

Date: 1 September 2016
Our ref:
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Email: eveleen.riordan@haringey.gov.uk

Dear Colleague,

**A Guide to Education Services –
School Admissions 2016/17**

I hope you have had a very enjoyable summer break.

Please find attached key information that you may find useful over the coming year, including contact details for:

- Admissions
- Children Missing Education
- Education Welfare
- Elective Home Education
- Exclusions
- School Place Planning

I also attach an admissions timetable for the coming year which you may wish to display in the school office. This timetable will help you and us to ensure that you are aware of and don't miss any deadlines over the coming year and ensure that you comply with the provisions of the School Admissions Code 2014.

The online admissions system for applying for a school place went live on 1 September 2016 and a link is available from Haringey's website [here](#). The online admissions system is well established and most parents now choose to apply online. We actively encourage parents and carers to use this online service when applying for a school place for their child, not least because it means that they are informed of the outcome of their application on national offer day instead of having to wait for their offer to reach them through the post. Please can I ask that you support us in this by promoting online applications where possible.

Admissions booklets will be delivered to schools in the week commencing 12 September and paper application forms will be sent **only as required** to assist us with ensuring that they are only used where an online application is not possible for the family concerned.

I look forward to working with you this year and, as always, please do not hesitate to contact me if you have any questions or queries. If you are new to Haringey, I or a member of my team are always happy to meet with you to discuss our processes in more detail.

I wish you a good year.

Yours faithfully

Eveleen Riordan, Joint Head of Education Services

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School Admissions

All information relating to school admissions in Haringey can be found at www.haringey.gov.uk/schooladmissions

Parents can apply online from 1 September 2016 for a school place for September 2017 for:

- Reception
- Infant/Junior
- Secondary Transfer
- Post 14 (UTC)

Parents must apply to the borough where they live and can list up to 6 schools on their application form (these schools can be in any borough or located anywhere else in England). Paper application forms are available on request.

Hard copies of the booklets will arrive in schools in the week commencing 12 September.

A pdf version of the in-year application form (for families who want to change school during the academic year or who are applying for a school place for the first time other than at the beginning of reception or year 7)) is available to download on our website. Parents/carers will very shortly be able to complete an in-year **e-form** and we will write to you again as soon as the e-form goes live (it is expected go live date by the end of the autumn term 2016).

All **in-year** applicants need to apply to the borough where their school of preference is located. Where families have preferences that cover more than one borough they will need to make separate applications to the boroughs concerned – for example a family who express preferences for a Haringey school and an Enfield school will need to make in-year applications to each borough.

Benefits of online admissions for your school:

- Primary schools can view all online applications made to their school (for reception places) or by families in their school (Y6) applying for secondary transfer before the deadline. Secondary schools can view all year 6 families who have made an application to their school;
- You can view a summary of 1,2,3 etc preferences of online applications for reception and secondary transfer;
- You can view when online applicants accept a place at your school (after national offer day – 1 March for secondary transfer and 18 April for reception places).
- You do not have to take receipt of paper forms and send them on to us as this happens automatically as part of the online process.

All of the above can be carried out via the London Grid for Learning (LGFL) and training notes to support you in this are available from us if you require them.

Benefits of online applications for parents/carers include:

- They receive an instant receipt so they know we have received their application;
- It is a quick process to complete and applicants can amend their application at any time up to the deadline (31 October for secondary transfer and 15 January for reception applications);
- There are prompts and drop down menus to help guide applicants through the application
- Online applicants will receive their outcome online on national offer day; they will NOT however receive an offer letter in the post. They will be notified of their outcome by email and they will have the option of viewing a generic letter with information on waiting list(s) and their right of appeal on the Haringey website. Paper applicants will still receive an offer letter in the post, and this is posted on national offer day which means that they should receive it the next day (first class post permitting).

How you can help us to make our processes more efficient

- Advise parents/carers that they can apply online for a school place and outline the advantages to them of making an online application instead of a paper application;
- Advise parents/carers that if they have difficulty in accessing a computer that there is free access to a computer at Wood Green Customer Service Centre and in all libraries in Haringey;
- If it is possible please do offer your own school ITC facilities for parents/carers to use so that they can apply online;
- Remind families with a child(ren) already in your school that they must apply for a place for younger sibling(s) as some families mistakenly believe that once their oldest child has been admitted to a school that the younger siblings will be admitted without the need for a further application.

A member of the School Admissions Service will be happy to attend group sessions wherever possible to go through the application process and online procedure with your staff or with parents/carers. Please see contact details on page 6 below if you would like to speak to a member of the team about this.

Secondary Transfer and 14-19 Admissions 2017

Deadline – 31 October 2016

Offer day – 1 March 2017

Reception and Infant to Junior Admissions 2017

Deadline – 15 January 2017

Offer day – 18 April 2017

Late applications



We want to reduce the number of applications we receive after the deadline.

How you can help to reduce the number of late applications for places at your school

- Please put an item in your newsletter for current parents to remind them of what they need to do and the relevant deadline(s);
- Please remind your parents and carers at any open events that you hold of the importance of applying on time for a school place and the consequences of not meeting deadlines (including the reduced chance of getting one of their preferences);
- Do let us know if you know of a family who has not applied for a school place so that we can support you in chasing them to meet the deadline;
- Do please use the LGFL Pan London website to assist you in seeing who has completed an online application for a place at your primary school or for secondary transfer.

Supporting Social/Medical Applications and appeals

From time to time parents will ask you to support an application for a specific school.

Please **do not** provide a letter of support unless you have compelling evidence that there is only one school that can meet the child's needs in a way than no other school can. All Haringey schools are able to support children with a wide range of abilities, special needs, disabilities and learning difficulties, from able, gifted and talented pupils to those with multiple and significant disabilities, medical conditions and learning difficulties.

In Year Admissions 2016/17

- Haringey in-year application forms are available in our schools, online (as a PDF) and at all of our customer service centres. The form can also be downloaded from our website [here](#). The Haringey in-year **e-form** will be available on our website by the end of the autumn term 2016. Please encourage parent/carers to use the e-form to apply for a school place.
- Haringey residents may list up to six Haringey schools on their Haringey application in the order they most prefer them. These six named schools are called 'preferences.' We will meet a preference wherever possible but parents should be reminded that they do not have a right to choose a school for their child but they do have the right to express a preference or preferences.
- Residents living outside Haringey can also apply to Haringey schools by completing the Haringey in-year application and their application will be considered using the same admission criteria as those used for Haringey families.
- Haringey residents wishing to apply for a school outside Haringey will need to contact the borough the school is located in for details on how to apply.
- Own admitting authority schools will apply their criteria and inform the Haringey School Admissions Service who to offer a place to on their behalf.
- We will inform schools of who is going to be offered **before** offer letters are posted and we will send formal offer letters to all residents, irrespective of whether they live in Haringey or they have applied from another borough.

In Year Fair Access

We need to ensure that the most vulnerable and challenging children in our borough who are without a school place are offered a place as quickly as possible. The fair access process helps this to happen and it also ensures that no one school takes a disproportionate number of pupils in a single year group.

The dates of the Fair Access panels are available from the autumn term each year. The Fair Access Panel for secondary schools meets monthly to coincide with the dates of the secondary heads meetings. The Fair Access Panel for primary schools meets to coincide with the dates of the primary heads meetings. For access to the full protocol, please refer to our website at www.haringey.gov.uk/schooladmissions

Internal contact list for school admissions staff

Name	Job Title	Telephone	Email Address
Carlo Kodsi	Admissions Team Leader	0208 489 1823	carlo.kodsi@haringey.gov.uk
Lynne Tighe	Admissions Officer	0208 489 8355	lynne.tighe@haringey.gov.uk
Imogen Rush	Admissions Officer	0208 489 8352	Imogen.rush@haringey.gov.uk
Marion Smylie	Admissions Officer	0208 489 8354	Marion.smylie2@haringey.gov.uk
Taj Buljhoo	Admissions Officer	0208 489 8353	Taj.Buljhoo@haringey.gov.uk

Contact details for parent/carers

Telephone	Email Address
0208 489 1000	schooladmissions@haringey.gov.uk

Children Missing Education

If you suspect a child is not on a school roll or if you are approached by parents who have not applied for a school place for their child(ren), you must inform the local authority's Children Missing Education team so that they can follow this up. We all share a duty to ensure that all children have access to a suitable education and sharing any information where you have any concerns, no matter how small, helps us to achieve this. This doesn't override those families who chose to home educate their child(ren) and further information on this is outlined below. You must not remove a child from your school roll unless their destination has been confirmed. Please contact Education Welfare using the contact details below if you have any doubts or concerns about the destination of any of your leavers. The Education (Pupil Registration) (England) (Amendment) Regulations 2016 provides further detail on removing any pupil from a register and your duties.

Before referring a child and family to us please obtain as much information as possible including:

- Child(ren)'s name(s) including siblings
- Date of birth(s)
- Names of parents (and if possible date of births)
- Contact numbers
- Address(es)
- Are they new arrivals to the country or transferred in from another part of the UK (please include originating place or country)

Please contact the following officers with any queries at:

Kevin Mousse

Children Missing Education Officer

020 8489 2445

children.missingeducation@haringey.gov.uk

and

Kelly McEvoy

Education Welfare Officer for Children Missing Education

020 8489 4411

children.missingeducation@haringey.gov.uk

Education Welfare Service

There is a clear and demonstrable correlation between regular attendance at school and pupil progress and achievement. The Education Welfare Service offers support and training to improve whole school attendance and will undertake missing pupil, non-starter and non-returner enquiries and provide guidance in relation to deleting pupils from registers. Our officers will undertake casework in relation to irregular attendance of individual pupils, and our service manages enforcement action in cases where attendance fails to improve. This includes court action and the issuing of Fixed Penalty Notices.

The Education Welfare Service offers a bespoke traded service tailored to your school's needs. Our service is able to provide a wide range of support designed to improve the attendance and punctuality of pupils, to support improvement with the level of engagement of parents, and to improve whole school attendance. A broad package of individual service elements is also available. For further information please contact:

Michael Welton

Principal Education Welfare Officer

020 8489 2441

Michael.Welton@haringey.gov.uk

ews@haringey.gov.uk

Elective Home Education

Section 7 of The Education Act 1996 sets out that it is a parent/carer's legal responsibility to ensure their child receives an efficient, full-time education suitable to their age, ability, aptitude and to any special educational needs they may have, in school or otherwise.

Parents/Carers may let you know that they wish to educate their child at home. In order to allow the council's Advisory Teacher to assess and monitor the education provided by the parent, please complete the referral form before you delete the pupil from your registers.

Exclusions

The School Exclusion Handbook will be sent to you shortly by the relevant officer and can be used as a summary of processes and procedures.

Please refer to DfE guidance on school exclusions but do not hesitate to contact the officers (details given) if you have a query or a concern about a pupil at risk of exclusion.

Samantha Hunte

KS4 Alternative Roll and Exclusions Coordinator

(T) 0208 489 5086

(E): samantha.hunte@haringey.gov.uk

Marie Baker

Pupil Placement Officer

(T) 020 8489 3873

(E): marie.baker@haringey.gov.uk

School Place Planning

The Council has a duty to ensure that every child has access to a school place. In July each year we publish a report setting out our pupil projections for coming years. The report relates to primary, secondary, special school and post-16 phases. Haringey's School Place Planning Report 2016 is available to view at www.haringey.gov.uk/schoolplaceplanning.

Where the number of pupils applying for a school place is projected to be greater than the number of places we have available, officers use the school place planning principles agreed by the Council's Cabinet to set out recommendations for proposed future expansions of existing schools. The place planning principles are set out in the annual report (see above) and they include reference to school standards, proven leadership of a school, demand for places, available space and value for money. Pupil place planning occasionally means that we have to look at reducing the number of places available.

In recent years we have been increasing the number of reception places we have to meet a rising demand. These larger cohorts are now working their way into the secondary phase and we are beginning to talk to our secondary schools to see how we can increase the number of year 7 places between now and 2025. We expect to need additional year 7 places from 2018. For more information please contact:

Nick Shasha

School Place Planning Lead

(T): 020 8489 5019

Email: nick.shasha@haringey.gov.uk