

## Proposed Admission Criteria for Secondary Transfer 2014 to Haringey Community Co-educational Secondary Schools

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 or were previously looked after but immediately after being looked after, became subject to an adoption, residence or special guardianship order.

Relevant Children in care means children who are in care of a local authority in accordance with Section 22 Children Act 1989.

### 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. Brother or Sister

Children with a brother or sister already attending the school and who will still be attending in years 7-11 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.

### 4. 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 (and who are not from multiple births) will be random allocation using a computerised system

## **MULTIPLE BIRTHS**

If only one place is available and the next child to be offered is from a multiple birth, we will ask community schools to go over their published admission number.

## Proposed Admission Criteria to Hornsey School for Girls for 2014

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

Girls who are looked after by a local authority

Relevant Children in care means children who are in care of a local authority in accordance with Section 22 Children Act 1989.

### 2. Social Medical

Girls 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. Siblings

Girls with a sister already attending the school and who will still be attending in years 7-11 on the date of admission. This category includes foster sisters, half sisters or step sisters. Parents should note that in all these cases, the sister must be living at the same address as the girl for whom the application is being made.

### 4. Girls living in the priority area

Places will be offered to girls living in the following Wards:

Alexandra	Harringay	Northumberland Park	Tottenham Hale
Bounds Green	Highgate	Seven Sisters	West Green
Bruce Grove	Hornsey	St Ann's	White Heart Lane
Crouch End	Muswell Hill	Stroud Green	Woodside
Fortis Green	Noel Park	Tottenham Green	

Places will be offered to each Ward in proportion to the number of applications received for the School. This means that the more applications received from a Ward, the more places will be offered to girls living in that Ward.

If there are more applications from a Ward than there are places available for that Ward then the tiebreak will be girls living closest to the School.

(This criterion will only be used until 1 March 2013 and the waiting list will be maintained in distance order.)

## 5. All other applicants

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.

### Tie breaks

The tiebreak for two or more applications that live exactly the same distance from the school (and who are not from multiple births) will be random allocation using a computerised system

### **MULTIPLE BIRTHS**

If only one place is available and the next child to be offered is from a multiple birth, we will ask community schools to go over their published admission number.

## Pan London Co-ordinated Scheme 2014/15

### APPLICATIONS

1. Haringey Local Authority will advise home local authorities during the Summer Term of Year 5 of their resident pupils on the roll of Haringey's maintained primary schools and whose parents are eligible to make application 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 in their last year of primary education within a maintained school, either in Haringey or elsewhere, and who is resident in Haringey can be signposted to a copy of Haringey's booklet (Moving On booklet) which will be available in early September 2013.
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 forms except where the information available through the School Admissions Application Form is insufficient for consideration of the application against their published oversubscription criteria. Where admissions authorities within Haringey use supplementary forms, we will ensure that they only collect information in accordance with paragraphs 1.90 & 2.4 of the School Admissions Code 2012..
6. Where supplementary forms are used, they will be made available on the website. Such forms will advise parents that they must also complete their home local authority's School Admissions Application Form. The Haringey schools' booklet will indicate which Haringey schools require supplementary information 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/carer 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 an 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 six maintained secondary schools or Academies located within and/or outside Haringey Local Authority (including any City Technology College that has agreed to participate in their local authority's Co-ordinated Scheme).

10. The order of preference given on the School Admissions Application Form will not be revealed to a school. 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 preference offer 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 primary school data and the further investigation of any discrepancy. Additional information will be requested from parents at the time of application and this will be explained in the secondary booklet. 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 17 December 2013.
12. Haringey will confirm the status of any resident child for whom it receives an Application Form stating that 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 13 November 2013.
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 13 November 2013.

## PROCESSING

14. Applicants resident within Haringey must complete and return the School Admissions Application Form, which will be available on-line, by 31 October 2013. However, Haringey LA encourages applicants to submit their application by 25 October 2013 to allow sufficient time to process and check all applications before the 31 October 2013, which is the date when data must be shared with other Local Authorities.
15. Any application forms, changes to preferences or preference order received after 31 October 2013 will be treated as late. This means that such applications will be considered after those applicants who have applied on time.
16. Haringey will accept late applications and process them as on time only if they are late for a good reason and supported by written independent evidence. Upon receipt of the written independent evidence, each case will be decided upon 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 13 December 2013.
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 13 December 2013, on the basis that an on-time application already exists within the Pan-London system.

20. Any school that operates testing to take place must ensure that their timetable coincides with the scheme timetable set out in, **Schedule A**.
21. Application data relating to applications for schools in other participating local authorities will be up-loaded to the Pan-London Register (PLR) on 13 November 2013. Supplementary information provided with the School Admissions Application Form will be sent to Haringey voluntary-aided schools/maintaining local authorities by the same date.
22. Application data relating to Haringey schools from out-of-borough pupils will be received from the Pan London Register on 14 November 2013.
23. 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 6 December 2013.
24. Between 6 December 2013 and 17 January 2014, voluntary-aided, foundation schools and Academies will assess their applications according to their admissions criteria.
25. Haringey will participate in the application data checking exercise scheduled between 16 December 2013 and 3 January 2014 in the Pan-London timetable.
26. All preferences for schools within Haringey will be considered by the relevant admission authorities without reference to rank order. When the admission authorities within Haringey have provided a list of applicants in criteria order, Haringey Local Authority shall, for each applicant to its schools for whom more than one potential offer is available, make the offer to the highest ranked school.
27. Haringey Local Authority will send the first ALT file to the Pan-London Register (PLR) giving offer details for their school on 3 February 2014. The PLR will transmit the highest potential offer specified by the maintaining LA to the Home LA.
28. 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 (Local Admissions System) and the PLR which will continue until notification that a steady state has been achieved, or until 13 February 2014 if this is sooner.
29. Haringey will not make an additional offer between the end of the iterative process and 1 March 2014 which may impact on an offer being made by another participating LA.
30. Notwithstanding paragraph 29 if an error is identified within the allocation of places at one of our schools, Haringey 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) Haringey 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, Haringey will accept that the applicant(s) affected might receive a multiple offer.
31. Haringey will participate in the offer data checking exercise scheduled between 17 and 25 February 2014.

32. Haringey will send a file to the E-Admissions portal with outcomes for all resident applicants who have applied online no later than 26 February 2014.

## OFFERS

33. 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 a place at the nearest community school (or own admitting authority school if the governors have agreed to this) to the home address with an available place.

34. 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 the Home LA or in other participating LAs.

35. Haringey will use the form of Notification Letter set out in this document.

36. Notification of the outcome will be sent by first class post to parents on 1 March 2014.

37. Details of the pupils to be offered will be made available to each Haringey primary school by 1 March 2014.

38. Parents who are not offered a place at their preferred schools will be offered the right of appeal.

## POST OFFER

39. Parents must accept or decline the offer of a place by 17 March 2014. 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.

40. Where a parent accepts or declines a place by 17 March 2014 this information will be passed to the maintaining LA by 24 March 2014. Where such information is received from applicants after 18 March, this LA will pass it to the maintaining LA as it is received.

41. 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.

42. When acting as a maintaining LA, Haringey LA and the admission authorities within it will not inform an applicant resident in another LA that a place can be offered.

43. 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.

44. 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.



45. 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.
46. Haringey will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.
47. Haringey will accept new applications (including additional preferences) from home LAs for maintained schools and Academies in its area.

## **WAITING LISTS**

48. 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-of-borough school, that they must put this in writing to the School Admissions Service in Haringey.
49. Parents will be given the opportunity to make applications to Haringey schools to which they did not originally apply.
50. 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.
51. Waiting lists for entry to Year 7 in September 2014 will be compiled on 17 March 2014 (after the deadline for acceptance of places) and will be kept in strict criteria order with no differentiation between on-time or late applications.
52. Waiting lists will be maintained and places allocated, as they become available, in accordance with each admission authority's published admission and oversubscription criteria.
53. Children will remain on the waiting list 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 2014

25 October 2013	Recommended closing date for receipt of the School Admission Application Form
31 October 2013	Statutory deadline for return of application to the Home LA
13 November 2013	Deadline for the transfer of application information by the Home LA to the PLR and supplementary information to Haringey VA schools/maintaining local authorities
6 December 2013 – 17 January 2014	Voluntary-aided schools and Academies will order their applications according to their admissions criteria
13 December 2013	Deadline for the upload of applications that are late but are considered to be on-time, to the PLR
16 December 2013 - 3 January 2014	Pan-London data checking exercise of pupil applications exchanged via the PLR
17 January 2014	Voluntary-aided schools and Academies to provide Haringey LA with an electronic list of their applicants in rank order
3 February 2014	Deadline for the transfer of highest potential offer information from the Maintaining LAs to the PLR
13 February 2014	Final ALT file to the PLR
17 – 25 February 2014	Pan-London data checking exercise of pupil offer data
01 March 2014	Notifications sent first class to parents by Home LA
17 March 2014	Date by which parents accept or decline offers
24 March 2014	Date by which LA will pass information to schools within Haringey (or for out-of-borough schools, to the maintaining LA) on parents who have accepted or declined a place.

The dates of the PAN London Co-ordination scheme are subject to change. The agreed dates set by PAN London will be provided in the determined admissions arrangements which will be made available in the public domain by 1 May 2013.

## NOTIFICATION LETTER

1 March 2014  
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\_postcode»

School Admissions Service  
48 Station Road, Haringey, N22 7T  
Tel: 020 8489 1000  
Email:  
schooladmissions@haringey.gov.uk  
This matter is being dealt  
with by: xx

Dear Parent/Carer,

### SECONDARY TRANSFER 2014

I am writing to let you know the outcome of your application for a secondary 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 **17 March**. 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 'Moving On' booklet or at [www.Haringey.gov.uk/schooladmissions](http://www.Haringey.gov.uk/schooladmissions)

## 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 Service 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 Team. Your child will remain on the waiting list until the end of the Autumn Term 2015 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 Service 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,  
Haringey, 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 17 March 2014

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

The admission numbers for Haringey community secondary schools for the 2014/15 school year will be as follows:

\*Alexandra Park 216 places

Gladesmore Community School 243 places

Heartlands High School 216 places

Highgate Wood School 243 places

Hornsey School 216 places

Northumberland Park Community School 210 places

Park View Academy 216 places

\*Woodside High School 162 places

\*The governors of the these schools have asked Haringey Council to set and apply their admission arrangements on their behalf