

Date: 5 September 2022

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Dear Colleague,

**A Guide to Admissions and School Organisation –  
School Admissions 2022/23**

I hope you had an enjoyable and restful break. Please find attached key information and contact details that you may find useful over the coming year:

- Admissions
- Children Missing Education
- School Place Planning

Enclosed is an admissions timetable for your office staff and admissions personnel to refer to through the course of the academic year with some very important statutory deadlines that all schools and own admission authorities are required to adhere to. This timetable will help you and us to ensure that we don't miss these important statutory deadlines for the PAN London co-ordinated processes for pupils starting in Reception or transferring to Secondary school in September 2023.

The online admissions system for applying for a school place went live on 1 September 2022 and a link is available from the Haringey's [website](#). Also available on our website is our primary and secondary digital prospectuses which contain a detailed profile of each school, including information on school admission policies and oversubscription criteria and a step-by-step guide to the online application process. There is also a summary of other useful information for parent/carers.

Most families now choose to apply online, and we continue to aim for a 100% online submission rate. 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 they can make changes to their application until the closing date and are also informed of the outcome of their application on national offer day by email 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 providing computer and internet access at our libraries. Paper application forms will be sent **only as required**. 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 – [www.eadmissions.org.uk](http://www.eadmissions.org.uk).

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 guide parents through the admissions processes. We are also holding a several virtual sessions for parent/carers separately which will be publicised to all schools in due course.

This year, I'm also delighted to announce that we will be implementing our new software, the **Schools Online Portal**. This software will enable all schools to communicate more easily and securely with the LA regarding admission and off-rolling of pupils, both in-year and as part of the co-ordinated transfer processes. We will be doing a phased rollout of this software to all schools gradually throughout the year. Our Admissions IT Officer Imogen Rush will be in contact with schools individually to arrange access and training sessions with school staff.

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 sincerely,

**Carlo Kodsi**  
**Head of Admissions and School Organisation**

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E [schooladmissions@haringey.gov.uk](mailto:schooladmissions@haringey.gov.uk)  
[www.haringey.gov.uk](http://www.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](http://www.haringey.gov.uk/schooladmissions)

Parents can apply online from 1 September 2022 for a school place for September 2023 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 17 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 2023

Deadline – 31 October 2022

Offer day – 1 March 2023

## Reception and Infant to Junior Admissions 2023

Deadline – 15 January 2023

Offer day – 17 April 2023

## 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 2022 / 23

- 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 can 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 sent and we will send formal offer letters to all residents, irrespective of whether they live in Haringey or they have applied from another borough.

### Fair Access Protocol

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 protocol helps this to happen and 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 panel for primary schools meets on an ad hoc basis and tends to consider fewer more complex cases during the course of the year. The Headteacher representative for our primary fair access and a permanent participant of the panel is Michelle Akarsu, Headteacher at Mulberry Primary School.

For access to the full protocol, please refer to our website at [www.haringey.gov.uk/schooladmissions](http://www.haringey.gov.uk/schooladmissions)

## Internal contact list for school admissions staff

Name	Job Title	Telephone	Email Address
Carlo Kodsi	Head of Admissions and School Organisation	0208 489 1823	<a href="mailto:Carlo.Kodsi@haringey.gov.uk">Carlo.Kodsi@haringey.gov.uk</a>
Lynne Tighe	Admissions Officer	0208 489 8355	<a href="mailto:Lynne.Tighe@haringey.gov.uk">Lynne.Tighe@haringey.gov.uk</a>
Imogen Rush	Admissions Officer	0208 489 8352	<a href="mailto:Imogen.Tush@haringey.gov.uk">Imogen.Tush@haringey.gov.uk</a>
Marion Smylie	Admissions Officer	0208 489 8354	<a href="mailto:Marion.Smylie2@haringey.gov.uk">Marion.Smylie2@haringey.gov.uk</a>
Taj Buljhoo	Admissions Officer	0208 489 8353	<a href="mailto:Taj.Buljhoo@haringey.gov.uk">Taj.Buljhoo@haringey.gov.uk</a>

## Contact details for parent/carers

Telephone	Email Address
0208 489 1000	<a href="mailto:schooladmissions@haringey.gov.uk">schooladmissions@haringey.gov.uk</a>

## 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.

You can report a concern by completing the [CME notification e-form](#). Alternatively, you can contact the Officers named below by email or phone. 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, dates of birth)
- 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](mailto:children.missingeducation@haringey.gov.uk)

and

Kelly McEvoy  
Children Missing Education Officer  
020 8489 4411  
[children.missingeducation@haringey.gov.uk](mailto:children.missingeducation@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 2022 is available to view at [www.haringey.gov.uk/schoolplaceplanning](http://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 also occasionally means that we have to look at reducing the number of places available.

In previous years the number of reception places increased to meet rising demand. However, since 2016/17 Haringey has in common with other London boroughs experienced a decline in the number of primary pupils, mainly due to a drop in the overall birth-rate. Over the last few years we have been



communicating with primary schools about the need to rationalise the number of school places available. We will soon be consulting on the proposal to reduce the published admission number (PAN) for several primary schools across our primary estate.

Conversely, for several years larger historic cohorts have been working their way into the secondary phase and we have successfully boosted capacity within our existing secondary schools between 2018 and 2022 through the provision of bulge classes. The sharp falls in demand in recent years at primary level means that we will see demand fall back towards our notional Year 7 capacity and it is therefore unlikely we will require any further bulges going forward.

For more information, please contact:

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