



# Section 6

## Definitions

### Academies

City Academies are state funded schools that operate outside local authority control.

### Admission Appeal

Parents have a legal right to have the refusal of a school place at their preferred school re-considered. This is done by an independent panel of people who, if they judge it to be right, can decide that your child should be admitted to a school in excess of the published admission number. Please see page 11 for further details.

### Admissions Arrangements

This is a technical term for the rules that govern the admission procedures and decisions for a particular school or group of schools in a specific year.

### Admissions Code

This document sets out the legal requirements for school admissions, admission appeals and exclusions from school. It was revised in the Spring of 2010. Copies are available on the government website. At the time of going to print the Department for Education are consulting on a new School Admissions Code.

### Catchment Areas

There are no longer 'catchment areas' in Haringey where, in the past, each school was allocated a specific geographical area to serve. Now, the area that a school serves is determined by the admission criteria and where the children who are admitted come from. The area that children come from changes from year to year depending on the applications received. This is why in one year a child living in a certain road may be admitted to a school but another, living in the same road in the next year, may find themselves living too far away to be offered a place.

### Children from Abroad

In most circumstances you should only apply for a school place once your child is resident in the UK. Your child is expected to attend a school as soon as a place is offered and on the date that the school has agreed with you for them to start. If your child is not able to attend at that time, please tell us - we may withdraw the place and offer it to another child. Once you have agreed a start date your child will be placed on the school roll, and if your child then fails to attend and you have not notified us that you no longer want the place or that there is a valid reason why they cannot attend on that date, you may face legal action in relation to non-school attendance.

Places cannot be reserved until your child arrives in the area. You will have to supply proof of residency and proof of your child's date of birth such as an original endorsed passport or entry visa with the application, and bring your child to Wood Green Customer Service Centre.

If your child previously attended school in Haringey and subsequently went abroad, it is likely that unless the school has specifically agreed to keep the place open for you, your child will have been removed from roll after four weeks. When they return, you must apply again for a school place. Please note that a place may not be available in your child's previous school and another place may have to be offered.

### Children In Care (CiC) (Looked After Children)

A child is being 'looked after' by the local authority when the local authority arranges for the child to live somewhere other than at home. There are two ways in which a child can be looked after by the local authority. One is called 'being accommodated'; the other is where the child is the subject of a court order.

## Children Being Accommodated

When a child is being accommodated by the local authority, this is a voluntary arrangement between the local authority and the family. This means that you keep all your rights and responsibilities as parents for the child and the local authority does not take on any of those rights or responsibilities. If you are a parent, you can remove your child from the accommodation at any time.

If the local authority provides accommodation for a child it must draw up a plan with the family setting out the arrangements that will be made for the child. This must be in writing. The child might live in a foster home or children's home. The foster home could be the home of relatives or friends of the family. The local authority must ensure that a child who is being accommodated continues to have contact with family and friends.

## Children who are the subject of a Care Order

When a court has made an order in relation to the child, known as a care order, this means that the local authority will take on responsibility for the child together with you as parents. The local authority will make arrangements for where the child should live, in discussion with you. However, you will not be able to remove the child if you do not agree with the local authority's proposals.

## Statutory School Age

Statutory school age is the time that a child must receive full time education.

Statutory school age begins at the age when your child must start school. It is the beginning of the term immediately following your child's 5th birthday. There are 'cut-off' dates for each term. If your child's 5th birthday comes between:

- 1. 1 September and 31 December**  
S/he must start school at the beginning of the Spring Term in January
- 2. 1 January and 31 March**  
S/he must start school at the beginning of the Summer Term in April
- 3. 1 April and 31 August**  
S/he must start school at the beginning of the Autumn Term in September

Statutory school leaving date is the date when your child is allowed, by law, to leave secondary school.

## DDA

The Disability and Discrimination Act, 1995.

## Distance Measurements

Haringey measures distance in miles as a straight line from the child's home to the school. It uses the address point for the child's home to the address point of the school supplied by the Royal Mail using a computerised mapping system.

## Equal Preference System

This means that each of your school preferences (up to six) is treated as a separate application. Your child is considered under the over-subscription criteria for each school at the same time without reference to your ranked preferences. Where a pupil is eligible for more than one school s/he is offered a place at whichever of these schools was indicated as the higher preference on your application form.

## Foundation School

This is a school where the Governing Body employs the staff and sets the admissions criteria for the school.

## Home Address

The address provided should be the child's current permanent address at the time of application. The application can only be processed using one address. If the child lives at a different address from the parent/carer from Monday to Friday, the Parental Responsibility Order or Residence Order must be provided for assessment. If there are reasons why the child is not living at the same address as the parent, both parent/carers must declare this in a letter sent with the application.

If the child regularly lives at more than one address Monday to Friday, the address provided should be where the child spends the majority of their time. Both parent/carers must declare this individually in a letter sent with the application.

If an address is disputed, the address where child benefit/child tax credit is paid will be used.

## In Year Admissions

School placements made during a school year and not part of the co-ordination arrangements for reception and secondary transfer pupils.

## Key Stages

A child's educational career goes through five main curriculum stages according to their age:

- The Foundation Stage curriculum is for 3-5 year olds (occasionally 2 year olds are eligible) starting with Nursery and then going into Reception classes.
- The Key Stage One curriculum is for 6-7 year olds and they go in to Year 1 and then Year 2 classes.
- The Key Stage Two curriculum is for 8-11 year olds. They move through Year 3, 4, 5 and Year 6 classes.
- The Key Stage Three curriculum is for 12-14 year olds at secondary school. They move through Year 7, Year 8 and Year 9 classes.
- The Key Stage Four curriculum is for students aged 15-16 who pass through Year 10 and Year 11 classes.

## Late Admission

Means any application for a school place that is received in the normal admission round but later than the deadline given.

## Parental Responsibility

Since 2003 the parents named on a child's birth certificate both have automatic parental responsibility and rights. Other adults are also able to acquire parental rights through legal process. For school admission applications, parents must provide proof that they have legal responsibility for the child, such as a child benefit letter or a copy of legal documents which demonstrate that this is the case.

When parents are separated they should discuss the application for a school place before the application is submitted. The parent with whom the child mostly resides should do the application. Where appropriate, details of the other parent with parental responsibility and their address should also be given so that the Admissions Service can communicate with both parents. If there are legal reasons why the Admissions Service cannot do this, a copy of the relevant court order must be provided with the application form.

## Passports

Occasionally, the Admissions Service will ask a parent/ carer to bring the child and the child's passport to the Wood Green Customer Service Centre for checking. This does not affect any of the child's rights or influence what school they can go to. These requests are mostly made for children moving in to Haringey from abroad during the school year ('In Year' admission). This is a safeguarding measure. We try to be sure that each child is actually in the country, is safe and is looked after by an appropriate adult. We try to make sure that the child is the age stated on the application form and that they are admitted into the correct year group. We do not require and do not ask to see the passport of any parent/carers.

## Primary Capital Programme

This is the national capital strategy for modernising half the primary schools in the country. Some of Haringey primary schools are part of this programme and the premises may be significantly modernised over the next few years. Some schools have construction work underway which is inconvenient but a necessary step towards improved premises.

## School Admission Forms

Each school will collect detailed personal information about your child and your family. This is for the purpose of keeping in contact with you and knowing important things about your child's health and safety so that correct responses can be made by school staff. You may be asked to share information about any child protection issues, adults with parental responsibility, adults living in your house as well as other professionals who may work with your family. It is important to co-operate with these requests because it is about protecting your child from harm. The information is subject to data protection legislation and will not be used for any purpose that we do not tell you about beforehand. If you are concerned about this you can discuss it with a member of the Education Welfare Service (contact details are given on page 35 in this booklet).

## Siblings

This category includes brothers and sisters, foster brothers and sisters, half-brothers and sisters or step brothers and sisters. However, 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. To verify this we may ask you for evidence of where child benefit is being paid.

## Special Educational Needs (SEN)

Special Educational Needs is a specific term with an associated set of definitions that indicate where specific pupils should receive additional help and resources. These are defined in an authorised document called a "Statement". The 1981 Education Act opened up this range of entitlements and ways of working. Since then, its provisions have been supported by the 1995 Disability and Discrimination Act (DDA) and the 2002 Special Educational Needs and Disability Discrimination Act (SENDDA)

## Special Schools

These schools are exclusively for children who have Statements of Special Educational Needs that name the particular school. They cater for children whose needs are so complex that they cannot be educated in a mainstream school.

## Supplementary Information Forms (SIFs)

When a school is responsible for its own admissions it can have special admission criteria. For example, a faith school will give priority to children who are of the same faith. In order to assess a child's eligibility an additional form has to be completed for these schools and the children are put into priority order by the Governors of the school.

## Voluntary Aided (VA) School

This is a religious or 'Faith' school where the Governing Body employs the staff and sets the admissions criteria for the school.

## Voluntary Controlled (VC) School

This is a religious or 'Faith' school that is administered by the local authority who is the 'employer' of the staff and sets the admissions criteria.

## Waiting Lists

When parents are seeking a place at a school that is already full they can put their child's name on a waiting list. This list puts children in priority order according to the admissions criteria. When a place becomes available the child on the top of the list is offered the next place. This means that the waiting list is not about the length of time a child has been on it. Waiting lists change frequently in Haringey because there is much mobility here and children can move up and down the list.

## Data Protection

Haringey Council will handle the information you have provided in line with the provisions of the Data Protection Act. Any personal information will be held in confidence with only the necessary people able to see or use it. Under the Data Protection Act you have the right to make a formal request in writing for access to personal data held about you or your child.

Haringey has a duty under the Children's Act 2004 to work with partners to provide and improve services to children and young people in the area. Therefore Haringey may also use this information for other legitimate purposes and may share this information where necessary with other bodies responsible for administering services to children and young people. Haringey also has a duty to protect the public funds it administers, and to this end it may use the information you have provided on this form for the prevention and detection of fraud.