

### **STARTING SCHOOL DURING THE YEAR IN HARINGEY DURING 2011/12**

#### **HOW WE PROCESS YOUR APPLICATIONS FOR IN-YEAR ADMISSIONS TO ALL HARINGEY SCHOOLS IN ALL YEAR GROUPS**

Applications for school places received after 1 September in any school year will be called an “in-year” admission. The Haringey Admissions Service has been processing these applications for all schools, included voluntary aided and foundation schools since September 2010.

All applications must be made directly to the Admissions service for co-ordination and **NOT** to individual schools. This arrangement is to ensure that parents need only contact the Authority to check the availability of places for all age groups across the borough.

Governors who are the admission authority for their school will continue to apply their admission rules (over subscription criteria) to rank applicants in order of priority.

Application forms for all year groups for all maintained primary and secondary schools will be drawn up by the Authority. Supplementary information forms (SIFs) required by some schools will also be available from the Haringey Admissions Service and the schools in question will use them to apply their admission rules.

Offer letters will be sent to the parent by the Haringey Admissions Service and schools will be notified of these offers at the same time.

The co-ordination for in year admissions will not require a timetable of events as with reception and secondary transfer as applications are received at all times throughout the year.

#### **Waiting lists.**

Waiting lists for all year groups for all maintained primary and secondary schools will be held centrally by the Admissions Service so that the Authority can co-ordinate offers as required by the School Admissions Code. Waiting lists will be held in the order of priority of the admission rules.

#### **Relevant area**

The Authority is responsible for applications from all Haringey residents and it will liaise with other neighbouring councils as necessary on behalf of its own residents.

## **Requests to transfer between schools**

The Admissions Team will not encourage changes from one local school to another. This is because research shows that these sorts of moves can damage the educational achievement and success of children. Parents will be encouraged to discuss their reasons for wishing to switch schools with their child's present school. The Admissions Service will seek a wide range of educational information from the child's current or previous school to inform the admissions process.

## **In-Year Fair Access Protocol**

Some pupils have additional needs and/or experienced difficulties during their school career. They may need extra support from their school and special consideration about the suitability of a school place may be necessary. In these cases, there are arrangements whereby the needs of both the child and the school have to be fairly weighed up. This is done through the In Year Fair Access Protocol which is a legal requirement for all authorities and all local schools and Academies must participate.

The In-Year Fair Access scheme in Haringey complies with that requirement and has been revised and agreed by the head teacher and local authority partnership following review of the implementation of the procedures.

Its aims are to:

- respond to the real needs of vulnerable young people who are not on the roll of a school and need to be dealt with quickly and sympathetically;
- admit vulnerable students fairly across all schools & Academies, taking account of their capacity to support each student;
- arrange such admissions openly through a process which has the confidence of all.

## **Students within the scope of this scheme**

The admission to school of the following students falls within the scope of this scheme:

- Children in Public Care / Looked-After Children;
- those permanently excluded, in particular those seeking reintegration from the Pupil Support Centre;
- those who have been out of education for more than 6 weeks (half a term);
- asylum seekers and refugees who are not in accommodation centres;
- homeless children and young people;
- children and young people with unsupportive family backgrounds where a school place has not been sought by their parents;
- those known to the police or other agencies such as the Youth Offending;
- those returning from secure units;

- those without a school place and a history of serious attendance problems . This is defined as having only 80% or less attendance in the last 12 months in any authority. Also in cases where Haringey is pursuing a School Attendance Order
- Traveller/Gypsy/Roma children.

The In Year Fair Access arrangements include an “In Year Fair Access Panel” (IYFAP). This is a group of suitably qualified and experienced professionals who decide on school placements for these children. It also monitors “managed moves” which are moves between schools arranged by the head teachers. This process is detailed in the Managed Moves Protocol (Haringey, 2007).

It should be noted that there are separate special admissions arrangements for children with statements of special educational needs (SENs) and children in public care (Looked After Children). This protocol does not override those arrangements. However, it has been agreed that pupils who are, or could be, placed through those arrangements will be noted by the IYFAP panel.

### **Composition of the panel**

The panel, consisting of three head teachers, or their designated representative, the Head of Admissions (chair), will meet once a month (or as necessary) to ensure the prompt and fair allocation of young people to schools. The quorum will be three, with at least two head teachers and one local authority representative. Head teachers’ representation on the panel will be agreed annually at the secondary head teachers’ meeting.

### **The decision-making process**

Cases will be brought to the panel by the Haringey Admissions Service. Decisions will be made in the light of information for the numbers of admissions to each school in the current and previous school.

Where a young person is known to a particular service or agency, an officer with knowledge of that young person will be invited to the IYFAP, or a short written statement may be submitted. The placement panel for children in public care / looked after will continue to determine the most appropriate placement for each young person and then their case will be brought by the LAC Manager to the IYFAP panel for confirmation and points allocation. When making the decision as to appropriate placement for the child, the panel will take into account:

- the parents’ views (including religious affiliation);
- the extent to which the school has itself recently excluded students;
- the number of students admitted through IYFAP. NOTE: over an academic year this must not exceed four pupils above the school’s published admission number per year group and must not exceed a maximum of 15 pupils above the published admission number in total across all year groups.

**NOTE:** Where a school has voluntarily admitted pupils above its admission number, these additional pupils will not count and cannot be off-set against IYFAP referrals:

- the number of 'points' accumulated by schools that have already admitted students under the protocol (please see explanation below);
- the needs of the student, where this is known;
- any capacity/capability reasons why the school may not be able to respond to the needs of the student.

The distance from home to school will also be considered. However the aim of the protocol is to equitably distribute the admission of vulnerable students fairly across all schools.

The panels will award points for each pupil admitted under the protocol. Points can range from 1 to 3, with 3 allocated to those pupils who, in the view of the panel, represent the greatest challenge to the schools to which they are allocated.

**NOTE:** The panel will also award points to a school where they have been named because a School Attendance Order has been instigated by Haringey. This will be 1 point in the first instance, pending the outcome of the legal process, but indicative points will be determined should the process be successful and the young person starts at the school.

The points allocation to The John Loughborough School will be multiplied by four to bring it into line with other schools. This is because it is a much smaller school.

Decisions regarding placement of students under the Fair Access scheme will be made by the panel, and will be final. Admission must take place within **15** school days of the school receiving notification of the decision.

The school may appeal against the panel's decision **only** where the school has prior knowledge of the specific young person which was not known to the panel at the time of decision, which makes the placement inappropriate. The appeal should be made in writing within **5** school days of the school receiving notification of the decision.

The appeal will be considered at the next panel meeting, or an extraordinary meeting of the same panel members may be called to consider an appeal where a delay to the following panel would be inappropriate, for example in the case of looked-after children.

The department for Children Schools and Families (DCSF) recognises that admission of a young person through the Fair Access Panel could potentially take the school above the planned admission number for that year group. This allocation by the Fair Access Panel will never exceed the agreed number per year group per school.

It is recognised that for young people seeking in-year admission to school there is often little information easily or readily available. To support fair access and help make suitable school placements, the authority will try to obtain comprehensive information about the child's educational levels and needs.

At the same time, every effort will be made to admit children into schools quickly. However, where a young person has been allocated a school place and the school awarded points based on the best information available at the time, and this subsequently proves to be inappropriate/inaccurate, the school may bring the case back to the panel for a change in points allocation or, in very rare and extreme circumstances, reallocation.

### **School admission appeals by other children**

Young people can be admitted to a school above the published admission number (PAN) in any year group, under the Fair Access Protocol. Therefore Admission Appeal Panels will be made aware of the conditions of the Fair Access scheme, and that the fact that additional students may have been already admitted under this scheme and any decision to admit an extra pupil will place further pressure on a school's resources.

### **Monitoring the operation of the protocol**

The anonymised details of all decisions will be made available to the Admissions Forum as a standing agenda item to demonstrate that the Protocol is being applied appropriately.