

Arrangements for In-Year Admissions: Pan London Co-ordinated Scheme 2014

It is set out that the In-Year admission arrangements for community, voluntary controlled and academy (excluding Greig City Academy) schools for 2014/15 will be identical to the proposed admission arrangements given in appendices 2 and 3. For primary aged pupils, please refer to appendix 2 and for secondary aged pupils, please refer to Appendix 3.

Applications

1. Applications for schools 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. 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.
4. 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. Haringey's admission booklets and website will indicate which schools require supplementary forms to be completed and where they can be obtained.
5. 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.
6. Where only the School Admissions Application Form is received, schools MUST rank the application according to the information available to them.
7. 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 will accept any preference received from a home LA for a maintained school or academy in the borough.
8. The order of preference given on the In-Year School Admissions Application Form will not be shared with any school. 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.
9. Haringey will 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.

10. Haringey will check the status of any applicant who is a 'Child in Care' 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.
11. Haringey 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

12. Parents/carers applying for schools in Haringey must complete and return the In-Year School Admissions Application Form to Haringey.
13. Where an application is not fully completed, Haringey will not treat the application as valid until all information is received.
14. Haringey will aim to share fully completed application data with other LAs, where it relates to preferences for schools in that LA, within five working days of the application being fully completed. Haringey will aim to share supplementary information received with the School Admissions Application Form with maintaining LAs by the same date.
15. 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.
16. 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

17. 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 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.
18. 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 a Haringey school.
19. 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.
20. Haringey will endeavour to ensure that each applicant's date of birth is correct.

21. 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 Haringey or in other LAs.
22. Haringey will use the Notification Letters set out in **Appendix 3: Schedule B**.
23. 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

24. Haringey will request that the applicant accept or decline the offer of a place within two weeks.
25. Where a parent does not respond within this timeframe Haringey will make every reasonable effort to contact the parent to find out whether or not they wish to accept the place. Where the parent fails to respond the offer of a place will be withdrawn on behalf of the admission authority.
26. Where a parent resident in Haringey accepts or declines a place in a school maintained by another LA, Haringey will forward the information to the maintaining LA as soon as it is received.
27. Haringey 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 five working days of the child being placed on roll.
28. Haringey will notify the home LA of any appeals that are upheld for Haringey schools.

WAITING LISTS

29. Where a place is available to be offered from the waiting list to a child resident in another LA, Haringey will advise the parent.
30. 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

31. The School Admissions Team will require a list of every child on roll in every year group in the school.
32. For schools who do not grant permission to the School Admissions Service, a weekly roll update will be required.
33. 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.