

## HARINGEY COUNCIL

### THE CHILDREN'S SERVICE

#### **Qualifying Scheme for the co-ordination of admission arrangements for admission to Year 7 in Haringey maintained secondary schools in the 2007/08 school year.**

The Qualifying Scheme outlined below incorporates all admission authorities for maintained secondary schools in Haringey as required under the Education Act 2002 and associated Regulations. These are:

- i) Haringey LEA as admission authority for the community secondary schools in Haringey, specifically :
  - Alexandra Park School,
  - Fortismere School,
  - Gladesmore Community School,
  - Highgate Wood School,
  - Hornsey School for Girls,
  - Northumberland Park Community School,
  - Park View Academy
  - White Hart Lane School
- ii) The Governing Body of Greig City Academy
- iii) The Governing Body of St Thomas More RC School
- iv) The Governing Body of The John Loughborough School

#### **Applications**

1. For the September 2007 intake, parents applying for all maintained secondary schools in Haringey at the primary-secondary transfer stage will be required to complete the secondary transfer form for the area in which they live, regardless of the location of the secondary schools they are applying for.
2. In accordance with paragraph 6.6 of the School Admissions Code of Practice, other admission authorities within Haringey (i.e. Greig City Academy, St Thomas More RC School and The John Loughborough School) will **not** use supplementary forms except where the information on the Common Application Form is insufficient for consideration against the school's published admission criteria.
3. Applicants will be able to express up to six preferences on the Common Transfer form, and this will include all maintained secondary

schools whether situated in Haringey or not, as well as Academies and any City Technology College that has agreed to participate in their Authority's scheme.

4. In accordance with paragraph 6.7 of the Code of Practice, the order of preference given by parents on the Common Application Form will not be revealed unless other admission authorities require this information in order to apply their oversubscription criteria. However, the preference information will be given to another authority where a parent has applied for a participating secondary school in that authority's area to enable that authority to run their co-ordination scheme.

### Processing (Timetable)

5. Applicants living in Haringey must return the completed Common Application Form **which will be available to be submitted on line to Haringey Admissions Service by 20 October 2006**. The October closing date is recommended by the Code of Practice in Annexes C1 and D1 – expressed as 24 October. In 2006, this date falls on a Tuesday. However, the Pan-London Executive Board recommend that the closing date should be Friday 20 October as stated above.
6. Application data relating to applications to schools in other Participating Authorities will be up-loaded to the Pan-London Register by **13 November 2006**. In any year when this is not a working day, the deadline will be the next working day.
7. The timetable for processing applications in accordance with oversubscription criteria for all admission authorities in Haringey (please see proposed oversubscription for Haringey community secondary schools under point 1 in the consultation document) will be as follows:
  - ◆ **24 November 2006** – Deadline for Haringey Education Services to send details of applicants (without preference information to Greig City Academy, The John Loughborough School and St Thomas More RC School.
  - ◆ **27 November 2006 to 12 January 2007**, admission authorities in Haringey consider applications using their respective published admission arrangements.
  - ◆ **15 January 2007** – Deadline for Greig City Academy, The John Loughborough School and St Thomas More RC School to return lists of all applicants, in rank order, to the Haringey Children's Service.

The Executive Board strongly recommends the adoption of an equal preference system by each authority for the determination of a potential offer. Paragraph C.8 of the Code of Practice discusses the merits of a 'first preference first' system. Although it is recognised that under this system it is

likely that more parents will be offered their first preference, it will lead to less parental satisfaction overall since many second and subsequent preferences may be 'void' if they are for popular schools filled at the first preference stage.

Currently an equal preference system is in operation for the September 2006 intake in maintained secondary schools in Haringey, and it is therefore proposed that this system should be carried forward to the 2007

8. It is proposed that late applications should be accepted only where they are late for a good reason. This carries forward the current published arrangement for Haringey community schools which states that:

'Applications received after the closing date.....will only be considered with those submitted before the closing date where there are exceptional circumstances. This can be where the family moved (in which case evidence of the change of address will be required) or there are other exceptional reasons which prevented the family from applying on time. In each case, supporting evidence will be required.'

Further guidance on exceptional circumstances will be given in the new secondary school booklet.

This policy is in line with paragraph 7.14 of the Code of Practice which reads:

'LEAs and other admission authorities.....should, as far as possible, be willing to accept applications which are received late for a good reason, for example, when a single parent has been ill for some time, or a family have just moved into the area, or a family are returning from abroad'

9. Where a parent moves from one participating home authority to another after submitting an on-time application under the terms of the former home authority's scheme, the new home authority will accept the application as on-time up to 15 December 2006, on the basis that an on-time application already exists within the Pan-London system.
10. Haringey will participate in the application data checking exercise to be scheduled between 18 December 2006 and 2 January 2007 in the Pan-London timetable.
11. The latest up-load of late applications to the PLR is **15 December 2006**.
12. Haringey Education Services will up-load the highest potential offer to an applicant for a Haringey maintained school to the PLR by **7 February** . The PLR will transmit the highest potential offer made by the Maintaining LEA (the LEA where the school is situated) to the Home LEA (the LEA where the applicant lives).

13. Haringey's Local Admissions System (LAS) will eliminate all but the highest ranked offer where the applicant has more than one potential offer across Maintaining LEAs. This will involve exchanges of information between LAS and the PLR until a steady state is achieved (which PLR will indicate). Haringey will then transmit to PLR information about which final offers have and have not been made at least 5 working days before 1 March. The PLR will transmit this information to the LAS of the relevant Maintaining Authorities for their information.

### **Offers**

14. Notification will be sent to parents concerning the outcome of their applications on the Prescribed Day, this being **1 March** (or in any year where this is not a working day, the next working day).
15. Haringey Admissions will participate in the offer data checking exercise to be scheduled between 20 and 27 February 2007 in the Pan-London timetable.
16. For the purposes of Paragraph 2(e), 4 (d) and 4 (e) of the Schedule to the Regulations, the Home LEA (Haringey Education Services) will inform applicants living in the area of their highest offer of a school place and, where relevant, the reasons why higher preferences were not offered, irrespective of whether they were for schools in the Home LEA or in other Participating LEAs. Where a place has been refused at a Haringey school where the governors are the admission authority, parents will be advised to contact the school concerned for detailed reasons why their application was refused.

### **Post-Offer**

17. Haringey Education Services will continue to co-ordinate admissions after 1 March notifications have been sent until a steady state is achieved. **This will be until September 2007.** At that stage, the LEA will notify Greig City Academy, The John Loughborough School and St Thomas More RC School.
18. Haringey Admissions will request that resident parents accept or decline the offer of a place by 15 March 2007.
19. Where a parent resident in Haringey accepts or declines a place in a school maintained by another authority by 15 March 2007, we will forward the information to the maintaining authority by 22 March 2007. Where such information is received from parents between 15 March

and 31 August 2007, we will pass it to the maintaining authority as it is received.

20. In the period 1 March to 31 August 2007, Haringey Admissions will seek to ensure that a place is not offered at a school in its area which is ranked on the CAF as a lower preference than any school already offered to a parent.
21. In the period 1 March to 31 August 2007, Haringey will inform the home authority, where different, of any change to an applicant's offer status as soon as it occurs.
22. In the period 1 March to 31 August 2007, Haringey Admissions will accept new applications (including additional preferences) for its schools from home authorities.
23. It is proposed that waiting lists for Haringey community secondary schools will be kept in the order of the oversubscription criteria, and applicants on the 'late' waiting list will be amalgamated with the ordinary waiting list after the half term break in October 2007. At this stage, 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. Applicants remain only on waiting lists for higher preferences than the one offered. (This will not affect parents' right to appeal against any decision to refuse a place).