

Appendix 5

Qualifying Scheme for co-ordination of admission to Year 7 in Haringey maintained secondary schools for the 2009/10 school year.

The Haringey Children and Young People's Service proposes carrying forward the co-ordinated arrangements currently in place for admission to maintained secondary schools in September 2008. The Qualifying Scheme outlined below incorporates all admission authorities for maintained secondary schools in Haringey as required under current legislation. These are:

The Children and Young People's Service is the admission authority for the community secondary schools in Haringey, specifically :

- Alexandra Park School,
- Gladesmore Community School,
- Highgate Wood School,
- Hornsey School for Girls,
- Northumberland Park Community School,
- Park View Academy
- Woodside High Lane School

The respective governing bodies are the admission authorities for the following schools:

- Greig City Academy
- Fortismere School
- St Thomas More RC School
- The John Loughborough School

Applications

i) Parents applying for all maintained secondary schools in Haringey at the primary-secondary transfer stage will be required to complete the secondary transfer form for the area in which they live, regardless of the location of the secondary schools they are applying for.

ii) In accordance with paragraph 1.73 of the School Admissions Code other admission authorities within Haringey (i.e. Greig City Academy, Fortismere, St Thomas More RC School and The John Loughborough School) will **not** use supplementary forms except where the information on the Common Application Form is insufficient for consideration against the school's published admission criteria.

iii) Applicants will be able to express up to six preferences on the Common Transfer form, and this will include all maintained secondary schools whether situated in Haringey or not, as well as Academies and any City Technology College that has agreed to participate in their Authority's scheme.

iv) The order of preference given by parents on the Common Application Form will not be revealed as admission authorities do not require this information in order to apply their oversubscription criteria. However, the preference information will be given to another authority where a parent has applied for a participating secondary school in that authority's area to enable that authority to run their co-ordination scheme.

Processing (Timetable)

v) Applicants living in Haringey must return the completed Common Application Form **which will be available to be submitted on line to Haringey Admissions Service by 17 October 2007**. The October closing date is recommended by the School Admissions Code is 24 October, or the next working day, however, 24 October often falls during the half term break.

vi) Application data relating to applications to schools in other Participating Authorities will be up-loaded to the Pan-London Register by **10 November 2008**. In any year when this is not a working day, the deadline will be the next working day. The last date for uploading late applications that are accepted as 'on-time' to the PLR will be **12 December 2008**.

vii) The timetable for processing applications in accordance with oversubscription criteria for all admission authorities in Haringey (please see proposed oversubscription for Haringey community secondary schools under point 1 in the consultation document) will be as follows:

◆ **21 November 2008** – Deadline for Haringey Admissions Service to send details of applicants (without preference information to Greig City Academy, Fortismere, The John Loughborough School and St Thomas More RC School.

◆ **24 November 2008 to 9 January 2009**, admission authorities in Haringey consider applications using their respective published admission arrangements.

◆ **14 January 2008** – Deadline for Greig City Academy, Fortismere, The John Loughborough School and St Thomas More RC School to return lists of all applicants, in rank order, to the Haringey Children’s Service.

viii) It is proposed that late applications should be accepted only where they are late for a good reason. This carries forward the current published arrangement for Haringey community schools which states that:

‘Applications received after the closing date.....will only be considered with those submitted before the closing date where there are exceptional circumstances. This can be where the family moved (in which case evidence of the change of address will be required) or there are other exceptional reasons which prevented the family from applying on time. In each case, supporting evidence will be required.’

ix) Where a parent moves from one participating home authority to another after submitting an on-time application under the terms of the former home authority’s scheme, the new home authority will accept the application as on-time up to 12 December 2008, on the basis that an on-time application already exists within the Pan-London system.

x) Haringey will participate in the application data checking exercise to be scheduled between 17 December 2007 and 1 January 2008 in the Pan-London timetable.

xi) The latest up-load of late applications to the PLR is **12 December 2008**.

xii) Haringey Children and Young People’s Service will up-load the highest potential offer to an applicant for a Haringey maintained school to the PLR by **4 February 2009** . The PLR will transmit the highest potential offer made by the Maintaining LEA (the LEA where the school is situated) to the Home LEA (the LEA where the applicant lives).

xiii) Haringey’s Local Admissions System (LAS) will eliminate all but the highest ranked offer where the applicant has more than one potential offer across Maintaining LEAs. This will involve exchanges of information between LAS and the PLR until a steady state is achieved (which PLR will indicate). Haringey will then transmit to PLR information about which final offers have and have not been made at least 5 working days before 1 March. The PLR will transmit this information to the LAS of the relevant Maintaining Authorities for their information.

Offers

xiv) Notification will be sent to parents concerning the outcome of their applications on the Prescribed Day, this being **1 March** (or in any year where this is not a working day, the next working day). For the September 2009 intake, this will be **2 March 2009**.

xv) On the same day, Haringey residents who have not been offered one of their preferred schools will be allocated a place at an alternative school. This will usually be the nearest community school, but, with the agreement of the governing bodies, this may be either of the voluntary aided secondary schools or the academy, provided they have places available.

xvi) Haringey Admissions will participate in the offer data checking exercise to be scheduled between 20 and 27 February 2009 in the Pan-London timetable.

xvii) For the purposes of Paragraph 2(e), 4 (d) and 4 (e) of the Schedule to the Regulations, the Home LA (Haringey Children and Young People's Services) will inform applicants living in the area of their highest offer of a school place and, where relevant, the reasons why higher preferences were not offered, irrespective of whether they were for schools in the Home LA or in other Participating LAs. Where a place has been refused at a Haringey school where the governors are the admission authority, parents will be advised to contact the school concerned for detailed reasons why their application was refused.

Post-Offer

xviii) Haringey Children and Young People's Services will continue to coordinate admissions after 1 March notifications have been sent until a steady state is achieved. **This will be until September 2009**. At that stage, the LA will notify Greig City Academy, Fortismere, The John Loughborough School and St Thomas More RC School.

xix) Haringey Admissions will request that resident parents accept or decline the offer of a place by 16 March 2009.

xx) Where a parent resident in Haringey accepts or declines a place in a school maintained by another authority by 16 March 2009, we will forward the information to the maintaining authority by 23 March 2009. Where such information is received from parents between 16 March and 31 August 2009, we will pass it to the maintaining authority as it is received.

xxi) In the period 1 March to 31 August 2009, Haringey Admissions will seek to ensure that a place is not offered at a school in its area which is ranked on the CAF as a lower preference than any school already offered to a parent.

xxii) In the period 1 March to 31 August 2009, Haringey will inform the home authority, where different, of any change to an applicant's offer status as soon as it occurs.

xxiii) In the period 1 March to 31 August 2009, Haringey Admissions will accept new applications (including additional preferences) for its schools from home authorities.

xxiv) It is proposed that waiting lists for Haringey community secondary schools will be kept in the order of the oversubscription criteria. From September 2009, the waiting list for Hornsey School for Girls will be altered and the proportionality category will cease. In its place, applicants under this category will be placed in order of distance of the home address to the school. Applicants remain only on waiting lists for higher preferences than the one offered. (This will not affect parents' right to appeal against any decision to refuse a place).

Number of places

The current admission limits for year 7 pupils in each Haringey community secondary schools is as follows:

Alexandra Park	216
Gladesmore Community School	243
Highgate Wood School	243
Hornsey School	243
Northumberland Park Community School	210
Park View Academy	243
Woodside High School	243