

STARTING RECEPTION CLASS IN HARINGEY IN SEPTEMBER 2011

ADMISSION RULES FOR HARINGEY COMMUNITY PRIMARY SCHOOLS AND ST AIDAN'S VOLUNTARY CONTROLLED SCHOOL

Starting School

Children born between September 2006 and 31 August 2007 will normally start reception classes in September 2011. However, the law does not require a child to start school before the end of the term in which they become five. In these circumstances, parents may wish for them to start school later than September 2011 but before they are five. In these circumstances, the school place must be held for the child and is not available to be offered to another child.

Children with a statement of special educational needs which names the school will be admitted in accordance with section 324 of the Education Act 1996.

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

1. Children who are looked after by a local authority (in public care).
2. Children who the Authority accepts have an exceptional medical or social need for a place at the school. Applications will only be considered under this category if they are supported by a written statement from a doctor, social worker or other appropriate independent professional. These must confirm the exceptional medical or social need and show that only the specified school can meet the defined needs of the child.
3. Children who will have a brother or sister attending the school (or its associated Infant or Junior school) at the time of admission. This category includes foster brothers and sisters, half brothers and sisters or stepbrothers and sisters. Parents should note that in all these cases, the brother or sister must be living at the same address as the child for whom the application is being made. (However, this does not include younger siblings in the school's nursery class).

4. Children living closest to the preferred school.

Tie breaker

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

HOW WE WILL PROCESS YOUR APPLICATION

Children born between 1 September 2006 and 31 August 2007 are due to start in reception classes in Haringey in September 2011. The current arrangements for admission to Haringey community primary schools and St Aidan's Voluntary Controlled School do not provide for children of other age groups to start in reception in September 2011. Parents will be required to show documentary evidence of their child's date of birth.

Since 2010, uniform arrangements have applied to parents when applying for a primary school place. You only need to apply to the Haringey Admissions Service if you live in Haringey and there are specified national closing dates for all applications.

These co-ordinated arrangements will apply to all schools in maintained primary schools in Haringey with reception classes. These are:

1. The community primary schools in Haringey, for which Haringey Children and Young People's Service is admission authority.
2. The Governing Bodies of the following voluntary aided primary and infant schools where the Governing Body is legally responsible for admissions to its school:

Our Lady of Muswell RC Primary
Infants' School

St Ignatius RC Primary
St Martin of Porres RC Primary
St Paul's RC Primary
The Green CE Primary
St James CE Primary
St Michael's CE Primary (N6)
St Paul's & All Hallows CE Infants' School

St Francis de Sales RC

St John Vianney RC Primary
St Mary's RC Infants' School
St Peter-in-Chains RC Infants'
St Ann's CE Primary
St Mary's CE Infants' School
St Michael's CE Primary (N22)

Application forms

For the September 2011 intake, parents of children who live in Haringey must fill in the Haringey application form regardless of where their preferred schools might be located. Preferences will only be valid if they are given on the Haringey application form (either the paper copy or online). Parents of children living outside of Haringey must list any Haringey schools on their home authority application form.

Some schools require additional information to assess whether a child matches their special criteria. This information must be given on an additional form called a Supplementary Information Form. So parents must complete two forms for one of these schools. For example, a school with a religious character may require evidence from a priest or religious leader of attendance at a place of worship.

The Haringey Admissions Service will undertake reasonable checks to verify residency, date of birth and identity of the child. Where application forms state that the child is “Looked After” checks will also be made.

Supplementary information forms should be returned directly to the individual schools in question.

After the closing date, and as soon as the Admissions Service has loaded all the information onto the computerised system, a list of applicants will be sent to each school where the governing body is the admission authority. Copies of the Haringey application form will not be sent. Schools must notify the Admissions Service where a supplementary form has been received but the child’s name does not appear on the list provided by the local authority.

Parents/carers will be able to express a preference for up to six maintained primary schools or academies. These should be stated in order of preference. This will include all maintained primary and infant schools (but not independent fee-paying schools). In accordance with current legislation, parents will also be invited to give reasons for their preferences.

Confidentiality about preference information

The scheme proposed by the Authority will ensure that all preferences are treated equally. This means that information sent to governing bodies who are admission authorities will contain details about applicants for that school, but will **not** include their preference ranking.

The equal preference system

Governing bodies who are admission authorities will supply a list of all applicants ranked in the order of their priority rules (oversubscription criteria) to the Admissions Service who will then rank children according to these priorities. They will be trying to offer the highest possible preference. Only the highest preference for which a child qualifies will then be offered.

The process for making offers

STEP 1: SATURDAY 15th JANUARY 2011

This is the closing date for both paper and online applications. It is also the deadline for changing preferences. The Common Application Form must be received by Haringey Admissions Service by this date.

There will be a frequent exchange of data between Haringey Admissions Service, Haringey schools where the Governing Body is the admission authority and other boroughs both before and after the closing date. This is to ensure that application procedures have been followed correctly and the necessary forms have been completed.

The Haringey Admissions Service will act as a 'clearing house' for the allocation of places by the relevant admission authorities in response to the application forms. The Authority will only make any decision with respect to the offer or refusal of a place in response to any preference expressed on the common application form where:

- it is acting in its separate capacity as an admission authority, or
- an applicant is eligible for a place at more than one school, or
- an applicant is not eligible for a place at any school that the parent has named.

STEP 2: FRIDAY 28th JANUARY 2011

The Haringey Admissions Service will notify the admission authority for each of the schools of every application that has been made for that school. It will provide all relevant details and any supplementary information received by this date which schools require in order to apply their oversubscription criteria.

The admission authority for each school will consider all applications for their schools and apply the published admission rules (oversubscription criteria) in order to rank the applicants.

STEP 3: WEDNESDAY 16th MARCH 2011

Admission authorities will return the list of ranked children to Haringey Admissions Service and the who will match this ranked list against the ranked lists of the other schools named on the application form and:

- where the child is eligible for a place at only one of the named schools, that school will be allocated to the child
- where the child is eligible for a place at two or more of their named schools, they will be allocated a place at the highest ranked school for which they are eligible
- where the child is not eligible for a place at any of their preferred schools, the child will be allocated a place at the nearest community primary school to the child's home address that has a place available. They will also be given information on other schools in the Authority's area which still have places available.

STEP 4: MONDAY 4th APRIL 2011

The Admissions Service will post the offer letters to parents (by first class post). This letter will contain the following information:

- the name of the school at which a place is offered;
- the reason why the child is not being offered a place at any of the other schools on the common application form;
- information about their statutory right of appeal against the decisions to refuse places at the other named schools;
- contact details for the school and local authority (and those nominated VA schools where they were not offered a place) so that they can lodge an appeal with the governing body);
- if a child has been refused a place at a named school that was a higher preference than the one offered parents will be invited to put the child's name on a waiting list.

STEP 5: TUESDAY 19th APRIL 2011

This is the deadline for parents to accept or decline the place offered. If they do not respond by this date, it will be assumed that they do not accept the place, and, following reasonable checks by the Admissions Service, the place may be withdrawn and offered to another child.

If the offer of a school place has been made on the basis of fraudulent or intentionally misleading information from a parent, the offer may be withdrawn. An offer may also be withdrawn if the parent has failed to attend three invitations for a school admission interview. This is to allow other children to have access to the school vacancy.

After offers have been made

The Admissions Service will continue with these co-ordinated procedures after the notifications have been sent and waiting lists will be kept in the order of the admission rules as before but only on waiting lists for higher preferences than the school offered.

Appeals

Parents wishing to appeal against the refusal of a place at a specific school will have to submit their appeal form within four weeks of receiving the offer letter. Details of how to do this will be sent with the offer letter.

Timetable

The timetable for processing applications is expected to be as follows:

SATURDAY 15 th JANUARY 2011	Deadline for receipt of completed application forms and any changes in preferences.
FRIDAY 28 th JANUARY 2011	Admission authorities advised of all applications received for their schools
WEDNESDAY 2 nd MARCH 2011	Voluntary aided schools to send lists of all applicants in criteria order to Haringey Admissions Service
WEDNESDAY 16 th MARCH 2011	Deadline for the transfer of potential offer information from the maintaining local authorities to the PLR
MONDAY 4 th APRIL 2011	Letters posted notifying parents of the outcome of their applications
TUESDAY 19 th APRIL 2011	Deadline for receipt of acceptances or refusals from parents or within 2 weeks of any subsequent offer.
FRIDAY 30 th APRIL 2011	Latest date for parents to submit their completed appeal forms

Late applications

Applications received after the closing date will be treated separately unless they are late for a good reason and following receipt of compelling written evidence.

This means that all the other children who applied on time will be allocated school places first. Late applicants will only be considered after offers to all on time applications have been made.

Applications received after the offer date but before Friday 18th February 2011.

Applications made directly to any school on the common application form must be forwarded to Haringey Admissions Service immediately. A supplementary information form on its own will not constitute a valid application. The school must inform the authority immediately so it can verify whether a common application form has been received from the parent, and if not, contact the parent and ask them to complete one.

The Authority will then enter the details onto its central database and after consultation with the relevant admission authority, offer a place at the highest preference school with a place available. If this is not possible, your child will be given a place at the nearest appropriate school with a vacancy.

It is proposed that the admission numbers for Haringey community primary schools (and St Aidan's VC Primary) for the 2011/12 school year are as follows:

Alexandra JMI	30	Lordship Lane	90
Belmont Infants	56	Mulberry	90
Bounds Green	60	Muswell Hill	60
Broadwater Farm	60	Nightingale	60
Bruce Grove	60	Noel Park	81
Campsbourne Infant	60	North Harringay	60
Chestnuts Primary	60	Rhodes Avenue	90
Coldfall	90	Risley Avenue	90
Coleraine Park	60	Rokesly Infant	90
Coleridge	120	St Aidan's VC Primary	30
Crowland	60	Seven Sisters	60
Devonshire Hill	60	South Harringay Infant	60
Downhills	60	Stamford Hill	30
Earlham	60	Stroud Green	60
Earlsmead	60	Tetherdown	60
Ferry Lane	30	Tiverton	60
Highgate	56	Welbourne	60
Lancasterian Infant	58	West Green	30
Lea Valley	60	Weston Park	30