

## Proposed Arrangements for In-Year Admissions: Pan London Co-ordinated Scheme 2013

### Applications

1. Applications for children resident in Haringey will be made on Haringey's In Year School Admissions Application Form.
2. The In Year School Admissions Application Form will be available from all maintained schools in Haringey and from the School Admissions Service. The form must be returned to the School Admissions Service.
3. Applications for children living elsewhere in England will be referred to their Home Local Authority (LA) to be considered under their Home LA's scheme, unless evidence of an imminent move is provided, and this is agreed by both Haringey and the child's current LA.
4. Parents can write to the School Admissions Service to express an interest in applying for an In Year school place.
5. The admission authorities within Haringey will not use supplementary forms except where the information available through the School Admissions Application Form is insufficient for consideration of the application against the published oversubscription criteria.
6. Where supplementary forms are used, they will be available from the school concerned, on Haringey's website and from the In Year Schools Admission Service. Any supplementary forms must advise parents that they must also complete their Home LA's School Admissions Application Form. Haringey's admission booklets and website will indicate which schools require supplementary forms to be completed and where they can be obtained.
7. Where an admission authority in Haringey receives a supplementary form, it will not consider it to be a valid application until the parent has listed the school on their Home LA's School Admissions Application Form.
8. Where only the School Admissions Application Form is received, schools MUST rank the application according to the information available to them.
9. Haringey residents will be able to express a preference for a maximum of six maintained primary/secondary schools or Academies within Haringey and/or outside the borough (and any City Technology College that has agreed to participate in their LA's Scheme). Haringey LA will accept any preference received from a Home LA for a maintained school or Academy in the borough.
10. The order of preference given on the In Year School Admissions Application Form will not be shared with any school in accordance with paragraph 1.76 of the School Admissions Code. Where a parent of a child resident in Haringey expresses a preference for schools in the area of another LA, the order of preference for that LA's schools will be shared with that LA in order that it can determine the highest ranked preference in cases where a child is eligible for a place at more than one school in that LA's area.
11. Haringey LA will undertake to carry out address verification for each application made by a resident within this LA. Where Haringey 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 as soon as it becomes apparent.

12. Haringey LA will check the status of any applicant who is a 'Looked After' child and provide evidence to the maintaining LA in respect of a preference for a school not in this LA's area as soon as it is received.

13. Haringey LA will advise a maintaining LA of the reason for any preference expressed for a school not in Haringey, in respect of a resident child, and will forward any supporting documentation to the maintaining LA as soon as it is received.

## **PROCESSING**

14. Applicants with children resident in Haringey must complete and return the In Year School Admissions Application Form to Haringey LA.

15. An application for a child resident outside Haringey will not be considered until an In-Year School Admissions Application Form has been fully completed and returned to the Home LA.

16. Where an application is not fully completed, Haringey will not treat the application as valid until all information is received.

17. Haringey LA will aim to share fully completed application data with other LAs, where it relates to preferences for schools in that LA, within 5 working days of the application being fully completed. Haringey LA will aim to share supplementary information received with the School Admissions Application Form with maintaining LAs by the same date.

18. Where the LA has access to the Pan London Support Site, application data will be exchanged through the document exchange. Alternative secure arrangements will be made to forward data and supporting information to LAs that do not have access to this site.

19. Acting as a Home LA, Haringey will pass any information so obtained to a maintaining LA with whom it has shared application data, as soon as this is received.

## **OFFERS**

20. Haringey will aim to share the outcome of an application for one of its schools with the Home LA within 10 school days of receiving the data. (Where it is clear to Haringey that no vacancy exists for the child, Haringey LA will inform the Home LA as soon as possible after receipt of the application data). If it has not been possible to make a decision within 10 school days, Haringey will undertake to send details of the outcome of an application for one of its schools to the Home LA as soon as a decision is made, or-within 20 school days of receiving the application data.

21. Where it has not been possible to share the outcome of an application for any school within 10 working days of receiving the data, Haringey understands that the Home LA may send an outcome letter advising the parent that a decision has not yet been made in respect of an Haringey school.

22. Acting as Home LA, Haringey will eliminate all but the highest ranked offer where an applicant has more than one potential offer across maintaining LAs. Haringey will submit information within 10 working days, and where it has been informed by a maintaining LA that a place is available, will advise that LA whether or not the place is required.

23. Acting as Home LA, Haringey will endeavour to ensure that each applicant's date of birth is correct.

24. Acting as Home LA, Haringey will inform each applicant within its area of their highest offer of a school place and, where relevant, the reasons why higher preferences were not offered, including, if outcomes are not yet known, whether they were for schools in the Home LA or in other LAs.

**25.** Haringey will use the Notification Letters set out in **Appendix 3: Schedule B**.

26. Where Haringey LA has not received an outcome for a school within another maintaining LA which is a higher preference than the school offered, Haringey, as Home LA, will case manage that application until an outcome can be sent in respect of each higher preference school named on Haringey's School Admission Application Form.

27. Where a parent moves from one Home LA to another after submitting an application, the previous Home LA will pass responsibility to the new Home LA which, once it is satisfied that the applicant has moved into its area, will accept responsibility for that applicant.

### **POST OFFER**

28. Haringey LA will request that resident parent/s accept or decline the offer of a place within two weeks.

29. Where a parent does not respond within this timeframe and the application is for an out of borough school, Haringey, will make every reasonable effort to contact the parent to find out whether or not they wish to accept the place, and if it is for an out-borough school, will liaise with the maintaining LA, who will in turn liaise with the school. Where the parent fails to respond the offer of a place will be withdrawn on behalf of the admission authority.

30. Where a parent resident in Haringey accepts or declines a place in a school maintained by another LA, Haringey LA will forward the information to the maintaining LA as soon as it is received.

31. Haringey LA will aim to inform the Home LA whether a child offered a place at a school in its area has been placed on roll at the school within 5 working days of the child being placed on roll.

32. Haringey LA will notify the Home LA of any appeals that are upheld for Haringey schools.

### **WAITING LISTS**

33. Acting as maintaining LA, applicants will only be placed on the waiting lists for schools in Haringey at the request of the Home LA.

34. Where a place is available to be offered from the waiting list to a child resident in another LA, Haringey will advise the Home LA so that they can formally offer the place.

35. Where Haringey LA is informed that another LA is able to offer a place from the waiting list to one of its residents, it will send the outcome letter to the applicant.

36. Children will remain on the waiting list until the end of the academic year in which the application was made, unless parents contact the School Admissions Service to extend this further.

### **HARINGEY SCHOOLS**

37. The School Admissions Team will require a list of every child on roll in every year group in the school. This information will be accessed via G2 if schools grant permission to the School Admissions Team to view it.

38. For schools who do not grant permission to the School Admissions Service, a weekly roll update will be required.

39. When a child leaves a Haringey school, the name of the child and the child's future educational provision should be notified to the School Admissions Service and the relevant safeguarding procedures followed as outlined in Education Welfare Service guidance

