



Admissions process for pupils of The John Loughborough School

Applying for a school place for September
2013



A decision has been taken by the Council's Cabinet on the future of The John Loughborough School. On 16 April 2013 Haringey's Cabinet agreed the recommendation outlined in a Cabinet report to close The John Loughborough School with effect from the end of the summer term (August) 2013. The Council's John Loughborough School webpage contains detailed information on the background to the closure of the school and is available to view at www.haringey.gov.uk/jls

The time line for the admissions process is set out below.

Date	What will happen
26 April 2013	Application process will open
24 May 2013	Application process will close
10 June 2013	Offer day
24 June 2013	Respond to offer by this date

Applying for school places

If you have children in years 7 to 10 in the school you will now need to apply for an alternative school place for your child(ren). You may list up to six schools which can be located in Haringey or in other boroughs. Please list the schools in the order you would most prefer them. If a place cannot be offered at any of the preferences you have listed you will be allocated a place at the nearest available school with places. Current vacancies at all Haringey schools are given in the table on page 6. Schools not listed in the table do not currently have vacancies. The council is proposing to make places available at Park View to ensure that Year 10 (who will go into year 11 in September 2013) have the opportunity to continue to be educated together.

Admission process for pupils at the John Loughborough School

Application forms will be provided to each family directly from The John Loughborough School. They are also available to download online at www.haringey.gov.uk/jls. Please can you complete the application form and return it to the School Admissions Service, by a deadline of **Friday 24 May 2013**. You will receive an offer of a school place on 10 June 2013.

How places will be offered

If there are more applications than places available at any specific school, the published admissions criteria for that/those school(s) will be used to determine who will be offered the available place(s). If you list a school in another borough, this information will be sent securely to the relevant borough who will inform us whether or not a place can be offered at the school: Haringey will then advise you accordingly.

If you live in another borough your home borough will advise you of the offer being made to you, even if that offer is for a Haringey school. If more than one school place could be offered from the preferences set out in your application form, the highest possible preference offer will be made to you.

If we are unable to offer a place at any of the schools listed on your application form (because every school(s) is full in the relevant year group(s)) Haringey residents will be offered a place in the nearest school with an available place(s). If you live outside Haringey you will be sent a list of Haringey schools with available places (on the given offer day) so that an alternative school can be requested if you so desire. Your application will also be passed to your home local authority who will be responsible for ensuring that your child(ren) has a school place. You may also wish to apply directly to your own home local authority.

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 – the next page explains why this is so important.

How we will process your application

Each school you list is considered at exactly the same time.

This includes schools in Haringey and schools located in other boroughs.

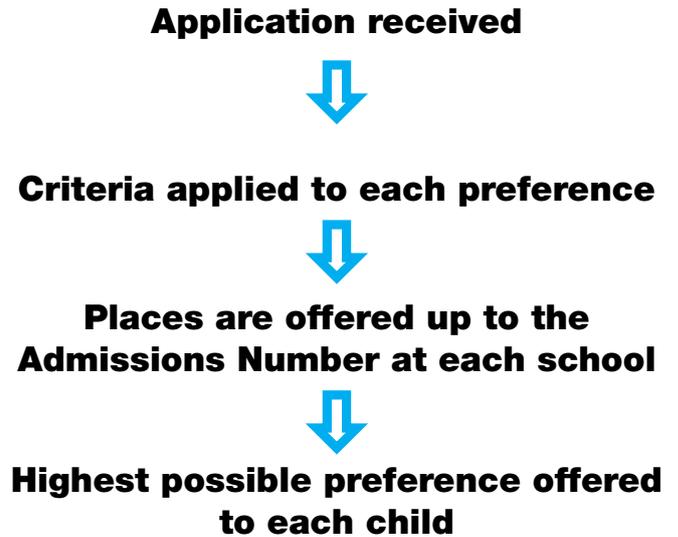
The published admissions criteria (also called admission rules or admission arrangements) are applied to every school you list.

- Our computer system works out who can be offered a place at Haringey community schools. It applies the criteria which are given on page 14 of this booklet.
- The Governors of Academies, foundation and voluntary aided schools apply their criteria to all their applicants and let us know who should be offered a place.
- Other boroughs let us know which Haringey residents can be offered places at their schools.

Schools may have available places in each year group and places are offered until a school is full or there are no more applicants for that school.

If a child can be offered more than one place then the highest possible preference will be offered.

Summary of Application



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.

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	✗	

The places at school D and E would be offered to the next child on each school's list.

Completing your form

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 address with your application. Please send photocopies with your application form. We cannot return original documents. Proof of address documentation includes:

- 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 3 months of closing date
- 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.

Late applications

If you apply after the deadline for applications, your application will be considered after those who have applied on time. Every reasonable effort will be made to ensure that a late applicant(s) is offered a school place on offer day.

No application

Haringey residents who do not complete an application form will be allocated a place at the nearest school with an available place. If you live outside Haringey and do not complete an application form, your details will be sent to your home local authority who will be responsible for ensuring that you are offered a school place.

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 does not guarantee a place at the school.

Right of appeal

You have a right of appeal if your child is refused a place at any of the schools you listed on your form.

If you wish to appeal:

- **for a community school in Haringey**, please download an appeal form from www.haringey.gov.uk/schooladmissions or contact us to request a form.
- **for a voluntary aided school**, please contact the school direct.
- **for schools outside Haringey**, please contact the local authority where the school is located (contacts details can be found at www.haringey.gov.uk/schooladmissions).

Community and voluntary aided schools are listed on the next page of this booklet.

Appeal forms should be returned as soon as possible.

We **strongly recommend** that you accept the place you have been offered as this will ensure that your child has a school place in September. Accepting the place will not influence the outcome of your appeal or your child's position on a waiting list.

Types of schools in Haringey

We co-ordinate applications for all schools. Brief definitions of the types of schools in Haringey are given below along with information about how the admission arrangements are set and applied for each school.

Community Schools

Haringey Council set and apply the admission arrangements for community schools. The admissions arrangements are set out on page 6 of this booklet.

- Gladesmore School
- Heartlands High School
- Hornsey School for Girls
- Highgate Wood School
- Northumberland Park Community School
- Park View

Voluntary Aided Schools

Voluntary-aided (VA) schools operate under foundations (usually trusts, which are often the Church Diocesan

Boards). Most are designated with a religious character. The governors of the school set and apply the admission arrangements. The admissions arrangements are set out under the entry for each school.

- St Thomas More

Foundation Schools

A foundation school is a state funded school. The governors of the school set and apply the admissions arrangements. Land and buildings are usually owned by the governing body or a charitable foundation. The admission arrangements are set out under the entry for each school.

- Fortismere School

Academies

Academies are publicly funded independent schools. The governors of the school set and apply the admissions arrangements. The governors at Woodside High and Alexandra Park schools have set out that they wish to follow the arrangements set for community schools.

- Alexandra Park
- Greig City Academy
- Woodside High

Alternative faith schools within a reasonable distance of The John Loughborough School (distance from the school in miles is given in brackets)

Borough	Church of England	Roman Catholic			
Haringey	Greig City Academy (3.3)	St Thomas More (2.9)			
Barnet	St Mary's High School (9.3)	St Michael's Catholic Grammar School (7.7)	St James' Catholic High School (11.6)	Bishop Douglass Catholic School (6.1)	Finchley Catholic High School (7.6)
Enfield	Bishops Stopford's School (6.4)	St Anne's RC High School (5.0)	St. Ignatius College (7.7)		
Waltham Forest		The Holy Family (4.1)			
Hackney	The Urswick School (4.3)	Cardinal Pole Catholic School (4.1)	Our Lady's Convent High School for Girls (1.9)		
Islington	St Mary Magdalene Academy (4.7)	Mount Carmel for Girls (4.8)	St Aloysius' College for Boys (4.7)		
Camden		Maria Fidelis Convent School RC (6.8)	La Sainte Union Catholic School RC for Girls (5.3)		

Haringey schools places available (as of April 2013):

School	Year 7 vacancies	Year 8 vacancies	Year 9 vacancies	Year 10 vacancies	Open events**
Alexandra Park	0	0	0	0	TBC
Fortismere	0	0	0	0	TBC
Gladesmore	0	0	0	0	TBC
Greig City Academy	27	2	13	3	Contact Eileen Ward to arrange a visit – 020 8609 0171
Heartlands High	0	0	0	n/a	TBC TBC
Highgate Wood	0	0	1	0	TBC
Hornsey School for Girls	74	1	25	0	TBC
Northumberland Park	15	1	0	0	TBC
Park View	0	0	0	1	Welcome meetings: 2 May, 4pm; 7 May 6pm
St Thomas More	123	101	125	76	Contact Ms Jo Flower to arrange a visit – 020 88269389
Woodside High	0	0	0	0	TBC
Grand Total	239	105	164	80	

** Details of planned open events and advice sessions will be added to the www.haringey.gov.uk/JLS as soon as dates are confirmed.

Admissions criteria for community schools

If we receive more applications than spaces 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 or were previously looked after but immediately after being looked after, became subject to an adoption, residence, or special guardianship order. Children in care means children who are in care of a local authority in accordance with Section 22 Children Act 1989.

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 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.

Tie breaker

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

Multiple births

If only one place is available at the school and the next child who qualifies for a place is one of multiple birth siblings, we will ask community schools to go over their published admission number.

Schools

ALEXANDRA PARK SCHOOL

Head teacher:	Michael McKenzie
School address:	Bidwell Gardens, N11 2AZ (Pedestrian access via Albert Road recreation ground or Rhodes Avenue.)
School tel:	020 8826 4880
Email:	office@apsch.org.uk
Website address	www.alexandrapark.haringey.sch.uk
Contact:	Ms Hilary Scott
DfE number:	309 4036
Published admission number:	216

FORTISMERE SCHOOL

Head teacher:	Helen Anthony
School address:	Tetherdown, Muswell Hill, N10 1NE
School tel:	020 8365 4400
Email:	southwing@fortismere.haringey.sch.uk
Website:	www.fortismere.haringey.sch.uk
Contact:	Natalie Moore
DfE number:	309 4032
Published admission number:	243

Over-subscription criteria

For all other applicants, where there are more applicants than places available, priority will be given in the following order:

- Children who are looked after by a local authority or were previously looked after but immediately after being looked after, became subject to an adoption, residence, or special guardianship order. Children

in care means children who are in care of a local authority in accordance with Section 22 Children Act 1989.

- Young people whom the Governors and Head accept have an exceptional need for a place at Fortismere. Applications will only be considered under this category if they are supported by a written statement from a doctor, social worker or other appropriate professional. In each case, it must be shown that the child's need can particularly well be met at Fortismere School.
- Children where, at the time of application, an older sibling is expected to be on roll (including in the Sixth Form) when a younger child starts at the school. This category includes foster brothers or sisters, half brothers or sisters, and stepbrothers or stepsisters. In all of these cases the brother or sister must be living at the same address as the child for whom the application is being made.
- Up to 10% of places (24 children in each year group) will be allocated on the basis of aptitude in Music, to be determined by prescribed tests. There will be two stages to the process. In the first stage, all applicants for places under this criterion must sit a written test of musical aptitude. The test is of approximately 40 minutes' duration and does not require any previous knowledge of music or music theory. There will be 60 questions in total in four sections: pitch, rhythm, texture and melody. There will be one test session on a specified date in September. Applicants will be notified in advance of the test venue. Those unable to attend on this date due to compelling religious, medical or other reasons will be offered one alternative date. Applicants who achieve the qualifying mark in the first stage test will be invited to the second stage, and given an individual appointment during the school day near the start of October. Here they will be given further aural/oral tests based on rhythm and melody. All candidates will be ranked according to their test scores. If 24 or more reach the required standard the places will be filled by the 24 of the highest ranking. If fewer than 24 reach the required standard then the remaining places will be offered under criterion e. Where there is a tie between applicants' scores, proximity of the home address to the School will be the deciding factor.

Candidates applying under this criterion should complete a supplementary application form available

from the school or Haringey Local Authority. This should be submitted directly to the school by 7 September 2012 for children who are transferring from Primary to Secondary in September 2013.

- e. Children living closest to the school as measured in a straight line from the front door of the home address where the child normally lives, to the school address point, which is the Reception in South Wing. This criterion will also be used as a tie-breaker for all the over-subscription criteria a. to d.

GLADESMORE COMMUNITY SCHOOL

Head teacher:	Tony Hartney CBE
School address:	Crowland Road, N15 6EB
School tel:	020 8800 0884
Email:	admin@gladesmore.com
Website:	www.gladesmore.com
Contact:	Ms S Naidoo
DfE number:	309 4033
Published admission number:	243

GREIG CITY ACADEMY

Head teacher:	Paul Sutton OBE
School address:	High Street, Hornsey N8 7NU
School tel:	020 8609 0100
Email:	eward@greigcityacademy.co.uk
Website:	www.greigcityacademy.co.uk
Contact:	Mrs E Ward
DfE number:	309 6905
Published admission number:	200

Oversubscription Criteria

Where the Academy is oversubscribed, after the admission of children with statements of SEN, places will be allocated to applicants in the following priority order:

1. Young people who are looked after by a local authority and young people who were previously looked after but, immediately after being looked after,

became subject to an adoption, residence or special guardianship order.

2. Young people whom the Governors and Principal accept have an exceptional medical, social or educational need for a place at Greig City Academy rather than another school. Applications will be considered under this category only if they are supported by a written statement from a doctor, social worker or other appropriate professional confirming that Greig City Academy alone can meet the child's need and showing the difficulties that would be caused if another school had to be attended.
3. All the remaining places will be shared between Foundation places and Open places equally:

Foundation Places will be allocated to those young people whose parents are attached or linked to the Church of England or any other Christian denomination in fellowship with the Church of England. Examples of attachment would include, for example, a parent or parents who have had their child baptized or dedicated; parents who attend a church; parents are involved in activities and organisations sponsored by a church.

Applicants must produce a letter of support from their parish priest or Christian minister to confirm their attachment. (See Greig Supplementary Information Form).

Open Places will be allocated to all other applicants regardless of the faith background of the family, on the understanding that parents and child support the particular ethos and values of the school.

Tie break

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

Note

All applicants for a Foundation place at Greig are asked to complete and send in a Supplementary Information Form to the school. The form is used to enable Governors to allocate places in line with the admission policy. Applicants for an Open place do not need to complete this form.

If there are not enough applicants in either the Foundation category or the Open category to fill the places, then the remaining places in that category will be offered to applicants in the other category.

HEARTLANDS HIGH SCHOOL

Head teacher:	Simon Garrill
School address:	Station Road, Wood Green, N22 7ST
School tel:	020 8826 1230
Email:	office@heartlands.haringey.sch.uk
Website address	www.heartlands.haringey.sch.uk
Contact:	Admissions Officer
DfE number:	309 4705
Published admission number:	216

HIGHGATE WOOD SCHOOL

Head teacher:	Patrick Cozier
School address:	Montenotte Road, N8 8RN
School tel:	020 8342 7970
Email:	admin@hws.haringey.sch.uk
Website:	www.hws.haringey.sch.uk
Contact:	Ms G King
DfE number:	309 4030
Published admission number:	243

HORNSEY SCHOOL FOR GIRLS

Head teacher:	Carol Jones
School address:	Inderwick Road, N8 9JF
School tel:	020 8348 6191
Email:	admin@hornseyschool.com
Website:	www.hsg.haringey.sch.uk
Contact:	Ms Hall, Director of Learning for Year7 (cassandrahall@hornseyschool.com) or Ms Chapman, Senior Assistant Headteacher KS3 (katechapman@hornseyschool.com)
DfE number:	309 4029
Published admission number:	216

Oversubscription 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. If the number of applicants without statements of educational needs naming 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 will be offered a place:

1. Children in Care

Children who are looked after by a local authority or were previously looked after but immediately after being looked after, became subject to an adoption, residence, or special guardianship order.

Children in care means children who are in care of a local authority in accordance with Section 22 Children Act 1989.

2. Social medical

Girls 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. Siblings

Girls with a sister already attending the school and who will still be attending in years 7-11 on the date of admission. This category includes foster sisters,

NORTHUMBERLAND PARK COMMUNITY SCHOOL

Head teacher:	Monica Duncan
School address:	Trulock Road, N17 0PG
School tel:	020 8801 0091
Email:	jre@northumberlandpark.haringey.sch.uk
Website:	www.northumberlandpark.haringey.sch.uk
Contact:	Jemaine Rennalls
DfE number:	309 4031
Published admission number:	210

half sisters or step sisters. Parents should note that in all these cases, the sister must be living at the same address as the girl for whom the application is being made.

4. Girls living in the priority area

Places will be offered to girls living in the following wards:

Alexandra • Harringay • Northumberland Park • Tottenham Hale • Bounds Green • Highgate • Seven Sisters • West Green • Bruce Grove • Hornsey • St Ann's • White Hart Lane • Crouch End • Muswell Hill • Stroud Green • Woodside • Fortis Green • Noel Park • Tottenham Green

Places will be offered to each ward in proportion to the number of applications received for the school. This means that the more applications received from a ward, the more places will be offered to girls living in that ward.

If there are more applications from a ward than there are places available for that ward then the tiebreak will be girls living closest to the school. This criterion will only be used until 1 March 2013 and the waiting list will be maintained in distance order.

5. All other applicants

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 tiebreak for two or more applications that live exactly the same distance from the school (and who are not from multiple births) will be random allocation using a computerised system.

PARK VIEW

Head teacher:	Alex Atherton
School address:	West Green Road, N15 3QR
School tel:	020 8888 1722
Email:	admin@parkview.haringey. sch.uk
Website:	www.parkview.haringey. sch.uk
Contact:	Ms G Mousika gmousika@parkview. haringey.sch.uk
DfE number:	309 4037
Published admission number:	216

ST THOMAS MORE CATHOLIC SCHOOL

Head teacher:	Mr Martin Tissot
School address:	Glendale Avenue, N22 5HN
School tel:	020 8888 7122
Email:	office@ stthomasmoreschool. org.uk
Website:	www.stthomasmoreschool. org.uk
Contact:	Mrs Christalla Chambi (c.chambi@ stthomasmoreschool. org.uk)
DfE number:	309 4703
Published admission number:	192

Oversubscription criteria

Whenever there are more applications than places available, offers of places will be made using the following criteria in order of priority:

- Catholic looked after or previously looked after children.
- Practising Catholics (a reference from a priest will be required).
- Baptised Catholics (certificate required).
- Eastern Christian churches, e.g. Greek Orthodox (a supportive reference will be required from a Priest). Catechumens (this will normally be evidenced by a certificate of reception into the order of catechumens).
- Looked after or previously looked after children
- Christians of other denominations whose parents wish them to have a Catholic education and whose application is supported by their Minister of Religion.
- Children of other faith communities whose parents wish them to have a Catholic education and whose application is supported by their religious leader.
- Any other applicant.

Exceptional needs

In addition to the above criteria, the Governing Body will give top priority to an application within a category where evidence is provided at the time of application of a particular educational or other need of the child which can be most appropriately met at this school. Appropriate evidence will be provided by a professional such as a doctor, social worker or priest. The evidence must indicate how St Thomas More School can meet this need.

Siblings and multiple births

In each of the above criteria the presence of a brother or sister in the school at the time of admission will increase priority within each criterion. The term 'brother or sister' includes foster brothers and sisters, half brothers and sisters, step brothers and sisters and adopted brothers and sisters. It does not include other relations. The siblings must reside at the same address as the child applying for the place. In the case of multiple applications from one family random allocation will be used to decide whom a single place will be offered to, this will take place in the presence of an independent witness.

Again further priority in each criterion will be determined, if necessary, by proximity of the child's home to the school. Distances will be measured from the front gate

of the school to the front door of the applicant's home, in the case of flats the measurement will be to the front door of the flat within the building using a large-scale Ordnance Survey map.

Waiting Lists

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the over subscription criteria set out above and not in the order in which applications are received or added to the list. This list will be maintained until the end of the academic year when names will be removed.

Definitions

'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church.

'Practising Catholic' means a Catholic child from a practising Catholic family where this practice is verified by a reference from a Catholic priest in the standard format laid down by the Diocese.

'Catechumen' means a member of the Catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.

'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

'looked after child' has the same meaning as in section 22 of the Children Act 1989, and means any child in the care of a local authority or provided with accommodation by them (e.g. children with foster parents).

'home address' means where the child resides for 50% or more of the school week.

WOODSIDE HIGH SCHOOL

Head teacher:	Joan McVittie
Associate Head teacher:	Elma McElligott
School address:	White Hart Lane, N22 5QJ
School tel:	020 8889 6761
Email:	mail@woodsidehighschool.co.uk
Website:	www.woodsidehighschool.co.uk
Contact:	Loulla Goulas (020 8829 2549 or Loulla.goulas@woodsidehighschool.co.uk)
DfE number:	309 4034
Published admission number:	162