

# Section 1

## Applying for a school place for September 2012



### Before you make your application

Do as much research as you can about your preferred schools.

1. Visit schools and ask questions.
2. Read Ofsted reports at [www.ofsted.gov.uk](http://www.ofsted.gov.uk)
3. Consider how likely it is that your child will be offered a place at your preferred schools.
  - A. Read the admissions criteria for each school:
    - Each school has published admissions criteria - this will determine who will be offered the places.
    - The admissions criteria for Haringey community schools are listed on page 8.
    - For all other schools the criteria is listed under their entry in the school section of this booklet on pages 20 to 32.
  - B. See how the criteria have been applied (or decisions made) in previous years.
  - C. Look to see how many places each school has available. This is called the published admission number. This number is set to take into account the number of pupils each school site can accommodate and how many places are needed in the local area.
  - D. Find out your home to school distance to your preferred schools by emailing [primaryadmissions@haringey.gov.uk](mailto:primaryadmissions@haringey.gov.uk)

4. Read the prospectus for each school (these are available from the school).
5. Consider how your child will travel to school.
6. Try not to let others influence your decision – the right school for your friend's child may not be the right school for your child.

### Reception Admissions

Most children start school in the September at the start of the school year in which they become five. This is not compulsory as the law only says that your child must start school at the beginning of the term immediately following their 5th birthday.

In Haringey, we prefer all reception children to start school in September at the start of the school year so we can give them the best possible start to school and help them to achieve more. This approach is endorsed by Sir Jim Rose who has recently reviewed the primary curriculum.

Please remember that pupils do not automatically transfer from Nursery to the Reception class so you must complete an application for a Reception place. No priority is given to those in an attached or affiliated nursery and many pupils do not go to the same school where they attended nursery.

## Completing your application

If you live in Haringey you must complete the Haringey Council application form. You may list up to six schools which can be located in Haringey or in other boroughs.

If you list schools outside Haringey, the Haringey Admissions Service will make sure that the borough where the school is located is given all the information about your application.

You must complete either an online application or a paper form by **15 January 2012**.

### Apply online

We recommend that you apply online at **[www.haringey.gov.uk/schooladmissions](http://www.haringey.gov.uk/schooladmissions)**

When you have completed your application and pressed the submit button you will be sent an email confirming that we have received your form. You can update your application as many times as you like before 15 January 2012.

You can view the results of your application on the evening of 18 April 2012. This is before you will receive your letter.

### Paper applications

Copies of the paper form will be available from Haringey primary schools or you can request a paper form by calling 020 8489 1000.

We never give out any offer information over the telephone so if you complete a paper form you will have to wait for the post to receive the result of your application.

### Supplementary Information Forms

Some schools need extra information, which we do not collect on our form, to apply their admissions criteria. Where this is the case they will ask you to complete a Supplementary Information Form (SIF). We have clearly shown in the schools section of this booklet which Haringey schools have a SIF.

### Filling in your form

Whether you apply online or on a paper form you will be asked for the same information.

We reserve the right to undertake reasonable checks to verify any information provided on your application form.

If false or misleading information is provided we reserve the right to:

- withdraw an offer of the school place, or
- if an offer has not been made, process the application with the correct information as a late application.

If you suspect fraud, please call the Haringey Fraud hotline on 0500 500 777 or email [fraudcall@haringey.gov.uk](mailto:fraudcall@haringey.gov.uk) in confidence. Alternatively you can write to the Head of Admissions and School Organisation, 48 Station Road, Wood Green, London, N22 7TY. All cases will be investigated.

### Your child's details

**Name and date of birth** - please give your child's name and date of birth exactly as it appears on their birth certificate.

**Address** - the address you provide must be your child's permanent address. This must not be an address of another family member or another adult who looks after your child but does not have parental responsibility for your child.

You must provide proof of your address with your application. If you apply online you can securely attach scanned documents to your application or alternatively you can send photocopies of your documents to the address on page 2. Please remember to put your child's full name and date of birth on any documents you send to us. We cannot return original documents.

Please provide:

- a copy of your council tax bill (dated within 1 year) **and one of the following:**
- a copy of the most recent child benefit letter
- a gas or electricity bill dated within three months of 15 January 2012
- a copy of your rent or mortgage statement (dated within 1 year)

If parents are separated the application should be made by the parent the child normally lives with. Where a child spends equal time with each parent, the exact arrangements should be made clear in a letter with a copy of any custody or residency order. The application can only be processed from one address.

### Moving house

You must provide the address on your application form where your child is living on 15 January 2012. If you move house after 15 January 2012, please let us know immediately. If we receive the required proof of address (listed above) by 17 February 2012 then we will be able to use your new address to measure your home

to schools distances. If we receive the information after 17 February 2012 we will ensure that your offer letter is sent to your new address but we will not be able to update your home to school distances until after 18 April 2012.

## Other information about your child

If your child has a Statement of Special Educational Needs or is in care to a Local Authority you will be asked to declare this on the form. Where a child is in care we will need a letter from your child's social worker to confirm this.

## Your details

Please provide the details of one parent or carer and your contact details. Please ensure you include a daytime telephone number as we may need to contact you.

## Listing schools on your form

We recommend that you list six schools on your application form. This will maximise the possibility of your child being offered a school you would like them to go to.

Please list the schools in the order you most prefer them – page 10 explains why this is so important.

**Department for Education (DfE) Numbers** – these numbers are listed next to each school entry in this booklet. Please write this on your paper form. If you apply online we do not need this number as it is populated automatically.

## Exceptional social/medical reasons

In very rare cases children can be given priority to a particular school where there is evidence to demonstrate exceptional medical or social reasons why only one particular school can meet their needs.

Applications in this category cannot be considered unless you provide written evidence from a doctor, social worker or other appropriate independent professional. In each case, the connection between your child's need and the specific school must be made and you must clearly demonstrate why this one specific school can meet your child's needs in a way that no other school can.

You will need to supply evidence by the closing date of 15 January 2012. Information provided after this date will be considered after 18 April 2012.

If your child has a Statement of Special Educational Needs, separate admission processes apply.

## Declaration and signature

When you have completed your transfer form, you must sign it to confirm the information you have provided is correct. There is an equivalent process if you apply online.

## Returning your completed form

### Deadline 15 January 2012

If you apply online you will receive an email confirming that we have received your application.

Alternatively you can send your paper form to the Admissions Service or deliver your application by hand to arrive by 15 January 2012.

Please remember the envelopes require a postage stamp.

Haringey Council can take no responsibility for applications that are delayed by or lost in the post.

## Late applications

Applications received after 15 January 2012 will be classed as late. Late applications will be considered after all the other applications that were received on time.

If there are exceptional circumstances why your application was received after the deadline, please provide independent written evidence by 17 February 2012 (from someone who is impartial) explaining why the application was late. This information will be considered by a panel and we will let you know if your application will be processed as late or 'on time'.

Late applicants are very unlikely to be offered one of their preferred schools.

We cannot guarantee that late applicants will be offered a place on 18 April 2012.

## Changes of preference

If you have applied online you can make changes up until the closing date by returning to the online application website and editing your application.

If you send in a paper application before 15 January 2012, and then decide to make changes, you can still do this as long as we receive written requests by 15 January 2012.

Changes requested over the telephone will not be accepted.

Preferences cannot be changed after 15 January 2012.

# Admissions criteria for community schools

If we receive more applications than there are places available at Haringey community schools then we will apply the following admissions criteria.

Children with a statement of Special Educational Needs which names the school will be admitted in accordance with section 324 of the Education Act 1996.

## 1. Children in Care

Children who are looked after by a local authority.

## 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. Linked school

This rule applies only to junior school admissions. Applicants attending an infant school will be prioritised under this rule for admission to the linked junior school.

## 4. Brother or Sister

Children with a brother or sister already attending the school and who will still be attending on the date of admission.

This category includes foster brothers and sisters, half brothers and sisters or stepbrothers and sisters. Parents should note that in all these cases, the brother or sister must be living at the same address as the child for whom the application is being made.

## 5. Distance

Children living closest to the preferred school.

The tie breaker for all criteria is: children living closest to the school measured in a straight line from the post office address point for the child's home, to the post office address point of the school, supplied by the Royal Mail using a computerised mapping system.

The tie break for two or more applications that live exactly the same distance from the school will be random allocation using a computerised system.

## Multiple Births - Key Stage 1

If only one place is available at the school and the next child who qualifies for a place is one of multiple birth siblings, only one child can be offered a place.

This is because at Key Stage 1 it is against the law to admit more than 30 children into one class. In this instance the tiebreak will be random allocation using a computerised system. We will support any family in this situation and help them to look for an alternative school, if requested, where all children can attend together.

In classes not subject to Key Stage 1 Legislation, we will ask community schools to go over their published admission number.



## How the criteria was applied last year:

The following table show the number of pupils offered under each criterion for schools where oversubscription criteria was used:

School	Number of applications received	Number of places offered	Children with SEN statements	Looked-after children	Exceptional social or medical need	Siblings	Distance	Distance of last child offered (straight-line, miles)
Alexandra	111	30	0	0	0	7	23	0.965
Belmont Infants	225	56	0	0	0	24	32	0.284
Bounds Green Infant	187	60	0	0	0	17	43	0.504
Bruce Grove	178	60	0	0	0	20	40	0.674
Campsbourne	161	60	0	0	0	14	46	1.112
Chestnuts	282	60	0	0	0	37	23	0.236
Coldfall	422	90	0	0	0	35	55	0.380
Coleridge	569	120	0	0	0	67	53	0.291
Downhills	162	60	0	0	0	28	32	0.715
Earlsmead	169	60	0	0	0	19	41	0.736
Highgate	271	56	0	0	0	17	39	0.749
Lancasterian	187	58	0	0	0	18	40	0.483
Lea Valley	179	60	1	0	0	23	36	0.305
Muswell Hill	515	60	0	0	0	28	32	0.302
North Haringay	157	60	0	0	0	14	46	1.013
Rhodes Avenue	375	90	1	0	0	30	59	0.415
Rokesly Infants	365	90	0	0	0	40	50	0.408
South Haringay	182	60	0	0	0	26	34	0.241
St Aidan's	190	30	0	1	0	16	13	0.188
Tetherdown	416	60	0	0	0	32	28	0.221
Welbourne	129	60	0	0	0	29	31	0.636
Weston Park	270	30	0	0	0	16	14	0.139

We were able to offer a place at all other community schools in Haringey, to families who applied on time.

## How we will process your application

Each school you list is considered at the same time. This includes schools in Haringey and schools located in other boroughs.

Our computer system works out who can be offered a place at Haringey community schools. The Governors of Academies, foundation and voluntary aided schools let us know who to offer to by listing all pupils who have applied in the order of how well they meet their admission arrangements. Other boroughs let us know which Haringey residents can be offered places in their schools.

If more than one place can be offered to your child, we will offer the highest possible preference. This is why it is so important to list schools in the order you most prefer.

### Application received



### Criteria applied to each preference



### Places are offered up to the Admissions Number at each school



### Highest possible preference offered to each child

Sometimes we cannot offer any school listed on a child's form because in every case other applicants met the admissions criteria better than they did. For example, other applicants lived closer to the school.

If this happens we will offer a place at the nearest school with an available place. With the Governors' agreement, it may be possible to allocate places at voluntary aided schools, if there are any available.

Preference	List preferences	Does my child qualify for this school?	Which school is offered
1	School A	✘	
2	School B	✓	✓
3	School C	✘	
4	School D	✓	
5	School E	✘	
6	School F	✘	



## What happens next?

### The results of your application

Date	What will happen?
18 April 2012	Offer letters posted for all applicants
18 April 2012 (Early evening)	Online applicants sent email with the outcome application. Please wait until you have received the email before logging on to the eAdmissions website.
19 April 2012	Letters should be received by all applicants

We cannot guarantee that your offer letter will be received on 19 April 2012. Please note that we do not give any offer information out over the phone.

### Accepting the offer

Please accept your offer by 2 May 2012. If you do not accept the offer you will be asked about the arrangements you will be making for your child in September. Please remember the offer that we give you on 18 April will either be:

- the highest school you listed that your child qualified for a place **or**
- the nearest school with an available place.

Accepting the offer will not prejudice your waiting list position or appeal.

### Waiting Lists

If we could not offer you your first preference school, your child's name will automatically be added to the waiting list for any schools on your form listed higher than the school you have been offered.

Waiting lists will be kept in the same order as the admission criteria.

Waiting list positions can change at any time depending on other applicants' circumstances and it is important to note that your child's position may go down as well as up if other applicants join the waiting list. Being on a waiting list is not a guarantee of a place at the school.

### School admission appeals

If your child is not offered a place at one of the schools you listed on your form you can appeal against this decision to an independent appeal panel. You will be given details of how to make an appeal in our offer letter. **The deadline to appeal is 18 May 2012.**

Appeals are heard by an independent appeal panel of three to five members of the public. You can only make one appeal for each school listed on your form. If you did not get a place at more than one school you listed on your application, you can make a separate appeal for each school.

Please be aware that if one of these schools is a Foundation school, a Voluntary Aided school or an Academy, you have to appeal to the school directly as they are responsible for organising independent appeals for places at their school.

When you indicate your wish to appeal for a primary school place you will be contacted by the Appeals Administrator at least 10 school days before the hearing to confirm the date. The primary appeals are expected to start at the beginning of June 2012.

You should submit additional evidence or documentation that might be relevant to your appeal, like a medical note from a doctor to support an application on the basis of social or medical need, as soon as possible and before the hearing. This is so that all the other participants have time to read your information.

Where possible, appeals for late applications will be included with those being heard for the same admissions round. However, if this is not feasible, appeals for late applications must be heard within 30 school days of the appeal being lodged.



## Appeals for admission to reception classes in 2009-2011

School	2009			2010			2011		
	Lodged	Heard	Upheld	Lodged	Heard	Upheld	Lodged	Heard	Upheld
Alexandra	1	1	0	0	0	0	2	0	0
Belmont Infants	5	4	0	6	6	2	8	7	1
Bounds Green Infants	3	2	0	1	1	1	4	4	0
Broadwater Farm	0	0	0	0	0	0	2	2	0
Bruce Grove	0	0	0	1	1	0	3	2	0
Campsbourne Infant	0	0	0	0	0	0	4	3	0
Chestnuts	0	0	0	7	7	2	10	9	2
Coldfall	3	3	1	4	2	0	9	4	0
Coleraine	0	0	0	0	0	0	1	0	0
Coleridge	3	2	0	12	9	1	16	14	2
Downhills	0	0	0	0	0	0	1	1	0
Earlham	0	0	0	0	0	0	2	0	0
Earlsmead	0	0	0	0	0	0	1	1	0
Highgate	0	0	0	0	0	0	6	2	2
Lancasterian	3	0	0	1	1	0	3	0	0
Lea Valley	9	6	0	5	3	0	5	2	0
Lordship Lane	1	0	0	0	0	0	5	2	1
Mulberry	0	0	0	0	0	0	1	0	0
Muswell Hill	3	2	0	9	7	0	4	0	0
Nightingale	0	0	0	0	0	0	1	0	0
Noel Park	0	0	0	0	0	0	6	4	1
North Harringay	0	0	0	0	0	0	8	4	0
Rhodes Avenue	9	8	0	5	5	1	2	0	0
Rokesly Infants	6	3	0	6	5	0	7	3	0
St. Aidan's	5	4	2	3	2	0	10	7	1
Seven Sisters	0	0	0	0	0	0	1	0	0
South Harringay Infants	11	8	0	2	2	0	9	8	0
Stroud Green	0	0	0	0	0	0	1	0	0
Tetherdown	1	1	0	6	4	0	5	2	0
Welbourne	0	0	0	1	1	1	2	2	0
West Green	0	0	0	0	0	0	1	1	0
Weston Park	2	1	0	5	4	0	7	6	1
<b>Total</b>	<b>65</b>	<b>45</b>	<b>3</b>	<b>74</b>	<b>60</b>	<b>8</b>	<b>147</b>	<b>90</b>	<b>11</b>

# How to ensure you have the best possible chance of being offered one of your preferred schools

Reading the information in this booklet will help maximise your chances of being offered a preferred school. Please ensure that you understand the following information:

- Before you make your application (page 5)
- Late applications (page 7)
- The admissions criteria (page 8)
- How places were offered last year (page 9)
- Listing six preferences (page 10)



Every year some parent/carers make decisions based on incorrect information they have heard. Some common reasons for not being offered a preferred school place listed on the form are listed below.

Myth	Correct Information
Listing one school will mean that the Local Authority will have to offer that school.	If we apply the admission arrangements and your child cannot be offered a place because you live too far away, we will not be able to offer a place at the school.  Last year 38% of all pupils who were allocated a school that they did not list on their form only listed one school on their form.
If you live nearer to the school than the last child offered under the distance criterion last year you will be guaranteed a place.	Although the information listed on page 9 can give you an idea of how likely it is that you will be offered a place at your preferred school, the last distance will change every year. We can never guarantee any child will be offered a place at any school.
Children in my road go to the school so my child will too.	The number of pupils offered under each criterion at each school can change every year. Just because you know pupils living near to you that go to a certain school, it does not mean that your child will be offered a place.
Listing the same school six times will improve my chances of being offered the school.	Your child can only be considered once for a school. If you list the same school more than once, we will cross out any duplications.
It does not matter if my form is late.	If you apply after 15 January 2012, we will look at your application after all those who have applied on time and it is very unlikely that you will be offered one of your preferred schools.

If you have any questions about the information in this booklet, please do not hesitate to contact the School Admissions Service on **020 8489 1000**.