

# 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 - open event details for Haringey schools are given on page 14 of this booklet.
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 are listed under their entry in the school section of this booklet on pages 16 and 18-22.
  - 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 in to 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 [secondaryadmissions@haringey.gov.uk](mailto:secondaryadmissions@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. Talk to your child about the decision.
7. 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.



## 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 **31 October 2011**.

### 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 31 October 2011. You can also view the results of your application on the evening of 1 March 2012. This is before you will receive your letter.

### Paper applications

Copies of the paper form will be available from Haringey primary schools. If you live in Haringey and your child attends a primary school in another borough 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 **or**
- a gas or electricity bill dated within three months of 31 October 2011 **or**
- a copy of your rent or mortgage statement (dated within one 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 31 October 2011. If you move house after 31 October 2011, please let us know immediately. If we receive the required proof of address (listed above) by 16 December 2011 then we will be able to use your new address to measure your home to schools distances. If we receive the information after 16 December 2011 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 1 March 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 9 explains why this is so important.

## Department for Education (DfE) Numbers –

this number is 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 or 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 31 October 2011. Information provided after this date will be considered after 1 March 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 31 October 2011

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

If you complete a paper application form, you can hand it to your child's primary school by 21 October 2011 (if they attend a Haringey primary school). The following week is half term so you will not be able to return the form to a school after 21 October 2011.

Alternatively you can send your form to the Admissions Service or deliver your application by hand to arrive by 31 October 2011.

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 31 October 2011 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 16 December 2011 (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 1 March 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 21 October 2011, and then decide to make changes, you can still do this as long as we receive written requests by 31 October 2011.

Changes requested over the telephone will not be accepted.

Preferences cannot be changed after 31 October 2011.

## 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. Brother or Sister

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. 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.

### 4. 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 (and who are not from multiple births) will be randomly allocated 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.



## How the criteria was applied last year to oversubscribed community schools:

Places were offered to every applicant who applied on time to: Park View Academy, Woodside High School, Homsey School for Girls, Northumberland Park 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 Park School	1348	216	10	1	0	63	142	0.845
Gladesmore Community School	758	243	10	2	0	67	164	1.043
Heartlands High School	888	162	9	2	0	3	148	0.876
Highgate Wood School	987	243	7	1	0	75	160	0.850

## 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. This is 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?

1 March 2012

Offer letters posted for all applicants

1 March 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.

2 March 2012

Letters should be received by all applicants

We cannot guarantee that your offer letter will be received on 2 March 2012. Please note that we do not give any offer information out over the phone.

## Accepting the offer

Please accept your offer by 16 March 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 1 March will either be:

- the highest possible school you listed where your child qualified for **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 30 March 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 secondary school place you will be contacted by the Appeals Administrator at least 10 school days before the hearing to confirm the date. The secondary transfer appeals are expected to start at the beginning of May. It is required by law that all the secondary transfer appeals are heard by 6 July 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 secondary schools in 2009-2011

School	2009			2010			2011		
	Lodged	Heard	Upheld	Lodged	Heard	Upheld	Lodged	Heard	Upheld
Alexandra Park School	50	44	4	37	29	3	40	37	3
Gladesmore Community School	29	28	1	25	23	0	28	24	2
Heartlands High School	n/a	n/a	n/a	48	47	10	39	34	2
Highgate Wood School	32	29	2	31	29	2	19	17	3
Hornsey School for Girls	17	16	3	0	0	0	0	0	0
Northumberland Park Community School	5	5	4	0	0	0	1	0	0
Park View	3	1	0	3	3	0	1	0	0
Woodside High School	0	0	0	0	0	0	1	0	0
<b>Total</b>	<b>136</b>	<b>123</b>	<b>14</b>	<b>144</b>	<b>131</b>	<b>15</b>	<b>129</b>	<b>112</b>	<b>10</b>

For appeals information for Fortismere, Greig City Academy, John Loughborough, and St Thomas More, please contact the schools directly.

## 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 8)
- The admissions criteria (page 8)
- How places were offered last year (page 9)
- Listing six preferences (page 9 and 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, of all pupils who were allocated a school they did not list, 63% had not listed six schools.
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 31 October 2011, 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 school.

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**.