Proposed School Admission Arrangements for 2017/18

Consultation

This consultation will run from 13 November 2015 to 31 December 2015 inclusive.
This document sets out:

• Why we are consulting on the proposed admission arrangements for 2017/18
• The change we are proposing to the sibling oversubscription criterion for Haringey community and voluntary controlled (VC) primary schools
• The consultation timetable
• How you can give us your views

Please attend our drop-in sessions on the proposed change to the sibling criterion for Haringey community and voluntary controlled (VC) primary schools

**Tuesday 1 December at 5.30 7pm**
To be held at Hornsey Library
Haringey Park, London N8 9JA

**Friday 4 December at 9.30 11am**
To be held at Wood Green Central Library
187 197A High Road, Wood Green, London N22 6XD

[www.haringey.gov.uk/admission_arrangements_consultation](http://www.haringey.gov.uk/admission_arrangements_consultation)
## Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>2</td>
</tr>
<tr>
<td>Questionnaire</td>
<td>6</td>
</tr>
<tr>
<td><strong>Section 1 – Nursery arrangements</strong></td>
<td>13</td>
</tr>
<tr>
<td><strong>Section 2 – Reception and Junior arrangements</strong></td>
<td>15</td>
</tr>
<tr>
<td><strong>Section 3 – Secondary arrangements</strong></td>
<td>25</td>
</tr>
<tr>
<td><strong>Section 4 – In-year arrangements</strong></td>
<td>35</td>
</tr>
<tr>
<td><strong>Section 5 – Fair Access Protocol</strong></td>
<td>38</td>
</tr>
<tr>
<td><strong>Section 6 – Sixth form arrangements</strong></td>
<td>43</td>
</tr>
</tbody>
</table>
Introduction

What are we consulting on?

- The proposed change to the sibling oversubscription criterion for Haringey community and voluntary controlled (VC) primary schools.
- The proposed admission arrangements for entry to school in the academic year 2017/18 for Haringey community and voluntary controlled (VC), nursery, infant, junior, primary, secondary and sixth form settings.
- The co-ordinated scheme for admission to school in 2017/18 for the reception and secondary transfer admission rounds
- The proposed In-Year Fair Access Protocol, effective from the 1 March 2016

Why are we consulting?

Proposed Admission Arrangements

We consult on our admission arrangements annually irrespective of whether or not there is a proposed change to the arrangements. This is to ensure transparency and openness on the contents of our arrangements and to allow parents, carers and other stakeholders who might not previously have been interested in admission arrangements (perhaps because they didn’t have a child of school age) to make a representation that can then be considered as part of the determination of the arrangements.

Change to the sibling oversubscription criteria for Haringey Community and Voluntary Controlled (VC) schools

As part of our consultation this year, we are proposing a change to the sibling oversubscription criterion for primary community and voluntary controlled (VC) schools that would limit admission of a sibling to a school if there is a change to the home address between admission of the first child and any subsequent children. Where the change of address means that the family lives more than 0.5 miles from the school, any sibling would not be given priority for admission to the school. Where families move but still live within 0.5 miles from the school, the change to the sibling criterion would not apply to that family.

The change in criterion is being proposed as a measure to retain local places for local families and so that children attend school within their local community. The proposed change would also act as a deterrent to families choosing to live in an area for a short period of time with the sole purpose of gaining access to a particular school.

Currently for community and voluntary controlled (VC) primary schools, priority for a school place is given to all siblings of children on the roll of the school on the date of admission regardless of their current address. On occasion this has meant that those children with a sibling(s) already at the school may gain admission to a school over more local children even though they may live much further from the school.
The council is proposing the following change to the sibling admission criterion in its current admission arrangements for community and voluntary controlled (VC) primary schools:

"Children with a brother or sister already attending the school and who will still be attending on the date of admission, whose home address is no more than a distance of 0.5 miles from the school. Children with a brother or sister already attending the school and who will still be attending on the date of admission, whose home address is more than 0.5 miles from the school will also receive priority where the child’s home address has not changed since the last sibling was offered a place or the last sibling was admitted prior to September 2017."

Those families who have not moved since the last sibling was offered a place or who currently have siblings at the school would continue to receive priority if the criterion is agreed as currently drafted. Any other applicants would still be considered for a place under the remaining oversubscription criteria. If a school is undersubscribed, they would still be offered a place at the school irrespective of any change of address.

We have prepared a list of FAQs on the proposed change to the sibling criterion that may help you in formulating your response. A copy of this can be downloaded from the Haringey website at www.haringey.gov.uk/admission_arrangements_consultation.

Co-ordinated scheme

Each year all local authorities must formulate and publish on their website a scheme by 1 January in the relevant determination year to co-ordinate admission arrangements for all schools within their area. The co-ordination scheme seeks to ensure that every child living in a local authority area, who has applied for a reception or secondary transfer place, receives one, and only one, offer of a school place on the same day.

We are consulting on the co-ordinated scheme for admission to school in 2017/18 for reception and secondary transfer. All maintained schools and academies in Haringey must participate in co-ordination and provide us with the information we need to co-ordinate admissions by the dates agreed within the scheme.

In-Year Fair Access Protocol

We are consulting on the proposed In-Year Fair Access Protocol (IYFAP) which all schools and academies in Haringey must follow. The In-Year Fair Access Protocol (IYFAP) ensures children who are without a school place and who are considered hard to place are offered a school place without delay. The protocol defines what we mean by “hard to place”. In using this protocol we ensure that these children and young people are shared fairly across all Haringey schools and that the process for allocating a school place to these children is open and transparent.
Who are we consulting with?
During this statutory consultation we want to consult with:
• Parents and carers of children already at Haringey schools
• Parents and carers of pre-school age children
• Early years providers
• Private nurseries
• Child minders
• Local residents
• Parents of any other children aged from birth to nineteen
• Councillors
• MPs
• Head teachers
• School staff and governors
• The diocesan authorities (The London Diocesan Board for Schools and The Diocese of Westminster)
• All of our neighbouring local authorities
• Any other interested stakeholders.

When are we consulting?
The consultation will run from 13 November to 31 December 2015. The School Admissions Code 2014 says that consultation must last for a minimum of six weeks and must take place between 1 October and 31 January in the year before the arrangements come into effect.

Timetable for this consultation period

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>13 November 2015</td>
<td>Start of consultation</td>
</tr>
<tr>
<td>1 December 2015 5.30-7pm</td>
<td>Drop-in session at Hornsey Library</td>
</tr>
<tr>
<td>4 December 2015 9.30-11am</td>
<td>Drop-in session at Wood Green Central Library</td>
</tr>
<tr>
<td>31 December 2015</td>
<td>End of consultation period and deadline for submitting views to the council</td>
</tr>
<tr>
<td>4 January – 29 January 2016</td>
<td>Consideration of all feedback from the stakeholders together with all other material considerations and preparation of a report to the council’s Cabinet with recommendations on the arrangements to be agreed</td>
</tr>
<tr>
<td>9 February 2016</td>
<td>The council’s Cabinet will consider the recommendations set out in the report and make a final decision on the proposals</td>
</tr>
</tbody>
</table>
What happens next?
In February 2016 the council’s Cabinet will consider the results of the consultation and make its final decision on the proposed admission arrangements for 2017/18.

When would the changes come into effect?
If approved, the arrangements would be introduced for September 2017 entry.

How to have your say
You can let us know what you think by

- Completing our online questionnaire –
  www.haringey.gov.uk/admission_arrangements_consultation

- Filling in the enclosed questionnaire –
  these are available for download from our website
  www.haringey.gov.uk/admissions_arrangements_consultation,
  in Customer Service Centres and libraries, or you can request a copy by calling 0208 489 1000.

- By email to schooladmissions@haringey.gov.uk

- Attending one of our drop-in sessions

<table>
<thead>
<tr>
<th>Date and time</th>
<th>Location</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 December 2015 5.30-7pm</td>
<td>Hornsey Library</td>
<td>Haringey Park, London N8 9JA</td>
</tr>
<tr>
<td>4 December 2015 9.30-11am</td>
<td>Wood Green Central Library</td>
<td>187-197A High Road, Wood Green, London N22 6XD</td>
</tr>
</tbody>
</table>

All comments must be received by the end of 31 December 2015
Have your say

We want to know what you think about Haringey’s proposed admission arrangements for 2017/18. We are particularly keen to receive comments on the proposed change to the sibling oversubscription criterion for community and voluntary controlled (VC) primary schools for 2017/18.

Please return forms to:

The Admissions Service
3rd Floor, River Park House
225 High Road
London N22 8HQ

You can also email your comments to schooladmissions@haringey.gov.uk

All comments must be received by the 31 December 2015

About You

Please tell us who you are (tick all that apply)

- Resident
- Parent
- Teacher
- Headteacher
- Governor
- Local Authority

Other (please specify)

Proposed change to the sibling admission criterion for community and voluntary controlled (VC) primary schools (please see pages 15-17)

Currently for community and voluntary controlled (VC) primary schools priority for a school place is given to all siblings of children already attending the school regardless of their current address. The council is proposing to change the sibling admission criterion for community and voluntary controlled (VC) primary schools so that priority is given to –

“Children with a brother or sister already attending the school and who will still be attending on the date of admission, whose home address is no more than a distance of 0.5 miles from the school. Children with a brother or sister already attending the school and who will still be attending on the date of admission, whose home address is more than 0.5 miles from the school will also receive priority where the child’s home address has not changed since the last sibling was offered a place or the last sibling was admitted prior to September 2017.”
1) Do you agree or disagree with the proposed change as described above?  
(Please tick one answer only).

☐ Agree  ☐ Disagree  ☐ Neither agree nor disagree  ☐ Don’t know

As part of this change, the council is proposing to still give priority to children with a sibling(s) admitted prior to September 2017. Families who currently have siblings at the school would therefore continue to receive priority irrespective of where they live.

2) Do you agree that children with a sibling admitted prior to September 2017 should continue to receive priority?  

☐ Agree  ☐ Disagree  ☐ Neither agree nor disagree  ☐ Don’t know

Please use the space below for any other comments you would like to make about the proposed change to the sibling admission criterion.

3) Proposed reception and junior admission arrangements

Please use the space below to tell us what you think of the complete proposed reception and junior admission arrangements? (Please see pages 15-17)

4) Proposed coordination scheme for reception and junior admission

Please use the space below to tell us what you think of our proposed coordination scheme for reception and junior admission. (Please see pages 17-24)
5) **Proposed nursery admission arrangements**

Please use the space below to tell us what you think of our proposed nursery admission arrangements? (Please see pages 13-14)

---

6) **Proposed secondary admission arrangements**

Please use the space below to tell us what you think of our proposed secondary admission arrangements? (Please see pages 25-27)

---

7) **Proposed co-ordination scheme for secondary admission**

Please use the space below to tell us what you think of our proposed co-ordination scheme for secondary admission? (Please see pages 27-34)
8) **Proposed in-year admission arrangements**

Please use the space below to tell us what you think of our proposed in-year admission arrangements? (Please see pages 35 - 37)

---

9) **Proposed in-year fair access protocol**

Please use the space below to tell us what you think of our proposed in-year fair access arrangements? (Please see pages 38-42)

---

10) **Proposed sixth form admission arrangements**

Please use the space below to tell us what you think of our proposed sixth form admission arrangements? (Please see pages 43 -46)
Equal Opportunities Monitoring Form

The Public Sector Equality Duty does not expressly require the council to collect equality information. However, collecting, analysing and using the information helps us to see how our policies and activities are affecting various sections of our communities. In employment and service provision, it helps us to identify any existing inequalities and where new inequalities may be developing and take action to tackle them.

In addition to the nine “protected characteristics” (Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Sex [formerly Gender], Race, Religion or Belief and Sexual Orientation) identified in the Equality Act 2010, we have added categories of Refugees and Asylum Seekers and Language in order to reflect the full diversity of Haringey.

We will be grateful if you could take a little time to complete and return this form. Please go through it and tick all the categories that most accurately describe you.

The information you provide on this form will be held in the strictest confidence and only be used for the purposes stated above.

1) **Age?** (Please tick one box).

   - [ ] 0-4
   - [ ] 5-7
   - [ ] 8-9
   - [ ] 10-11
   - [ ] 12-15
   - [ ] 16-17
   - [ ] 18-20
   - [ ] 21-24
   - [ ] 25-29
   - [ ] 30-44
   - [ ] 45-59
   - [ ] 60-64
   - [ ] 65-74
   - [ ] 75-84
   - [ ] 85-89
   - [ ] 90 and over

2) **Disability**

   Under the Equality Act 2010, a person is considered to have a disability if she/he has a physical or mental impairment which has a substantial and long-term adverse effect on her/his ability to carry out normal day-to-day activities. Haringey Council accepts the social model of disability. However, in order to be able to identify and respond to your specific needs, it is important that we know what kind of disability you have.

   **Do you have any of the following conditions which have lasted or expected to last for at least 12 months?**

   - [ ] Deafness of partial loss of hearing
   - [ ] Learning disability
   - [ ] Mental ill health
   - [ ] Physical disability
   - [ ] Blindness or partial loss of sight
   - [ ] Developmental disorder
   - [ ] Long term illness or condition
   - [ ] Other disabilities
   - [ ] No disabilities

3) **Ethnicity** (Please tick the box that best describes your ethnic group).

   **White**
   - [ ] British
   - [ ] Irish

   **Black or Black British**
   - [ ] African
   - [ ] Caribbean
   - [ ] Other (please specify):
<table>
<thead>
<tr>
<th>White Other</th>
<th>Asian or Asian British</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Greek/Greek Cypriot</td>
<td>☐ Indian</td>
</tr>
<tr>
<td>☐ Turkish</td>
<td>☐ Pakistani</td>
</tr>
<tr>
<td>☐ Turkish/Cypriot</td>
<td>☐ Bangladeshi</td>
</tr>
<tr>
<td>☐ Kurdish</td>
<td>☐ East African Asian</td>
</tr>
<tr>
<td>☐ Gypsy/Roma</td>
<td>☐ Other (please specify):</td>
</tr>
<tr>
<td>☐ Irish Traveller</td>
<td></td>
</tr>
<tr>
<td>☐ Other (please specify):</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mixed</th>
<th>Chinese or Other Ethnic Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ White and Black African</td>
<td>☐ Chinese</td>
</tr>
<tr>
<td>☐ White and Black Caribbean</td>
<td>☐ Any other ethnic background (please specify):</td>
</tr>
<tr>
<td>☐ White and Asian</td>
<td></td>
</tr>
<tr>
<td>☐ Other (please specify):</td>
<td></td>
</tr>
</tbody>
</table>

4) **Sex** (Please tick the box that best describes you).

- ☐ Male     ☐ Female

5) **Gender reassignment**

Does your gender differ from your birth sex?

- ☐ Yes       ☐ No       ☐ Prefer not to say

6) **Religion** (Please tick as appropriate).

- ☐ Christian  ☐ Hindu  ☐ Other (please specify):
- ☐ Muslim     ☐ Sikh     ☐ Prefer not to say
- ☐ Jewish     ☐ Rastafarian
- ☐ Buddhist   ☐ No Religion
7) **Sexual orientation** (Please tick the box that best describes your sexual orientation).

- [ ] Heterosexual
- [ ] Bisexual
- [ ] Gay
- [ ] Lesbian
- [ ] Prefer not to say

8) **Pregnancy and maternity** (Please tick one box).

- Are you pregnant?
  - [ ] Yes
  - [ ] No

- Have you had a baby in the last 12 months?
  - [ ] Yes
  - [ ] No

9) **Marriage and Civil Partnership** (Please tick one box).

- [ ] Single
- [ ] Married
- [ ] Co-habiting
- [ ] Separated
- [ ] Divorced
- [ ] Widowed
- [ ] In a same sex civil partnership

10) **Refugees and Asylum Seekers**

- Are you?
  - [ ] A Refugee
  - [ ] An Asylum Seeker

  What country or region are you a refugee/asylum seeker from?

11) **Language** (Please tick the box that best describes your language).

- [ ] Albanian
- [ ] Arabic
- [ ] English
- [ ] French
- [ ] Lingala
- [ ] Somali
- [ ] Turkish

Other (please specify):

Thank you for completing and returning this form
Starting Nursery in Haringey in September 2017

Proposed Admission Criteria for Nursery Classes in Community Primary Schools and St. Aidan’s VC School

Children may have a part-time place in a nursery centre or a class attached to a school in the September following their third birthday. If there are more requests than part-time places available, the admission rules (oversubscription criteria) explained below will be used to decide which children will be admitted. There is no right of appeal against the decision to refuse admission of children to nurseries.

Parents/carers should note that admission to a nursery class in a school does not guarantee a place in the reception class at the same school. Parent/carers must complete their home authority School Admissions Application Form, which will be available on line, by 15 January in the academic year their child turns four.

Proposed Admission Criteria for part time places

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Children in Care/Looked After Children

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, child arrangements, or special guardianship order.

A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the 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. Siblings

Children with a brother or sister already attending the school (or its associated Infant or Junior school) and who will still be attending on the date of admission. A sibling is a full brother or sister, a step/half brother or sister, a foster brother or sister or an adopted brother or sister living at the same address as the child for whom the application is being made.

4. Distance

Children whose home address is closest to the preferred school.
Distance will be measured in a straight line from the Ordnance Survey address point of the child’s home to the Ordnance Survey address point of the school, calculated using a computerised mapping system.

**Tie breakers**

The tie breaker to decide between two applications that cannot otherwise be separated is children whose home address is closest to the school measured in a straight line from the Ordnance Survey address point of the child’s home to the Ordnance Survey address point of the school, calculated using a computerised mapping system.

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

**Multiple births**

If only one place is available and the next child who qualifies for a place is one of multiple birth, the nursery centre or the school will go over their published admission number.

**Notes**

(i) Home address is defined as the child’s only or main residence.
Section 2
Reception and Junior arrangements

Proposed Admission Criteria for Reception and Junior Admissions 2017

Oversubscription criteria

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan or statement of special educational needs naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. **Children in Care/ Looked After Children**

   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, child arrangements, or special guardianship order.

   A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the 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. **Linked school**

   This rule applies only to junior school admissions. Applicants attending an infant school will be prioritised under this rule for admission to the linked junior school. The linked infant and junior schools in Haringey normally share the same names (e.g. Rokesly Infant School is linked to Rokesly Junior School) with the exception of St. Peter-in-Chains Infant School and St. Gildas’ Junior School.

4. **Siblings**

   Children with a brother or sister already attending the school and who will still be attending on the date of admission, whose home address is no more than a distance of 0.5 miles from the school. Children with a brother or sister already attending the school and who will still be attending on the date of admission, whose home address is more than 0.5 miles from the school will also receive priority where the child’s home address has not changed since the last sibling was offered a place or the last sibling was admitted prior to September 2017.

5. **Distance**

   Children whose home address is closest to the preferred school.

   Distance will be measured in a straight line from the Ordnance Survey address point of the child’s home to the Ordnance Survey address point of the school, calculated using a computerised mapping system.
Tie breakers

The tie breaker to decide between two applications that cannot otherwise be separated is children whose home address is closest to the school, measured in a straight line from the Ordnance Survey address point of the child’s home to the Ordnance Survey address point of the school, calculated using a computerised mapping system.

The tiebreak for two or more applications whose home address is exactly the same distance from the school (and who are not from multiple births) 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, we will ask community schools to go over their published admission number.

Notes

(i) Home address is defined as the child’s only or main residence.
(ii) A sibling is a full brother or sister, a step/half brother or sister, a foster brother or sister or an adopted brother or sister living at the same address as the child for whom the application is being made.
(iii) Haringey measures distance in a straight line from the Ordnance Survey address point of the child’s home to the Ordnance Survey address point of the school, calculated using a computerised mapping system. Measurements by alternative systems or to other points will not be taken into account in any circumstances. Where applicants have identical distance measurements, priority amongst them will be determined at random using a computerised system.

Deferred entry – before compulsory school age

Children will normally be admitted to the reception year in the September following their fourth birthday. In line with the Admissions Code, parents can defer their child’s entry to the reception year until later in the school year, where they have been offered a place at a school to start before they are of compulsory school age. Where entry is deferred, the school will hold the place for that child and not offer it to another child. However, entry cannot be deferred beyond the point the child reaches compulsory school age nor beyond the beginning of the final term of the Reception Year. Parents can also request that their child attends part-time until he/she reaches compulsory school age.

Summer born – Children educated outside their chronological age group

Paragraph 2.17 of the School Admissions Code (2014) states that the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.

The Council, as the admission authority for Haringey community and voluntary controlled (VC) schools will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned. This will include taking account of the child’s individual needs and abilities and to consider whether these can best be met in reception or year one. It will also involve taking account of

• the parents’ views
• information about the child’s academic, social and emotional development
• where relevant their medical history and the views of a medical professional
• whether they have previously been educated out of their normal age group
• whether they may naturally have fallen into a lower age group if it were not for being born prematurely, and
• the potential impact on the child of being admitted to year one without first having completed the reception year.
The views of the head teacher will be an important part of this consideration. Parents should write to the Council giving reasons for their request. This should be accompanied by a paper application form for that child’s actual age group. The application will be processed and a school place will be secured. This place can later be withdrawn if the request for delayed admission is approved. Parents who are granted their request must then make a fresh application which will be considered in accordance with the school’s oversubscription criteria in the event of oversubscription. The decision will be reviewed once the child has started school at intervals agreed by the family and the school.

Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

Pan London Co-ordinated Scheme 2017/18

APPLICATIONS

1. Haringey Local Authority will advise home local authorities of their resident pupils on the roll of Haringey’s maintained children’s centres, nursery schools, primary schools and infant schools who are eligible to apply for a reception or junior place in the forthcoming academic year.

2. Haringey residents can apply online at www.haringey.gov.uk/schooladmissions or alternatively submit a paper application available from the School Admissions Service.

3. Haringey Local Authority will take all reasonable steps to ensure that every parent who has a child who is eligible to apply for a reception or junior place will be signposted to the booklets which will be available in September 2016.

4. The booklet will also be available to parents who are non-residents, and will include information on how they can access their home local authority’s equivalent School Admissions Application Form.

5. The admission authorities within Haringey will not use supplementary information forms except where the information available through the School Admissions Application Form is insufficient for consideration of the application against the published oversubscription criteria. Where supplementary information forms are used by the admission authorities within Haringey, we will seek to ensure that they only collect information which is required by the published oversubscription criteria, in accordance with paragraph 2.4 of the School Admissions Code 2014.

6. Where supplementary forms are required, they will be available on the Haringey website. Such forms will advise parents that they must also complete their home local authority’s School Admissions Application Form. Haringey’s admissions booklet indicates which Haringey schools require supplementary forms to be completed.

7. Where a school in Haringey receives a supplementary information form, it will not be considered a valid application unless the parent/carer has also listed the school on the Haringey School Admissions Application Form.

8. Haringey Local Authority will share the details of each application for a Haringey academy, voluntary-aided, foundation or free school with that school. Schools that require a supplementary information form will check that each parent has completed one. If one has not been received the school will make contact with the parent and ask them to complete one. The school will also check that each parent that has completed a supplementary form has also completed a School Admissions Application Form. If any parent has not completed a School Admissions Application Form, the school will share that information with Haringey Local Authority who will then contact the parent and ask them to complete one.

9. Applicants will be able to express a preference for up to six schools within and/or outside Haringey.
10. The order of preference given on the School Admissions Application Form will not be revealed to a school, to comply with paragraph 1.9 of the School Admissions Code 2014. However, where a parent resident in Haringey expresses a preference for schools in the area of another local authority, the order of preference will be revealed to that local authority in order to determine the highest ranked preference in cases where a child is eligible for a place at more than one school.

11. Haringey undertakes to carry out the address verification process set out in its entry in the LIAAG Address Verification Register. This will in all cases include validation of resident applicants against Haringey’s maintained children centre, nursery and primary school data and the further investigation of any discrepancy. Where Haringey is not satisfied as to the validity of an address of an applicant whose preference has been sent to a maintaining LA, it will advise the maintaining LA no later than 17 February 2017.

12. Haringey will confirm the status of any resident child for whom it receives an Admissions Application Form stating s/he is a ‘Child Looked After’ and will provide evidence to the maintaining LA in respect of a preference for a school in its area by 3 February 2017.

13. Haringey will advise a maintaining LA of the reason for any preference expressed for a school in its area, in respect of a resident child born outside of the correct age cohort, and will forward any supporting documentation to the maintaining LA by 3 February 2017.

PROCESSING

14. Applicants resident within Haringey must complete and return the School Admissions Application Form, which will be available online, by 15 January 2017.

15. Any application forms, changes to preferences or preference order received after 15 January 2017 will be treated as late. This means that such applications will be considered after those applicants who have applied on time.

16. Haringey will only accept late applications and process them as on time if they are late for a good reason and supported by independent written evidence. Upon receipt of the written independent evidence, each case will be decided on its own merits.

17. Where such applications contain preferences for schools in other LAs, Haringey will forward the details to maintaining LAs via the Pan London Register (PLR) as they are received. Haringey will accept late applications which are considered to be on time within the terms of the home LA’s scheme.

18. The latest date for the upload to the PLR of late applications which are considered to be on time within the terms of the home LA’s scheme is 10 February 2017.

19. Where an applicant moves from one participating home LA to another after submitting an on time application under the terms of the former home LA’s scheme, the new home LA will accept the application as on time up to 10 February 2017, on the basis that an on-time application already exists within the Pan-London system.

20. Application data relating to applications for schools in other participating local authorities will be uploaded to the Pan-London Register (PLR) by 6 February 2017. Supplementary information provided with the School Admissions Application Form will be sent to maintaining LAs by the same date.

21. Application data relating to Haringey schools from out-of-borough pupils will be received from the Pan London Register on 6 February 2017.

22. Haringey Local Authority will notify each school within Haringey that is its own admissions authority of every preference that has been made for the school, forwarding to them all relevant details from the School Admissions Application Form by 9 February 2017.
23. Between 9 February 2017 and 24 February 2017, voluntary-aided, foundation schools and academies will assess their applications according to their admissions criteria.

24. Haringey will participate in the application data checking exercise scheduled between 17 and 23 February 2017 in the Pan-London timetable.

25. All preferences for schools within Haringey will be considered by the relevant admission authorities without reference to rank order. When the admission authorities within Haringey have provided a list of applicants in criteria order Haringey shall, for each applicant to its schools for whom more than one potential offer is available, make the offer to the highest ranked school.

26. Haringey will upload the highest potential offer available to an applicant for a maintained school or Academy to the PLR by 16 March 2017. The PLR will transmit the highest potential offer specified by the maintaining LA to the home LA.

27. Haringey will eliminate all but the highest ranked offer where an applicant has more than one potential offer. This will involve exchanges of preference outcomes between the LAs and the PLR which will continue until notification that a steady state has been achieved or until 24 March 2017 if this is sooner.

28. Haringey will not make any additional offers between the end of the iterative process and 18 April 2017 which may impact on an offer being made by another participating LA.

29. Notwithstanding paragraph 28, if an error is identified within the allocation of places at one of Haringey's schools, Haringey will attempt to manually resolve the allocation to correct the error. Where this impacts on another LA (either as a home or maintaining LA) Haringey will liaise with that LA to attempt to resolve the incorrect offer and any multiple offers which might occur. However, if another LA is unable to resolve a multiple offer, or if the impact is too far reaching, Haringey will accept that the applicant(s) affected might receive a multiple offer.

30. Haringey will participate in the offer data checking exercise scheduled between 27 March and 10 April 2017 in the Pan-London timetable.

31. Haringey will send a file to the E-Admissions portal with outcomes for all resident applicants who have applied online no later than 12 April 2017.

OFFERS

32. Haringey will ensure, so far as is reasonably practical that each resident applicant who cannot be offered a preference expressed on the School Admissions Application Form receives the offer of an alternative school place. The applicant will be offered the nearest community school (or own admitting authority if the governors have agreed to this) to the home address with an available place.

33. Haringey will inform all resident applicants of their highest offer of a school place and, where relevant, the reasons why higher preferences were not offered, whether they were for schools in Haringey or in other participating LAs.

34. Haringey will use the form of notification letter set in this document.

35. Notification of the outcome will be sent on 18 April 2017.

36. Haringey will provide children centres, nursery and primary schools with destination data of its resident applicants after offer date.

37. Parents who are not offered a place at their preferred schools will be offered the right of appeal.
POST OFFER

38. Parents must accept or decline the offer of a place by 2 May 2017. If they do not respond by this date the local authority will make every reasonable effort to contact the parent to find out whether or not they wish to accept the place. If the parent fails to respond to the local authority the school place will be withdrawn.

39. Where a parent accepts or declines a place by 2 May 2017, this information will be passed to the maintaining LA by 9 May 2017. Where such information is received from applicants after 2 May, this LA will pass it to the maintaining LA as it is received.

40. Haringey will inform the home LA, where different, of an offer for a maintained school or academy in Haringey which can be made to an applicant resident in the home LA’s area, in order that the home LA can offer the place.

41. When acting as a maintaining LA, Haringey and the admission authorities within it will not inform an applicant resident in another LA that a place can be offered.

42. Haringey will offer a place at a maintained school or academy in another LA to an applicant resident in its area, provided that the school is ranked higher on the School Admissions Application Form than any school already offered.

43. Where Haringey is informed by a maintaining LA of an offer which can be made to an applicant resident in Haringey which is ranked lower on the School Admissions Application Form than any school already offered, it will inform the maintaining LA that the offer will not be made.

44. Where Haringey, acting as a home LA, has agreed to a change of preference order for good reason, it must inform any maintaining LA affected by the change.

45. Haringey will inform the home LA, where different, of any change to an applicant’s offer status as soon as it occurs.

46. When acting as a maintaining LA, Haringey will accept new applications (including additional preferences) from home LAs for maintained schools and academies in its area.

WAITING LISTS

47. Where a child does not receive an offer of their first preference, his/her name will automatically be placed on the waiting list for each Haringey school for which he/she is eligible that is a higher preference school to the one offered. Parents will be advised that if they want to go on the waiting list for an out borough school they should put this in writing to the Schools Admission Team in Haringey.

48. Parents will be given the opportunity to make applications to Haringey schools to which they did not originally apply.

49. Waiting lists will be kept by all maintained admission authorities in Haringey and coordinated centrally by Haringey as part of the coordination of all admission applications. Academies, voluntary-aided and foundation schools will apply their own admission arrangements. Haringey Local Authority will keep a mirrored waiting list and will offer places on behalf of the governing body. Waiting lists for community schools will be administered centrally by the local authority.

50. Waiting lists for entry to Reception in the academic year 2017/18 will be compiled on 5 May 2017 (after the deadline for acceptance of places) and will be kept in strict criteria order with no differentiation between on-time or late applications.

51. Waiting lists will be maintained and places allocated as they become available, in accordance with each admission authority’s published admission and oversubscription criteria.

52. Children will remain on the waiting list until the end of the autumn term of the academic year of entry unless parents contact the School Admissions Team to extend this further.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 January 2017</td>
<td>Statutory deadline for receipt of applications</td>
</tr>
<tr>
<td>6 February 2017</td>
<td>Deadline for the transfer of application information by the Home LA to the PLR (ADT file)</td>
</tr>
<tr>
<td>10 February 2017</td>
<td>Deadline for the upload of late applications considered as on-time to the PLR</td>
</tr>
<tr>
<td>17–23 February 2017</td>
<td>Checking of application data</td>
</tr>
<tr>
<td>16 March 2017</td>
<td>Deadline for the transfer of potential offer information from the Maintaining LAs to the PLR (ALT file).</td>
</tr>
<tr>
<td>24 Mar 2017</td>
<td>Final ALT file to PLR</td>
</tr>
<tr>
<td>27 Mar – 10 Apr 2017</td>
<td>Checking of offer data</td>
</tr>
<tr>
<td>12 April 2017</td>
<td>Deadline for on-line ALT file to portal</td>
</tr>
<tr>
<td>18 April 2017</td>
<td>Offer letters posted</td>
</tr>
<tr>
<td>2 May 2017</td>
<td>Deadline for receipt of acceptances</td>
</tr>
<tr>
<td>9 May 2017</td>
<td>Deadline for transfer of acceptances to maintaining LAs</td>
</tr>
</tbody>
</table>
Notification letter

18 April 2017

Applicant name

Applicant home address

Pupil Name: Pupil name

ID No.: Pupil ID

Reception/Junior Transfer 2017

I am writing to let you know the outcome of your application for a secondary school place. I am pleased to tell you that we are able to offer your child a place at X school.

It is important that you confirm as soon as possible that you wish to accept the offer of a place at X school. Failure to do so may result in the offer being withdrawn. Please return the enclosed offer response form by 2 May 2017. All applicants must respond by returning this form. You can deliver it to one of Haringey’s Customer Services Centres, or send it by post using the address listed below.

The school has been informed and will contact you to provide further information about the arrangements for admission.

If you were not offered your first preference school

I am sorry that it was not possible to offer your child a place at any of the schools listed as a higher preference on your application form. This is because these schools are currently full in your child’s year group. If you would like further information about why your child was not offered a place at one of your higher preference schools, please contact the admission authority for that school. Details of how places were offered in Haringey are given at the end of this letter.

Waiting lists

Please note that applications for any school that you listed lower on your application form have been automatically withdrawn.

If you would like «pupil_forenames» to be added to any waiting list for a school, please put your request in writing either by email or post to the address above. You can only be considered for a maximum of 6 schools at any time. If we can offer your child a place from a waiting list we will contact you.

Please note that being on a waiting list does not guarantee your child a place at the school and their position on the list could go down as well as up as other applicants join the list.

Your right to appeal

You have a right of appeal under the School Standards & Framework Act 1998 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 or voluntary controlled school in Haringey, please download an appeal form from www.haringey.gov.uk/schooladmissions or contact us to request a form.

• for an academy, voluntary aided or free school in Haringey, 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 and in the Reception Admissions booklet).

Appeal forms must be returned by appeal deadline for your appeal to be heard before September 2017.

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.

If you have any questions about this letter please contact us using the contact details below.

School Admissions Service
Reception/Junior Transfer 2017 – Offer Response Form

Pupil Name

Date of birth: Pupil date of birth
ID: Pupil ID

Return by: 2 May 2017
Post to: 3rd Floor River Park House, 225 High Road, Wood Green, London, N22 8HQ

Please complete the relevant options below:

• I accept the place for my child at X school

or

• I decline the place for my child at X school

I do not require the place offered because I already have a place at another school, as follows:

Name of School: ...............................................................

I understand that if I decline this offer, the place may be offered to another applicant.

Signed: .......................................................... Date: ........................................

Name: ..........................................................

Telephone Number: ..........................................................
### Admission Numbers

The admission numbers for Haringey community primary schools (and St Aidan’s VC Primary) for the 2017/18 school year will be as follows:

<table>
<thead>
<tr>
<th>School</th>
<th>Admission number</th>
<th>School</th>
<th>Admission number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alexandra</td>
<td>60</td>
<td>Mulberry</td>
<td>90</td>
</tr>
<tr>
<td>Belmont Infant</td>
<td>56</td>
<td>Muswell Hill</td>
<td>60</td>
</tr>
<tr>
<td>Bounds Green Infant</td>
<td>60</td>
<td>North Harringay</td>
<td>60</td>
</tr>
<tr>
<td>Bruce Grove</td>
<td>60</td>
<td>Rhodes Avenue</td>
<td>90</td>
</tr>
<tr>
<td>Campsbourne Infant</td>
<td>60</td>
<td>Risley Avenue</td>
<td>90</td>
</tr>
<tr>
<td>Chestnuts</td>
<td>60</td>
<td>Rokesly Infant</td>
<td>90</td>
</tr>
<tr>
<td>Coldfall</td>
<td>90</td>
<td>St Aidan’s VC</td>
<td>30</td>
</tr>
<tr>
<td>Coleridge</td>
<td>120</td>
<td>Seven Sisters</td>
<td>60</td>
</tr>
<tr>
<td>Crowland</td>
<td>60</td>
<td>South Harringay Infant</td>
<td>60</td>
</tr>
<tr>
<td>Devonshire Hill</td>
<td>60</td>
<td>Stamford Hill</td>
<td>30</td>
</tr>
<tr>
<td>Earlham</td>
<td>60</td>
<td>Stroud Green</td>
<td>60</td>
</tr>
<tr>
<td>Earlsmead</td>
<td>60</td>
<td>Tetherdown</td>
<td>60</td>
</tr>
<tr>
<td>Ferry Lane</td>
<td>30</td>
<td>Tiverton</td>
<td>60</td>
</tr>
<tr>
<td>Highgate</td>
<td>56</td>
<td>Welbourne</td>
<td>90</td>
</tr>
<tr>
<td>Lancasterian</td>
<td>58</td>
<td>West Green</td>
<td>30</td>
</tr>
<tr>
<td>Lea Valley</td>
<td>60</td>
<td>Weston Park</td>
<td>30</td>
</tr>
<tr>
<td>Lordship Lane</td>
<td>90</td>
<td>The Willow</td>
<td>60</td>
</tr>
</tbody>
</table>

The governing bodies at the following schools have asked Haringey to set and apply their admission arrangements on their behalf:

<table>
<thead>
<tr>
<th>School</th>
<th>Admission number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Harris Primary Academy</td>
<td>60</td>
</tr>
<tr>
<td>Philip Lane</td>
<td></td>
</tr>
<tr>
<td>Noel Park Primary</td>
<td>60</td>
</tr>
<tr>
<td>Trinity Primary Academy</td>
<td>60</td>
</tr>
</tbody>
</table>
Proposed Admission Criteria for Secondary Transfer 2017

Oversubscription criteria

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan or statement of special educational needs naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. **Children in Care/ Looked After Children**
   
   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, child arrangements, or special guardianship order.

   A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the 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. **Siblings**
   
   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.

4. **Distance**
   
   Children whose home address is closest to the preferred school.

   Distance will be measured in a straight line from the Ordnance Survey address point of the child’s home to the Ordnance Survey address point of the school, calculated using a computerised mapping system.

**Tie breakers**

The tie breaker to decide between two applications that cannot otherwise be separated is children whose home address is closest to the school measured in a straight line from the Ordnance Survey address point of the child’s home to the Ordnance Survey address point of the school, calculated using a computerised mapping system.

The tiebreak for two or more applications whose home address is exactly the same distance from the school (and who are not from multiple births) will be random allocation 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.
**Notes**

(i) Home address is defined as the child’s only or main residence.

(ii) A sibling is a full brother or sister, a step/half brother or sister, a foster brother or sister or an adopted brother or sister living at the same address as the child for whom the application is being made.

(iii) Haringey measures distance in a straight line from the Ordnance Survey address point of the child’s home to the Ordnance Survey address point of the school, calculated using a computerised mapping system. Measurements by alternative systems or to other points will not be taken into account in any circumstances. Where applicants have identical distance measurements, priority amongst them will be determined at random using a computerised system.

---

**Proposed Admission Criteria to Hornsey School for Girls for 2017**

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan or statement of special educational needs naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. **Children in Care/Looked After Children**
   
   Girls who are looked after by a local authority or were previously looked after but immediately after being looked after, became subject to an adoption, child arrangements, or special guardianship order.

   A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the 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. A sibling is a full sister, a step/half sister, a foster sister or an adopted sister living at the same address as the girl for whom the application is being made.

4. **Distance**
   
   Girls whose home address is closest to the school.

   Distance will be measured in a straight line from the Ordnance Survey address point of the child’s home to the Ordnance Survey address point of the school, calculated using a computerised mapping system.

**Tie breakers**

The tie breaker to decide between two applications that cannot be separated otherwise for all criteria is children whose home address is closest to the school measured in a straight line from the Ordnance Survey address point of the child’s home to the Ordnance Survey address point of the school, calculated 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.

**Multiple births**

If only one place is available and the next girl to be offered is from a multiple birth, we will ask the school to go over their published admission number.

**Pan London Co-ordinated Scheme 2017/18**

**APPLICATIONS**

1. Haringey Local Authority will advise home local authorities during the Summer Term of Year 5 of their resident pupils on the roll of Haringey’s maintained primary schools and whose parents are eligible to make application in the forthcoming academic year.

2. Haringey residents can apply online at www.haringey.gov.uk/schooladmissions or alternatively submit a paper application available from the School Admissions Service.

3. Haringey Local Authority will take all reasonable steps to ensure that every parent who has a child in their last year of primary education within a maintained school, either in Haringey or elsewhere, and who is resident in Haringey can be signposted to a copy of Haringey’s booklet which will be available in early September 2016.

4. The booklet will also be available to parents who are non-residents and will include information on how they can access their home local authority’s equivalent School Admissions Application Form.

5. The admission authorities within Haringey will not use supplementary information forms except where the information available through the School Admissions Application Form is insufficient for consideration of the application against the published over subscription criteria. Where supplementary information forms are used by the admissions authorities within Haringey, the LA will seek to ensure that they only collect information which is required by the published oversubscription criteria, in accordance with paragraph 2.4 of the School Admissions Code 2014.

6. Where supplementary forms are used, they will be made available on the website. Such forms will advise parents that they must also complete their home local authority’s School Admissions Application Form. The Haringey schools’ booklet will indicate which Haringey schools require supplementary information forms to be completed.

7. Where a school in Haringey receives a supplementary information form, it will not be considered a valid application unless the parent/carer has also listed the school on their home LA’s School Admissions Application Form.

8. Haringey Local Authority will share the details of each application for a Haringey voluntary-aided school, foundation school or academy with that school. Schools that require a supplementary information form will check that each parent has completed one. If one has not been received the school will make contact with the parent and ask them to complete one. The school will also check that each parent that has completed a supplementary form has also completed a School Admissions Application Form. If any parent has not completed a School Admissions Application Form, the school will share that information with Haringey Local Authority who will then contact the parent and ask them to complete one.

9. Applicants will be able to express a preference for six schools located within and/or outside Haringey Local Authority.
10. The order of preference given on the School Admissions Application Form will not be revealed to a school. However, where a parent resident in Haringey expresses a preference for schools in the area of another local authority, the order of preference will be revealed to that local authority in order to determine the highest preference offer in cases where a child is eligible for a place at more than one school.

11. Haringey undertakes to carry out the address verification process set out in its entry in LIAGG Address Verification Register. This will in all cases include validation of resident applicants against this LA’s primary school data and the further investigation of any discrepancy. Additional information will be requested from parents at the time of application and this will be explained in the secondary booklet. Where this LA is not satisfied as to the validity of an address of an applicant whose preference has been sent to a maintaining LA, it will advise the maintaining LA no later than 12 December 2016.

12. Haringey will confirm the status of any resident child for whom it receives an Application Form stating that s/he is a ‘Child in Care’ and will provide evidence to the maintaining LA in respect of a preference for a school in its area by 11 November 2016.

13. Haringey will advise a maintaining LA of the reason for any preference expressed for a school in its area, in respect of a resident child born outside of the correct age cohort, and will forward any supporting documentation to the maintaining LA by 11 November 2016.

**PROCESSING**

14. Applicants resident within Haringey must complete and return the School Admissions Application Form, which will be available on-line, by 31 October 2016. However, Haringey LA encourages applicants to submit their application by 21 October 2016 to allow sufficient time to process and check all applications before the mandatory date when data must be sent to the Pan London Register (PLR).

15. Any application forms, changes to preferences or preference order received after 31 October 2016 will be treated as late. This means that such applications will be considered after those applicants who have applied on time.

16. Haringey will accept late applications and process them as on time only if they are late for a good reason and supported by written independent evidence. Upon receipt of the written independent evidence, each case will be decided on its own merits.

17. Where such applications contain preferences for schools in other LAs, Haringey will forward the details to maintaining LAs via the Pan-London Register (PLR) as they are received. Haringey will accept late applications which are considered to be on time within the terms of the home LA’s scheme.

18. The latest date for the upload to the PLR of late applications which are considered to be on-time within the terms of the home LA’s scheme is 12 December 2016.

19. Where an applicant moves from one participating home LA to another after submitting an on-time application under the terms of the former home LA’s scheme, the new home LA will accept the application as on-time up to 12 December 2016, on the basis that an on-time application already exists within the Pan-London system.

20. Any school that operates testing to take place must ensure that their timetable coincides with the scheme timetable set out in, Schedule A.

21. Application data relating to applications for schools in other participating local authorities will be up-loaded to the Pan-London Register (PLR) by 11 November 2016. Supplementary information provided with the School Admissions Application Form will be sent to Haringey voluntary-aided schools/maintaining local authorities by the same date.

22. Application data relating to Haringey schools from out-of-borough pupils will be received from the Pan London Register on 11 November 2016.
23. Haringey Local Authority will notify each school within Haringey that is its own admissions authority of every preference that has been made for the school, forwarding to them all relevant details from the School Admissions Application Form by 8 December 2016.

24. Between 8 December 2016 and 13 January 2017, voluntary-aided, foundation schools and Academies will assess their applications according to their admissions criteria.

25. Haringey will participate in the application data checking exercise scheduled between 13 December 2016 and 3 January 2017 in the Pan-London timetable.

26. All preferences for schools within Haringey will be considered by the relevant admission authorities without reference to rank order. When the admission authorities within Haringey have provided a list of applicants in criteria order, Haringey Local Authority shall, for each applicant to its schools for whom more than one potential offer is available, make the offer to the highest ranked school.

27. Haringey Local Authority will send the first ALT file to the Pan-London Register (PLR) giving offer details for their school by 3 February 2017. The PLR will transmit the highest potential offer specified by the maintaining LA to the Home LA.

28. Haringey will eliminate all but the highest ranked offer where an applicant has more than one potential offer. This will involve exchanges of preference outcomes between the LAS (Local Admissions System) and the PLR which will continue until notification that a steady state has been achieved or until 16 February 2017 if this is sooner.

29. Haringey will not make an additional offer between the end of the iterative process and 1 March 2017 which may impact on an offer being made by another participating LA.

30. Notwithstanding paragraph 29 if an error is identified within the allocation of places at one of our schools, Haringey LA will attempt to manually resolve the allocation to correct the error. Where this impacts on another LA (either as a home or maintaining LA) Haringey LA will liaise with that LA to attempt to resolve the incorrect offer and any multiple offers which might occur. However, if another LA is unable to resolve a multiple offer, or if the impact is too far reaching, Haringey will accept that the applicant(s) affected might receive a multiple offer.

31. Haringey will participate in the offer data checking exercise scheduled between 17 and 23 February 2017.

32. Haringey will send a file to the E-Admissions portal with outcomes for all resident applicants who have applied online no later than 24 February 2017.

OFFERS

33. Haringey will ensure, so far as is reasonably practical, that each resident applicant who cannot be offered a preference expressed on the School Admissions Application Form receives the offer of an alternative school place. The applicant will be offered a place at the nearest community school (or own admitting authority school if the governors have agreed to this) to the home address with an available place.

34. Haringey will inform all resident applicants of their highest offer of a school place and, where relevant, the reasons why higher preferences were not offered, whether they were for schools in the Home LA or in other participating LAs.

35. Haringey will use the form of Notification Letter set out in this document.

36. Notification of the outcome will be sent to parents on 1 March 2017.

37. Details of the pupils to be offered will be made available to each Haringey primary school by 1 March 2017.

38. Parents who are not offered a place at their preferred schools will be offered the right of appeal.
POST OFFER

39. Parents must accept or decline the offer of a place by **15 March 2017**. If they do not respond by this date the local authority will make every reasonable effort to contact the parent to find out whether or not they wish to accept the place. If the parent fails to respond to the local authority the school place will be withdrawn.

40. Where a parent accepts or declines a place by **15 March 2017** this information will be passed to the maintaining LA by **22 March 2017**. Where such information is received from applicants after **15 March**, this LA will pass it to the maintaining LA as it is received.

41. Where a place becomes available in an oversubscribed maintained school or academy in Haringey, it will be offered from a waiting list ordered in accordance with paragraph 2.14 of the School Admissions Code 2014.

42. Haringey will inform the home LA, where different, of an offer for a maintained school or Academy in Haringey which can be made to an applicant resident in the home LA’s area, in order that the home LA can offer the place.

43. When acting as a maintaining LA, Haringey LA and the admission authorities within it will not inform an applicant resident in another LA that a place can be offered.

44. Haringey will offer a place at a maintained school or Academy in another LA to an applicant resident in its area, provided that the school is ranked higher on the School Admissions Application Form than any school already offered.

45. Where Haringey is informed by a maintaining LA of an offer which can be made to an applicant resident in Haringey which is ranked lower on the School Admissions Application Form than any school already offered, it will inform the maintaining LA that the offer will not be made.

46. Where Haringey, acting as a home LA, has agreed to a change of preference order for good reason, it must inform any maintaining LA affected by the change.

47. Haringey will inform the home LA, where different, of any change to an applicant’s offer status as soon as it occurs.

48. Haringey will accept new applications (including additional preferences) from home LAs for maintained schools and Academies in its area.

WAITING LISTS

49. Where a child does not receive an offer of their first preference, his/her name will automatically be placed on the waiting list for each Haringey school for which he/she is eligible, that is a higher preference school to the one that has been offered. Parents will be advised that if they want to go on the waiting list for an out-of-borough school, that they must put this in writing to the School Admissions Service in Haringey.

50. Parents will be given the opportunity to make applications to Haringey schools to which they did not originally apply.

51. Waiting lists will be kept by all maintained admission authorities in Haringey and coordinated centrally by this local authority as part of the coordination of all admission applications. Academies, voluntary-aided and foundation schools will apply their own admission arrangements. Haringey local authority will keep a mirrored waiting list and will offer places on behalf of the governing body. Waiting lists for community schools will be administered centrally by the local authority.

52. Waiting lists for entry to Year 7 in **September 2017** will be compiled on **17 March 2017** (after the deadline for acceptance of places) and will be kept in strict criteria order with no differentiation between on-time or late applications.
53. Waiting lists will be maintained and places allocated, as they become available, in accordance with each admission authority’s published admission and oversubscription criteria.

54. Children will remain on the waiting list until the end of the Autumn Term of the academic year of entry, unless parents contact the School Admissions Team to extend this further.

### Timetable for entry to school in September 2017

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>21 October 2016</td>
<td>Recommended closing date for receipt of the School Admission Application Form</td>
</tr>
<tr>
<td>31 October 2016</td>
<td>Statutory deadline for return of application to the Home LA</td>
</tr>
<tr>
<td>11 November 2016</td>
<td>Deadline for the transfer of application information by the Home LA to the PLR and supplementary information to Haringey VA schools/maintaining local authorities</td>
</tr>
<tr>
<td>8 December 2016 – 13 January 2017</td>
<td>Voluntary-aided schools and Academies will order their applications according to their admissions criteria</td>
</tr>
<tr>
<td>12 December 2016</td>
<td>Deadline for the upload of applications that are late but are considered to be on-time, to the PLR</td>
</tr>
<tr>
<td>13 December 2016 – 3 January 2017</td>
<td>Pan-London data checking exercise of pupil applications exchanged via the PLR</td>
</tr>
<tr>
<td>16 January 2017</td>
<td>Voluntary-aided schools and Academies to provide Haringey LA with an electronic list of their applicants in rank order</td>
</tr>
<tr>
<td>3 February 2017</td>
<td>Deadline for the transfer of highest potential offer information from the Maintaining LAs to the PLR</td>
</tr>
<tr>
<td>16 February 2017</td>
<td>Final ALT file to the PLR</td>
</tr>
<tr>
<td>17 – 23 February 2017</td>
<td>Pan-London data checking exercise of pupil offer data</td>
</tr>
<tr>
<td>01 March 2017</td>
<td>Notifications sent to parents by Home LA</td>
</tr>
<tr>
<td>15 March 2017</td>
<td>Date by which parents accept or decline offers</td>
</tr>
<tr>
<td>22 March 2017</td>
<td>Date by which LA will pass information to schools within Haringey (or for out-of-borough schools, to the maintaining LA) on parents who have accepted or declined a place.</td>
</tr>
</tbody>
</table>
1 March 2017

Applicant name

Applicant home address

Pupil Name: Pupil name

ID No.: Pupil ID

Secondary Transfer 2017

I am writing to let you know the outcome of your application for a secondary school place. I am pleased to tell you that we are able to offer your child a place at X school.

It is important that you confirm as soon as possible that you wish to accept the offer of a place at X school. Failure to do so may result in the offer being withdrawn. Please return the enclosed offer response form by 15 March 2017. All applicants must respond by returning this form. You can deliver it to one of Haringey’s Customer Services Centres, or send it by post using the address listed below.

The school has been informed and will contact you to provide further information about the arrangements for admission.

If you were not offered your first preference school

I am sorry that it was not possible to offer your child a place at any of the schools listed as a higher preference on your application form. This is because these schools are currently full in your child’s year group. If you would like further information about why your child was not offered a place at one of your higher preference schools, please contact the admission authority for that school. Details of how places were offered in Haringey are given at the end of this letter.

Waiting lists

Please note that applications for any school that you listed lower on your application form have been automatically withdrawn.

If you would like «pupil_forenames» to be added to any waiting list for a school, please put your request in writing either by email or post to the address above. You can only be considered for a maximum of 6 schools at any time. If we can offer your child a place from a waiting list we will contact you.

Please note that being on a waiting list does not guarantee your child a place at the school and their position on the list could go down as well as up as other applicants join the list.

Your right to appeal

You have a right of appeal under the School Standards & Framework Act 1998 if your child is refused a place at any of the schools you listed on your form.

If you wish to appeal:

• for Alexandra Park, Heartlands High or a community school in Haringey, please download an appeal form from www.haringey.gov.uk/schooladmissions or contact us to request a form.

• for Fortismere, Harris Academy Tottenham, Greig City Academy, St Thomas More Catholic School, Woodside High or Tottenham UTC, 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 and in the Secondary Admissions booklet).

Appeal forms must be returned by appeal deadline for your appeal to be heard before September 2017.

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.

If you have any questions about this letter please contact us using the contact details below.

School Admissions Service
Secondary Transfer 2017 – Offer Response Form

Pupil Name

Date of birth: Pupil date of birth
ID: Pupil ID

Return by: 15 March 2017
Post to: 3rd Floor River Park House, 225 High Road, Wood Green, London, N22 8HQ

Please complete the relevant options below:

- I accept the place for my child at X school
  Please tick: ☐

or

- I decline the place for my child at X school
  Please tick: ☐

I do not require the place offered because I already have a place at another school, as follows:

Name of School: .................................................................................................................................

I understand that if I decline this offer, the place may be offered to another applicant.

Signed: ................................................................................................................................. Date: ..........................................

Name: ................................................................................................................................................

Telephone Number: ........................................................................................................................
The admission numbers for Haringey community secondary schools for the 2017/18 school year will be as follows:

<table>
<thead>
<tr>
<th>School</th>
<th>Admission number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gladesmore Community School</td>
<td>243 places</td>
</tr>
<tr>
<td>Highgate Wood School</td>
<td>243 places</td>
</tr>
<tr>
<td>Hornsey School for Girls</td>
<td>162 places</td>
</tr>
<tr>
<td>Northumberland Park Community School</td>
<td>210 places</td>
</tr>
<tr>
<td>Park View</td>
<td>216 places</td>
</tr>
</tbody>
</table>

The governing bodies at the following schools have asked Haringey to set and apply their admission arrangements on their behalf:

<table>
<thead>
<tr>
<th>School</th>
<th>Admission number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heartlands High School</td>
<td>216 places</td>
</tr>
<tr>
<td>Woodside High School</td>
<td>240 places</td>
</tr>
</tbody>
</table>
Proposed Scheme for In-Year Admissions 2017/18

APPLICATIONS

1. Applications from Haringey and non-Haringey residents for schools in Haringey must be made directly to the Haringey Schools Admission Service.

2. The In-Year Application Form is available from the Admissions Service, from schools in Haringey and from the Haringey Council website.

3. Haringey residents applying for places at maintained schools and academies outside Haringey will need to apply directly to the LA (local authority) in whose area the school is situated.

4. The admission authorities within Haringey will not use supplementary forms except where the information available through the School Admissions Application Form is insufficient for consideration of the application against their published oversubscription criteria.

5. Where supplementary forms are used, they will be available from the school concerned, on Haringey’s website and from the In-Year Schools Admission Service. Haringey’s admission booklets and website will indicate which schools require supplementary forms to be completed and from where they can be obtained.

6. Where an admission authority in Haringey receives a supplementary form, it will not consider it to be a valid application until such time as the parent/carer has listed the school on their home LA’s School Admissions Application Form.

7. Where only the School Admissions Application Form is received, schools MUST rank the application according to the information available to them.

8. Applicants will be able to express a preference for a maximum of six schools within Haringey (including any city technology college that has agreed to participate in this scheme).

9. The order of preference given on the In-Year School Admissions Application Form will not be shared with any school.

10. The Haringey Schools Admission Service will carry out address verification for each application made to a maintained school or academy in Haringey. Where Haringey is not satisfied as to the validity of an address of an applicant it will advise the admission authority schools.

11. Haringey will check the status of any applicant who is a ‘looked after or was previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order.’

PROCESSING

12. Parents/carers applying for schools in Haringey must complete and return the In-Year School Admissions Application Form to the Haringey Admissions Service.

13. Where an application is not fully completed, Haringey will not treat the application as valid until all information is received.

14. In the event that a Haringey resident applies to a non-Haringey school, Haringey will write to the parent/carer advising them to apply directly to the LA in whose area the school is situated.
15. If a pupil is currently on roll at a school in Haringey or a school in a neighbouring borough, the Admissions Service will advise the parent/carer to discuss the transfer with the Headteacher or senior Teacher at the school.

OFFERS

16. If a school has a vacancy, it is expected that an offer of a place will be made to the child entitled to that place in accordance with the published oversubscription criteria. The Local Authority will offer places at community schools and will also make offers on behalf of own admission authority schools should they so wish.

17. Haringey will write to parents who have not been offered a place at any of their preferred schools giving reasons and informing them of their right of appeal to an independent panel in accordance with the School Standards and Framework Act 1998.

18. Haringey will notify the Home LA of the outcome of applications for their residents.

19. When a child has been offered a place at a higher preference school, the lower ranking preferences will be withdrawn.

20. When a child has been offered a place at a lower preference school, the higher preferences will also be withdrawn unless the parent indicates otherwise. Only where a parent/carer has expressly set out that they wish to be put on the waiting list of those schools which are a higher preference will this be done.

21. Where a home applicant who is out of school cannot be offered a place at one of their named preferences, Haringey will offer the nearest community (or own admitting authority if the governors have agreed to this) school to the home address with an available place.

22. Where it is known that a non-Haringey resident is out of school and cannot be offered a place at one of their named preferences, Haringey will notify the home LA who will be responsible for identifying a school place for the child.

POST OFFER

23. Parent/carers will be expected to accept or decline the offer of a place as soon as possible. Parents must be given a reasonable amount of time to consider the offer (10 school days).

24. Where a parent does not respond within this timeframe Haringey will make every reasonable effort to contact the parent to find out whether or not they wish to accept the place. Where the parent fails to respond the offer of a place will be withdrawn.

25. Haringey will notify the home LA of any appeals that are upheld for Haringey schools.

26. Children will remain on the waiting list until the end of the academic year in which the application was made and Haringey will write to all parent/carers asking them to complete a new application form if they wish to stay on the waiting list(s) beyond this timeframe.

HARINGEY SCHOOLS

27. The School Admissions Team will require a list of every child on roll in every year group in all the relevant Haringey schools.

28. Schools will be required to provide a weekly roll update so that it is clear on a week by week basis where there are vacancies across all schools and year groups.

29. When a child leaves a Haringey school, the name of the child and the child’s future educational provision must be communicated to the School Admissions Service.
TRANSFERRING BETWEEN SCHOOLS

30. Parent/carers wishing to move their children between local schools will be encouraged to discuss their reasons with their current school.

31. Parent/carers need to be aware of and consider the potential impact that any move might have on the education and wellbeing of their child(ren).

32. Parent/carers moving address will also be advised to think carefully before requesting to move their child(ren) to another school.

33. Where a parent/carer insists on a transfer, it would be unlawful for an admission authority to refuse a place if a vacancy exists.

FRAUDULENT APPLICATIONS

34. An offer on the grounds of proximity is conditional on the child being solely or mainly resident at the address provided at the time of application. A business address, a childminder’s address, or any other address other than the child’s home will not be accepted. Proof of address will be sought and may be subject to further investigation.

35. Haringey Council will make every effort to prevent fraudulent applications. Haringey will carry out random checks on a number of applications and reserve the right to carry out home visits to the address provided on the application form.

36. A school place obtained using a false address will be withdrawn and given to the child who was entitled to that place.

HARINGEY COUNCIL AND HARRIS FEDERATION

Admissions Booklet

37. Haringey Council will set out in the relevant Admissions Booklet how in-year applications can be made and will be dealt with. It will set out that if applicants wish to apply to a Harris school they should complete a separate application form (a copy of which will be available from both the school and the local authority).

In-year applications

38. If an applicant lists a Harris school on the local authority’s form, this information will be sent to the school securely upon receipt.

39. The Harris school will notify all applicants of the outcome of their application. If an offer cannot be made, the school will inform the applicant of the reasons why and provide the right of appeal.

Providing information to the Local Authority

40. Each Harris school will notify the Haringey School Admissions Service of the pupils they have admitted and the details of any applicants who have been refused a place and why. A copy of any refusal letter will be provided to the LA.

41. Each Harris school will notify the Haringey School Admissions Service of the number of pupils on roll in each year group. Information will be provided on a weekly basis via the authority’s ‘Weekly Return Form’.

At the time of writing the Harris schools in Haringey are –

• Harris Academy Tottenham
• Harris Primary Academy Coleraine Park
• Harris Primary Academy Philip Lane
In-Year Fair Access Protocol for Haringey Schools

Introduction

1. The School Admissions Code requires local authorities to have in place a fair access protocol which all local schools and Academies must adhere to.

2. Its aims are to:
   - acknowledge the real needs of vulnerable young people who are not on the roll of a school and to ensure that an appropriate placement is identified quickly and pupils are on roll within 15 days of the panel
   - seek to find an alternative placement or support for those on roll of a school where it can be demonstrated that they are at risk of permanent exclusion
   - fairly share the admission of vulnerable students across all schools and Academies (where the panel agree that another mainstream school place should be identified)
   - arrange such admissions openly through a process which has the confidence of all
   - record the progress and successes of the young people placed through this panel

   This protocol reflects the LA’s responsibility for safeguarding and promoting the welfare of children and young people as well as educational attainment.

3. It is essential to the success of IYFAP that all Head teachers and governing bodies agree to the aims, principles and procedures and give their fullest support.

4. All schools recognise their collective responsibility for all pupils and accountability for some and will work collaboratively to manage pupils with challenging behaviour, involving multi-agency support, accessed where appropriate. All members will work together to secure commitment to the inclusion agenda and to reduce exclusions from schools.

Students within the scope of this scheme

5. The admission to school of the following students falls within the scope of this scheme:
   - children from the criminal justice system or Pupil Referral Units who need to be reintegrated into mainstream education;
   - children who have been out of education for two months or more;
   - children of Gypsies, Roma, Travellers, refugees and asylum seekers;
   - children who are homeless;
   - children with unsupportive family backgrounds for whom a place has not been sought;
   - children who are carers;
   - children with special educational needs, disabilities or medical conditions (but without a statement or education, health and care plan);
   - those permanently excluded;
   - where children who are out of school where there is evidence that they were at risk of exclusion prior to leaving their last school;
• children removed from school and unable to find a place after a number of fixed term exclusions;
• pupils ready for reintegration from the Pupil Support Centre or secure units;
• those who are at risk of permanent exclusion.

6. The Fair Access Panel can also administer the process for managed moves.

7. Schools must inform the School Admissions Service of any pupil who they are going to refer for a managed move. Subject to paragraph 8, the receiving school will be agreed and recorded at the meeting and progress reports be taken to every panel until the pupil is on roll at the new school or it is determined that they should remain at their original school.

8. Schools may refer a child at risk of permanent exclusion for the panel to consider a managed move. However, if it is agreed that a managed move is in the best interests of the young person, the placement must be agreed between the substantive and receiving school and the family. This may happen outside the panel meeting. In every case, the Admissions Service must be informed.

9. There are dedicated arrangements for children with statements of Special Educational Needs (SEN) or Education, Health and Care plans and this protocol does not override those arrangements. However, it has been agreed that pupils who are placed through those arrangements will be noted by the IYFAP panel (see later section).

Composition and frequency of the panel

Secondary

10. A panel, consisting of a minimum of 3 secondary Head teachers (or their designated representative), will meet once a month (or as necessary) to ensure prompt and fair allocation of young people to schools. Heads will be notified of their designated meetings at the beginning of the academic year.

11. The Head of Education Services or another designated LA Officer will chair the panel.

12. In the event that the placement decision is not unanimous, the designated Head teachers will decide.

13. 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 panel, or a short written statement may be submitted.

14. The membership of the panel can include as necessary, a representative of children’s social care, educational psychology service, youth offending service, children missing education, children in care, the police and any other relevant professional supporting a case.

Primary

15. A panel, consisting of three primary Head teachers (or their designated representative), will meet once a half term, (or as necessary) to ensure prompt and fair allocation of young people to schools.

16. The Head of Education Services or another designated LA Officer will chair the panel.

17. 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 panel, or a short written statement may be submitted.

The decision-making process

18. Cases will be brought to the panel by the Haringey Admissions Service which will be the point of referral. The cases must be submitted under one of the categories given in paragraph 5 above and the child must be without a school place.
19. The Panel will be administered by the Haringey Admissions Service which will provide data for the current and previous school year (figures to be based on actual figures where IYFAP pupils have been admitted).

20. The following data will be provided at each panel:
   - The number of pupils on roll at each school in each year group
   - The number of vacancies at each school in each year group
   - The number of pupils that have been admitted to each school in each year group through the ‘normal’ in year admissions process since the last panel
   - The number of pupils that have been admitted to each school in each year group through the Fair Access admissions process since the last panel
   - The total number of pupils that have been admitted to each school in each year group through the Fair Access admissions process in the last academic year and the number of schools or Academies (if any) that have failed to admit
   - Background/ pupil history/ information, where available and where consent has been confirmed
   - The number of students with statements of Special Educational Need allocated over number through the SEN procedures.

21. The placement panel for Children in Care (CIC) will continue to determine the most appropriate placement for each young person and their case will be presented for the panel to ratify. In order to ensure that CIC are admitted to school quickly, they will be placed before the panel and it will not be possible for these cases to be brought back to the panel for reconsideration.

22. When making the decision as to appropriate school placement for the child, the panel will take into account:
   - preferences made and views of parents/carers and the view of the pupil (including religious affiliation)
   - the admissions criteria
   - the published admission number and number of forms of entry so placements can be made proportionally
   - the number of students admitted through IYFAP in the previous and current academic year
   - 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 individual context of a school in relation to recently excluded students
   - whether the applicant has previously attended a Haringey school
   - it will be the presumption that wherever possible pupils will return to a school if they have previously been on roll there.

23. In cases where a child does not return to their previous Haringey school, that school will have the value of one child debited from their comparative IYFAP statistics, to reflect the loss of that child from the school’s roll.
   - This debit will apply regardless of whether the child was originally admitted to that school via the IYFAP protocol.
   - In cases where the child was previously permanently excluded and is being re-integrated into mainstream school this debit will not apply.
   - In cases where the child previously attended more than one Haringey school the debit will be applied solely to the school which the child most recently attended.
Where a school has admitted pupils above its admission number in error, these additional pupils will not count and cannot be offset against IYFAP referrals.

24. Where an alternative educational placement is determined most suitable to meet the needs of a young person, this provision will be identified in principle by the Inclusion Service, following assessment, and ratified by the panel.

25. Decisions will be reached by consensus, whenever possible, with the chair mandated to take appropriate action where this has not proved possible.

Implementation of the decisions

26. Decisions regarding placement of students under the Fair Access protocol will be made by the panel, and will be final.

27. Admission must take place within 15 school days of the school receiving notification of the decision.

28. In exceptional circumstances, the allocated school may request that the panel reconsider their decision at the next meeting. This will only be possible 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. This request must be made in writing to the Chair within 5 school days of the school receiving notification of the decision. The formal offer letter will be sent on the 6th day.

29. The Department for Education 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.

30. It is recognised that there is usually little available information about the young people who are being admitted in-year to school. The Admissions Service will try to acquire as much educational information as practical to accompany in-year admissions to assist smooth integration to the school.

Risk assessments

31. Risk assessments will be undertaken as necessary by the referring body.

Relationship with appeals

32. Where young people are admitted to a school above the planned admission number in any year group under the protocol, this should not prejudice the provision of efficient education or the efficient use of resources of the school.

33. Appeal panels will be made aware of the conditions of the scheme, and that the admission of an additional student under this scheme is different from a school voluntarily exceeding its admission limit. Panels will also be made aware that any decision made to allow appeals will place further pressure on the school’s resources.

34. A school placement made through IYFAP shall not remove a parent/carer’s right to appeal for a school place elsewhere.
Monitoring the operation of the Protocol

35. The Admissions Service will undertake scheduled checks and monitor admission dates and pupil days.

36. The anonymised details of all decisions will be made available to the Director and Lead Member to demonstrate that the Protocol is being effective.

37. This will include any school or Academy that has not taken a pupil on roll within 15 days of the decision being notified.

38. Details of any school or Academy who has not taken a pupil on roll within 15 days of the decision will also be available at the next IYFAP meeting.

39. On the 16th day the Head of Education Services will contact in writing the Headteacher of any school or Academy that has failed to admit within the agreed timeframe to request an on roll date.

40. If the school or Academy fails to provide an on roll date, within agreed timescales, then the direction process will apply as set out in the School Admissions Code and in accordance to the Department for Education advice: “Fair Access Protocols: Principles and Process”.

41. The protocol will be reviewed on an annual basis by the Local Authority, in conjunction with Head teachers/ principals, in order to assess its effectiveness in ensuring that unplaced children are being allocated places at schools/ academies or in alternative educational provision on an equitable basis.
Proposed Admission Criteria for Sixth Form 2017

Hornsey Sixth Form College

All students are invited to attend an informal discussion about their subject choice. General entry requirements are:

**A/S and A2 Level**

A minimum of 5 GCSE passes at A*-C including English and Maths. Some subjects have specific entry requirements and for further study a grade B in that subject at GCSE may be required.

**Level 3 Vocational/ BTEC**

A minimum of 4 GCSE A*-C. There is scope for these students to retake GCSE English and Maths if required in this pathway.

**Progression to year 13**

Students automatically progress from year 12 to year 13 if they have attained at least 3 D grades at AS levels. Students who do not achieve this will need to have a formal meeting with the Director of Learning and subject teachers to consider guidance for more appropriate courses if applicable. We are committed to ensuring the needs of our students are met, to enable progression for all pathways.

**Admission priorities**

Where the number of eligible external applicants for a course of study exceeds the places available then admission will be determined in accordance with the following priority of admission criteria:

1. Students who have a statement of Special Educational Needs or Educational Health and Care Plan specifically naming the School.

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

   A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accomodation by a local authority in the exercise of their social services functions (see the definition in Section 22 (1) of the Children Act 1989.

3. Students with a sibling already attending the college and who will still be attending on the date of admission. This category includes foster brothers and sisters, half brothers and half sisters, stepbrothers and stepsisters and adopted brothers and sisters. They must also be living at the same address as the applicant.

4. Students whose home address (i.e. their only or main residence) is closest to the college.

Distance will be measured in a straight line from the Ordnance Survey address point of the student’s home to the Ordnance Survey address point of the college, calculated using a computerised mapping system.
Highgate Wood School

Minimum number of students to be admitted from outside the school = 10

All students will be invited to an informal discussion about their subject choice. The general entry requirements are as follows:

**AS and A2 Level**

At least five GCSE passes at A* – C, with specific requirements for particular subjects based upon the national statistical guidance for successful outcomes. We consider ourselves to be an open access Sixth Form and so the criteria are matched to what is required to ensure positive outcomes. Full details for different subjects are available on the website: [http://highgate.digitalbrain.com/highgate/web/post16/main/](http://highgate.digitalbrain.com/highgate/web/post16/main/)

**Level 3 BTEC/OCR National**

At least five GCSE passes at A* – D with at least three of these at C or better including in the relevant subject(s). These courses are equivalent to 2 A levels and are in Business Studies and New Media Arts. Students are expected to take one AS level alongside.

**GCSE Maths & English**

Applicants require a high D to be admitted to these courses. It is not expected that a student will need to follow both courses.

**Extended Project**

Applicants will need to have an average of GCSE A grade across their GCSE results to be admitted to pursue an extended project and this will be alongside a programme of 4 AS levels.

**Admission priorities**

Where the number of eligible external applicants for a course of study exceeds the places available then admission will be determined in accordance with the following priority of admission criteria:

1. Students who have a statement of Special Educational Needs or Education Health and Care Plan specifically naming the school.

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

   A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22 (1) of the Children Act 1989).

3. Students 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 half sisters, stepbrothers and stepsisters or adopted brothers and sisters. They must also be living at the same address as the applicant.

4. Students whose home address (i.e. their only or main residence) is closest to the school.

Distance will be measured in a straight line from the Ordnance Survey address point of the student’s home to the Ordnance Survey address point of the school, calculated using a computerised mapping system.
The Haringey Sixth Form College

Haringey Sixth Form College is now a 16-19 Academy and as such it has an Admissions Policy which has been directly agreed with the Department for Education (DfE).

Different types of courses have different entry requirements. The College will provide courses at Entry to Level 3 and will be fully inclusive. The total number of students to be admitted in September 2017 = 550

To study AS/A levels

Students must have a minimum of 5 GCSEs at grades A* - C which must include English and Maths. The number of AS levels that are studied will be determined by the number of GCSE passes at grade C or above and the grades achieved. Some subjects have particular entry requirements such as a grade B or higher in English and/or Maths or in the subject to be studied.

Level 3 Vocational programmes

BTEC Level 3 students will need to have 4 or more GCSEs at Grade A* - C or an equivalent Level 2 qualification such as a BTEC First at merit or distinction. GCSE English and Maths at grade D or above is also required. However, some vocational programmes may require a Grade C or above in English and/or Maths.

Level 2 programmes

BTEC Level 2 students will usually need to have GCSE passes at Grade D or above. However, experience, ability and interest in the chosen vocational area will also be taken into account.

Level 1 programmes

BTEC Introductory Diploma, students will need to have GCSEs at Grade E-G or an equivalent qualification and have an interest in the chosen vocational area.

Entry or Pre-Entry level programmes

Students do not need any formal qualifications but do need a personal commitment to further study in the area.

GCSE English and Maths

Please note: In line with Government Policy from September 2013, all students who have not achieved a Grade C in GCSE Maths and/or English by the end of their Secondary Education, are required to continue studying these subjects Post 16 until they achieve this minimum grade. This is therefore a requirement for students applying to study at the Sixth Form College.

Students with Statements of Special Educational Needs or Education Health and Care Plans will be required to study these subjects at a level in line with their ability.

Priority rules

The closing date for applications will be the last day of the spring term. The Sixth Form College will normally be able to offer places to all applicants provided they meet the minimum entry requirements for the course applied for, and equal priority will be given to all applications received by this date. In the event that there are more applicants than places by this date, priority will be given in the following:

1. Young people who have statements of Special Educational Needs or Education Health and Care Plans
2. Students who are looked after by a local authority or were previously looked after but immediately after being looked after, became subject to an adoption, child arrangements or special guardianship order.

A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22 (1) of the Children Act 1989).
3. To students on roll in Year 11 at one of the following partner schools:
   • Gladesmore Community School
   • Heartlands High School
   • Northumberland Park Community School
   • Park View School
   • Woodside High School

All applications received after the last day of the spring term will then normally be considered purely on a ‘first-come-first-served’ basis.
If you want this in your own language, please tick the box, fill in your name and address and send to the freepost address below.

Albanian
Nëse dëshironi ta keni këtë në gjuhën tuaj, ju lutemi vendosni shenjën ✓ në kuti, shënoni emrin dhe adresën tuaj dhe niseni me postë falas në adresën e mëposhtme.

Bengali
আপনি যদি এটা আপনার ভাষায় পেতে চান তাহলে অনুগ্রহ করে স্থিতিক বাক্যে টিক চিহ্ন দিন, আপনার নাম ও ঠিকানা লিখুন এবং নিচের বিনা ডাকমাশুলের ঠিকানায় পাঠিয়ে দিন।

French
Pour recevoir ces informations dans votre langue, veuillez inscrire votre nom et adresse et renvoyer ce formulaire à l’adresse ci-dessous. Le port est payé.

Kurdish
Hek hun vêya bi zimanê xwe dixwazin, ji kerema xwe qutîkê işaret bikin, nav û navnişana xwe binivisin û ji navnişana jêrin re bi posta bêpere bişînîn.

Somali
Haddii aad qoraalkan ku rabto luuqadaada, fadlan sax mari sanduukha, kusoo buuxi magaca iyo ciwaankaaga, kuna soo dir boostada hoose ee lacag la'aanta ah.

Turkish
Bu kitapçığın Türkçesini istiyorsanız lütfen kutuyu işaretleyip, adınızı, soyadınızı ve adresinizi yazarak posta pulu yapıtırmadan aşağıdaki adrese gönderin.

Please indicate if you would like a copy of this letter in another language not listed or any of the following formats and send to the freepost address below.

- Large print
- On disk
- On audio tape
- Braille
- Another language

Please state: ___________________

Name: ____________________________________________________
Address: ____________________________________________________

Freepost RLXS-XZGT-UGRJ, Translation & Interpreting Services,
6 Floor, River Park House, 225 High Road, N22 8HQ