



Office of the
Schools
Adjudicator

**LOCAL AUTHORITY REPORT
TO
THE SCHOOLS ADJUDICATOR
FROM**

[Haringey Council](#)

30 JUNE 2010

**Report Cleared by Ian Bailey, Deputy Director, Business Support and
Development**

Date submitted 30 June 2010

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SECTION 1

FOR THE ACADEMIC YEAR IN WHICH THE REPORT IS MADE - 2009 - 2010

Please complete using data/information for the period 1 September 2009 to date of report

NOTE: This template is designed to be filled in electronically – boxes can/should be expanded as necessary.

Fair Access Protocol

Code 4.9 a) (i) how well the Fair Access Protocol has worked and how many children have been admitted to each school in the area under the protocol;

NOTE: The Code at 3.44 requires (1) each local authority to have a Fair Access Protocol and (2) all schools and Academies to participate in their LA area's protocol

- a) Please confirm that the LA has a Fair Access Protocol that has been agreed with all the relevant schools in its area (relevant schools are all maintained schools and academies).

Tick as appropriate:

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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If NO please explain:

- b) Give your assessment of how well the Fair Access Protocol has worked since 1 September 2009. In particular in placing children, the co-operation of schools and Academies well as any other issues you have had in implementing the protocol.

The Fair Access Protocol has worked well. All schools have admitted pupils under the protocol.

The protocol is kept under review and following consultation with secondary head teachers in early 2010, it was revised and subsequently approved by the Cabinet on 23 March 2010.

- c) In Appendix A, please record for each school the number of children considered to be placed in (column O) and those actually placed in (column P) to the school under the protocol between 1 September 2009 and the date of this report.

Please note: the way in which our panel operates does not enable us to record pupils considered for individual schools; accordingly, column O is blank.

Infant Class Sizes

Code 4.9 a) (ii) whether primary schools are complying with infant class size legislation

Are all Primary Schools in your area complying with infant class sizes?

Tick as appropriate:

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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If NO please comment and also include the number of schools where qualifying measures are being taken:

Admission Appeals

Code 4.9 a) (iii) the number of admissions appeals held for each and every school in the area, and the number of appeals that were upheld.*

* Every school includes: community, voluntary controlled, voluntary aided, foundation, Academies, city technology colleges and city colleges for technology of the arts.

For the period 1 September 2009 to the date of this report please insert in Appendix A the following for each school:

- column Q - the number of appeals held;
- column R - the number of appeals upheld; and
- column S - the number of appeals pending from the date of this report.

Code 4.9 a) iv the extent to which the local authority and appeal panels in the area complied with the requirements of the Appeals Code, with reference to ensuring the timeliness and transparency of appeals, effective communications with parents and any other relevant matter.

NOTE: other appeals panels have a duty to provide you with information on appeals (Section 88Q of Schools Standards and Framework Act).

Has your independent appeals panel complied with the requirements of the Appeals Code?

Tick as appropriate:

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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If NO please explain including non-compliance and action taken:

Have all other appeals panels for own admission authority schools complied with the requirements of the Appeals Code?

Tick as appropriate:

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Don't Know	<input checked="" type="checkbox"/>
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If NO or Don't Know please highlight any issues raised and if you have been unable to obtain information:

No concrete evidence has been provided to the authority but some parents/carers have verbally reported delays in own admission schools responding to their in-year appeal requests, in excess of the statutory timescale, to the Haringey Admissions Team.

SECTION 2

FOR THE ACADEMIC YEAR WHICH STARTS AFTER THE REPORT IS MADE – 2010-2011:

Code 4.9 b) (i) the extent to which admission arrangements for schools in the authority's area serve the interests of children in care, children with disabilities, children with special educational needs and service children.

NOTE: You may wish to point out if specialist staff from within the Council has contributed to this report and highlight any problems that may have occurred.

Children in care (CiC):

The Head of the Virtual School was consulted. She is a member of the In Year Fair Access Panel (IYFAP). The Virtual School informs admissions and completes applications with the Social Worker for Haringey young people known to be moving schools. Admissions give all CiC priority to the school stated as a preference by the carer.

Children with disabilities:

Children may be given priority for admission via the social/medical criterion if the professional evidence submitted meets the requirements of the criterion.

Children with Special Educational Needs:

All admission policies comply with mandatory requirements. Children with a Statement of Special Educational Needs which names the school will be admitted. Children with a statement may be given priority for admission via the social/medical criterion if the professional evidence submitted meets the requirements of the criterion.

Service Children:

N/A

Code 4.9 b) (ii) the effectiveness of co-ordination.

NOTE: You may wish to report on the authority's assessment of the effectiveness of any scheme for co-ordinating:

- a) the admission of pupils to LA schools in September 2010

- b) the admission of pupils in the authority's area to other admission authority schools in September 2010.

The LA will provide advice to the Fortismere Foundation School regarding the aptitude test they intend to use for 10% of the school places in September 2011. This is as a result of complaints made by parents/carers in 2010.

SECTION 3

FOR ADMISSION ARRANGEMENTS THAT HAVE BEEN DETERMINED IN THE APRIL IMMEDIATELY BEFORE THE DATE OF THE REPORT IS MADE (determined by 15 April 2010 for admission in September 2011):

Code 4.9 c) (i) a statement of whether or not admission arrangements for maintained schools in the area complied with the mandatory requirements of this Code and admissions law.

NOTE: All non-compliant admission arrangements must be corrected. All mandatory requirements can be changed by the admission authority. Any other non-compliant issues must be referred to the OSA.

Are you satisfied that the admission arrangements for all maintained schools in your area are fully compliant with the Code?

Tick as appropriate:

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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If YES please provide a statement to confirm this:

If NO, please specify what action you are taking:

Using column T in Appendix A, please identify those schools that you have identified with problems now or which you have referred to the OSA, or may be referring to the OSA by the 31 July 2010.

SECTION 4

OTHER MATTERS:

Admission Forum

Code 4.9 d) (i) details about the current membership of the Admission Forum for the area

NOTE: Please list the bodies represented and the number of representatives in each category. Do **NOT** give the names of members.

	Category	Number	Current
1	Community school head teacher or governor	At least 1	3
2	St Aidans head or governor (VC school)	1	VACANCY
3	Voluntary aided school head or governor	At least 1	VACANCY
4	Foundation school head or governor	1	VACANCY
5	Academy head or governor	1	VACANCY
6	Diocese of Westminster	1	1
7	London Diocesan Board for Schools	1	1
8	Seventh Day Adventist representative	1	VACANCY
9	Parent resident in Haringey	At least 1	VACANCY
10	Local authority representative	At least 1, maximum 2	2
11	Person(s) representing the interests of any section of the community, but not eligible for election in any of the above categories (sections of the community to be represented are to be determined by members in categories 1-10)	At least 1	1

Is the Admission Forum writing a report?

Document Title: LA report Haringey June10
Document Status: approved

Tick as appropriate:

Yes		No	✓
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If YES is the report attached or has it been sent separately?

Tick as appropriate:

Attached		Separately	
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If separately please provide the date the report will or has been sent to the OSA?

DATE:

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Please confirm whether the Admission Forum has seen, or will see, a copy of this LA report.

Tick as appropriate:

Has seen	✓	Will see	
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Free School Meals

Code 4.9 d) (ii) the proportion of children currently on free school meals at each school in the area.

NOTE: The data provided by the Local Authority to the DCSF in January 2009 has been "cleaned" and is included in Appendix A.

If the data for 2010 is significantly different from 2009 please state how it differs.

2010 data is not significantly different from 2009.

Using and interpreting the data, please comment on whether the allocation of school places meets parental preferences for those children on Free School Meals.

Further investigation of pupil level data is required to provide an accurate analysis of whether the allocation of school places meets parental preferences for those children on Free School Meals. It is anticipated that this work will be carried out in preparation for the consultation on admission arrangements for 2012.

In Year Fair Access Protocols

The addition of the category of children covered by the Code “Children whose parents have been unable to find them a place after moving into the area, because of a shortage of places” has been a very useful dimension in Haringey this year due to high numbers of movers-in from abroad and few surplus places available.

Following consultation with secondary head teachers the category “Children withdrawn from schools by their family, following fixed term exclusions and unable to find another place” has been criticised.

It is claimed that some parents do not work hard enough with their children’s schools to resolve disputes and behaviour management issues. Instead, they remove their children from the school roll before they are permanently excluded as a means of obtaining a “fresh start”. This is seen as not being in the best interest of the child. Moves to new schools without resolving the under-pinning issues are seldom successful. It is thought that this practice contravenes the Pupil Registration Regulations and is better dealt with through “Managed Moves”. Also, many of these pupils come from out-borough schools.

School Admission Forum

It should be noted that active recruitment strategies are being employed to ensure that the vacancies on the Forum are filled.

SECTION 5

OTHER ISSUES REQUESTED IN ADDITION THIS YEAR BY THE SECRETARY OF STATE.

Choice Advice

Please complete with reference to Choice Advice provided to parents applying for a secondary school place for the 2010/2011 school year.

Appendix 5 of the Code requires local authorities to provide an independent Choice Advice service that is focused on supporting the families who most need support in navigating the secondary school admissions process (paragraph 5). Choice Advice must be independent and free from any potential conflict of interest between the need of the local authority to allocate places and the advice that parents receive (paragraph 8). As a minimum, local authorities must ensure that Choice Advisers are not in the same management chain or reporting lines as the local authority’s admissions staff (paragraph 9).

- a) Please confirm that your local authority has an independent Choice Advice service in place.

Tick as appropriate:

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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- b) Please explain how you ensure the independence of the Choice Advice provided (for example, the Choice Advice service may be situated in the Parent Partnership service or Family Information Service).

Independent advice is provided by a Choice Adviser based within the Parent, Community & Young People's Participation team of the Haringey Children & Young People's Service (HCYPS). The position of Choice Adviser is in a different reporting line from School Admissions which sits within the Business Support & Development team of HCYPS.

The officer provides parents/carers with factual information on the secondary transfer process, outlining their options and empowering families to make informed decisions. This includes advice on the appeals process. Practical support is available including completing forms / correspondence and liaising with School Admissions on behalf of families. The Choice Adviser is also able to liaise with other parent support officers so improving the reach of provision to disadvantaged and parents and those who speak English as an additional language.

The officer advises families that the Choice Adviser is a parental support / advisory role which is distinct from the Admissions Officer's processing role.

- c) Are your Choice Adviser(s) in the same line management chain or reporting lines as staff on the admissions team.

Tick as appropriate:

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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Choice Advice must be targeted at those parents who most need support with the secondary school admissions process (paragraph 10). Local authorities and Choice Advisers should market their service to ensure that they reach the families most in need of their support and that other relevant agencies and professionals are aware of the service they provide (paragraph 11). Choice Advisers should be proactive in reaching 'hard to reach' parents and should develop good links with organisations that may be able to refer parents to them (paragraph 12).

- d) Please explain how you ensure Choice Advice reaches those parents who are most in need of it.

Referrals

The target group is families in the North and South Children's Networks (Tottenham and Wood Green) as these areas are more deprived than the West Children's Network. Provision is aimed at families with the following characteristics:

1. Travellers / 2. New Arrivals / 3. poor literacy skills / 4. English as an Additional Language / 5. Homeless / 6. have a Child Protection Plan / 7. Children in Care / 8. Special Educational Needs / 9. Drugs & alcohol / 10. Generally Evasive / 11. Other Vulnerability

The majority of clients:

- speak English as an additional language
- have poor literacy skills
- have either not read or have misunderstood the school admissions rules

Referrals have been sought from:

- primary school staff such as Heads, Deputies, Inclusion Managers, Mentors and Administrators
- local authority officers such as Parent Support Advisers, Education Welfare Officers and Admission Officers
- community organisations

Service Provision

Information is provided for families with a child in Year 5 or Year 6. The format of provision is:

- group meetings in primary schools
- group meetings in community settings
- information stands at primary school events such as parents' evening
- information stands in community settings
- weekly individual meetings in a community setting

Holding surgeries in community settings is welcomed by families who prefer autonomy from their child's primary school.

An information stand allows parents/carers to ask questions and collect secondary transfer information at a pre-existing event. This also enables the inclusion of families with young children.

The weekly individual meetings, introduced in April 2010, are proving popular with Year 5 parents/carers and are booked several weeks in advance.

Group meetings are often held during the evenings as parental feedback and attendance figures indicate that this time is popular, particularly with working families.

Parents/carers can contact the Choice Adviser via telephone, mobile and email contact.

Printed Information

The Choice Adviser has composed the following information leaflets for distribution to parents/carers:

- Application pack (comprising secondary transfer overview, timetable, websites, specialisms of local schools, Choosing a School checklist and School Visits questionnaire)
- Outcomes

- Step 1: Waiting List and Appeals Overview
 - Step 2: Guide to Writing an Appeal Statement
 - Step 3: Attending an Appeal Hearing
- Templates and letters that parents/carers can use to
 - explain the reason for a late application
 - join a waiting list
 - request an appeal form
 - compose an appeal statement

These templates and letters are particularly popular with families with limited English as they remove the barrier of writing a letter in an unfamiliar language.

In addition, the following advertising material is widely distributed/promoted:

- marketing leaflet outlining service provision
- promotional pen with contact telephone number
- web page on the Council website
- printed leaflets highlighting events at community settings

Translation & Interpretation

Interpreters are included in meetings where a language barrier exists.

The marketing leaflet is available in English and six community languages (Polish, Turkish, Kurdish, Somali, Romanian and French).

Some of the information leaflets have been translated into community languages.

The Choice Adviser focuses on families with children transferring from primary to secondary school. Occasionally, families outside of this cohort seek advice from the Choice Adviser who, resources permitting, provides support including individual meetings, practical assistance and signposting to other services.

- e) Describe how Choice Advice has contributed to the fairness of the admissions process.

- Explaining the admissions rules to families who might otherwise make an application without this information, leading to unrealistic preferences.
- Providing distance measurements prior to application ensuring that parents/carers are aware of reasonable preferences.
- Providing professional interpreters to ensure that information is communicated accurately in community languages. This enables non-English speakers to access the service.
- Providing an information source for parental queries throughout the admissions process
- Providing information at community settings where parents/carers feel

comfortable. Some families can be intimidated when attending official venues.

Local authorities may provide Choice Advice at the primary school admission stage and for in-year applications (paragraph 5).

f) Choice Advice is offered at the primary admissions stage?

Tick as appropriate:

Yes		No	✓
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g) Choice Advice is offered for in-year applications?

Tick as appropriate:

Yes		No	✓
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It is good practice for Choice Advisers to provide support during the appeals process, particularly to those parents who accessed Choice Advice at the application stage.

h) The Choice Adviser provides support during the appeals process?

Tick as appropriate:

Yes	✓	No	
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i) If no, do you plan to provide support during the appeals process in future?

Tick as appropriate:

Yes		No	
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Transport

Admission authorities **must** explain clearly whether or not school transport will be available, and, if so, to which schools and at what cost (if any). Are details of the availability and cost of home to school travel and transport clearly set out in the composite prospectus?

Tick as appropriate:

Yes	✓	No	
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If No, please provide an explanation

Paragraphs 1.90 and 1.91 of the Code provide guidance on how Governing Bodies **should** ensure that the cost of a school uniform does not inhibit the choice of school. In the following box, please provide details of where schools

do not comply with this and what actions you or Governing Bodies have taken or are proposing to take.

We are not aware of any matters of non-compliance.

Please provide details of any improvements that you feel can be made to this template.