



Haringey Council

Report for:	Cabinet	Item Number:	
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Title:	Admission to Schools – Determined Admission Arrangements for 2014/15
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Report Authorised by:	<i>Libby Blake</i> Libby Blake Director Children and Young People's Service
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Lead Officer:	Jennifer Duxbury Head of Admissions and School Organisation
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Ward(s) affected: All	Report for Key/Non Key Decisions: Key
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1. Describe the issue under consideration

- 1.1 All schools must have admission arrangements that clearly set out how children will be admitted, including the criteria that will be applied if there are more applications than places at the school. Admission arrangements are determined by admission authorities. Admission authorities must set ('determine') admission arrangements annually.
- 1.2 This report sets out the admission arrangements for entry to school in the academic year 2014/15 for Haringey's community and voluntary controlled Nursery, Infant, Junior, Primary, Secondary and Sixth Form schools.
- 1.3 This report sets out the admissions arrangements for in-year applications to community schools in Haringey 2014/15. These are applications which are received at any point throughout the year.
- 1.4 This report sets out the arrangements for Haringey's In-Year Fair Access Protocol which all schools and Academies must follow



2. Cabinet Member introduction

2.1 I am satisfied that the proper procedures have been followed and that the arrangements comply with our statutory responsibilities.

3. Recommendations

3.1 To determine the admission arrangements for entry to school in the academic year 2014/15 for Haringey community and voluntary controlled Nursery classes, Primary, Infant, Junior and Secondary schools and Sixth form Schools.

3.2 To determine the admissions arrangements for in-year applications to schools and Academies in Haringey 2014/15.

3.3 To determine Haringey's In-Year Fair Access Protocol and for it to be adopted with immediate effect.

4. Alternative options considered

Not applicable

5. Background information

5.1 Ensuring there is a transparent and objective school admissions process is an integral part of the Council's work. Oversubscription criteria must be reasonable, clear, objective, procedurally fair, and comply with all relevant legislation, including equalities legislation. Admission authorities must ensure that their arrangements will not disadvantage unfairly, either directly or indirectly, a child from a particular social or racial group, or a child with a disability or special educational needs, and that other policies do not discourage parents from applying for a place for their child.

5.2 The Council is the admissions authority for community and voluntary controlled schools within the borough and therefore is responsible for determining the admission arrangements for these schools. Academies, foundation schools and voluntary aided schools are their own admissions authority; they must consult on and then determine their own admissions arrangements. The Council has a statutory duty to monitor the arrangements determined by own admitting authority schools to ensure compliance with the School Admissions Code.

5.3 However the governing bodies of the following Academy schools have asked Haringey to set and apply their admissions arrangements on their behalf:

- Alexandra Park School
- Woodside High School



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- Trinity Primary (formally Nightingale Primary)
- Noel Park Primary
- Harris Primary Academy Philip Lane (formally Downhills Primary)
- Harris Primary Academy Coleraine Park (formally Coleraine Park Primary)

Published Admission Numbers

- 5.4 As part of determining their admission arrangements, all admission authorities must set an admission number for each 'relevant' age group.
- 5.5 Infant class size legislation sets out that infant classes (reception, year 1 and year 2) must not contain more than 30 pupils with a single school teacher. Additional children may be admitted only under limited exceptional circumstances. These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit.
- 5.6 The Admissions Code and Schedule to The School Admissions (Infant Class Sizes) (England) Regulations 2012 include twins and multiple births as permitted exceptions. We have therefore included a paragraph in Appendices 2 and 3 to explain that if only one place is available at a community school and the next child who qualifies for a place is one of multiple birth siblings, we will ask community schools to go over their published admission number to accommodate the multiple birth siblings from the family.

Timing

- 5.7 The admission arrangements for 2014 must be determined by 15 April 2013. The admission arrangements must be published on the Council's website by 1 May 2013. Any objections must be sent to the Schools Adjudicator by 30 June 2013.

6 Consultation

- 6.1 Following Cabinet's agreement to consult, the consultation on the proposed admission arrangements took place from 3 December 2012 to 28 January 2013. A statutory notice was published on 7 December in the Haringey Independent detailing where further information on the proposed arrangements for September 2014 could be viewed and commented on. The consultation on Haringey's admissions arrangements have been undertaken in accordance with the admission code and accompanying regulations – see para 1.42 to 1.51 of the School Admissions Code; also see paragraph 1.3 regulations 12 to 17 of the School Admission Regulations 2012 covering consultation requirements.
- 6.2 The information on the proposed arrangements was made publicly available on the Haringey website. People were able to respond back to the consultation by:
- Completing the online form
 - Emailing comments back to the admissions team



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- Completing the questionnaire and sending it.

Responses to the consultation

6.3 In total the Council received three individual responses to the consultation. The main themes of the responses are given below;

- i) Published Admission Numbers - Hornsey School for Girls
- ii) Transparency of published information
- iii) Residency policy and school place planning in Muswell Hill.

Published Admission Numbers - Hornsey School for Girls

6.4 The Council received a letter from the Chair of Governors on behalf of the Governing Body at Hornsey School for Girls asking that their Planned Admission Number (PAN) be reduced from 216 (8 forms of entry [fe]) to 162 (6fe) for September 2014 as a short term measure. Please see Appendix 8.

6.5 The number of secondary transfer applications we have received for September 2013 is at a similar level to the number we received for September 2012.

6.6 Total on time secondary transfer applications (from Haringey residents and non Haringey residents).

2012	2013
3075	3093

6.7 For September 2012, after late applications and allocation of school places, Hornsey School for Girls had a total of 170 offers for 216 places as of 1 March 2012. This meant the school had a surplus of 46 places.



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The table below provides an overview of the projected year 7 demand and year 7 capacity from September 2013 to September 2019.

	September 2013	September 2014	September 2015	September 2016	September 2017	September 2018	September 2019
2012 projection round	2078	2186	2278	2307	2307	2334	2447
Permanent year 7 capacity	2390	2417	2417	2417	2417	2417	2417
Surplus/deficit of places	312	231	139	110	110	83	-30

The table below provides Year 7 preference and offer information for Hornsey School for Girls for September 2011, September 2012 and entry for September 2013.

Year of admission	First		Second		Third		Fourth		Fifth		Sixth		Late offer	Allocation	Total	
	Pref	Offer	Pref	Offer	Pref	Offer	Pref	Offer	Pref	Offer	Pref	Offer			Pref	Offer
2011	134	131	112	27	106	20	67	8	70	10	43	7	8	24	532	235
2012	99	96	73	18	79	13	77	11	52	4	42	3	7	18	422	170
2013	91	91	71	20	60	9	67	8	53	3	45	1	7	9	396	148



Hornsey School for Girls pupils on roll January Census for 2008 to 2013.

Jan Year	PAN	School Year					
		7	8	9	10	11	Total
2008	243	240	237	242	237	247	1203
2009	243	238	231	235	235	235	1174
2010	243	241	238	233	240	228	1180
2011	243	201	237	229	238	230	1135
2012	216	205	193	226	224	224	1072
2013	216	140	211	186	221	223	981

- 6.8 The temporary reduction in PAN to 162 is proposed as an effective place planning mechanism to ensure that places are provided to meet demand. This will be reviewed annually as part of the admissions consultation to ensure that as pupil numbers in the area increase and therefore demand for the school increases, the PAN can be reinstated as additional places are required.

Transparency of information

- 6.9 One respondent provided the following comment as their response to the consultation: “lack of transparency hiding behind data protection”.
- 6.10 The proposed arrangements have been consulted upon in accordance with the School Admissions Code and relevant regulations. The arrangements comply with mandatory provisions of the Code and are available to view online and in hard copy in Council buildings.

Residency policy

- 6.11 One respondent asked if there was a way that the length of time a family has lived at an address can be taken into account within the admission arrangements.
- 6.12 Current arrangements include reference to address verification procedures which are used when applying the distance criterion– this includes the date by which the applicant must be living at the address, in order for it to be used in the calculation of home to school distance. Para 1.8 of the School Admissions code 2012 specifies that oversubscription criteria must be reasonable, clear, objective, procedurally fair, and comply with all relevant legislation, that does not disadvantage unfairly, either directly or indirectly, a child from a particular social or racial group, or a child with a disability or special educational needs. Having a criterion that stipulates length of time a family has lived at the property would potentially disadvantage those families for whom it would not have been possible to reside in the borough for a longer period of time.



- 6.13 The same respondent asked if Haringey could work with church schools to create additional school provision in Muswell Hill. We are currently undertaking feasibility studies to create additional school provision in the borough. We will be reporting these findings to Cabinet in the summer School Place Planning report.

Other changes to the admission arrangements

In-Year Fair Access Protocol

- 6.14 The School Admissions Code requires local authorities to have in place a fair access protocol which all local schools and Academies must fully adhere to. This In-Year Fair Access Protocol complies with this requirement and has been revised and made available for all Head teachers to comment on. Schools agreed on a delegation of Head teachers with the authority to review the procedures and agree this scheme. These are set out in Appendix 5: In-Year Fair Access Scheme for Haringey Schools. The changes are proposed to strengthen the transparency of the process and to ensure that the monitoring arrangements and sanctions for schools and Academies who do not admit are more robust. The main changes in the scheme are as follows:

- The scheme now provides details on what data will be provided at each panel.
- The points system for pupils has been removed.
- The limit on the number of pupils the panel can allocate to a school has been removed.
- The scheme provides more robust procedures for monitoring the admission of pupils to schools and actions that will be taken if schools fail to enrol pupils within 15 school days.

These proposed changes take account of advice provided by the Department for Education, see Appendix 9.

Recommendations

Cabinet are requested to agree the following recommendations.

- 6.15 To determine the admission arrangements for entry to school in the academic year 2014/15 for Haringey community and voluntary controlled Nursery classes, Primary, Infant, Junior and Secondary Schools and Sixth Form Schools.
- 6.16 To determine the admissions arrangements for in-year applications to schools and Academies in Haringey 2014/15.
- 6.17 To determine Haringey's In-Year Fair Access Protocol and for it to be adopted with immediate effect.



7. Comments of the Chief Finance Officer and financial implications

- 7.1 There are no direct financial consequences for the Council as a result of this report as the Council and its schools are funded on the basis of the actual pupil numbers recorded on the October School Census return. However schools for which there are changes to the Published Admissions Number will need to take account of such changes in their financial projections as the admission points do not always correspond with the October census date.
- 7.2 The Schools Forum on 6 December 2012 approved the establishment of a Growth Fund (£1.5m) for 2013-14 that, through clear criteria, supports planned in-year growth such as bulge classes.

8. Head of Legal Services and legal implications

- 8.1 The Head of Legal Services has been consulted on the content of this report. The School Admissions Code, issued by the Department for Education on 01 February 2012, under section 84 of the School Standards and Framework Act 1998, applies to school admission arrangements determined in 2013 for admission in the school year 2014/2015. The Code applies to all maintained schools in England. School admission arrangements are determined by admission authorities. Local authorities are the admission authority for community and voluntary controlled schools within their area. The admission arrangements must be determined by the authority by 15 April 2013. Once the admission arrangements are determined the authority must notify the relevant bodies in accordance with the legislation and publish a copy of the arrangements on the Council's website. The Code is to be read alongside the School Admission Appeals Code as well as The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012 and The School Admissions (Appeals Arrangements) (England) Regulations 2012 all of which came into force on 01 February 2012.
- 8.2 It is the responsibility of the authority to ensure that admission arrangements are compliant with the Code. Arrangements mean overall procedures, practices, criteria and supplementary information to be used in deciding on the allocation of school places. In drawing up the arrangements the authority must ensure that the practices and criteria used are fair, clear and objective. Parents should be able to look at the set of arrangements and understand easily how places will be allocated.
- 8.3 The arrangements must include the Published Admission Number (or PAN) and the authority must set an admission number for each relevant age group. In addition the authority must set out in the arrangements the criteria against which places will be allocated at schools when there are more applications than places and the order in which the criteria will be applied. The highest priority being given to looked after children and previously looked after children. Looked after children being



defined by section 22(1) of the Children Act 1989. The admission numbers for the relevant age groups and the proposed criteria are set out in Appendices 2 and 3.

- 8.4 The oversubscription criteria must be reasonable, clear, objective, procedurally fair and comply with the relevant legislation including equalities legislation so as to not disadvantage unfairly, either directly or indirectly, a child from a particular social or racial group, or a child with a disability or special educational needs. It is for the authority to decide which criteria would be the most suitable according to local circumstances. Examples given in the School Admissions Code include, among others, where there are siblings at the school, the distance from school, catchment areas, feeder schools and social and medical need. The Code provides more detailed guidance in relation to each criteria.
- 8.5 The authority must consult on the proposed arrangements for a minimum of 8 weeks between 01 November and 01 March of the relevant year. The Code also specifies who is to be consulted. The authority for the duration of the consultation must publish a copy of the full proposed admission arrangements (including the proposed PAN) on its website together with details to whom comments should be sent and the areas on which comments are not sought. Failure to consult effectively may be grounds for subsequent complaints and appeals. The consultation period allows for any concerns to be raised about the proposed admission arrangements. Information in relation to the consultation is set out at paragraph 6 on pages 3 to 7 of the report and at Step 4 on pages 13 to 17 of the Equality Impact Assessment attached at Appendix 7.
- 8.6 Consultation must be undertaken when proposals are still at a formative stage. It must include sufficient reasons for particular proposals to allow those consulted to give intelligent consideration and an intelligent response, adequate time must be given for this purpose and the product of the consultation must be conscientiously taken into account when the ultimate decision is taken.
- 8.7 Each year all local authorities must formulate and publish on their website a scheme by 1 January in the relevant determination year to co-ordinate admission arrangements for all publicly funded schools within their area. All admission authorities must participate in co-ordination and provide the local authority with the information it needs to co-ordinate admissions by the dates agreed within the scheme. Members will see the proposed Pan London Co-ordinated Admission Scheme for 2014/15 on pages 3 to 8 of Appendix 2 for Reception and Junior Admissions and on pages 4 to 9 of Appendix 3 for Secondary Transfer. Members' attention is also drawn to Appendix 4 which sets out the proposed Pan London Co-ordinated Scheme 2014 for Arrangements for In Year Admissions.
- 8.8 Each local authority must have a Fair Access Protocol agreed with the majority of schools in its area to ensure that, outside the normal admissions round, unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. The proposed In Year Fair Access Scheme for Haringey Schools is set out at Appendix 5. Members' attention is also drawn to paragraph



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6.14 on page 7 of the report and page 17 of the Equality Impact Assessment attached at Appendix 7.

- 8.9 By regulation 18(1) of The School Admissions Regulations 2012 a local authority must publish the following information on their website by 1st May in the determination year - (a) the proposed admission arrangements for any school or Academy which is intended to open in their area within the determination year; (b) the details of where the determined admission arrangements for schools and Academies in their area can be viewed; and (c) a statement about any person or body's right to object to admission arrangements, the condition to be met before an objection can be determined (regulation 24) and those objections that cannot be made (regulations 21 and 22).
- 8.10 Any objections to the arrangements must be made to the Schools Adjudicator by 30 June 2012. A composite prospectus for parents must be published by the local authority online by 12 September in the offer year with hard copies available for those who do not have internet access and must be kept up to date throughout the period.
- 8.11 Members must have due regard to the public sector equality duty in accordance with the Equality Act 2010 and attention is drawn to the Equalities and Community Cohesion Comments at section 9 of the report and the Equality Impact Assessment at Appendix 7. A summary of the public sector equality duty is set out in Appendix 10.

9. Equalities and Community Cohesion Comments

- 9.1 An Equalities Impact Assessment (EqIA) was initiated to inform this Cabinet report. The EqIA is an assessment of the potential impact of Haringey's admission criteria and relevant schemes – see Appendix 7 for the EqIA. The current oversubscription criteria for Haringey community schools and the advice given to governors of schools who are their own admission authority comply with the mandatory provisions of the School Admissions Code.
- 9.2 The publication of clear admission arrangements for all of our schools (a statutory requirement) ensures that admission to schools is a clear and transparent process and that parents and carers are able to select preferences for a school place with full knowledge of how admission to their local school(s) is determined.
- 9.3 The School Admissions Code makes specific reference to the primary legislation and regulations most relevant to admissions decisions namely the Equality Act 2010, Human Rights Act 1998 and School Standards and Framework Act 1998.

10. Head of Procurement Comments

None Applicable.



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11. Policy Implication

11.1 The new arrangements will come into effect for the September 2014 intake.

12. Reasons for Decision

12.1 The Council has to determine its admissions arrangements by law and publish them by the 1 May 2013. The recommended policies (see appendices) have been fully consulted on. The only option would be to further amend the proposed policies; this would result in failure to comply with the statutory timetable and be unlikely to result in any significant changes given the full consultation that has already taken place.

13. Use of Appendices

Appendix 1 Starting nursery in Haringey in the academic year commencing September 2014.

Appendix 2 Admission criteria for reception and junior admissions September 2014.

Appendix 3 Admission criteria for secondary transfer 2014 to Haringey community co-education secondary.

Appendix 4 Arrangements for in-year admissions: Pan London co-ordinated scheme 2014.

Appendix 5 In-Year Fair Access scheme for Haringey schools.

Appendix 6 Admission criteria for Sixth form 2014.

Appendix 7 Equality Impact Assessment.

Appendix 8 PAN-London co-ordinated admission system.

Appendix 9 Fair Access Protocols: principles and process – departmental advice.

Appendix 10 A summary of the public sector equality duty.

14. Local Government (Access to Information) Act 1985

- The Schools Standards and Framework Act 1998.
- The Education Act 2002.
- The Education and Inspections Act 2006.
- Education and Skills Act 2008.
- The School Admissions Code (2012).
- The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012.
- The School Admissions (Infant Class Sizes) (England) Regulations 2012.
- The School Admissions (Appeals Arrangements) (England) Regulations 2012.
- The Education Act 2011.
- The School Admissions Appeals Code (2012).
- The School Information (England) Regulations 2008.