



Office of  
the Schools  
Adjudicator

**LOCAL AUTHORITY REPORT**  
**TO**  
**THE SCHOOLS ADJUDICATOR**  
**FROM**  
**Haringey Local Authority**

**30 JUNE 2014**

**Report Cleared by: Jon Abbey**  
**Assistant Director for Schools and Learning**

**Date submitted: 30 June 2014**

**By: Jennifer Duxbury**  
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**Please email your completed report to: [OSA.TEAM@OSA.GSI.GOV.UK](mailto:OSA.TEAM@OSA.GSI.GOV.UK)**

## **Introduction**

1. Section 88P of the School Standards and Framework Act 1998 requires Local Authorities to make an annual report to the adjudicator.
2. The School Admissions Code (the Code) at paragraph 6 sets out the requirements for reports by local authorities. Paragraph 3.23 specifies what must be included as a minimum in the report to the adjudicator and makes provision for the local authority to include any other local issues.
3. There are other matters concerning admissions, some suggested by local authorities, about which it would be useful to have a view. Rather than undertake a separate exercise in which information is sought from local authorities, you are asked to include any relevant information in your report to the adjudicator.

## **Completing the Template**

**This template is designed to be completed electronically - boxes will expand as necessary.**

**Throughout this report, please include middle deemed primary schools as for pupils up to age 11 and middle deemed secondary schools as for pupils over 11. For schools that have children of primary and secondary age and are not designated as a middle school please record them as all-through schools.**

**Where a type of school is given, foundation covers foundation schools and foundation schools with a foundation (trust schools). Academy schools should be recorded by the individual type of academy school, namely, academy, free school, UTC or studio school.**

### **1. Local Authority school numbers**

Please give the total number of schools by type within your local authority as at 30 June 2014.

<b>Type of School</b>	<b>Number of Schools for pupils up to age 11</b>	<b>Number of Schools for pupils over age 11</b>	<b>Number of all-through schools</b>
<b>Community</b>	38	5	
<b>Voluntary Controlled</b>	1		
<b>Voluntary Aided</b>	14		
<b>Foundation</b>		1	
<b>Academy</b>	9	6*	
<b>Free School</b>	2		1**
<b>UTC</b>	N/A	1**	
<b>Studio School</b>	N/A		

\*includes Haringey Sixth Form Centre which was set up under the school organisational regulations as a 16-19 school

\*\*Tottenham UTC and Harris Academy Tottenham will be opening in September 2014 and are included in this table as both participated in co-ordination.

## 2. Admission Arrangements for Admissions in September 2014

The Code at paragraph 3.23 requires that each local authority must report on how well the admission arrangements for state-funded schools (of all types) in its local authority area serve the interests of the groups of children listed below.

Please include details of any problems that have arisen for these children while allocating places for admissions in September 2014, for example any admission arrangements for own admission authority schools that could be interpreted as implying the school has some discretion over the admission of children who have a statement that names the school or looked after children and previously looked after children other than the permitted exceptions.

(a) How well are the interests of **looked after children** served?

Tick as appropriate: Fully  In part  Not satisfactorily

Comments: Top priority is given to looked after children under the admissions criteria. Where an in year application is received from a looked after child out of school and a school is full, the case will be taken to the In Year Fair Access Panel and the school will be asked to take over number.

(b) How well are the interests of **previously looked after children** served?

Tick as appropriate: Fully  In part  Not satisfactorily

Comments: Top priority is given to previously looked after children under the admissions criteria. Where an in year application is received from a previously looked after child who is out of school and a school is full, the case will be taken to the In Year Fair Access panel and the school will be asked to take over number. Previously looked after children are children who were looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order.

(c) How well are the interests of **children with disabilities** served?

Tick as appropriate: Fully  In part  Not satisfactorily

Comments: Parents/carers of children with disabilities that do not have a statement of special educational needs may apply for admission under the social/medical criterion. Parents are asked to submit written professional evidence to confirm that there is an exceptional medical or social need and the information must demonstrate how the specified school is the only school that can meet the defined needs of the child.

- (d) How well served are **children who have special educational needs and who have a statement of special needs** that names a school?

Tick as appropriate: Fully  In part  Not satisfactorily

Comments: Children with a statement of special educational needs which names the school will be admitted. We work closely with schools and academies to make sure this happens. One academy has significantly delayed accepting children with a statement of special educational needs for September, however this has now been resolved.

- (e) How well served are those **children who have special needs, but do not have a statement?**

Tick as appropriate: Fully  In part  Not satisfactorily

Comments: Parents/carers of children who have special needs but do not have a statement of special educational needs may apply for admission under the social/medical criterion. Parents are asked to submit written professional evidence to confirm that there is an exceptional medical or social need and the information must demonstrate how the specified school is the only school that can meet the defined needs of the child.

### 3. Co-ordination of admissions

#### A) During the normal admissions round

Please assess the effectiveness of co-ordination of primary and secondary admissions for September 2014 in your local authority highlighting any particular strengths in the process and any problems.

#### **Primary**

- (a) How well has the first year of operating the national offer day for primary places worked compared with when there was no specified national offer day?

Tick as appropriate: Better  The same  Less well

- i) Any strengths of the new procedure?

Comments: All London boroughs previously worked towards an agreed PAN London scheme with a common offer day. This worked very well but the national offer day has proven more effective because it has provided clarity on timescales for families with younger siblings and for families moving from and to other parts of the country.

ii) Any problems encountered this year?

Comments: None.

### Secondary

(b) How well has the operation of national offer day worked for secondary admissions this year?

Tick as appropriate: Better than last year   
The same   
Less well than last year

i) Any strengths?

Comments: The operation of national offer day for Secondary admissions continues to work well.

ii) Any problems?

Comments: None

(c) If you have any UTCs or studio schools in your area, do you co-ordinate admissions for entry at the relevant year group of entry to these schools?

Tick as appropriate: Yes  No  N/A

If **YES**, please explain how well the admissions process is working for these schools:

Tottenham UTC has agreed to participate in co-ordination for the first year of opening and the LA has administered the admissions process on their behalf. This has worked well and it has been possible to offer all applicants a place for entry in September 2014.

We will continue to co-ordinate admissions centrally from September 2014 including admission for year 12.

If **NO** do you have any evidence about how well the admission process is working for individual UTCs or studio schools?

Tick as appropriate: Yes  No

If **YES**, please comment

B) In-year admissions

From September 2013 in-year admissions have not had to be co-ordinated by the local authority.

- (a) How many **pupils** have needed a school place because they do not have one or parents have applied for a place as an in-year admission for any other reason between 1 September 2013 and 15 June 2014?

For pupils up to age 11	For pupils over age 11	For Sixth Forms
1946	729	

- (b) Did you discuss with community and voluntary controlled schools the option of continuing to co-ordinate in-year admissions?

Tick as appropriate:      Yes       No

Comments: Yes this was discussed and consulted on as part of the consultation on the school admission arrangements. The LA coordinated scheme sets out that in year admissions will continue to be centrally coordinated.

- (c) Did you discuss with own admission authority schools the option of continuing to co-ordinate in-year admissions?

Tick as appropriate:      Yes       No

Comments: Yes, as above

- (d) Will the local authority continue to co-ordinate in-year admissions for any schools?

Tick as appropriate:      Yes       No

If **YES**, for which schools will it co-ordinate in-year admissions?

Type of School	Number of Schools for pupils up to age 11	Number of Schools for pupils over age 11	Number of all-through schools
Community	38	5	
Voluntary Controlled	1		
Voluntary Aided	14		
Foundation		1	
Academy	9	6	
Free School	2		1
UTC	N/A	1	
Studio School	N/A		

- (e) If you have any information about how many schools parents approach before obtaining a place, please comment?

Comments: Parents who approach schools direct are able to complete an application form which is sent to the LA to ensure that there is no delay in a child being admitted.

- (f) How confident are you that the requirements of the Code at paragraph 2.22 for schools to keep the local authority informed about applications and the outcomes are being met?

Tick as appropriate: Very confident  confident  not confident

- (g) Across your local authority area how well have in-year admissions worked this year?

Tick as appropriate: Better than last year   
The same as last year   
Less well than last year

- (h) Please comment on the effectiveness overall of in-year admission arrangements across all types of schools in your local authority.

Comments:

The co-ordinated scheme has worked well.

Schools are asked to provide information to comply with paragraph 2.22 on a weekly basis and where this has not been provided, this has been challenged.

#### 4. Fair Access Protocol

The Code at paragraph 3.9 requires each local authority to have a Fair Access Protocol agreed with the majority of schools in its area. Paragraph 3.11 of the Code requires that all admission authorities must participate in the Fair Access Protocol.

- a) Please confirm that your local authority has a Fair Access Protocol that has been agreed with the majority of schools in your area.

Tick as appropriate: Yes  No

If **NO**, please explain:

- b) Although a majority of schools, and perhaps all, will have agreed the Fair Access Protocol, some may not have done so. Please state how many schools have not agreed the Fair Access Protocol.

Type of School	Number of Schools for pupils up to age 11	Number of Schools for pupils over age 11	Number of all-through schools
Community	0	0	0
Voluntary Controlled	0	0	0
Voluntary Aided	0	0	0
Foundation	0	0	0
Academy	0	0	0
Free School	0	0	0
UTC	N/A	0	0
Studio School	N/A	0	0

- c) Where schools did not agree the Fair Access Protocol; please say why they did not agree.

Comments: We have not been contacted by any schools to say they have not agreed the Fair Access Protocol.

- d) Have you reviewed your Fair Access Protocol since the School Admissions Code 2012 was introduced?

Tick as appropriate: Yes  No

- e) If **NO**, do you plan to do so in 2014/15?

Tick as appropriate: Yes  No

If **NO** please say why not:

- f) (i) Please give your assessment of how well your Fair Access Protocol has worked in the academic year 2013/14 in placing children without a school place in schools in a timely manner.

Tick as appropriate: Very well  Mostly well  Some difficulties

- (ii) What is your general assessment of the working of the protocol compared with last year?

Tick as appropriate: More effective  as effective  less effective

- (iii) How frequently has the protocol been used to place a child compared with last year?

Tick as appropriate: More frequently  same frequency  less frequently

- i) Have you had any specific problems in allocating a place through the protocol? For example, where a school has been reluctant to accept a child.

Tick as appropriate: Yes  No

Comments:

Overall the application of the Fair Access Protocol has ensured that pupils without a school place have been placed quickly.

Where schools have refused admission Haringey has sought a local resolution and where necessary met with the Head teacher and governors. This is described further in part j.

In one case, an Academy refused to admit pupils that were offered a place in line with the Protocol. We informed the school of our intention to request a direction, and the school then agreed to admit the pupils.

- ii) Have you any examples of particularly effective collaboration and working? For example, placing children in year 6 of a primary school or years 10 and 11 of a secondary school.

Tick as appropriate: Yes  No

Comments: The primary protocol has been revised to set out that year 6 applications to schools in an Ofsted category of concern will be considered by the IFAP panel. The local authority and schools work closely together to ensure pupils are offered places quickly including in years 10 & 11. Alternative provision placements are commissioned where it is identified that this will best meet the educational needs of a young person.



- j) Please add any other relevant information you wish to include in this section concerning Fair Access Protocols, for example, have you used the guidance issued by the Department for Education in November 2012 ([Link to advice](#)) and has it proved useful?

Comments: We have found the guidance useful. Reference to the guidance is made in our Protocol. One secondary academy refused admission to several pupils, however when informed of the LA's intention to direct, the pupils were admitted and direction was not necessary.

## 5. Admission Appeals

- a) Please provide details about the number of appeals lodged for admissions in September 2014

	<b>Lodged</b>	<b>Settled</b> (offered a place through a waiting list or other means - not continuing with appeal)	<b>Withdrawn</b> (no place offered, but not proceeding with appeal)	<b>Appeals Heard</b>	<b>Appeals Upheld</b> (a place offered as a result of the appeal)	<b>Appeals Not Upheld</b> (appeal failed, no place offered)
<b>Pupils up to age 11</b>	104	10	8	0	0	0
<b>Pupils age 11-16</b>	125	23	19	55	7	48
<b>Pupils over age 16</b>	0	0	0	0	0	0
<b>Date up to which this information applies</b>	22/6/14	22/6/14	22/6/14	22/6/14	22/6/14	22/6/14

***Please note there will be an opportunity to update this data up until 31 August 2014 - the update form is attached as an appendix so that you can return it separately if you wish at the end of August.***

- b) Please add any comments about the appeals process in your area.

Comments:

## 6. Other Issues

### A. Publication of the local authority's report

Paragraph 3.23 of the Code requires each local authority to publish a copy of its report locally by 30 June.

- a) Please indicate where or how a copy of the report can be obtained by a member of the public:

Tick as appropriate: Local authority website  Hard copy  Other

If **OTHER** please state how:

If the report is not published by 30 June please provide details of when and where the report will be published:

Comments:

### B. Objections to admission arrangements

Paragraph 3.2 says “local authorities **must** refer an objection to the Schools Adjudicator if they are of the view or suspect that the admission arrangements that have been determined by other admission authorities are unlawful”.

- a) How many sets of admission arrangements of schools were queried by the local authority with schools that are their own admission authority because they were considered not to comply with the Code?

Type of School	Number of Schools for pupils up to age 11	Number of Schools for pupils over age 11	Number of all-through schools
Voluntary Aided	0	0	0
Foundation	0	0	0
Academy	0	0	0
Free School	0	0	0
UTC	N/A	0	0
Studio School	N/A	0	0

- b) How confident are you that all community, voluntary controlled and own admission authority admission arrangements are now fully compliant with the Code?

Tick as appropriate: very confident  confident  not confident

- c) How many schools did not send the local authority a copy of their full admission arrangements, including the supplementary information form (or the form by any other name, for example religious inquiry form) if one is used, by 1 May, as specified in paragraph 1.47 of the Code?

Type of School	Number of Schools for pupils up to age 11	Number of Schools for pupils over age 11	Number of all-through schools
Voluntary Aided	0	0	0
Foundation	0	0	0
Academy	0	0	0
Free School	0	0	0
UTC	N/A	0	0
Studio School	N/A	0	0

**C. Fraudulent applications**

- (a) Is there any concern in your local authority about fraudulent applications?

Tick as appropriate:      Yes       No

- (b) Did the local authority make any offers on national offer days that were subsequently withdrawn as a result of a fraudulent application?

Tick as appropriate:      Yes       No

- (c) If **YES**, how many for each type of school?

Type of School	Number of Schools for pupils up to age 11	Number of Schools for pupils over age 11	Number of all-through schools
Community			
Voluntary Controlled			
Voluntary Aided			
Foundation			
Academy			
Free School			
UTC	N/A		
Studio School	N/A		

(d) What action is the LA taking to prevent fraudulent applications?

Comment:

The Local Authority takes any allegations of fraud very seriously and all allegations are fully investigated.

We ask parent/carers to provide proof of their child's permanent address with their application. The supporting documents requested include: a copy of their council tax bill (dated within 1 year) and one other proof of address to demonstrate occupancy – commonly a utility bill dated within 3 months or a copy of the most recent child benefit letter is also sufficient.

We reserve the right to make further checks if we are not completely satisfied with the information provided. If false or misleading information is provided we reserve the right to withdraw an offer of a school place or if an offer has not been made, process the application with the correct information as a late application.

We are currently revising our protocol and further promoting the consequences of supplying fraudulent or misleading information.

#### **D. Summer born children**

The DfE issued guidance in July 2013 “Advice on the admission of summer born children” for local authorities, school admission authorities and parents ([Link to advice](#)). The School Admissions Code at paragraph 2.16 deals with deferred entry and/or part-time attendance for children in the year they reach compulsory school age. Paragraph 2.17 refers to the admission of children outside their normal age group.

(a) Do you keep data for any schools on the number of requests from parents who ask that their child is admitted to a class outside their normal age group?

Tick as appropriate:                      Yes  No

(i) For community and voluntary controlled schools:    Yes  No

If **YES**, how many requests did you receive for admission to a Reception class for a child who had reached the normal age for Year 1?

Number: 4

How many were subsequently agreed?

Number: 3

(ii) For own admission authority schools: Yes  No

If **YES**, how many requests were received for admission to the Reception Year for a child who had reached the normal age for Year 1?

Number: 0

How many were subsequently agreed?

Number: 0

(b) What reasons, if known, were given for seeking to delay the admission to reception of the child for a full school year?

Comments: Parents felt that their children were not ready to start school for social and emotional reasons. One parent also reported that her child would not be able to cope with the physical demands of school.

(c) Any other comments the local authority has on the matter of admission of summer born children.

Comments: In light of the DfE guidance that has been issued, we have reviewed our processes and are speaking to parents who are thinking about making a request to delay admission for their summer born child. We will look at each application on a case by case basis before reaching a decision.

### **E. Composite prospectus – admission to sixth form**

The School Information (England) Regulations 2008, regulation 5 requires the local authority to publish no later than 12 September in the offer year a composite prospectus for primary and secondary schools. Regulation 6 deals with the manner of the publication of the prospectuses and schedule 2 to the regulations details the information to be included in a prospectus.

Schedule 2, paragraph 14 says of what is to be included: *“The determined admission arrangements for the school in relation to each relevant age group at the school (including ages above and below the compulsory school age) and, where the arrangements include a supplementary information form a copy of that form.”*

(a) How were the admission arrangements for admission to the sixth form of schools that admit students new to the school to year 12 included in a composite prospectus for admissions in September 2014?

(b)

- (i) With the admission arrangements for each school admission to the earlier relevant age group (for example Year 7) for admission?

Tick as appropriate:            Yes             No

or

- (ii) In a separate composite prospectus for the sixth form?

Tick as appropriate:            Yes             No

or

- (iii) Other, please describe how the requirements of the regulations are met.

Comments: The admission arrangements were published on our website and on the relevant school websites and will be published in our prospectus for 2015 admission.

- (c) If the requirements of the regulations were not met for admissions in 2014, how will they be met for admissions in 2015?

Comments:

## **F. Admission Forum**

- (a) Does your local authority still have an admission forum?

Tick as appropriate:            Yes             No

If **YES**, which groups, (types of schools and other bodies) are represented on the Admission Forum?

Comments:

How often does this forum meet?

Comments:

What do you see as the key benefits arising from this forum?

Comments:

**G. Local Authority Issues**

- (a) Please provide details of any other issues that you would like to raise and comment on that are not already covered in this report.

Comments:

**Thank you for completing this report**

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