-London timetable.
25. All preferences for schools within Haringey will be considered by the relevant admission authorities without reference to preference order. Voluntary-aided schools, Academies, Free schools and Foundation schools to provide Haringey LA with an electronic list of their applicants in rank order by **25 February 2019**. When the admission authorities within Haringey have provided a list of applicants in rank order, Haringey Local Authority shall, for each applicant to its schools for whom more than one potential offer is available, make the offer to the highest ranked school.
26. Haringey will upload the highest potential offer available to an applicant for a maintained school or Academy to the PLR by **14 March 2019**. 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 2019** if this is sooner.
28. Haringey will not make any additional offers between the end of the iterative process and **16 April 2019** which may impact on an offer being made by another participating LA.
29. Notwithstanding paragraph 28, if an error is identified within the allocation of places at one of Haringey's schools, Haringey will attempt to manually resolve the allocation to correct the error. Where this impacts on another LA (either as a home or maintaining LA) Haringey will liaise with that LA to attempt to resolve the incorrect offer and any multiple offers which might occur. However, if another LA is unable to resolve a multiple offer, or if the impact is too far reaching, Haringey will accept that the applicant(s) affected might receive a multiple offer.
30. Haringey will participate in the offer data checking exercise scheduled between **25 March and 8 April 2019** 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 **10 April 2019**.

OFFERS

32. Haringey will ensure, so far as is reasonably practical that each resident applicant who cannot be offered a preference expressed on the School Admissions Application Form receives the offer of an alternative school place. The applicant will be offered the nearest community school (or own admitting authority if the governors have agreed to this) to the home address with an available place.
33. Haringey will inform all resident applicants of their highest offer of a school place and, where relevant, the reasons why higher preferences were not offered, whether they were for schools in Haringey or in other participating LAs.
34. Haringey will use the form of notification letter set in this document.
35. Notification of the outcome will be sent on **16 April 2019**.
36. Haringey will provide children centres, nursery and primary schools with destination data of its resident applicants after offer date.
37. Parents who are not offered a place at their preferred schools will be offered the right of appeal.

POST OFFER

38. Parents must accept or decline the offer of a place by **30 April 2019**. If they do not respond by this date the local authority will make every reasonable effort to contact the parent to find out whether or not they wish to accept the place. If the parent fails to respond to the local authority the school place will be withdrawn.
39. Where a parent accepts or declines a place by **30 April 2019**, this information will be passed to the maintaining LA by **6 May 2019**. Where such information is received from applicants after **30 April 2019**, this LA will pass it to the maintaining LA as it is received.
40. Haringey will inform the home LA, where different, of an offer for a maintained school or academy in Haringey which can be made to an applicant resident in the home LA's area, in order that the home LA can offer the place.
41. When acting as a maintaining LA, Haringey and the admission authorities within it will not inform an applicant resident in another LA that a place can be offered.
42. Haringey will offer a place at a maintained school or academy in another LA to an applicant resident in its area, provided that the school is ranked higher on the School Admissions Application Form than any school already offered.
43. Where Haringey is informed by a maintaining LA of an offer which can be made to an applicant resident in Haringey which is ranked lower on the School Admissions Application

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

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

WAITING LISTS

47. Where a child does not receive an offer of their first preference, his/her name will automatically be placed on the waiting list for each Haringey school for which he/she is eligible that is a higher preference school to the one offered. Parents will be advised that if they want to go on the waiting list for an out borough school they should put this in writing to the Schools Admission Team in Haringey.
48. Parents will be given the opportunity to make applications to Haringey schools to which they did not originally apply.
49. Waiting lists will be kept by all maintained admission authorities in Haringey and coordinated centrally by Haringey as part of the coordination of all admission applications. Academies, voluntary-aided and foundation schools will apply their own admission arrangements. Haringey Local Authority will keep a mirrored waiting list and will offer places on behalf of the governing body. Waiting lists for community schools will be administered centrally by the local authority.
50. Waiting lists for entry to Reception in the academic year 2019/20 will be compiled on **3 May 2019** (after the deadline for acceptance of places) and will be kept in strict criteria order with no differentiation between on-time or late applications.
51. Waiting lists will be maintained and places allocated as they become available, in accordance with each admission authority's published admission and oversubscription criteria.
52. Children will remain on the waiting list until the end of the summer term of the application year unless parents contact the School Admissions Team to extend this further.

Timetable for entry to school in September 2019

15 January 2019	Statutory deadline for receipt of applications
4 February 2019	Deadline for the transfer of application information by the Home LA to the PLR (ADT file)
11 February 2019	Deadline for the upload of late applications considered as on-time to the PLR
15–22 February 2019	Checking of application data
25 February 2019	Voluntary-aided schools, Academies, Free schools and Foundation schools to provide Haringey LA with an electronic list of their applicants in rank order
14 March 2019	Deadline for the transfer of potential offer information from the Maintaining LAs to the PLR (ALT file).
22 March 2019	Final ALT file to PLR
25 Mar – 8 Apr 2019	Checking of offer data
10 April 2019	Deadline for on-line ALT file to portal
16 April 2019	eAdmissions offers made/offer letters posted where applicants have made paper applications
30 April 2019	Deadline for receipt of acceptances
6 May 2019	Deadline for transfer of acceptances to maintaining LAs

NOTIFICATION LETTER

16 April 2019

Address

Pupil

Name:

ID No.:

Reception/Junior Transfer 2019 – <pupil name and date of birth>

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

It is important that you confirm as soon as possible that you wish to accept the offer of a place at **XXX**. Failure to do so may result in the offer being withdrawn. Please return the enclosed offer response form by **30 April 2019**. **All applicants must respond by returning this form**. You can deliver it to one of Haringey's Customer Services Centres, or send it by post using the address listed below.

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

If you were not offered your first preference school

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

Waiting lists

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

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

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

Your right to appeal

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

If you wish to appeal:

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

Appeal forms must be returned by X for your appeal to be heard before September 2019.

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

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

School Admissions Service

Reception/Junior Transfer 2019 - Offer Response Form

Pupil Name

Date of birth:

ID:

Return by: 30 April 2019

Post to: 4th Floor, Alexandra House, 10 Station Road, N22 7TR

Please complete the relevant options below:

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

Please tick:

or

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

Please tick:

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

Name of School:

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

Pupil name

Signed: Date:

Name:

Telephone Number:

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Proposed Admission Criteria for Secondary Transfer 2019

Oversubscription criteria

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

1. Children in Care/ Looked After Children

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

A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

2. Social Medical

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

3. Brother or Sister (sibling)

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.

4. Children of staff

Children whose parent is a member of staff who has been employed at the school for two or more years at the time of application or has been recruited to fill a vacancy for which there is a demonstrable skill shortage.

5. Distance

Children whose home address is closest to the preferred school.

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

Tie breakers

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

The tiebreak for two or more applications whose home address is exactly the same distance from the school (and who are not from multiple births) will be random allocation using a computerised system.

Multiple births

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

Notes

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

Proposed Admission Criteria to Hornsey School for Girls for 2019

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

1. Children in Care/Looked After Children

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, child arrangements, or special guardianship order.

A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

2. Social Medical

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. A sibling is a full sister, a step sister, a foster sister or an adopted sister living at the same address as the girl for whom the application is being made.

4. Children of staff

Girls whose parent is a member of staff who has been employed at the school for two or more years at the time of application or has been recruited to fill a vacancy for which there is a demonstrable skill shortage.

4. Distance

Girls whose home address is closest to the school.

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

Tie breakers

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

The tiebreak for two or more applications 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 girl to be offered is from a multiple birth, we will ask the school to go over their published admission number.

Published Admission Number (PAN)

The admission number for Haringey community schools for entry in September 2019 is as follows -

Gladesmore Community School 243 places

Highgate Wood School 243 places

Hornsey School for Girls 162 places

Park View Academy 216 places

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 which will be available in early September 2018.
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 supplementary information forms are used by the admission authorities within Haringey, the LA will seek to ensure that they only collect information which is required by the published oversubscription criteria, in accordance with paragraph 2.4 of the School Admissions Code 2014.
6. Where supplementary forms are used, they will be made available directly from the relevant schools. 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 schools located within and/or outside Haringey Local Authority.
10. The order of preference given on the School Admissions Application Form will not be revealed to a school. However, where a parent resident in Haringey expresses a

preference for schools in the area of another local authority, the order of preference will be revealed to that local authority in order to determine the highest 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 LIAGG Address Verification Register. 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 **10 December 2018**.
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' and will provide evidence to the maintaining LA in respect of a preference for a school in its area by **9 November 2018**.
13. Haringey will advise a maintaining LA of the reason for any preference expressed for a school in its area, in respect of a resident child born outside of the correct age cohort, and will forward any supporting documentation to the maintaining LA by **9 November 2018**.

PROCESSING

14. Applicants resident within Haringey must complete and return the School Admissions Application Form, which will be available on-line, by **31 October 2018**. However, Haringey LA encourages applicants to submit their application by **19 October 2018** to allow sufficient time to process and check all applications before the mandatory date when data must be sent to the Pan London Register (PLR).
15. Any application forms, changes to preferences or preference order received after **31 October 2018** will be treated as late. This means that such applications will be considered after those applicants who have applied on time.
16. Haringey will 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 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 **10 December 2018**.
19. Where an applicant moves from one participating home LA to another after submitting an on-time application under the terms of the former home LA's scheme, the new home LA will accept the application as on-time up to **10 December 2018**, on the basis that an on-time application already exists within the Pan-London system.
20. Application data relating to applications for schools in other participating local authorities will be up-loaded to the Pan-London Register (PLR) by **9 November 2018**.

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 **9 November 2018**.
22. Haringey Local Authority will notify each school within Haringey that is its own admission authority of every preference that has been made for the school, forwarding to them all relevant details from the School Admissions Application Form by **6 December 2018**.
23. Between **6 December 2018** and **11 January 2019**, 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 **11 December 2017** and **1 January 2019** in the Pan-London timetable.
25. All preferences for schools within Haringey will be considered by the relevant admission authorities without reference to preference order. Voluntary-aided schools, Academies, Free schools and Foundation schools to provide Haringey LA with an electronic list of their applicants in rank order by **14 January 2019**. When the admission authorities within Haringey have provided a list of applicants in rank order, Haringey Local Authority shall, for each applicant to its schools for whom more than one potential offer is available, make the offer to the highest ranked school.
26. Haringey Local Authority will send the first ALT file to the Pan-London Register (PLR) giving offer details for their school by **1 February 2019**. 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 (Local Admissions System) and the PLR which will continue until notification that a steady state has been achieved or until **14 February 2019** if this is sooner.
28. Haringey will not make an additional offer between the end of the iterative process and **1 March 2019** which may impact on an offer being made by another participating LA.
29. Notwithstanding paragraph 28 if an error is identified within the allocation of places at one of 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.
30. Haringey will participate in the offer data checking exercise scheduled between **15 and 21 February 2019**.
31. Haringey will send a file to the E-Admissions portal with outcomes for all resident applicants who have applied online no later than **22 February 2019**.

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 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.
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 the Home LA or in other participating LAs.
34. Haringey will use the form of Notification Letter set out in this document.
35. Notification of the outcome will be sent to parents on **1 March 2019**.
36. Details of the pupils to be offered will be made available to each Haringey primary school by **1 March 2019**.
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 **15 March 2019**. 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 **15 March 2019** this information will be passed to the maintaining LA by **21 March 2019**. Where such information is received from applicants after **15 March**, this LA will pass it to the maintaining LA as it is received.
40. Where a place becomes available in an oversubscribed maintained school or academy in Haringey, it will be offered from a waiting list ordered in accordance with paragraph 2.14 of the School Admissions Code 2014.
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 2018 will be compiled on **18 March 2019** (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 Summer Term of the application year, unless parents contact the School Admissions Team to extend this further.

Timetable for entry to school in September 2019

19 October 2018	Recommended closing date for receipt of the School Admission Application Form
31 October 2018	Statutory deadline for return of application to the Home LA
09 November 2018	Deadline for the transfer of application information by the Home LA to the PLR and supplementary information to Haringey VA schools/maintaining local authorities
6 December 2018 – 11 January 2019	Voluntary-aided schools and Academies will order their applications according to their admissions criteria
10 December 2018	Deadline for the upload of applications that are late but are considered to be on-time, to the PLR
11 December 2018 – 1 January 2019	Pan-London data checking exercise of pupil applications exchanged via the PLR
14 January 2019	Voluntary-aided schools, Academies, Free schools and Foundation schools to provide Haringey LA with an electronic list of their applicants in rank order
1 February 2019	Deadline for the transfer of highest potential offer information from the Maintaining LAs to the PLR
14 February 2019	Final ALT file to the PLR
15 – 21 February 2019	Pan-London data checking exercise of pupil offer data
1 March 2019	eAdmissions offers made/offer letters posted where applicants have made paper applications
15 March 2019	Date by which parents accept or decline offers
21 March 2019	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 2019

Address

Pupil

Name:

ID No.:

Secondary Transfer 2019 – pupil name and date of birth

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

It is important that you confirm as soon as possible that you wish to accept the offer of a place at **XXX**. Failure to do so may result in the offer being withdrawn. Please return the enclosed offer response form by **15 March 2019**. **All applicants must respond by returning this form**. You can deliver it to one of Haringey's Customer Services Centres, or send it by post using the address listed below.

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

If you were not offered your first preference school

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

Waiting lists

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

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

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

Your right to appeal

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

If you wish to appeal:

- **for Alexandra Park, Heartlands High or a community school in Haringey**, please download an appeal form from www.haringey.gov.uk/schooladmissions or contact us to request a form. These schools are listed on pages X to X in the Secondary Admissions booklet.
- **for Fortismere, Harris Academy Tottenham, Greig City Academy, St Thomas More Catholic School, Woodside High or Tottenham UTC**, please contact the school direct. These schools are listed on pages X to X in the Secondary Admissions booklet.

- **for schools outside Haringey**, please contact the local authority where the school is located (contacts details can be found at www.haringey.gov.uk/schooladmissions and in the Secondary Admissions booklet).

Appeal forms must be returned by **<appeal deadline>** for your appeal to be heard before September 2018.

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

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

School Admissions Service

Secondary Transfer 2019 - Offer Response Form

Pupil name

Date of birth:

ID:

Return by: 15 March 2018

Post to: 4th Floor, Alexandra House, 10 Station Road, N22 7TR

Please complete the relevant options below:

<p>● I accept the place for my child at XXX</p>	<p><i>Please tick:</i> <input type="checkbox"/></p>
--	---

or

<p>● I decline the place for my child at XXX</p> <p>I do not require the place offered because I already have a place at another school, as follows:</p> <p>Name of School:</p> <p>I understand that if I decline this offer, the place may be offered to another applicant.</p>	<p><i>Please tick:</i> <input type="checkbox"/></p>
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Pupil Name

Signed: Date:

Name:

Telephone Number:

Proposed Scheme for In-Year Admissions 2019/20

APPLICATIONS

1. Applications from Haringey and non-Haringey residents for schools in Haringey must be made directly to the Haringey Schools Admission Service.
2. The in-year e-form is available to complete on the Haringey website or a paper application is available on request from the Haringey School Admissions Service.
3. Haringey residents applying for places at maintained schools and academies **outside** Haringey will need to apply directly to the LA (local authority) in whose area the school is situated.
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 their published oversubscription criteria.
5. Where supplementary forms are used, they will be available from the school concerned. Haringey's admission booklets and website will indicate which schools require supplementary forms to be completed and from 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 such time as the parent/carer has listed the school on their home LA's School Admissions Application Form.
7. Where only the School Admissions Application Form is received, schools **MUST** rank the application according to the information available to them.
8. Applicants will be able to express a preference for a maximum of six schools within Haringey.
9. The order of preference given on the In-Year School Admissions Application Form will not be shared with any school.
10. The Haringey Schools Admission Service will carry out address verification for each application made to a maintained school or academy in Haringey. Where Haringey is not satisfied as to the validity of an address of an applicant it will advise the admission authority schools.
11. Haringey will check the status of any applicant who is a 'looked after or was previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order.'

PROCESSING

12. Parents/carers applying for schools in Haringey must complete the in-year e-form available on the Haringey website or request a paper application form available from the Haringey School Admissions Service.

13. Where an application is not fully completed, Haringey will not treat the application as valid until all information is received.
14. In the event that a Haringey resident applies to a non-Haringey school, Haringey will write to the parent/carer advising them to apply directly to the LA in whose area the school is situated.
15. If a pupil is currently on roll at a school in Haringey or a school in a neighbouring borough, the Admissions Service will advise the parent/carer to discuss the transfer with the Headteacher or senior Teacher at the school.

OFFERS

16. If a school has a vacancy, it is expected that an offer of a place will be made to the child entitled to that place in accordance with the published oversubscription criteria. The Local Authority will offer places at community schools and will also make offers on behalf of own admission authority schools should they so wish.
17. Haringey will write to parents who have not been offered a place at any of their preferred schools giving reasons and informing them of their right of appeal to an independent panel in accordance with the School Standards and Framework Act 1998.
18. Haringey will notify the Home LA of the outcome of applications for their residents.
19. When a child has been offered a place at a higher preference school, the lower ranking preferences will be withdrawn.
20. When a child has been offered a place at a lower preference school, the higher preferences will also be withdrawn unless the parent indicates otherwise. Only where a parent/carer has expressly set out that they wish to be put on the waiting list of those schools which are a higher preference will this be done.
21. Where a home applicant who is out of school cannot be offered a place at one of their named preferences, Haringey will offer the nearest community (or own admitting authority if the governors have agreed to this) school to the home address with an available place.
22. Where it is known that a non-Haringey resident is out of school and cannot be offered a place at one of their named preferences, Haringey will notify the home LA who will be responsible for identifying a school place for the child.

POST OFFER

23. Parent/carers will be expected to accept or decline the offer of a place as soon as possible. Parents must be given a reasonable amount of time to consider the offer (10 school days).
24. Where a parent does not respond within this timeframe Haringey will make every reasonable effort to contact the parent to find out whether or not they wish to accept the place. Where the parent fails to respond the offer of a place will be withdrawn.
25. Haringey will notify the home LA of any appeals that are upheld for Haringey schools.

26. Children will remain on the waiting list until the end of the academic year in which the application was made and Haringey will write to all parent/carers asking them to complete a new application form if they wish to stay on the waiting list(s) beyond this timeframe.

HARINGEY SCHOOLS

27. The Haringey School Admissions Service will require a list of every child on roll in every year group in all the relevant Haringey schools.
28. Schools will be required to provide a weekly roll update so that it is clear on a week by week basis where there are vacancies across all schools and year groups.
29. When a child leaves a Haringey school, the name of the child and the child's future educational provision must be communicated to the School Admissions Service.

TRANSFERRING BETWEEN SCHOOLS

30. Parent/carers wishing to move their children between local schools will be encouraged to discuss their reasons with their current school.
31. Parent/carers need to be aware of and consider the potential impact that any move might have on the education and wellbeing of their child(ren).
32. Parent/carers moving address will also be advised to think carefully before requesting to move their child(ren) to another school.
33. Where a parent/carer insists on a transfer, it would be unlawful for an admission authority to refuse a place if a vacancy exists.

FRAUDULENT APPLICATIONS

34. An offer on the grounds of proximity is conditional on the child being solely or mainly resident at the address provided at the time of application. A business address, a childminder's address, or any other address other than the child's home will not be accepted. Proof of address will be sought and may be subject to further investigation.
35. Haringey Council will make every effort to prevent fraudulent applications. Haringey will carry out random checks on a number of applications and reserve the right to carry out home visits to the address provided on the application form.
36. A school place obtained using a false address will be withdrawn and given to the child who was entitled to that place.

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In-Year Fair Access Protocol for Haringey Schools

Introduction

1. The School Admissions Code requires local authorities to have in place a fair access protocol which all local schools and Academies must adhere to.
2. Its aims are to:
 - acknowledge the real needs of vulnerable young people who are not on the roll of a school and to ensure that an appropriate placement is identified quickly and pupils are on roll within 15 days of the panel
 - seek to find an alternative placement or support for those on roll of a school where it can be demonstrated that they are at risk of permanent exclusion
 - fairly share the admission of vulnerable students across all schools and Academies (where the panel agree that another mainstream school place should be identified)
 - arrange such admissions openly through a process which has the confidence of all
 - record the progress and successes of the young people placed through this panel

This protocols reflects the LA's responsibility for safeguarding and promoting the welfare of children and young people as well as educational attainment

3. It is essential to the success of IYFAP that all Head teachers and governing bodies agree to the aims, principles and procedures and give their fullest support.
4. All schools recognise their collective responsibility for all pupils and accountability for some and will work collaboratively to manage pupils with challenging behaviour, involving multi-agency support, accessed where appropriate. All members will work together to secure commitment to the inclusion agenda and to reduce exclusions from schools.

Students within the scope of this scheme

5. The admission to school of the following students falls within the scope of this scheme:
 - children from the criminal justice system or Pupil Referral Units who need to be reintegrated into mainstream education;
 - children who have been out of education for two months or more;
 - children of Gypsies, Roma, Travellers, refugees and asylum seekers;
 - children who are homeless;
 - children with unsupportive family backgrounds for whom a place has not been sought;

- children who are carers;
 - children with special educational needs, disabilities or medical conditions (but without a statement or education, health and care plan);
 - those permanently excluded;
 - where children who are out of school 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;
 - pupils ready for reintegration from the Pupil Support Centre or secure units;
 - those who are at risk of permanent exclusion.
 - children in year 6 who are out of school following the October school census.
6. The Fair Access Panel will also administer the process for managed moves.
 7. Schools must inform the School Admissions Service of any pupil who they are going to refer for a managed move. Subject to paragraph 8, the receiving school will be agreed and recorded at the meeting and progress reports be taken to every panel until the pupil is on roll at the new school or it is determined that they should remain at their original school.
 8. Schools may refer a child at risk of permanent exclusion for the panel to consider a managed move. However, if it is agreed that a managed move is in the best interests of the young person, the placement must be agreed between the substantive and receiving school and the family. This may happen outside the panel meeting. In every case, the Admissions Service must be informed,
 9. There are dedicated arrangements for children with statements of Special Educational Needs (SEN) or Education, Health and Care plans and this protocol does not override those arrangements. However, it has been agreed that pupils who are placed through those arrangements will be noted by the IYFAP panel (see later section).

Composition and frequency of the panel

Secondary

10. A panel, consisting of a minimum of 3 secondary 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. Heads will be notified of their designated meetings at the beginning of the academic year,
11. The Head of Education Services or another designated LA Officer will chair the panel.
12. In the event that the placement decision is not unanimous, the designated Head teachers will decide.

13. 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.
14. The membership of the panel can include as necessary, a representative of children's social care, educational psychology service, youth offending service, children missing education, children in care, the police and any other relevant professional supporting a case.

Primary

15. A panel, consisting of no less than three primary Head teachers (or their designated representative), will meet once a half term, (or as necessary) to ensure prompt and fair allocation of young people to schools.
16. The Head of Education Services or another designated LA Officer will chair the panel.
17. 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

18. Cases will be brought to the panel by the Haringey Admissions Service which will be the point of referral. The cases must be submitted under one of the categories given in paragraph 5 above and the child must be without a school place.
19. The Panel will be administered by the Haringey Admissions Service which will provide data for the current and previous school year (figures to be based on actual figures where IYFAP pupils have been admitted).
20. The following data will be provided at each panel:
 - The number of pupils on roll at each school in each year group
 - The number of vacancies at each school in each year group
 - The number of pupils that have been admitted to each school in each year group through the 'normal' in year admissions process since the last panel
 - The number of pupils that have been admitted to each school in each year group through the Fair Access admissions process since the last panel
 - The total number of pupils that have been admitted to each school in each year group through the Fair Access admissions process in the last academic year and the number of schools or Academies (if any) that have failed to admit
 - Background/ pupil history/ information, where available and where consent has been confirmed

- The number of students with statements of Special Educational Need allocated over number through the SEN procedures.
21. The placement panel for Children in care will continue to determine the most appropriate placement for each young person and their case will be presented for the panel to ratify. In order to ensure that CIC are admitted to school quickly, they will be placed before the panel and it will not be possible for these cases to be brought back to the panel for reconsideration.
22. When making the decision as to appropriate school placement for the child, the panel will take into account:
- preferences made and views of parents/carers and the view of the pupil (including religious affiliation)
 - the admissions criteria
 - the published admission number and number of forms, of entry so placements can be made proportional to the number of forms of entry
 - the number of students admitted through IYFAP in the previous and current academic year
 - 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
 - the individual context of a school in relation to recently excluded students
 - whether the applicant has previously attended a Haringey school.
 - it will be the presumption that wherever possible pupils will return to a school if they have previously been on roll there.
23. In cases where a child does not return to their previous Haringey school, that school will have the value of one child debited from their comparative IYFAP statistics, to reflect the loss of that child from the school's roll.
- This debit will apply regardless of whether the child was originally admitted to that school via the IYFAP protocol.
 - In cases where the child is being re-integrated into mainstream school from an alternative provision, and the child was previously permanently excluded or it is otherwise considered to be in the best interests of the child not to return to their previous school, this debit will not be applied.
 - In cases where the child previously attended more than one Haringey school the debit will be applied solely to the school which the child most recently attended.

Note

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

24. Where an alternative educational placement is determined most suitable to meet the needs of a young person, this provision will be identified in principle by the Inclusion Service, following assessment, and ratified by the panel.
25. Decisions will be reached by consensus, whenever possible, with the chair mandated to take appropriate action where this has not proved possible.

Implementation of the decisions

26. Decisions regarding placement of students under the Fair Access protocol will be made by the panel, and will be final.
27. *Admission must take place within 15 school days of the school receiving notification of the decision.*
28. 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 within 5 school days of the school receiving notification of the decision. The formal offer letter will be sent on the 6th day.
29. 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.
30. It is recognised that there is usually little available information about the young people who are being admitted in-year to school. The Admissions Service will try to acquire as much educational information as practical to accompany in-year admissions to assist smooth integration to the school.

Risk assessments

31. Risk assessments will be undertaken as necessary by the referring body.

Relationship with appeals

32. 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.
33. 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.
34. 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

35. The Admissions Service will undertake scheduled checks and monitor admission dates and pupil days.
36. The anonymised details of all decisions will be made available to the Director and Lead Member to demonstrate that the Protocol is being effective.
37. This will include any school or Academy that has not taken a pupil on roll within 15 days of the decision being notified.
38. Details of any school or Academy who has not taken a pupil on roll within 15 days of the decision will also be available at the next IYFAP meeting.
39. On the 16th day the Head of Education Services will contact in writing the Headteacher of any school or Academy that has failed to admit within the agreed timeframe to request an on roll date.
40. If the school or Academy fails to provide an on roll date, within agreed timescales, then the direction process will apply as set out in the School Admissions Code and in accordance to the Department for Education advice: "Fair Access Protocols: Principles and Process".
41. The protocol will be reviewed on an annual basis by the Local Authority, in conjunction with Head teachers/ principals, in order to assess its effectiveness in ensuring that unplaced children are being allocated places at schools/ academies or in alternative educational provision on an equitable basis.

Proposed Admission Criteria for Sixth Form 2019

Alexandra Park School

Minimum number of students to be admitted from outside the school = 80

AS/A levels

The minimum entry requirement is five grade 5s including English and Maths. Please see the website for further details and specific course requirements, most subjects require at least a grade 6. We also offer a range of BTEC courses.

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:

1. Students who have statements of Special Educational Needs or Education Health and Care Plan specifically naming the School.
2. Students who are looked after by a local authority or were previously looked after but immediately after being looked after, became subject to an adoption, child arrangements or special guardianship order.

A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22 (1) of the Children Act 1989).

3. 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, stepbrothers and stepsisters or adopted brothers and sisters. They must also be living at the same address as the applicant.
4. Students whose home address (i.e. their only or main residence) closest to the school.

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

Hornsey Sixth Form College

All students are invited to attend an informal discussion about their subject choice; General entry requirements are:

A/S and A2 Level

A minimum of 5 GCSE passes at A*-C (or numerical equivalent) including English and Maths. Some subjects have specific entry requirements and for further study a grade B in that subject at GCSE may be required.

Level 3 Vocational/ BTEC

A minimum of 4 GCSE A*-C (or numerical equivalent). There is scope for these students to retake GCSE English and Maths if required in this pathway.

Progression to year 13

Students automatically progress from year 12 to year 13 if they have attained at least 3 D grades at AS levels. Students who do not achieve this will need to have a formal meeting with the Director of Learning and subject teachers to consider guidance for more appropriate courses if applicable. We are committed to ensuring the needs of our students to enable progression are in place for all pathways.

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:

1. Students who have a statement of Special Educational Needs or Educational Health and Care Plan specifically naming the School.
2. Students who are looked after by a local authority or were previously looked after but immediately after being looked after, became subject to an adoption, child arrangements or special guardianship order.

A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22 (1) of the Children Act 1989).

3. Students who will have a sibling attending the college at the point of admission. This category includes foster brothers and sisters, half brothers and half-sisters, stepbrothers and stepsisters and adopted brothers and sisters. They must also be living at the same address as the applicant.
4. Students whose home address (i.e. their only or main residence) is closest to the college

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

Please note all courses are provisional and dependent on student numbers to run.

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 9 – 5, 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.

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:

1. Students who have a statement of Special Educational Needs or Education Health and Care Plan specifically naming the school.
2. Students who are looked after by a local authority or were previously looked after but immediately after being looked after, became subject to an adoption, child arrangements or special guardianship order.

A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22 (1) of the Children Act 1989).

3. 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, stepbrothers and stepsisters or adopted brothers and sisters. They must also be living at the same address as the applicant.
4. Students whose home address (i.e. their only or main residence) is closest to the school.

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

The Haringey Sixth Form College

Haringey Sixth Form College is now a 16-19 Academy and as such it has an Admissions Policy which has been directly agreed with the Department for Education (DfE)

Different types of courses have different entry requirements. The College will provide courses at Entry to Level 3 and will be fully inclusive. The total number of students to be admitted in September 2019 = 550

To study AS/A levels

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

Level 3 Vocational programmes

BTEC Level 3 students will need to have 4 or more GCSEs at Grade A* - C (or numerical equivalent) or an equivalent Level 2 qualification such as a BTEC First at merit or distinction. GCSE English and Maths at grade D (or numerical equivalent) or above is also required. However, some vocational programmes may require a Grade C (or numerical equivalent) or above in English and/or Maths.

Level 2 programmes

BTEC/UAL Level 2 students will usually need to have 3 or more GCSE passes at Grade D (or numerical equivalent) or above or a Level 1 qualification in a relevant subject. However, experience, ability and interest in the chosen vocational area will also be taken into account.

Level 2 GCSE Pathway Programmes

GCSE Pathway programmes in Science and Social Science students will need to have 4 GCSEs A*-C (or numerical equivalent) including C (or numerical equivalent) in English and/or Maths

Level 1 programmes

BTEC Introductory Diploma, students will need to have GCSEs at Grade D-G (or numerical equivalent) or an equivalent qualification and have an interest in the chosen vocational area.

Entry or Pre –Entry level programmes

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

GSCE English and Maths

Please note: In line with Government Policy from September 2013, all students who have not achieved a Grade C (or numerical equivalent) in GCSE Maths and/or English by the end of their Secondary Education, are required to continue studying these subjects Post 16 until they achieve this minimum grade. This is therefore a requirement for students applying to study at the Sixth Form College.

Students with a grade E (or numerical equivalent) or lower and students with Statements of Special Educational Needs or Education Health and Care Plans will be required to study these subjects at a level in line with their ability.

Priority rules

The closing date for applications will be the last day of the spring term. The Sixth Form College will normally be able to offer places to all applicants provided they meet the minimum entry requirements for the course applied for, and equal priority will be given to all applications received by this date. In the event that there are more applicants than places by this date, priority will be given in the following:

1. Young people who have statements of Special Educational Needs or Education Health and Care Plan
2. Students who are looked after by a local authority or were previously looked after but immediately after being looked after, became subject to an adoption, child arrangements or special guardianship order.

A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22 (1) of the Children Act 1989).

3. To students on roll in Year 11 at one of the following partner schools:
 - Gladesmore Community School
 - Northumberland Park Community School
 - Park View School
 - Woodside High School

All applications received after the last day of the spring term will then normally be considered purely on a 'first-come-first-served' basis.

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EQUALITY IMPACT ASSESSMENT

“The **Equality Act 2010** places a ‘**General Duty**’ on all public bodies to have ‘**due regard**’ to the need to:

- Eliminate discrimination, harassment and victimisation and any other conduct prohibited by or under the Act
- Advance equality of opportunity between persons who share a ‘relevant protected characteristic’ and persons who do not share it
- Foster good relations between persons who share a ‘relevant protected characteristic’ and persons who do not share it

In addition, the Council complies with the Marriage (Same Sex Couples) Act 2013.”

Stage 1 – Screening

Please complete the equalities screening form. If screening identifies that your proposal is likely to impact on protected characteristics, please proceed to stage 2 and complete a full Equality Impact Assessment (EqIA).

Stage 2 – Full Equality Impact Assessment

An EqIA provides evidence for meeting the Council’s commitment to equality and the responsibilities under the Public Sector Equality Duty.

When an EqIA has been undertaken, it should be submitted as an attachment/appendix to the final decision making report. This is so the decision maker (e.g. Cabinet, Committee, senior leader) can use the EqIA to help inform their final decision. The EqIA once submitted will become a public document, published alongside the minutes and record of the decision.

Please read the Council’s Equality Impact Assessment Guidance before beginning the EqIA process.

1. Responsibility for the Equality Impact Assessment

Name of proposal	Staff children priority for admissions
Service area	Schools and Learning
Officer completing assessment	Nick Shasha
Equalities/ HR Advisor	Luke Rigg
Cabinet meeting date (if applicable)	TBC
Director/Assistant Director	Eveleen Riordan

2. Summary of the proposal

Please outline in no more than 3 paragraphs

- The proposal which is being assessed
- The key stakeholders who may be affected by the policy or proposal
- The decision-making route being taken

This proposal concerns the introduction of an additional oversubscription criterion that gives priority to **children of staff** employed at Haringey's community primary and secondary schools. The full definition: "*Children whose parent is a member of staff who has been employed at the school for two or more years at the time of application or has been recruited to fill a vacancy for which there is a demonstrable skill shortage.*"

The key stakeholders are parents and carers that are staff in Haringey community schools who wish to apply for school places for their children. Additional stakeholders are other parents and carers who wish to apply for a school places for their children in a Haringey community primary or secondary school and who could theoretically lose a place to a member of staff instead.

An informal consultation with schools was undertaken in early 2017. The results from this exercise indicated that a majority of schools were in favour of a policy which gave priority to children of staff members. A statutory consultation will therefore be undertaken from 1 October 2017 as part of the annual 2019/20 admission arrangements.

3. What data will you use to inform your assessment of the impact of the proposal on protected groups of service users and/or staff?

Identify the main sources of evidence, both quantitative and qualitative, that supports your analysis. Please include any gaps and how you will address these

This could include, for example, data on the Council's workforce, equalities profile of service users, recent surveys, research, results of relevant consultations, Haringey Borough Profile, Haringey Joint Strategic Needs Assessment and any other sources of relevant information, local, regional or national. For restructures, please complete the restructure EqIA which is available on the HR pages.

Protected group	Service users	Staff
Sex	May 2017 School census	Data from school workforce survey 2016 – SFR25. Data on percentage of school staff who are Male
Gender Reassignment	No national or local collected data	No national or local collected data
Age	May 2017 School census	Data from school workforce survey 2016 – SFR25. Data on percentage of teachers aged

		over 50. No data supplied for other occupational groups.
Disability	2017 School census and data from Haringey SEN team	No relevant data
Race & Ethnicity	January 2017 School census (which has ethnicity)	Data from school workforce survey 2016 – SFR25. Data on percentage of school staff who are classified as BAME.
Sexual Orientation	No local collected data on sexual orientation, however there is ONS annual population data (2016) and ONS sexual identity, UK (2015), which are estimates.	There is no data on sexual orientation from school workforce survey (2016). However, there is ONS annual population data (2016), which is an estimate.
Religion or Belief (or No Belief)	Synthetic data derived from the 2011 ONS National census	2011 census
Pregnancy & Maternity	2011 census	2011 census
Marriage and Civil Partnership	2011 census	2011 census

Outline the key findings of your data analysis. Which groups are disproportionately affected by the proposal? How does this compare with the impact on wider service users and/or the borough's demographic profile? Have any inequalities been identified?

Explain how you will overcome this within the proposal.

Further information on how to do data analysis can be found in the guidance.

At the pre consultation stage, an analysis of the available Equalities data suggested that there is a probability that this proposal could benefit parent (s) and carer (s) of White British ethnic origin to the detriment of parent(s) and carer(s) other ethnic groups. This is because a higher proportion of staff at Haringey community schools are of White British ethnic origin than pupils at Haringey community schools.

The wider impact on the borough's demographic profile is likely to be negligible since it is likely that a reasonable proportion of the staff affected might be Haringey residents anyway.

In addition, research from Enfield who introduced a children of staff criterion in their community schools oversubscription criteria in 2013 shows that fewer than 1 per cent of places each year were made under this criterion. Given the very small impact of these proposed changes it is not felt, at this stage, that mitigating factors need to be introduced along with the policy. Though this is obviously subject to any additional judgments or findings made along the formal consultation route.

The proposal will seek to improve staff recruitment and retention issues within Haringey community schools, which will have wider positive impacts on the educational outcomes for Haringey's children and young people. The change to the eligibility criteria may affect a

small minority of children living in close proximity to their preferred school, however there are wider benefits to the staffing recruitment and retention strategy.

1. Sex

There are slightly more females than males in Haringey primary and secondary schools.

Service users (Primary and secondary age children by Sex)

	Primary Reception to Yr 6	Secondary Yrs 7-11	Grand Total	Primary Reception to Yr 6	Secondary Yrs 7-11	Grand Total
Female	10,771	5,839	16,610	49.2%	48.0%	48.8%
Male	11,125	6,314	17,439	50.8%	52.0%	51.2%
Grand Total	21,896	12,153	34,049	100%	100%	100%

Source: School Census May 2017

There are slightly more male than female pupils in primary and secondary school.

Staff at Haringey schools

	All teachers who are male (%)	All teaching assistants who are male (%)	All Non-classroom Based School Support Staff who Are Male (%)	Auxiliary Staff who Are Male (%)
Haringey	28.4%	16.1%	24.8%	20.3%

Source: SFR25 2017

The majority of Haringey school staff are female, and this is reflected in each category of school staff. The imbalance of teaching staff is most apparent in teaching assistants, of which 16.1% are male. Women are more likely to experience inequalities; such as access to childcare issues.

2. Gender reassignment

There is no national or local collected data on gender reassignment.

3. Age

Service users (Primary and secondary children by Age)

Year group	Primary Reception to Yr 6	Secondary Yrs 7-11	Grand Total
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Reception	3,055		3,055
Year 1	3,198		3,198
Year 2	3,207		3,207
Year 3	3,129		3,129
Year 4	3,211		3,211
Year 5	3,181		3,181
Year 6	2,915		2,915
Year 7		2,511	2,511
Year 8		2,524	2,524
Year 9		2,456	2,456
Year 10		2,339	2,339
Year 11		2,323	2,323
Grand Total	21,896	12,153	34,049

Source: School Census May 2017

Broadly, the number of children entering Haringey's school system has increased year-on-year. In comparing primary and secondary school pupil populations, there are almost double the number of pupils in primary school (21,896 and 12,153 respectively).

4. Disability

Service users: Total number of Children & Young People with statements or plans maintained by Haringey as at March 2017

Year	Statement	In transition to plan	EHC plan	Assessment Place, no plan	Totals
Pre-School/Nursery			17	2	19
Reception	1		52	8	61
Year 1	3	1	68	8	80
Year 2	48	12	51	1	112
Year 3	43	15	27	1	86
Year 4	69	7	35		111
Year 5	58	19	27	1	105
Year 6	27	17	59	3	106
Year 7	8	19	105	1	133
Year 8	89	20	19		128

Year 9	103	22	14	1	140
Year 10	72	34	21		127
Year 11	45	30	42		117
Year 12	32	39	61		132
Year 13	25	26	69		120
Year 14	14	15	50		79
Year 15	14	4	52		70
Year 15 plus	2	16	45	1	64
Totals	653	296	814	27	1,790

While we have a range of children with disabilities, to meet their needs, social and medical considerations are given greater priority than the new criterion so will not be impacted by this decision. We do not have data on pupils with less complex disabilities who do not qualify for this criteria.

Source: Haringey SEN team 2017

5. Race and ethnicity

Service users: Ethnic composition (main groups) of Haringey's primary and secondary school pupil population as at January 2017:

	Haringey		Haringey (%)	
	Primary	Secondary	Primary	Secondary
White British	1,737	9,568	12.3%	17.6%
White Other	1,079	6,034	7.7%	11.1%
Black Caribbean	1,714	5,540	12.2%	10.2%
Turkish	1,411	4,656	10.0%	8.6%
White Eastern European	1,138	4,092	8.1%	7.5%
White English	1,444	3,284	10.2%	6.1%
Black Somali	859	2,902	6.1%	5.3%
Other Black African	703	2,776	5.0%	5.1%
White and Black Caribbean	585	2,102	4.1%	3.9%
Bangladeshi	563	1,870	4.0%	3.4%
Black - Ghanaian	473	1,800	3.4%	3.3%
Any other mixed background	258	1,716	1.8%	3.2%
Latin/South/Central American	338	1,280	2.4%	2.4%
Black - Nigerian	342	1,242	2.4%	2.3%
White European	474	1,248	3.4%	2.3%
Black - Congolese	323	1,122	2.3%	2.1%
White and Black African	295	1,056	2.1%	1.9%

Other Black	225	1,000	1.6%	1.8%
White and Asian	139	974	1.0%	1.8%
Totals	14,100	54,262	100%	100%

Source: School Census January 2017

22.5% of Haringey's primary school pupils are White British or White English. 77.5% of Haringey's primary school pupils are BAME. 23.7% of Haringey's secondary school pupils are White British or White English. 76.3% of Haringey's secondary school pupils are BAME. In both primary and secondary settings, the majority of pupils are BAME. BAME communities are more likely to experience discrimination and BAME pupils are more likely to experience inequalities, such as discrimination and poverty.

Staff ethnicity: Broad ethnic composition of Haringey teachers, teaching assistants, non-classroom based school support staff and auxiliary staff

Haringey	
BAME Teachers (as a proportion of all Teachers)	45%
BAME Teaching Assistants (as a proportion of all Teaching Assistants)	67%
BAME Non-classroom Based School Support Staff (as a proportion of all Non-classroom Based School Support Staff)	56.1%
BAME Auxiliary Staff (as a proportion of all Auxiliary Staff)	73.7%

Source: SFR25 2017

The staff ethnicity data shows the broad composition of ethnicities among classroom and non-classroom staff.

In three of the four groups, a majority of teaching staff are BAME (except BAME Teachers, who represent 45% of the overall Haringey teacher population. BAME communities are more likely to experience inequalities, such as discrimination and poverty.

6. Sexual orientation

We do not hold ward or borough level data on sexual orientation, and it is not collected nationally through the Census. However, the ONS estimates that 3.7% of Haringey's population are lesbian, gay or bisexual (LGB), which is the 15th largest LGB community in the country¹, and is likely to be reflected in both the pupil and parent populations. However, ONS data shows that 0.5% families are same sex cohabiting couples², which suggests that LGB people are less likely to be parents, compared with the wider population. However, we will need to ensure that discrimination based on sexual orientation is eliminated in the application of this criteria.

¹<https://www.ons.gov.uk/peoplepopulationandcommunity/culturalidentity/sexuality/articles/subnationalsexualidentityestimates/uk2013to2015#introduction>

²<https://www.ons.gov.uk/peoplepopulationandcommunity/culturalidentity/sexuality/bulletins/sexualidentityuk/2015>

7. Religion or belief (or no belief)

Religion or belief is not covered by the PLASC school census, which means that we don't have access to records for 2017. The best alternative proxy is the Haringey data derived from the England and Wales Census 2011 data on religion by age. Data on the appropriate age groups (0-4 and 5-7) has been combined to provide an approximation of the likely religious or belief profile of Reception aged children in Haringey.

The notional number is based upon the known sample size of Reception aged pupils in Haringey (3,067) multiplied through the distribution of religion or belief from the 2011 Census.

	Percentage (%)	Notional Number
Christian	39.7%	1,218
No religion	20.9%	641
Religion not stated	12.3%	377
Muslim	19.3%	592
Jewish	5.6%	172
Hindu	1.0%	31
Buddhist	0.8%	25
Sikh	0.3%	9
Other religion	0.2%	6
Total	100%	3,067

Source: ONS (2011 Census data for Haringey)

Note: * Totals may not add up due to rounding

8. Pregnancy and maternity³

The proportion of 0-4 year old in the Census 2011:

	Number of 0-4 year olds
Haringey	7.1%
London	7.2%
England and Wales	6.2%

Haringey has a higher proportion compared to the England and Wales average, but is marginally below the London average.

9. Marriage and Civil Partnership⁴

	Married (heterosexual couples)	Civil Partnership
Haringey	32.2%	0.6%
London	40%	0.4%
England and Wales	47%	0.2%

³ Census 2011

⁴ Census 2011

The number of married people (only available to heterosexual couples at the time) is significantly lower than in London and England. However, the proportion of people in civil partnerships is higher in the area compared to the London and England and Wales average.

4. a) How will consultation and/or engagement inform your assessment of the impact of the proposal on protected groups of residents, service users and/or staff?

Please outline which groups you may target and how you will have targeted them

Further information on consultation is contained within accompanying EqIA guidance

The consultation will seek to obtain responses from stakeholders on the topic of introducing priority for staff children. These responses will help to feed into a report written for Cabinet. This report will also take into account the initial findings of the data analysis below and will also consider additional findings and feedback.

4. b) Outline the key findings of your consultation / engagement activities once completed, particularly in terms of how this relates to groups that share the protected characteristics

Explain how will the consultation's findings will shape and inform your proposal and the decision making process, and any modifications made?

TO BE COMPLETED ONCE CONSULTATION IS UNDERTAKEN

5. What is the likely impact of the proposal on groups of service users and/or staff that share the protected characteristics?

Please explain the likely differential impact on each of the 9 equality strands, whether positive or negative. Where it is anticipated there will be no impact from the proposal, please outline the evidence that supports this conclusion.

Further information on assessing impact on different groups is contained within accompanying EqIA guidance

1. Sex (Please outline a summary of the impact the proposal will have on this protected characteristic and cross the box below on your assessment of the overall impact of this proposal on this protected characteristic)

Positive	X	Negative		Neutral		Unknown	
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				impact		Impact	
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The main impact of this proposal is that a number of children of staff may obtain a school place ahead of a child whose parent(s)/carer(s) are not staff at a Haringey school. There is no reason to suspect that these children that benefit from a school place will be anything other than split equally between male and female. Women are over represented in teaching staff and are typically more likely to take on caring responsibilities, or be the head of lone parent households. Therefore, this change in criteria will benefit them without causing a significant shortage of places.

2. Gender reassignment *(Please outline a summary of the impact the proposal will have on this protected characteristic and cross the box below on your assessment of the overall impact of this proposal on this protected characteristic)*

The main impact of this proposal is that a number of children of staff may obtain a school place ahead of a child whose parent(s)/carer(s) are not staff at a Haringey school. There is no reason to suspect this will have any impact whatsoever on the protected characteristic of gender reassignment either for pupils or parent (s) and carer (s). However, steps will be taken to ensure that this protected group is not subject to discrimination as a result of this change in criteria.

Positive		Negative		Neutral impact	X	Unknown Impact	
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3. Age *(Please outline a summary of the impact the proposal will have on this protected characteristic and cross the box below on your assessment of the overall impact of this proposal on this protected characteristic)*

Positive		Negative		Neutral impact	X	Unknown Impact	
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The main impact of this proposal is that a number of children of staff may obtain a school place ahead of a child whose parent(s)/carer(s) are not staff at a Haringey school. There is no reason to suspect that these children that benefit from a school place will be anything other than split equally between existing years of entry.

The change in criteria is a response to the issue of staff recruitment and retention in the borough, and will have wider positive benefits for the educational outcomes of Haringey's children and young people.

4. Disability *(Please outline a summary of the impact the proposal will have on this protected characteristic and cross the box below on your assessment of the overall impact of this proposal on this protected characteristic)*

Positive		Negative		Neutral impact	X	Unknown Impact	
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The main impact of this proposal is that a number of children of staff may obtain a school place ahead of a child whose parent(s)/carer(s) are not staff at a Haringey school.

There is no reason to suggest that the small number of staff children that benefit from a school place will be any more or less likely than the rest of the school population to have SEN / physical disability.

While we have a range of children with disabilities, to meet their needs, social and medical considerations are given greater priority than the new criterion so will not be impacted by this decision. We do not have data on pupils with less complex disabilities who do not qualify for this criteria.

The change in criteria is a response to the issue of staff recruitment and retention in the borough, and will have wider positive benefits for the educational outcomes of Haringey's children and young people.

5. Race and ethnicity *(Please outline a summary of the impact the proposal will have on this protected characteristic and cross the box below on your assessment of the overall impact of this proposal on this protected characteristic)*

Positive		Negative		Neutral impact	X	Unknown Impact	
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The main impact of this proposal is that a number of children of staff may obtain a school place ahead of a child whose parent(s)/carer(s) are not staff at a Haringey school.

Based on the ethnic data for pupils and staff below there is evidence that a staff priority criterion could benefit staff from a White British background. The proportion of staff who are White British in Haringey primary and secondary schools is higher than that of the pupil cohorts.

Research based on Enfield council who introduced a children of staff criterion in their community schools' oversubscription criteria in 2013 shows that fewer than 1 per cent of places each year were made under this criterion.

Assuming that between 0.5 and 1% of offers made at oversubscribed community primary schools this would only affect between 6 and 11 pupils. This is from a cohort of 1,136 offers which were made at oversubscribed community primary schools in September 2017.

Moreover the council is proposing to introduce the staff criterion across all staff employed at Haringey schools for two or more years including non-classroom based staff and auxiliary staff. The last two staff groups have a higher percentage (%) of "BAME" recorded as their ethnicity (56.1% and 73.7% respectively) than teachers (45%). This may be closer to Haringey's school population where only 12.3% and 17.6% of pupils are classified as White British at Haringey primary and secondary schools.

The proposal is a reasonable and proportionate response to the issue of staff recruitment and retention in the borough, and will have wider positive benefits for the educational outcomes of Haringey's children and young people.

6. Sexual orientation *(Please outline a summary of the impact the proposal will have on this protected characteristic and cross the box below on your assessment of the overall impact of this proposal on this protected characteristic)*

impact of this proposal on this protected characteristic)

Positive		Negative		Neutral impact	X	Unknown Impact	
----------	--	----------	--	----------------	---	----------------	--

We do not hold ward or borough level data on sexual orientation, and it is not collected nationally through the Census. However, the ONS estimates that 3.7% of Haringey’s population are lesbian, gay or bisexual (LGB), which is the 15th largest LGB community in the country⁵, which is likely to be reflected in both the pupil and parent populations. However, ONS data shows that 0.5% families are same sex cohabitating couples⁶, which suggests that LGB people are less likely to be parents, compared with the wider population. However, we will need to ensure that discrimination based on sexual orientation is eliminated in the application of this criteria.

7. Religion or belief (or no belief) *(Please outline a summary of the impact the proposal will have on this protected characteristic and cross the box below on your assessment of the overall impact of this proposal on this protected characteristic)*

Religion or belief is not covered by the PLASC school census which means that we don’t have access to records for 2017. The best alternative proxy is the Haringey data derived from the England and Wales Census 2011 data on religion by age. Data on the appropriate age groups (0-4 and 5-7) has been combined to provide an approximation of the likely religious or belief profile of Reception aged children in Haringey. The notional number is based upon the known sample size of Reception aged pupils in Haringey (3,067) multiplied through the distribution of religion or belief from the 2011 Census.

Positive		Negative		Neutral impact	X	Unknown Impact	
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8. Pregnancy and maternity *(Please outline a summary of the impact the proposal will have on this protected characteristic and cross the box below on your assessment of the overall impact of this proposal on this protected characteristic)*

There is national census data for this protected group. However, given the small scale impact of giving staff children priority it is unlikely that any significant impact will occur.

Research based on Enfield council who introduced a children of staff criterion in their community schools’ oversubscription criteria in 2013 shows that fewer than 1 per cent of places each year were made under this criterion.

Assuming that between 0.5 and 1% of offers made at oversubscribed community primary schools this would only affect between 6 and 11 pupils. This is from a cohort of 1,136 offers which were made at oversubscribed community primary schools in September 2017.

However, we will need to ensure that discrimination based on pregnancy and maternity

⁵<https://www.ons.gov.uk/peoplepopulationandcommunity/culturalidentity/sexuality/articles/subnationalsexualidentityestimates/uk2013to2015#introduction>

⁶ <https://www.ons.gov.uk/peoplepopulationandcommunity/culturalidentity/sexuality/bulletins/sexualidentityuk/2015>

issues is eliminated in the application of this criteria.

Positive		Negative		Neutral impact	X	Unknown Impact	
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9. Marriage and Civil Partnership (*Consideration is only needed to ensure there is no discrimination between people in a marriage and people in a civil partnership*)

There is national census data for this protected group. However, given the small scale impact of giving staff children priority it is unlikely that any significant impact will occur.

Research based on Enfield council who introduced a children of staff criterion in their community schools' oversubscription criteria in 2013 shows that fewer than 1 per cent of places each year were made under this criterion.

Assuming that between 0.5 and 1% of offers made at oversubscribed community primary schools this would only affect between 6 and 11 pupils. This is from a cohort of 1,136 offers which were made at oversubscribed community primary schools in September 2017.

However, we will need to ensure that discrimination based on marriage and civil partnership issues is eliminated in the application of this criteria.

Positive		Negative		Neutral impact	X	Unknown Impact	
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10. Groups that cross two or more equality strands e.g. young black women

Outline the overall impact of the policy for the Public Sector Equality Duty:

- Could the proposal result in any direct/indirect discrimination for any group that shares the protected characteristics?
- Will the proposal help to advance equality of opportunity between groups who share a protected characteristic and those who do not?

This includes:

- a) Remove or minimise disadvantage suffered by persons protected under the Equality Act
- b) Take steps to meet the needs of persons protected under the Equality Act that are different from the needs of other groups
- c) Encourage persons protected under the Equality Act to participate in public life or in any other activity in which participation by such persons is disproportionately low
- Will the proposal help to foster good relations between groups who share a protected characteristic and those who do not?

- There is probability that this proposal could benefit parent (s) and carer (s) of BAME groups to the detriment of parent(s) and carer(s) other ethnic groups. This is

because a higher proportion of staff at Haringey community schools are of White British ethnic origin than pupils at Haringey community schools

- Any potential impact needs to be evaluated in the context of scale. Research based on Enfield council who introduced a children of staff criterion in their community schools' oversubscription criteria in 2013 shows that fewer than 1 per cent of places each year were made under this criterion.
- Assuming that between 0.5 and 1% of offers made at oversubscribed community primary schools this would only affect between 6 and 11 pupils. This is from a cohort of 1,136 offers which were made at oversubscribed community primary schools in September 2017.
- The proposal should also be viewed in the context of improving Haringey's teaching staff recruitment and retention outcomes. Improved recruitment and retention will have wider positive impacts on educational outcomes for children and young people in the borough, and this has been considered against any potential negative impacts of changing the eligibility criteria.

6. a) What changes if any do you plan to make to your proposal as a result of the Equality Impact Assessment?

Further information on responding to identified impacts is contained within accompanying EqIA guidance

Outcome	Y/N
No major change to the proposal: the EqIA demonstrates the proposal is robust and there is no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <u>If you have found any inequalities or negative impacts that you are unable to mitigate, please provide a compelling reason below why you are unable to mitigate them.</u>	Y
Adjust the proposal: the EqIA identifies potential problems or missed opportunities. Adjust the proposal to remove barriers or better promote equality. Clearly <u>set out below</u> the key adjustments you plan to make to the policy. If there are any adverse impacts you cannot mitigate, please provide a compelling reason below	
Stop and remove the proposal: the proposal shows actual or potential avoidable adverse impacts on different protected characteristics. The decision maker must not make this decision:	

6 b) Summarise the specific actions you plan to take to remove or mitigate any actual or potential negative impact and to further the aims of the Equality Duty

Impact and which protected characteristics are impacted?	Action	Lead officer	Timescale
N/A			

N/A			
N/A			
N/A			

Please outline any areas you have identified where negative impacts will happen as a result of the proposal but it is not possible to mitigate them. Please provide a complete and honest justification on why it is not possible to mitigate them.

As mentioned above there is probability that this proposal could benefit parent (s) and carer (s) of BAME groups to the detriment of parent(s) and carer(s) other ethnic groups. This is because a higher proportion of staff at Haringey community schools are of White British ethnic origin than pupils at Haringey community schools.

The negative impact on parent(s) and carer(s) of BAME groups has been identified as a potential issue in changing the eligibility criteria, however the proposal is a reasonable and proportionate response to ensure that Haringey's teaching staff recruitment, retention and wider educational outcomes are improved.

6 c) Summarise the measures you intend to put in place to monitor the equalities impact of the proposal as it is implemented:

N/A

7. Authorisation

EqlA approved by
(Assistant Director/ Director)

Date
.....

8. Publication

Please ensure the completed EqlA is published in accordance with the Council's policy.

Please contact the Policy & Strategy Team for any feedback on the EqIA process.

Title: Staff children Admissions survey

Report

authorised by: Eveleen Riordan, Joint Assistant Director, Schools and Learning

Lead Officer: Nick Shasha (School Place Planning Lead), 020 8489 5019,
nick.shasha@harjingeey.gov.uk

1.1 Introduction

Haringey Council consults on admission arrangements for its community and voluntary controlled (VC), nursery, infant, junior, primary, secondary and sixth form settings every year. Following the results from that survey Education Services decided to conduct a brief survey of community school primary and secondary Heads concerning the issue of giving preference in school admissions to the children of staff members.

1.2 Admission Arrangements links to Priority 1 of Haringey's Corporate Plan – enable every child and young person to have the best start in life, with high quality education.

1.3 As this report is an appendix itself all data tables and charts are embedded into this document rather than in a separate document.

1.4 This paper seeks to provide an analysis of responses to the consultation in order to inform robust decision making.

2. Results – Question 1

2.1 The survey received 23 responses from 39 Head teachers, a response rate of 59%.

2.2 The first question (answered by all respondents) asked: “Which of the following statements most closely aligns with your position on giving preference to admissions at your school to children of staff? Five answers were offered and respondents were asked to tick one answer only.

2.3 The most popular response was “giving preference to ALL permanent staff including non-teaching staff” (48% or 11 respondents).

Some 26% (6 respondents) answered “giving preference to admissions at my school to children of teachers ONLY” whilst 9% (2 respondents) answered “giving preference to children of teachers AND teaching assistants”.

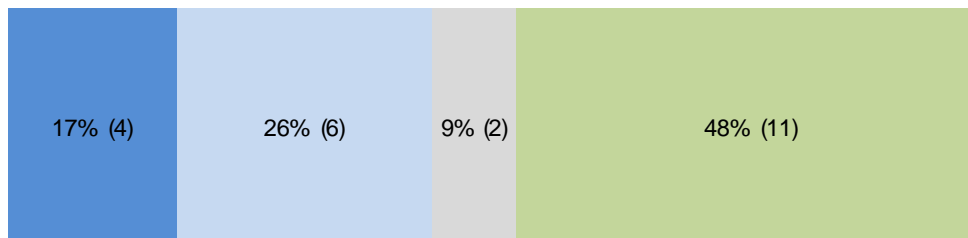
17% (4 respondents) answered that they would “retain the current admissions criteria which do NOT give preference to children of staff.

Therefore over 80% of respondents (19 respondents) favour giving preference (in some form) to children of staff.

Question 1: Which of the following statements most closely aligns with your position on giving preference to admissions at your school to children of staff?

Source: Haringey Education Services 2017

- Retain current admissions criteria which do NOT give preference to children of staff - 17% (4)
- Give preference to admissions at my school to: children of teachers ONLY - 26% (6)
- :to children of teachers AND teaching assistants - 9% (2)
- :to children of teachers, teaching assistants AND other ancillary teaching staff 0% (-)
- :to children of ALL permanent staff (including non-teaching staff) - 48% (11)



3. Results – Question 2

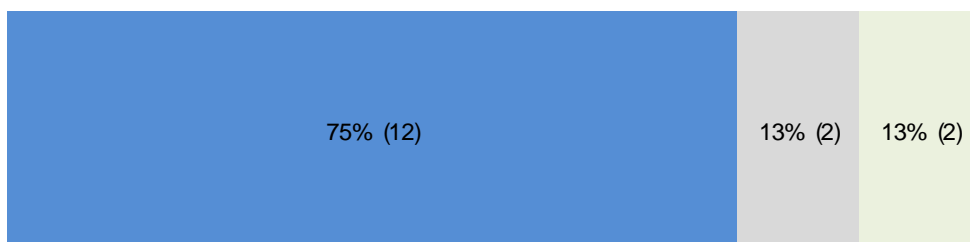
- 3.1** The second question asked: “Which of the following, if any, do you feel should be applicable in implementing this policy?” Four answers were offered and respondents were asked to tick all that apply.
- 3.2** Some 16 respondents (70%) answered this question while 7 respondents did not (30%).
- 3.3** Of the 16 respondents, 12 (75%) answered “giving priority to a specific number of children per form of entry (e.g. 1 place for each year of entry in any year).
- 3.4** Two respondents each (13%) answered “apply this policy to secondary schools ONLY where there is difficulty in recruiting to certain subject areas” and “apply policy only in specific circumstances”.
- 3.5** No respondents answered “giving priority only to teachers of specialist subjects that are hard to recruit for such as STEM (Science, technology, engineering and maths subjects)
- 3.6** The following additional comments were recorded for question 2:
- a) *I don't think the subject matters - all staff are important*
 - b) *Whilst I'm not particularly in favour of this policy change if we were to take that route we should limit the numbers to 1 per year group or form of entry*
 - c) *I believe that staff should have demonstrated a certain level of commitment - hence they should have been working at the school for a minimum of two years prior to being eligible for a place for their child(ren),*
 - d) *recruitment and retention of staff would be one area*
 - e) *I would give preference to staff children in all cases. I see this as a much needed*

perk- save staff child minding fees, gain staff loyalty and commitment to the school their child attends. Recruitment is now an issue full stop.

Question 2: Which of the following, if any, do you feel should be applicable in implementing this policy?

Source: Haringey Education Services 2017

- Giving priority to a specific number of children per form of entry (e.g. 1 place in each FE in any year) - 75% (12)
- Giving priority only to teachers of specialist subjects that are hard to recruit for such as STEM - 0% (-)
- Apply this policy to secondary schools ONLY where there is difficulty in recruiting to certain subject areas - 13% (2)
- Apply this policy to secondary schools ONLY where there is difficulty in recruiting to certain subject areas - 13% (2)



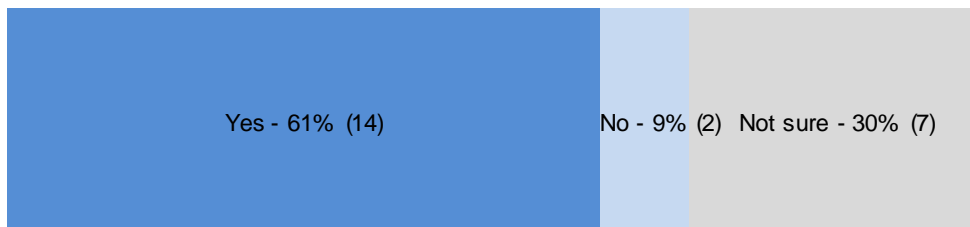
4. Results – Question 3

4.1 The third question (answered by all respondents) asked: “Do you think the introduction of a policy that gives staff children priority for school places will aid in the recruitment of staff?” Three answers were offered and respondents were asked to tick one answer only.

4.2 Some 14 respondents (61%) answered Yes whilst 2 (9%) answered No and 7 (30%) answered Not Sure.

Question 3: Do you think the introduction of a policy that gives staff children priority for school places will aid in the recruitment of staff?

Source: Haringey Education Services 2017



4.3 The following additional comments were recorded for question 3:

- a) *But it may enable staff at my school to manage child care arrangements more succinctly; the school would benefit from the teacher being able to be at school for a longer proportion of the working day.*
- b) *....for oversubscribed schools in particular.*
- c) *Especially in the early years*
- d) *it would depend on the school and how popular it is*
- e) *Staff's children in their school often generates problems*

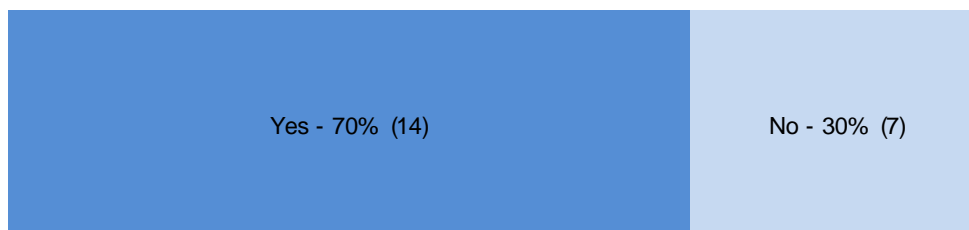
5. Results – Question 4

5.1 The fourth question (answered by all respondents) asked: “Are you aware of any staff members at your current school who would benefit from this policy?” Two answers were offered and respondents were asked to tick one answer only and add additional comments if they wished.

5.2 Some 14 respondents (70%) answered Yes whilst 7 (30%) answered No.

Question 4: Are you aware of any staff members at your current school who would benefit from this policy?

Source: Haringey Education Services 2017



5.3 The following additional comments were recorded for question 4:

- a) *Not currently, but we have used the criteria to admit the sibling of a member of our office staff as the office staff member is the main carer.*
- b) *And staff children have always attended the school*

Responses to the consultation on the admission arrangements for entry in September 2018

The consultation received 2 responses to the main survey online and 1 response via email. A verbal representation from a Haringey secondary community school was also made outside of the consultation process.

Note: No corrections have been made to the submissions.

Respondent 1 - online survey

Is there any consideration given to schools being able to include admission criteria for staff employed who wish to educate their child at the school they are employed at? This would support schools' recruitment and retention drive: I am aware that APS have this as one of their criteria. This would be a higher priority than locality / distance.

Respondent 2 – online survey

As a committed senior teacher who is increasingly finding it difficult to afford to bring up 2 children in this expensive capital city I feel that the local authority would be better able to retain personnel if it offered priority admission for the children of front line teaching staff. In these times of budgetary uncertainty it is very difficult for schools to offer financial inducements to teachers and this is a cheap but effective recruitment and retention policy. I would be delighted if my children were able to go to the excellent school in which I work. A school that I cannot afford to live close enough to in order to get into the catchment area. It is already standard in other London boroughs such as Enfield.

Respondent 3 – email

From: Jane Robertson [<mailto:j.robertson@coldfall.haringey.sch.uk>]

Sent: 28 November 2016 11:18

To: Kodsi Carlo

Subject: RE: Letter from Evelyn Davies - correct version

Dear Carlo

Further to our email, after discussions with the NLC, could we please alter our suggested amendment, omitting the 'senior' in line 3 and also omitting the second bullet point referring to middle or senior leadership. To clarify: this criteria will apply to all teaching staff.

I have redrafted Evelyn's letter accordingly.

Thanks

Jane

Jane Robertson
PA to Head Teacher

Coldfall Primary School
Muswell Hill
London N10 1HS

0208 883 0608

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COLD FALL PRIMARY SCHOOL

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Head Teacher : Mrs EB Davies

17 November 2016

Carlo Kodosi
Team Leader School Admissions
3rd Floor River Park House
225 High Road
London N22 8HQ

by email & internal post

Dear Carlo

Proposed admission arrangements for admission to school in the academic year 2018/9

Further to your letter of 9 November and my recent conversation with Eveleen Riordan, I would like to propose a change to the admissions criteria (to Coldfall Primary School) for the academic year 2018-2019 to aid recruitment and retention of staff. I have discussed this with the Head Teachers in our Network Learning Community and most are in agreement with this proposal.

I am suggesting that this new criterion comes fourth in the list of priority, therefore after children in care/looked after children, social or medical need and sibling priority but before distance from the school.

I propose the following:

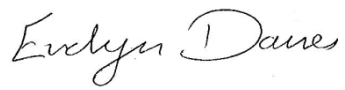
A staff member is defined as a person who has a permanent contract of employment with the local authority at the time of application and qualifies in the following circumstances:

- the child for whom application is being made is living at the same address as the staff member and

The upper limit on the number of children of staff to be admitted in any one academic year is 5.

I look forward to your comments.

Yours sincerely



Mrs EB Davies

Head Teacher

cc Laura Butterfield, Chair of Governors

Respondent 4 – telephone

Verbal representation made from a Haringey secondary school via telephone.
Representation focussed on introducing an additional oversubscription criterion that gives priority to children of teaching staff employed at the school.

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