

## Proposed Admission Criteria for Secondary Transfer 2017

### Oversubscription criteria

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan or statement of special educational needs naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

#### 1. Children in Care/ Looked After Children

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, child arrangements, or special guardianship order.

A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the 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 (sibling)

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.

#### 4. Distance

Children whose home address is closest to the preferred school.

Distance will be measured in a straight line from the Ordnance Survey address point of the child's home to the Ordnance Survey address point of the school, calculated using a computerised mapping system.

#### Tie breakers

The tie breaker to decide between two applications that cannot otherwise be separated is children whose home address is closest to the school measured in a straight line from the Ordnance Survey address point of the child's home to the Ordnance Survey address point of the school, calculated using a computerised mapping system.

The tiebreak for two or more applications whose home address is 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.

## Notes

- (i) Home address is defined as the child's only or main residence.
- (ii) A sibling is a full brother or sister, a step/half brother or sister, a foster brother or sister or an adopted brother or sister living at the same address as the child for whom the application is being made.
- (iii) Haringey measures distance in a straight line from the Ordnance Survey address point of the child's home to the Ordnance Survey address point of the school, calculated using a computerised mapping system. Measurements by alternative systems or to other points will not be taken into account in any circumstances. Where applicants have identical distance measurements, priority amongst them will be determined at random using a computerised system.

# **Proposed Admission Criteria to Hornsey School for Girls for 2017**

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan or statement of special educational needs naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

## **1. Children in Care/Looked After Children**

Girls who are looked after by a local authority or were previously looked after but immediately after being looked after, became subject to an adoption, child arrangements, or special guardianship order.

A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the 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. A sibling is a full sister, a step sister, a foster sister or an adopted sister living at the same address as the girl for whom the application is being made.

## **4. Girls distributed across the local area**

Places will be offered to girls whose home address is in each ward<sup>1</sup> in proportion to the number of applications received from a ward. This means that the more applications received from a ward, the more places will be offered to girls whose home address is 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 whose home address ( i.e. their only or main residence) is closest to the school.

(This criterion will only be used until 1 March 2017 and the waiting list will be maintained in distance order.)

## **5. Distance**

Girls whose home address is closest to the school.

Distance will be measured in a straight line from the Ordnance Survey address point of the child's home to the Ordnance Survey address point of the school, calculated using a computerised mapping system.

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<sup>1</sup> The ward is the primary unit of civil and electoral geography for borough and district councils.

## **Tie breaks**

The tie-breaker to decide between two applications that cannot be separated otherwise for all criteria is children whose home address is closest to the school measured in a straight line from the Ordnance Survey address point of the child's home to the Ordnance Survey address point of the school, calculated 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 girl to be offered is from a multiple birth, we will ask the school to go over their published admission number.

## Pan London Co-ordinated Scheme 2017/18

### 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 which will be available in early September 2016.
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 information forms except where the information available through the School Admissions Application Form is insufficient for consideration of the application against the published over subscription criteria. Where supplementary information forms are used by the admissions authorities within Haringey, the LA will seek to ensure that they only collect information which is required by the published oversubscription criteria, in accordance with paragraph 2.4 of the School Admissions Code 2014.
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 a 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 schools located within and/or outside Haringey Local Authority.
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 LIAGG Address Verification Register. 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 **12 December 2016**.
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 **11 November 2016**.
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 **11 November 2016**.

## **PROCESSING**

14. Applicants resident within Haringey must complete and return the School Admissions Application Form, which will be available on-line, by **31 October 2016**. However, Haringey LA encourages applicants to submit their application by **21 October 2016** to allow sufficient time to process and check all applications before the mandatory date when data must be sent to the Pan London Register (PLR).
15. Any application forms, changes to preferences or preference order received after **31 October 2016** 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 on 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 **12 December 2016**.
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 **12 December 2016**, 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) by **11 November 2016**.  
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 **11 November 2016**.
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 **8 December 2016**.
24. Between **8 December 2016** and **13 January 2017**, 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 **13 December 2016** and **3 January 2017** 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 by **3 February 2017**. 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 **16 February 2017** if this is sooner.
29. Haringey will not make an additional offer between the end of the iterative process and **1 March 2017** 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 23 February 2017**.
32. Haringey will send a file to the E-Admissions portal with outcomes for all resident applicants who have applied online no later than **24 February 2017**.

## **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 to parents on **1 March 2017**.
37. Details of the pupils to be offered will be made available to each Haringey primary school by **1 March 2017**.
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 **15 March 2017**. 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 **15 March 2017** this information will be passed to the maintaining LA by **22 March 2017**. Where such information is received from applicants after **15 March**, this LA will pass it to the maintaining LA as it is received.
41. Where a place becomes available in an oversubscribed maintained school or academy in Haringey, it will be offered from a waiting list ordered in accordance with paragraph 2.14 of the School Admissions Code 2014.
42. 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.
43. 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.
44. 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.
45. 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.

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

## **WAITING LISTS**

49. 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.
50. Parents will be given the opportunity to make applications to Haringey schools to which they did not originally apply.
51. 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.
52. Waiting lists for entry to Year 7 in September 2017 will be compiled on **17 March 2017** (after the deadline for acceptance of places) and will be kept in strict criteria order with no differentiation between on-time or late applications.
53. Waiting lists will be maintained and places allocated, as they become available, in accordance with each admission authority's published admission and oversubscription criteria.
54. 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 2017**

<b>21 October 2016</b>	Recommended closing date for receipt of the School Admission Application Form
<b>31 October 2016</b>	Statutory deadline for return of application to the Home LA
<b>11 November 2016</b>	Deadline for the transfer of application information by the Home LA to the PLR and supplementary information to Haringey VA schools/maintaining local authorities
<b>8 December 2016 – 13 January 2017</b>	Voluntary-aided schools and Academies will order their applications according to their admissions criteria
<b>12 December 2016</b>	Deadline for the upload of applications that are late but are considered to be on-time, to the PLR
<b>13 December 2016 – 3 January 2017</b>	Pan-London data checking exercise of pupil applications exchanged via the PLR
<b>16 January 2017</b>	Voluntary-aided schools and Academies to provide Haringey LA with an electronic list of their applicants in rank order
<b>3 February 2017</b>	Deadline for the transfer of highest potential offer information from the Maintaining LAs to the PLR
<b>16 February 2017</b>	Final ALT file to the PLR
<b>17 – 23 February 2017</b>	Pan-London data checking exercise of pupil offer data
<b>01 March 2017</b>	Notifications sent to parents by Home LA
<b>15 March 2017</b>	Date by which parents accept or decline offers
<b>22 March 2017</b>	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.

## NOTIFICATION LETTER

1 March 2017

Applicant name  
Applicant home address

Pupil Name: Pupil name

ID No.: Pupil ID

## Secondary Transfer 2017

I am writing to let you know the outcome of your application for a secondary school place. I am pleased to tell you that we are able to offer your child a place at **X school**.

It is important that you confirm as soon as possible that you wish to accept the offer of a place at **X school**. Failure to do so may result in the offer being withdrawn. Please return the enclosed offer response form by **15 March 2017**. **All applicants must respond by returning this form**. You can deliver it to one of Haringey's Customer Services Centres, or send it by post using the address listed below.

The school has been informed and will contact you to provide further information about the arrangements for admission.

### If you were not offered your first preference school

I am sorry that it was not possible to offer your child a place at any of the schools listed as a higher preference on your application form. This is because these schools are currently full in your child's year group. If you would like further information about why your child was not offered a place at one of your higher preference schools, please contact the admission authority for that school. Details of how places were offered in Haringey are given at the end of this letter.

### Waiting lists

Please note that applications for any school that you listed lower on your application form have been automatically withdrawn.

If you would like «pupil\_forenames» to be added to any waiting list for a school, please put your request in writing either by email or post to the address above. You can only be considered for a maximum of 6 schools at any time. If we can offer your child a place from a waiting list we will contact you.

*Please note that being on a waiting list does not guarantee your child a place at the school and their position on the list could go down as well as up as other applicants join the list.*

### Your right to appeal

You have a right of appeal under the School Standards & Framework Act 1998 if your child is refused a place at any of the schools you listed on your form.

If you wish to appeal:

- **for Alexandra Park, Heartlands High or a community school in Haringey**, please download an appeal form from [www.haringey.gov.uk/schooladmissions](http://www.haringey.gov.uk/schooladmissions) or contact us to request a form. These schools are listed on pages 17 to 43 in the Secondary Admissions booklet.
- **for Fortismere, Harris Academy Tottenham, Greig City Academy, St Thomas More Catholic School, Woodside High or Tottenham UTC**, please contact the school direct. These schools are listed on pages 17 to 43 in the Secondary Admissions booklet.
- **for schools outside Haringey**, please contact the local authority where the school is located (contacts details can be found at [www.haringey.gov.uk/schooladmissions](http://www.haringey.gov.uk/schooladmissions) and in the Secondary

Admissions booklet).

Appeal forms must be returned by **<appeal deadline>** for your appeal to be heard before September 2017.

We **strongly recommend** that you accept the place you have been offered as this will ensure that your child has a school place in September. Accepting the place will not influence the outcome of your appeal or your child's position on a waiting list.

If you have any questions about this letter please contact us using the contact details below.

**School Admissions Service**

Pupil Name

Date of birth: ID:  
Pupil date of birth Pupil ID

**Return by: 15 March 2017**

Post to: 3<sup>rd</sup> Floor River Park House, 225 High Road, Wood Green, London, N22 8HQ

**Please complete the relevant options below:**

● I **accept** the place for my child at **X school** Please tick:

or

● I **decline** the place for my child at **X school** Please tick:

I **do not require** the place offered because I already have a place at **another school**, as follows:

Name of School: .....

**I understand that if I decline this offer, the place may be offered to another applicant.**

Signed: ..... Date: .....

Name: .....

Telephone Number: .....

**PUPIL NAME**

The admission numbers for Haringey community secondary schools for the 2017/18 school year will be as follows:

Gladesmore Community School 243 places

Highgate Wood School 243 places

Hornsey School for Girls 162 places

Northumberland Park Community School 210 places

Park View Academy 216 places

The governing bodies at the following schools have asked Haringey to set and apply their admission arrangements on their behalf

Heartlands High School 216 places

Woodside High School 240 places