



**Haringey** Council

**The Children and Young People's Service**

**Report to Haringey Schools Forum – 12 July 2012**

**Agenda Item**

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**Report Status**

For information/note   
For consultation & views  
For decision

**Report Title: The October PLASC count and School Admissions**

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**Purpose:** To update the Forum on the administrative processes in place to ensure all known pupils are offered a school place in advance of the PLASC count on 4 October.

**Recommendations:**

1. To note the processes in place
2. For members of the Forum to emphasise to all schools the importance of regularly providing vacancy information to the School Admissions Service

## **Background – PLASC Count**

- 1.1 The Department for Education (DfE) are consulting on changes to Education Funding through the Dedicated Schools Grant (DSG) for 2013-14. It is likely that further changes will be introduced in the next Comprehensive Spending Review period, including the possibility of a National Funding Formula.
- 1.2 The pupil count for the Schools Block will, for 2013-14, be brought forward from January (2013) to October (2012). This will have implications for local authorities and individual schools as school rolls are generally larger in January than October.
- 1.3 The local authority will experience administrative implications of the earlier count.
- 1.4 The School Admissions Service has been asked to explain the processes in place to ensure that pupils will be offered place in advance of 4 October.

## **Background - In Year Admissions (How places are offered)**

All applications for a statutory school place must be co-ordinated by the local authority. The centralisation of this process is firmly embedded and all new primary applicants are offered a school place within a week of their application being received. Secondary places are offered within a similar timescale unless a case is identified to go to the In Year Fair Access Panel in which case the place will be offered within a maximum of one month.

- 1.5 Parents must complete an application form, listing six preferences and return it to the School Admissions Service.
- 1.6 The Admissions Service will send an outcome letter.
- 1.7 In the case where no preference offer can be made and the child is without a school place, the School Admissions Service will offer the nearest school with an available place.
- 1.8 If a parent/carer approaches a primary school for a place direct, the admissions form can be completed by the family and sent securely to the School Admissions Service by the school.
- 1.9 If there is a space in the relevant year group, the school must check with the Admissions Service to ensure no other applications have been received. If there are no other applications, the place can be verbally offered (by the school on the day) and the formal offer letter will be sent by Admissions on receipt of the paper application form. If there is not a

vacancy then an alternative school place will be offered to the family by Admissions.

- 1.10 All schools and Academies are legally required to provide the local authority with their vacancy data.
- 1.11 To ensure that we are able to offer every child their highest possible preference at the earliest time, we ask that all schools send this vacancy information to the School Admissions Service on a weekly basis.

### **PLASC Count October 2012**

- 1.12 The 'business as usual' practices will be implemented as described above.
- 1.13 When we approach the PLASC count, all members of the Admissions Service will be working to ensure that details of every application received before the **4 October** will be sent to the offered school so pupils can be invited to school to start by 4 October.
- 1.14 There will be in effect greater capacity to manage in year applications as the deadline for the main admissions processes for 2013 will not have passed. Also the waiting lists for all schools will have been cleared in July, therefore if a place is offered to a child who is on a waiting list in September or early October there will be a greater certainty of the place being accepted than if it is offered later in an academic year.
- 1.15 Leave is being restricted, where appropriate.
- 1.16 For pupils who do not return to school at the beginning of term, the Admissions Service will work closely with the Education Welfare Service to ensure, where at all possible, these vacancies can be offered.
- 1.17 An up to date offer list will be sent to all schools for the first day of the Autumn term and EWS will also be sent the same lists.
- 1.18 There will be vacancies that we cannot fill where there are no pupils on a waiting list and no other pupils without a school place.