

STARTING SECONDARY SCHOOL IN HARINGEY IN SEPTEMBER 2011

ADMISSION RULES FOR HARINGEY MIXED COMMUNITY SECONDARY SCHOOLS

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 naming the school is higher than the number of places available, the following rules are applied, in the order of priority set out below to decide who is offered a place:

- 1) Children who are looked after by a local authority.
- 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 with a brother or sister already attending the school and who will still be attending on the date of admission. This category includes foster brothers and sisters, half brothers and sisters or stepbrothers and sisters. Parents should note that in all these cases, the brother or sister must be living at the same address as the child for whom the application is being made.
- 4) 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.

ADMISSION RULES FOR HORNSEY SCHOOL FOR GIRLS FOR 2011-12

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 naming the school is higher than the number of places available, the following rules are applied, in the order of priority set out below to decide who is offered a place:

- 1) Girls who are looked after by a local authority.
- 2) Girls who the Authority accepts have an exceptional medical or social need for a place. 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 how only Hornsey School for Girls can meet them.
- 3) Girls with a sister already attending the school, and who will still be attending on the date of admission. This category includes foster sisters, half sisters and stepsisters. Parents should note that in all of these cases, the sister must be living at the same address as the child for whom the application is being made.
- 4) Girls allocated places in proportion to the applications received from each primary school. If there are more requests from girls attending a particular primary school than the proportionate allocation, places will be allocated to those girls living closest to Hornsey School for Girls. If a place becomes available but there are no remaining requests from that particular primary school, (school A), the place will be added to the proportion allocated to the primary school (school B) which is the primary school with the highest unmet demand. Girls who attend independent schools or who move into the area and who are unplaced in a primary school will be assigned to their nearest community primary school.

The waiting list for Hornsey School for Girls will be held in this order until the start of the autumn term September 2011 when, after criteria 1), 2) and 3), criterion 4) will be replaced by criterion 5) below:

- 5) The remaining places will be allocated to those girls who live closest to Hornsey School for Girls.

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

The Haringey Admissions Service processes all secondary school applications as part of the Pan London scheme. This means that all the boroughs perform the same stages at the same time.

The Haringey schools that are part of the scheme are:

- The Alexandra Park School,
- Gladesmore Community School,
- Heartlands High School
- Highgate Wood School,
- Hornsey School for Girls,
- Northumberland Park Community School,
- Park View Academy
- Woodside High School

The respective governing bodies of schools set out below are the admission authorities for the following schools but they are also part of the co-ordinated arrangements:

- Fortismere School,
- Greig City Academy
- St Thomas More Catholic School
- The John Loughborough School

Applications

1. Parents who live in Haringey must fill in the Haringey form regardless of where their preferred schools might be located.
2. If parents are seeking a place at Fortismere School, Greig City Academy, St Thomas More Catholic School or the John Loughborough School) they must complete an additional Supplementary Information Form (SIF) to enable these schools to consider the child against the school's published admission criteria.
3. Applicants may list up to six preferences on the Haringey form. This includes all maintained secondary schools (Academies and any City Technology College) but independent schools are not part of this system.
4. The order of preference given by parents on the Haringey application form will not be revealed to individual schools. However, the preference information will be given to another local authority where a parent has applied for a secondary school in its area. Copies of the Haringey application form will not be sent to individual schools.
5. 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.

The London-wide common timetable

1. Applicants resident within Haringey must complete and return the Haringey application form (which will also be available on-line) to this local authority by **31 October 2010**. However, Haringey Admissions Service encourages applicants to submit their application by 22 October 2010 to allow sufficient time to process and check all applications before the mandatory date when data must be shared with other Local Authorities. Information will be transferred to the Pan London database by 15 November 2010. This date has been agreed by participating authorities across the Pan-London area.
2. Application data regarding all applications for all schools in the participating authorities must be completed by the end of December 2010.
3. The applications will be ranked in the priority order described previously.
4. Details of applicants for Fortismere School, Greig City Academy, The John Loughborough School and St Thomas More Catholic School will be considered under the schools' own admission criteria by January 2011.
5. The information about pupils and their rankings will then be shared and processed through the Pan London arrangements on 2 February 2011. This will produce the highest possible offer available to each applicant.
6. School place offers will then be given by every Pan London authority on the same day in March 2011.
7. It is important that applications are submitted on time particularly with the co-ordinated process as information has to be put into the Pan London system by the middle of December at the latest. Late applications will be accepted only where they are late for a good reason. Each case will be considered on its own merits, and independent professional evidence will be required which demonstrates why the family were prevented from applying on time. Where the application is for one of the four schools where the governing bodies are the admission authorities, consultation on whether to accept the late application as 'on time' will take place between the Admissions Service and the governing body.

School place offers

1. Notification will be sent by electronic mail (if applying on line) or by first class post to parents concerning the outcome of their applications on the agreed day of **1 March 2011**.
2. Lists of the successful applicants will be sent to individual Haringey secondary schools on **2 March 2011**.
3. The offer letter will inform applicants living in the area of their highest offer of a school place and the reasons why higher preferences were not offered. Where a place has been refused at a Haringey school and the

governors are the admission authority, parents will be advised to contact the school concerned for detailed reasons.

4. 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 respond to an offer within the stated time or 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 the school place offer

1. Haringey Admissions will request that resident parents accept or decline the offer of a place by **16 March 2011**. These replies have to be sent back to Haringey Admissions Service who will then communicate with the other borough(s) about the decisions.
2. 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. Waiting lists for Haringey community secondary schools will be kept in the order of the priority rules.
3. In the period 2 March to 31 August 2011, Haringey Admissions will accept new applications (including additional preferences) for its schools from home authorities.
4. 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.
5. Haringey primary schools will be given the destination data for their pupils by the end of the summer term 2011 or sooner if possible, so that pupil records can be transferred to their receiving secondary schools.
6. From 1 September 2011 the waiting list for Hornsey School for Girls will be altered and the proportionality category will cease. In its place, applicants under this category will be placed in order of distance of the home address to the school.

Published Admission Numbers (PANs)

The number of school places available for year 7 pupils in each Haringey community secondary schools is as follows:

- Alexandra Park 216 places
- Gladesmore Community School 243 places
- Heartlands High School 162 places
- Highgate Wood School 243 places
- Hornsey School 243 places
- Northumberland Park Community School 210 places
- Park View Academy 216 places
- Woodside High School 162 places