

# STARTING RECEPTION CLASS IN HARINGEY IN SEPTEMBER 2011

## ADMISSION RULES FOR HARINGEY COMMUNITY PRIMARY SCHOOLS AND ST AIDAN'S VOLUNTARY CONTROLLED SCHOOL

Children with a statement of special educational needs which name the school will be admitted in accordance with section 324 of the Education Act 1996.

If the number of applicants without statements of special educational needs which name the school is higher than the number of places available, the following rules are applied, in the order of priority set out below to decide who is offered a place:

1. Children who are looked after by a local authority (in public care).
2. Children who the Authority accepts as having an exceptional medical or social need for a place at the school for whom attendance at any other school would be inappropriate.

Applications will only be considered under this category if they are supported by a written statement from a doctor, social worker or other appropriate independent professional. These should confirm the exceptional medical or social need and show that only the specified school can meet the defined needs of the child.

3. Children who will have a brother or sister attending the school (or its associated Infant or Junior school) at the time 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. (However, this does not include younger siblings in the school's nursery class).
4. Children living closest to the preferred school. (Distance measured by straight line using a computerised mapping system).

### Tie breaker

The tie-breaker for all criteria is children living closest to the school measured in a straight line from the home post office address point to the school's entrance using a computerised mapping system.

## HOW WE WILL PROCESS YOUR APPLICATION

Children who have their fifth birthday between 1 September 2006 and 31 August 2007 are due to start in reception classes in Haringey in September 2011. The current arrangements for admission to Haringey community primary schools and St Aidan's voluntary controlled School do not provide for children of other age groups to start in reception in September 2011. Parents will be required to show documentary evidence of their child's date of birth.

Since 2010, uniform arrangements have applied to parents when applying for a primary school place. You only need to apply to the Haringey Admissions Service if you live in Haringey and there are specified national closing dates for all applications.

These co-ordinated arrangements will apply to all schools in maintained primary schools in Haringey with reception classes. These are:

1. Haringey Children and Young People's Service as admission authority for the community primary schools in Haringey.
2. The Governing Bodies of the following voluntary aided primary and infant schools where the Governing Body is legally responsible for admissions to its school:

Our Lady of Muswell RC Primary Infants' School	St Francis de Sales RC
St Ignatius RC Primary	St John Vianney RC Primary
St Martin of Porres RC Primary	St Mary's RC Infants' School
St Paul's RC Primary	St Peter-in-Chains RC Infants'
The Green CE Primary	St Ann's CE Primary
St James CE Primary	St Mary's CE Infants' School
St Michael's CE Primary (N6)	St Michael's CE Primary (N22)
St Paul's & All Hallows CE Infants' School	

### Application forms

For the September 2011 intake, parents applying for reception class places at all maintained primary schools in Haringey must complete the Haringey common application form (CAF), regardless of where they live. Preferences will only be valid if they are given on the Haringey application form (either the paper copy or online).

Some schools require additional information to assess whether a child matches their special criteria. This information must be given on an additional form called a "Supplementary Information Form" (SIF). So parents must complete two forms for one of these schools. For example, a school with a religious character may require evidence from a priest or religious leader of attendance at a place of worship.

## **Supplementary information forms (SIFs) should be returned directly to the individual schools in question.**

After the closing date, and as soon as the Admissions Service has loaded all the information onto the computerised system, a list of applicants will be sent to each school where the governing body is the admission authority. Copies of the Haringey application form will not be sent. Schools must notify the Admissions Service where a supplementary form has been received but the child's name does not appear on the list provided by the local authority.

It is proposed that the number of preferences parents can name on the Haringey application form should remain as **six**, and should be stated in order of preference. This will include all maintained primary schools in Haringey (but not primary schools in any other authority's area or independent fee-paying schools). In accordance with current legislation, parents will also be invited to give reasons for their preferences.

## **Confidentiality about preference information**

The scheme proposed by the Authority will ensure that all preferences are treated equally. This means that information sent to governing bodies who are admission authorities will contain details about applicants for that school, but will **not** include their preference ranking.

## **The equal preference system**

Governing bodies who are admission authorities will supply a list of all applicants ranked in the order of their priority rules (oversubscription criteria) to the Admissions Service who will then rank children according to these priorities. They will be trying to offer you your highest possible preference. Only the highest preference will then be offered to you.

## **Determining the offers in response to the common application form.**

The closing date for applications which will also be available online is **AT A DATE YET TO BE DETERMINED** and the deadline for changing preferences will be the same date. The forms must be received by Haringey Admissions Service by this date.

There will be a frequent exchange of data between the Admissions Service and the schools where the Governing Body both before and after the closing date. This is to ensure that application procedures have been followed correctly and the necessary forms have been completed.

The Haringey Admissions Service will act as a 'clearing house' for the allocation of places by the relevant admission authorities in response to the application forms. The Authority will only make any decision with respect to the offer or refusal of a place in response to any preference expressed on the common application form where:

- it is acting in its separate capacity as an admission authority, or
- an applicant is eligible for a place at more than one school, or
- an applicant is not eligible for a place at any school that the parent has named.

## **1. A DATE YET TO BE DETERMINED**

The Haringey Admissions Service will notify the admission authority for each of the schools of every application that has been made for that school. It will provide all relevant details and any supplementary information form received by this date which schools require in order to apply their oversubscription criteria.

The admission authority for each school will consider all applications for their schools and apply the school's published admission rules (oversubscription criteria) in order to rank the applicants.

## **2. AT A DATE YET TO BE DETERMINED**

Schools will return the list of ranked children to the Admissions Service.

The Admissions Service will match this ranked list against the ranked lists of the other schools named on the application form and:

- where the child is eligible for a place at only one of the named schools, that school will be allocated to the child
- where the child is eligible for a place at two or more of their named schools, they will be allocated a place at the highest ranked school for which they are eligible
- where the child is not eligible for a place at any of their preferred schools, the child will be allocated a place at the nearest community primary school to the child's home address that has a place available. They will also be given information on other schools in the Authority's area which still have places available.

## **3. AT A DATE YET TO BE DETERMINED**

The Admissions Service will post the offer letters to parents (by first class post). This letter will contain the following information:

- the name of the school at which a place is offered;
- the reason why the child is not being offered a place at any of the other schools on the common application form;
- information about their statutory right of appeal against the decisions to refuse places at the other named schools;
- contact details for the school and local authority (and those nominated VA schools where they were not offered a place so that they can lodge an appeal with the governing body);
- if a child has been refused a place at a named school that was a higher preference than the one offered parents will be invited to put the child's name on a waiting list.

#### **4. AT A DATE YET TO BE DETERMINED**

This is the deadline for parents to accept or decline the place offered. If they do not respond by this date, it will be assumed that they do not accept the place, and, following reasonable checks by the Admissions Service, the place may be withdrawn and offered to another child.

##### **After offers have been made**

The Admissions Service will continue with these co-ordinated procedures after the notifications have been sent.

Waiting lists will be kept in the order of the admission rules as before but only on waiting lists for higher preferences than the one offered.

##### **Timetable**

The proposed timetable for processing applications is expected to be as follows:

	Deadline for receipt of completed application forms
	Community and voluntary aided schools advised of all applications received for their schools
	Voluntary aided schools to send lists of all applicants in criteria order to Haringey Admissions Service
	Letters notifying parents of the outcome of their applications
	Latest date for parents to submit their completed appeal forms

##### **Late applications**

Applications received after the closing date will be treated separately unless they are late for a good reason and following receipt of compelling written evidence.

This means that all the other children who applied on time will be allocated school places first. Late applicants will only be allocated to vacancies that are left.

##### **Applications received after the offer date but before **AT A DATE YET TO BE DETERMINED****

Applications made directly to any school on the common application form must be forwarded to Haringey Admissions Service immediately. A supplementary information form on its own will not constitute a valid application. The school must inform the authority immediately so it can verify whether a common application form has been received from the parent, and if not, contact the parent and ask them to complete one.

The Authority will then enter the details onto its central database and after consultation with the relevant admission authority, offer a place at the highest preference school with a place available. If this is not possible, your child will be given a place at the nearest appropriate school with a vacancy.

The number of school places available in Haringey schools is given on the next page.

It is proposed that the admission numbers for Haringey community primary schools for the 2011/12 school year are as follows:

Alexandra JMI	30	Lordship Lane	90
Belmont Infants	56	Mulberry	90
Bounds Green	60	Muswell Hill	60
Broadwater Farm	60	Nightingale	60
Bruce Grove	60	Noel Park	81
Campsbourne Infant	60	North Haringay	60
Chestnuts Primary	60	Rhodes Avenue	90
Coldfall	90	Risley Avenue	90
Coleraine Park	60	Rokesly Infant	90
Coleridge	120	St Aidan's VC Primary	30
Crowland	60	Seven Sisters	90
Devonshire Hill	60	South Haringay Infant	60
Downhills	60	Stamford Hill	30
Earlham	60	Stroud Green	60
Earlsmead	60	Tetherdown	60
Ferry Lane	30	Tiverton	60
Highgate	56	Welbourne	60
Lancasterian Infant	58	West Green	30
Lea Valley	60	Weston Park	30