

HARINGEY COUNCIL

THE CHILDREN'S SERVICE

Qualifying Scheme for co-ordination of admission to reception classes in Haringey maintained primary schools for the 2007/08 school year.

The proposals outlined below incorporate all admission authorities for maintained primary schools in Haringey with reception classes. These are:

- i) Haringey LEA as admission authority for the community primary schools in Haringey.
- ii) The Governing Bodies of the following voluntary aided primary and infant schools:

Our Lady of Muswell RC Primary	St Francis de Sales RC Infants' School
St Ignatius RC Primary	St John Vianney RC Primary
St Martin of Porres RC Primary	St Mary's RC Infants' School
St Paul's RC Primary	St Peter-in-Chains RC Infants' School
The Green CE Primary	St Ann's CE Primary
St James CE Primary	St Mary's CE Infants' School
St Michael's CE Primary (N6)	St Michael's CE Primary (N22)
St Paul's & All Hallows CE Infants' School	

Application Forms

It is proposed that for the September 2007 intake, parents applying for all maintained primary schools in Haringey in the normal year of entry (i.e to reception classes) will be required to complete the Haringey common application form, regardless of the applicant's borough of residence. All preferences named on the common application form will be valid preferences.

In accordance with paragraph 6.6 of the School Admissions Code of Practice, other admission authorities within Haringey (i.e. the voluntary aided primary and infant schools listed above) 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. (This will usually be where schools require evidence of religious commitment as part of their admission arrangements).

However, Governors will be required to state in their admission arrangements that these are not application forms, and the completion of a supplementary form alone is not a valid application. Where supplementary forms have been returned directly to the schools, they must notify the Haringey Admissions Service to check whether the common application form has been completed, and if not, contact the parent and request them to complete one.

The Children's Service is proposing that applicants should be able to name up to **four** schools on the common application form in order of preference, and this will include all maintained primary schools in Haringey (but not primary schools in any other authority's area). Parents will also be invited to give reasons for their preferences.

Confidentiality of preference information

Paragraph A.38(iii) of the School Admissions Code of Practice (in relation to secondary co-ordination schemes) states that the scheme should:

'..require the LEA to forward applications with any supporting information, e.g. medical evidence, religious references or supplementary forms, but not necessarily with the parents' ranking, to other admission authorities within their area....'

This is modified in paragraph A.41(iii) which refers to primary co-ordination schemes which states that paragraph A.38(iii) applies except:

'..that if the common application form does not cover preferred schools in other LEAs' areas – leaving parents to apply to those LEAs direct – there will be no need to forward information to them.'

Therefore, the Authority will forward information about all applicants to the relevant admission authorities within Haringey, but will not give the preference ranking.

The Equal Preference System

Preferences for maintained primary schools (including voluntary aided schools) will be considered without reference to the parent's order of preference. (With the possible exception of St Martin of Porres RC Primary School – please see below). Admission authorities should supply a list of all applicants in criteria order to the Admissions Service who will apply the ranking information to offer the highest possible preference.

The only exception to this would be where the school's admission arrangements stated that parents who named the school as their first preference would take priority over those who named the school as a second or subsequent preference. For the September 2006 intake, the system of 'first preference first' was applicable to St Martin of Porres RC Primary School **only**.

Governing bodies of voluntary aided schools in their capacity as admission authority for that school will be responsible for applying their own determined and published admission arrangements, and these should make clear that preferences will be considered equally, and without reference to the preference order stated by the parent. The only exception to this for 2006 was St Martin of Porres RC Primary School.

Haringey's Local Admissions System (LAS) will eliminate all but the highest ranked offer where the applicant has more than one potential offer across admission authorities within the authority's area.

Determining the offers in response to the common application form.

The closing date for applications is **10 November 2006**, and the deadline for changing preferences should be the same date. The forms must be returned to Haringey Admissions Service by this date.

It is proposed that there is a frequent exchange of data relating to schools where the governing body is the admission authority (i.e. voluntary aided primary and infant schools in Haringey) both before and after the closing date 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:

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

By **5 January 2007**, the Haringey Admissions Service will notify the admission authority for each of the schools of every nomination that has been made for that school, including all relevant details and any supplementary form received by this date which schools require in order to apply their oversubscription criteria.

By **16 February 2006** the admission authority for each school will consider all applications for their schools, apply the school's oversubscription criteria (if appropriate) and provide the Haringey Admissions Service with a list of those applicants ranked according to the school's oversubscription criteria.

The LEA will match this ranked list against the ranked lists of the other schools nominated and:

- where the child is eligible for a place at the nominated/only one of the nominated schools, that school will be allocated to the child
- where the child is eligible for a place at two or more of the nominated schools, they will be allocated a place at whichever of these is the highest ranking nominated school for which they are eligible for a place

- where the child is not eligible for a place at the nominated school/any of the nominated schools, the child will be allocated a place at the nearest appropriate school to the child's home address with a place available. They will also be given information on other schools in the LEA's area which still have places available.

On **9 March 2007** the Admissions Service will inform schools of the pupils to be offered places at their schools

On **16 March 2006** the Admissions Service will post letters to parents notifying them they are being offered a place at the allocated school. This letter will give 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 which may have been nominated on the common application form;
- information about their statutory right of appeal against the decisions to refuse places at other nominated schools;
- contact details for the school and LEA (and those nominated VA schools where they were not offered a place so that they can lodge an appeal with the governing body);
- if the child has been refused a place at a nominated school that was a higher preference than the one offered, an invitation for the child's name to be placed on a waiting list for reallocation if places become free after the offer date.

On **16 March 2007** the LEA will also inform neighbouring LEAs of any offers of a place at its schools made to neighbours' residents

30 March 2007: the deadline for parents to accept the place offered. If they do not respond by this date, it will be assumed that they do not accept the place.

After offers have been made

The Admissions Service will continue co-ordinated procedures for a time after the 16 March 2007 notifications have been sent until a steady state is achieved. This is because duplicate offers will be possible where applicants have applied to schools in another authority's area, or parents decide to accept a place for their child in the private sector. **It is anticipated that this will be until September 2007.**

Waiting lists should be kept in the order of the oversubscription criteria and in order to avoid duplicate offers, **applicants remain only on waiting lists for**

higher preferences than the one offered. (This will not affect the parents' right to appeal against any decision to refuse a place).

Timetable

The proposed timetable for processing applications in accordance with oversubscription criteria for all admission authorities in Haringey is suggested as follows:

Deadline for receipt of completed application forms – **10 November 2006**

Community and voluntary aided schools advised of all applications received for their schools – **5 January 2007**

Voluntary aided schools to send lists of all applicants in criteria order to Haringey Admissions Service – **16 February 2007**

Letters notifying parents of the outcome of their applications – **16 March 2007**

Late applications

The closing date for receipt of completed common application forms is 10 November 2006. Applications received after this date will be accepted **only** where they are late for a good reason. This is in line with the current published arrangement for Haringey community schools which states that:

'Applications received after the closing date.....will NOT be considered until after all those submitted before the closing date, unless The Childrens Service accepts there were exceptional circumstances. This could 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 primary school booklet.

Note: *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'

Applications received after **10 November 2006** but before the allocations procedure has begun on **16 February 2007** will be considered after the allocation period, but before the offer date on **16 March 2007**.

Applications received after the offer date of 16 March 2007 but before 1 September 2007.

Applications made directly to any school on the common transfer form must be forwarded to Haringey Admissions Service immediately. Where only the supplementary form is received, 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 enter the details onto its central database and after consultation with the relevant admission authority, offer a place at the nominated or highest ranking school with a place available, or if this is not possible, at the nearest appropriate school with a place available.

Applications received after 1 September 2007 (Casual admissions)

Applications received after 1 September 2007 and applications for places in a year group other than the normal year of entry to primary school will be treated as casual admissions, and referred to the relevant admission authority for determination. Individual admission authorities will operate arrangements for casual admissions. In the case of the Children's Service, the waiting lists for community primary schools and St Aidan's Voluntary Controlled School will be kept in the order of the oversubscription criteria, but with priority normally being given to children without a school place.

Waiting lists.

The waiting lists for reception classes in Haringey community primary schools and St Aidan's Voluntary Controlled School will be kept in the order of the oversubscription criteria. A 'late' waiting list will be kept where forms have been received after the closing date and where there is no exceptional reason for lateness. The late waiting list and the ordinary waiting list will be amalgamated by 1 September 2007.