

STARTING SCHOOL DURING THE YEAR IN HARINGEY 2013

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

The new Admissions Code which came into force on 1 February 2012, removes the duty on Local Authorities to coordinate in-year admissions from September 2013. However, this authority believes that a coordinated scheme provides the best and most effective means of the LA fulfilling its safeguarding duty, which includes seeking to ensure that children are not missing education. We are therefore determining an in-year co-ordinated scheme for 2013 with a minor change in administrative procedure, namely that Haringey will act as a maintaining LA rather than a home LA (as it did previously). This means that from September 2013, all in-year applications to Haringey schools should be made to Haringey School Admissions Service and this applies for both Haringey residents and for children resident outside of Haringey.

APPLICATIONS

1. In-year applications from Haringey and non-Haringey residents, for Haringey schools, 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. Parents can write to the School Admissions Service to express an interest in applying for an In Year school place.
4. 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.
5. 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.
6. 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.
7. Parents/carers will be able to express a preference for a maximum of six maintained primary/secondary schools or Academies within Haringey (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.
8. If a Haringey resident wishes to apply for schools outside of the Borough, they should apply to the relevant LA directly.

9. Where only the School Admissions Application Form is received, schools MUST rank the application according to the information available to them.
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 1.9 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.
12. Haringey LA will check the status of any applicant who is a 'Looked After' child or was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order.
13. Should an application be made in error on a Haringey Application form, for an out of borough school, Haringey LA will forward any supporting documentation to the maintaining LA as soon as it is received.
14. 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.
15. If parents are separated the application should be made by the parent the child normally lives with. Where a child spends equal time with each parent, the exact arrangements should be made clear in a letter with a copy of any custody or residency order. The application can only be processed from one address which must be agreed by the family before the application is submitted.

PROCESSING

16. Applicants who wish to apply to a school in Haringey must complete and return the In Year School Admissions Application Form to Haringey LA.
17. Where an application is not fully completed, Haringey will not treat the application as valid until all information is received.
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 Maintaining 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. Acting as Maintaining LA, Haringey will eliminate all but the highest ranked offer where an applicant has more than one potential offer across maintaining LAs.
21. Acting as Maintaining LA, Haringey will endeavour to ensure that each applicant's date of birth is correct.

22. Acting as Maintaining LA, Haringey will inform each applicant of their highest offer of a school place and, where relevant, the reasons why higher preferences were not offered.
23. Where an applicant is not a resident in Haringey, Haringey will notify the child's Home LA of the outcome of their application.
24. Haringey will use the Notification Letters set out in Appendix 3: Schedule B.
25. 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.
26. Acting as Home LA, where an applicant who is out of school cannot be offered a place at one of their named preference, Haringey LA will offer them a place in a school where there is a vacancy.

POST OFFER

27. Haringey LA will request that resident parent/s accept or decline the offer of a place within two weeks.
28. 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.
29. 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.
30. 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.
31. Haringey LA will notify the Home LA of any appeals that are upheld for Haringey schools.

WAITING LISTS

32. Acting as maintaining LA, applicants will only be placed on the waiting lists for schools in Haringey at the request of the Home LA.
33. 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.
34. 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.
35. 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

36. The School Admissions Team will require a list of every child on roll in every year group in the school.
37. For schools who do not grant permission to the School Admissions Service, a weekly roll update will be required.
38. 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.