

### **Proposed Arrangements for Reception and Junior Admissions 2012**

#### **Proposed Admission Criteria for Reception and Junior Admissions 2012**

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 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 will be offered a place:

##### **1. Children in Care**

Children who are looked after by a local authority.

##### **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.

##### **4. Brother or Sister**

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.

##### **5. Distance**

Children living closest to the preferred school.

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

The tiebreak for two or more applications that live exactly the same distance from the school will be random allocation using a computerised system

## **MULTIPLE BIRTHS**

### **Key Stage 1**

If only one place is available at the school and the next child who qualifies for a place is one of multiple birth siblings, only one child can be offered a place.

This is because at Key Stage 1 it is against the law to admit more than 30 children into one class. In this instance the tiebreak will be random allocation using a computerised system. We will support any family in this situation and help them to look for an alternative school, if requested, where all children can attend together.

In classes not subject to Key Stage 1 Legislation, we will ask community schools to go over their published admission number.

## Pan London Co-ordinated Scheme 2012/13

### APPLICATIONS

1. Haringey Local Authority will advise home local authorities of their resident pupils on the roll of this Haringey's maintained children's centres, nursery schools, primary schools and infant school 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](http://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 in September 2011.
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 oversubscription criteria. Where admission authorities within Haringey use supplementary information forms, we will seek to ensure that they only collect information in accordance with paragraph 1.80 – 1.83 of the School Admissions Code.
6. Where supplementary forms are required, they will be available on the website. Such forms will advise parents that they must also complete their home local authority's School Admissions Application Form. Haringey's admission 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/carers 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 up to six maintained primary 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 in accordance with paragraph 1.76 of the School Admissions Code. 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 Pan-London Business User Guide. This will in all cases include validation of resident applicants against this LA's maintained children centre, nursery and primary school data and the further investigation of any discrepancy. 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 xx February 20xx.
12. Haringey will confirm the status of any resident child for whom it receives an Application Form stating 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 xx January 20xx.
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 xx January 20xx.

## **PROCESSING**

14. Applicants resident within Haringey must complete and return the School Admissions Application Form, which will be available on line by 15 January 2012.
15. Any application forms, changes to preferences or preference order received after 15 January 2012 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 xx February 2012.
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 xx February 2011, 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 uploaded to the Pan-London Register (PLR) on xx xx 2012. 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 xx xx 2012.
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 xx xx 2012 for Haringey residents and, for non-Haringey residents by xx xx 2012.
23. Between xx xx 2012 and xx xx 2012, 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 xx and xx February 2012.
25. All preferences for schools within Haringey will be considered by the relevant admission authorities without reference to rank order in accordance with paragraphs 1.76 and 2.16 of the School Admissions Code. When the admission authorities within Haringey have provided a list of applicants in criteria order, Haringey 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 xx March 2012. 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 xx March 20xx if this is sooner.
28. Haringey will not make an additional offer between the end of the iterative process and the xx xx2011. This may impact on an offer being made by another participating LA.
29. Notwithstanding paragraph 24, if an error is identified within the allocation of places at one of Haringey's schools, this 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) this 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, this LA will accept that the applicant(s) affected might receive a multiple offer.
30. Haringey will participate in the offer data checking exercise scheduled between xx and xx March 2012 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 xx March 2012.

## **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 ~~c~~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 xx xx 2012.
36. Haringey will provide children centre, 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 xx April 2012. 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 xx April 2012, this information will be passed to the maintaining LA by xx April 2011. Where such information is received from applicants after 19 April, 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 that has been 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 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.
50. Waiting lists for entry to Reception in the academic year 2012/13 will be compiled on xx April 2012 (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 roll until the end of the Autumn Term of the academic year of entry unless parents contact the School Admissions Team to extend this further.

## **Timetable for entry to school in September 2012**

<b>Sun 15 Jan 2012</b>	Statutory deadline for receipt of applications
<b>Xx xx Jan 2012</b>	Deadline for the transfer of application information by the Home LA to the PLR (ADT file)
<b>Xx xx Feb 2012</b>	Deadline for the upload of late applications to the PLR
<b>Mon xx - Mon xx Feb 2012</b>	Checking of application data
<b>Wed xx Mar 2012</b>	Deadline for the transfer of potential offer information from the Maintaining LAs to the PLR (ALT file).
<b>Fri xx Mar 2012</b>	Final ALT file to PLR
<b>Mon xx- Mon xx Mar 2012</b>	Checking of offer data
<b>Mon xx Mar 2012</b>	Deadline for on-line ALT file to portal
<b>Mon xx April 2012</b>	Offer letters posted
<b>Tues xx April 2012</b>	Deadline for receipt of acceptances
<b>Tues xx April 2012</b>	Deadline for transfer of acceptances to maintaining LAs



## NOTIFICATION LETTER

xx April 2012

Ref: «pupil\_id»

To the Parent/Carer of  
«pupil\_firstname» «pupil\_surname»  
«gu\_unit\_no» «gu\_unit\_name»  
«gu\_house\_no» «gu\_street»  
«gu\_main\_road»  
«gu\_district»  
«gu\_town»  
«gu\_county»  
«gu\_postcode»

School Admissions Service  
48 Station Road, N22 7TY  
Tel:  
Fax:  
Email: v.uk  
This matter is being dealt  
with by:

Dear Parent/Carer,

### **PRIMARY (or Junior) ADMISSIONS 2012**

I am writing to let you know the outcome of your application for a primary school place. Your child «pupil\_firstname» has been offered a place at «alloc\_pref».

#### **Accepting the offer of the school place**

It is important that you confirm as soon as possible that you wish to accept the offer of a place at «alloc\_pref». Please complete the reply slip below and return by **xx April 20xx**. Failure to do so may result in this offer being withdrawn.

Once your acceptance is received, the school will be informed and will contact you to provide further information about the arrangements for admission.

Please note that applications for any schools that you listed lower on your application form, were automatically withdrawn under the co-ordinated admission arrangements.

#### **If you were not offered your first preference school**

I am sorry that it was not possible to offer a place at any of the schools which you have listed higher on your application form. For each of these schools there were more applications than places available, and other applicants had a higher priority than your child under the school's published admission criteria.

If you would like further information about why your child was not offered one of your higher preference schools, then please contact the admission authority for that school. An admission authority will either be the school or the local authority where the school is located.

We are the admission authority for community schools in Haringey. For all other schools and academies in Haringey, please contact them directly.

The contact details for other admissions authorities can be found in our booklet at [www.Haringey.gov.uk/schooladmission](http://www.Haringey.gov.uk/schooladmission)

## Appeals

You have the right of appeal under the School Standards & Framework Act 1998 against the refusal of a place at any of the schools which you listed on your application form.

If you wish to appeal:

- for community schools in Haringey please contact the School Admissions Team at the above address or visit [www.haringey.gov.uk/schooladmissions](http://www.haringey.gov.uk/schooladmissions) and return your completed appeal form to the address at the top of this letter
- for all other schools and academies in Haringey please contact the school direct
- for schools outside Haringey, please contact the local authority where the school is located.

The outcome of your appeal will not be influenced by the acceptance of a place at an alternative school.

## Waiting lists

I can confirm that your child's name has been placed on the waiting list for any Haringey school that you have listed higher on your form. If you would like «**pupil\_firstname**» to be placed on a waiting list for any other school, then please contact the Haringey School Admissions Service. Your child will remain on the waiting list until the end of the Autumn Term 2011 for Haringey Community Schools unless you contact the School Admissions Team to extend this further.

If you have any further queries please do not hesitate to contact a member of the School Admissions Team on xx.

**Yours sincerely,**

Jennifer Duxbury  
Head of Admissions and School Organisation

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## Reply Slip

**Ref: «pupil\_id»**

To: School Admissions Service, 48 Station Road, N22 7TY

☐

**I wish to accept**

☐

**I do not wish to accept \***

**a place for «pupil\_firstname» «pupil\_surname» at «alloc\_pref» (Please tick).**

(\*If you do not wish to accept a place at the above school, please indicate below the arrangements you intend to make for your child.)

**Signature of Parent/Carer**

**Date**

**Daytime Telephone Number**

**Please return this form by xx April 20xx**

For information on how the waiting lists for Haringey Schools operate, please refer to the booklet.

### **Admission Numbers**

It is proposed that the admission numbers for Haringey community primary schools (and St Aidan's VC Primary) for the 2012/13 school year will be 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