

Date: 1 September 2020
Our ref:
Telephone: 020 8489 1823
Email: Carlo.Kodsi@haringey.gov.uk

Dear Colleague,

**A Guide to Education Services –
School Admissions 2020/21**

I hope you managed to have a restful break. Please find attached key information for Education Services and contact details for relevant partners that you may find useful over the coming year:

Education Services

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

AP and Commissioning

- Exclusions

Haringey Educational Partnership

- Haringey Educational Partnership (HEP)

Enclosed is an admissions timetable for display in your noticeboard in the school office. This timetable helps you and us to ensure that we don't miss any important statutory deadlines as part of the PAN London co-ordinated processes for pupils starting Reception or transferring to Secondary School in September 2021.

The online admissions system for applying for a school place went live on 1 September 2020 and a link is available from the Haringey's [website](#). Most families now choose to apply online and we are aiming for a 100% online submission rate, much similar to some of our neighbouring authorities which have already achieved this. I appreciate that many of our families do not have English as their first language and experience other challenges accessing our online communication and publicity. However, we still actively encourage parents and carers to use the 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 by promoting online applications where possible and opening your computer suites at your schools. We will also be supporting our families by opening our library computer suites and Customer Service Officers are available on hand to help some of our families. Paper application forms will be sent **only as required** because we have a legal duty to provide a form if families insist or if there are difficulties with accessing the internet. This year our Pan London LGFL colleagues have also developed a mobile-friendly platform that will enable parent/carers to apply more easily using their mobile and tablet devices.

Many of you already hold annual transition meetings attended by Admissions Officers to assist parent/carers in understanding the admissions processes. A member of the Admissions team 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. There will be contact details at the end of this document for your staff to contact Admissions Officers.

I look forward to working with you this year and please do not hesitate to contact me or colleagues if you have any questions or queries. If you are new to Haringey, I am happy to meet with you to discuss our processes and any other school organisational matters.

I wish you a good year.

Yours faithfully

Carlo Kodsi
Head of Admissions and School Organisation

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225 High Road, Wood Green
London N22 8HQ
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E schooladmissions@haringey.gov.uk

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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 2020 for a school place for September 2021 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.

The in-year e-form is available to complete on our website 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.

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 separately.

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 16 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 process.
- 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 ICT 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.

Secondary Transfer and 14-19 Admissions 2021

Deadline – 31 October 2020

Offer day – 1 March 2021

Reception and Infant to Junior Admissions 2021

Deadline – 15 January 2021

Offer day – 16 April 2021

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 for the academic year 2020/21

- The Haringey in-year e-form is [available on our website here](#). 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	Interim Head of Admissions and School Organisation	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
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Children Missing Education

Haringey's work with children missing education is dealt with in two ways - children on roll who cease to attend, and children not on roll requiring a school place. The children on roll who cease to attend are dealt with by Education Welfare Service and children not on roll by the Children Missing Education team.

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 choose to home educate their child(ren) and further information on this is outlined below.

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

Children Missing Education Officer

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, guidance 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 prosecutions through the magistrates court and the issuing of Fixed Penalty Notices.

The Education Welfare Service [works on a traded service basis](#) to meet your school's needs. The Education Welfare Service provides a wide range of support to improve the attendance and punctuality of pupils, to support the engagement of parents, and to improve whole school attendance. For further information, please contact:

Michael Welton
Principal Education Welfare Officer
020 8489 2441
07792 437567
Michael.Welton@haringey.gov.uk
ews@haringey.gov.uk

Elective Home Education

Section 7 of The Education Act 1996 states 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. Most parents choose to educate their children through the school system, although a small number choose to educate their children at home. In some cases, this is not necessarily in the child's best educational interests, and the parent may not understand the financial and resource implications of elective home education. The law, however, allows for this.

Should a parent/carer may inform you that they wish to electively home educate their child, and in order to delete the pupil from your registers, the parent must put their request in writing. Once you have received this, please complete the referral form before you delete the pupil from your registers. Our Elective Home Education Advisory Teacher will then contact the family and undertake to assess the education taking place. Should the education prove to be unsatisfactory, the parent may be obliged to return their child to school

Exclusions

The School Exclusion Handbook will be sent to all schools 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 2020 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. Haringey, in common with other London boroughs, is experiencing a decline in the number of primary pupils, mainly due to a drop in the overall birth-rate.

In previous years the number of reception places increased to meet a rising demand. These larger cohorts are now working their way into the secondary phase and we have held discussions with secondary schools to see how we can increase the number of year 7 places between now and 2025. For more information, please contact:

Nick Shasha
School Place Planning Lead
Tel: 020 8489 5019
Email: Nick.Shasha@haringey.gov.uk

Haringey Education Partnership (HEP)

Haringey Education Partnership is a not-for-profit schools company established to ensure all of our schools' children and young people have the very best learning opportunities and are ready to thrive in a rapidly changing world.

HEP was originally established in December 2017 by Haringey schools in partnership with Haringey Council and is owned and governed by its member schools. They work with the vast majority of schools and colleges across Haringey, as well as with schools outside Haringey, and warmly welcome new schools to become members and join their family of schools.

HEP's aim is simple: to deliver the best school improvement support available anywhere.

To find out more on HEP's vision and values, how membership can benefit your school and the additional traded services they deliver, contact

James Page
Chief Executive of HEP
Tel: 020 3967 5100
Email: james.page@haringeyeducationpartnership.co.uk
Website: <https://www.haringeyeducationpartnership.co.uk/>