

Islington School Admissions Arrangements 2013/14

Consultation Paper
16/12/11 to 10/02/12

Islington's Community School Admission Arrangements for 2013/14 Consultation Paper

1. Summary

- 1.1 This consultation paper outlines proposals for co-ordinated school admission arrangements for Islington community schools for the academic year 2013/14.
- 1.2 Responses are welcome using the questionnaire at the end of this report and must be returned by **10th February 2012**.
- 1.3 The consultation paper addresses the following:

Secondary Transfer: 2013/14	
Proposed Pan London Co-ordinated scheme	<ul style="list-style-type: none"> No proposed changes.
Proposed admission criteria	<ul style="list-style-type: none"> No proposed changes
Proposed admission numbers	<ul style="list-style-type: none"> No proposed changes
Entry to Reception Class: 2013/14	
Proposed Pan London Co-ordinated scheme	<ul style="list-style-type: none"> No proposed changes
Proposed admission criteria	<ul style="list-style-type: none"> No proposed changes except the inclusion of adopted children as equal priority to children looked after in the top over-subscription criterion as required by the new School Admissions Code and clarification that sibling criterion also includes siblings at co-located Special Schools Proposes asking community schools to admit over the published admission number in the case where the last child to be offered a place is one of multiple birth siblings. Under new provisions in the new School Admissions Code, such pupils can be deemed as 'exceptions' to Key Stage 1 class-size legislation
Proposed admission numbers	<ul style="list-style-type: none"> Proposes continuing the temporary reduction to the roll of Robert Blair and reinstating the roll of Ambler to 60 Proposes increasing the admission number of Rotherfield to 60 from 57 Proposes reducing the admission number of Winton to 30 from 45
In-Year Admissions: 2013/14	
Islington Co-ordinated scheme	<ul style="list-style-type: none"> Proposes adapting the existing scheme to establish protocols for continuing to coordinate admission to Islington community schools and own admission authority schools
Islington Sixth Form Consortium: 2013/14	
Proposed admission criteria	<ul style="list-style-type: none"> No proposed changes except the inclusion of adopted children as equal priority to children looked after in the top over-subscription criterion as required by the new School Admissions Code
Proposed admission numbers	<ul style="list-style-type: none"> No proposed changes

2. Arrangements for Secondary Transfer: Pan London Co-ordinated Scheme 2013/14

- 2.1 The high level of applications to schools outside the child's home local authority (and the requirement for eradicating multiple offers) means there is a need to co-ordinate admissions across the 33 London authorities. A computer-based Pan-London Admissions System enables this co-ordination to take place. However the effectiveness of this system is contingent upon the adoption of a common set of procedures across London authorities.
- 2.2 Although each local authority must formulate for consultation a *Co-ordination Scheme* for agreement by 15 April in the year before the arrangements come into effect, many elements of the scheme must be common to all London authorities to ensure effective Pan-London arrangements.
- 2.3 Arrangements for residents without a school place (once all applications are duly processed) and waiting list arrangements are for local determination. These arrangements must however, be made in accordance with the mandatory provisions of the new School Admissions Code.
- 2.4 No changes to Islington's existing scheme are proposed. The scheme and timetable for 2013/14 are set out as **Appendix 1**.

See Question 1 in the questionnaire attached:

Do you agree the proposed Secondary scheme and timetable as set out in Appendix 1?

3. Criteria for Admission to Community Secondary Schools: 2013/14

- 3.1 Co-ordinated admissions do not require all admission authorities within an area to operate the same over-subscription criteria. Admission authorities must therefore set and apply their own admission criteria.
- 3.2 There are no proposed changes to the existing criteria for admission in 2013/14 save a mandatory change to the top over-subscription criterion which gives adopted children equal priority to children looked as required by the new School Admissions Code and clarification that the 'sibling' criterion also includes siblings at co-located Special Schools.
- 3.3 The proposed criteria appear as **Appendix 2**.

See Questions 2 in the questionnaire attached:

Do you agree the proposed Secondary criteria as set out in Appendix 2?

4. Admission Numbers for Community Secondary Schools: 2013/14

- 4.1 No changes are proposed to the published admission numbers for community secondary schools for September 2013 which are outlined below:

Name of school	Type	Year 7 Places for September 2013
1. Elizabeth Garrett Anderson	Girls	180
2. Highbury Fields	Girls	140
3. Highbury Grove	Mixed	210
4. Holloway	Mixed	180
5. Islington Arts and Media	Mixed	150
TOTAL NUMBER OF AVAILABLE PLACES		860

See Question 3 in the questionnaire attached:

Do you agree the Secondary published admission numbers as set out above?

5. Arrangements for admission to Community Primary Schools: (Reception Class) Pan London Co-ordinated Scheme 2013/14

- 5.1 Paragraph 3.6 of the School Admissions Code states that 'For admissions to schools in the academic year 2010-2011 onwards, local authorities **must** formulate schemes for co-ordinating all applications to maintained schools and Academies from parents in their area, whenever received, and for whichever age group, under one scheme.'
- 5.2 This means that Islington residents will be required to apply to Islington Local Authority regardless of where the schools listed on their form are located. This will align the process with the administration of secondary transfer admissions.
- 5.3 The high level of applications to schools outside the child's home local authority (and the requirement for eradicating multiple offers) means there is a need to co-ordinate admissions across the 33 London authorities. A computer-based Pan-London Admissions System enables this co-ordination to take place. However the effectiveness of this system is contingent upon the adoption of a common set of procedures across London authorities.
- 5.4 Although each local authority must formulate for consultation a *Co-ordination Scheme* for agreement by 15 April in the year before the arrangements come into effect, many elements of the scheme must be common to all London authorities to ensure effective Pan-London arrangements.
- 5.5 Arrangements for residents without a school place (once all applications are duly processed) and waiting list arrangements are for local determination. These arrangements must however, be made in accordance with the mandatory provisions of the School Admissions Code.
- 5.6 No changes to Islington's existing scheme are proposed for admission in 2013/14. The scheme and timetable for 2013/14 are set out as **Appendix 3**.

See Question 4 in the questionnaire attached:

Do you agree the proposed Primary scheme and timetable as set out in Appendix 3?

6. Criteria for Admission to Community Primary Schools (Reception Class): 2013/14

- 6.1 Co-ordinated admissions do not require all admission authorities within an area to operate the same over-subscription criteria. Admission authorities must therefore set and apply their own admission criteria.
- 6.2 There are no proposed changes to the existing criteria for admission in 2013/14 save a mandatory change to the top over-subscription criterion which gives adopted children equal priority to children looked as required by the new School Admissions Code and clarification that the 'sibling' criterion also includes siblings at co-located Special Schools.
- 6.3 Under provisions in the new School Admissions Code, Islington local authority will ask community schools to go over numbers at Key Stage 1 in the case where the last pupil to be offered a place is one of multiple birth siblings. These pupils will be deemed 'excepted' pupils under Key Stage 1 legislation.
- 6.3 The proposed criteria appear as **Appendix 4**.

See Questions 5 in the questionnaire attached:

Do you agree the proposed Primary criteria as set out in Appendix 4?

7. Admission Numbers for Community Primary Schools (Reception Class): 2013/14

- 7.1 The local authority must publish admission numbers for primary schools within its admission arrangements. Published numbers must take account of the school's net capacity as determined by the Department for Education (DfE) formula. Schools must be consulted before deciding their admission number.
- 7.2 Islington is divided into 4 areas for local planning purposes. Roll projections for each planning area are calculated using information provided by the Greater London Association that takes into account population data, housing development, mobility and other factors.
- 7.3 The DfE expects a local authority to act where excess capacity for a school exceeds 25%.
- 7.4 **Planning Area 1** (Ashmount, Christ the King, Duncombe, Hargrave Park, St John's Upper Holloway, St Josephs, St Mark's, Tufnell Park, Yerbury): Surplus capacity is projected at 5% overall for 2013/14 and therefore no changes are proposed to this area in terms of admission numbers.
- 7.5 **Planning Area 2** (Ambler, Drayton Park, Gillespie, Grafton, Highbury Quadrant, Montem, Newington Green, Pakeman, Pooles Park, St Joan of Arc, St John's Highbury Vale, St Jude & St Paul's).
- 7.6 A temporary reduction in the planned admission number for Ambler School was agreed in 2010. At that time, surplus capacity in the planning area was at 13%. However, the school is directly on the border of Hackney and Haringey where we are aware of capacity issues in both areas that are making it increasingly difficult to meet local demand. The pupil population in planning area 2 is projected to rise for 2013/14 by 230+ pupils, which would reduce surplus capacity in the planning area to less than 5%.
- 7.7 We therefore propose that the temporary reduction to Ambler is not continued and that Ambler's Reception roll be reinstated to 60 from 30 from 2013/14 onwards.
- 7.8 **Planning Area 3** (Blessed Sacrament, Copenhagen, Hungerford, Laycock, Robert Blair, Sacred Heart, St Andrew's, St Mary's Islington, Thornhill, Vittoria, William Tyndale, Winton): This planning area has the biggest surplus – 21% for 2012, projected to reduce to 18% by 2014.
- 7.9 A temporary reduction in the planned admission number for Robert Blair was agreed last year. Given the surplus capacity within the planning area, we propose that this should continue for 2013/14.
- 7.10 In addition, we are proposing a temporary reduction to the roll of Winton from 45 to 30 in order to support the school in more efficient use of its resources as the school has been undersubscribed for the last two years (Offer Day 2011: 39 offers and Offer Day 2010: 21 offers).
- 7.11 **Planning Area 4:** (Canonbury, Clerkenwell Parochial, Hanover, Hugh Myddelton, Moreland, New North, Prior Weston, Rotherfield, St John the Evangelist, St Luke's, St Peter & St Paul's): Capacity issues within this area were scrutinised last academic year which resulted in the federation of Moreland and St Luke's and the reduction of Moreland to a 1 form entry school and therefore no further changes are proposed.
- 7.12 The proposed admission numbers are attached as **Appendix 5**.

**See Question 6 in the questionnaire attached:
Do you agree the Primary admission numbers as set out in Appendix 5?**

8. In-Year Admissions from September 2013

- 8.1 The Education Act, 2011 which received Royal Assent on 15 November 2011 removes the requirement for local authorities to coordinate in-year applications with effect from September 2013 onwards.
- 8.2 We are proposing to adapt the existing scheme (attached as Appendix 6) and establish protocols for coordinating admission to both Islington community schools and own admission authority schools.
- 8.3 It is understood that the majority of local authorities involved in the pan-London in-year scheme are similarly consulting within their areas as there is a strong consensus that many benefits have been brought including making the system easier to navigate for parents and ensuring that children without school places do not 'slip through the net'. A letter from the **London Inter-Authority Admissions Group** outlining the rationale and proposal for continuing with in-year coordination is attached as **Appendix 7**.

**See Question 7 in the questionnaire attached:
Do you have any suggestions that could be incorporated into the existing in-year scheme for implementation from September 2013 as set out in Appendix 6?**

9. Arrangements for Admission to Islington Sixth Form Consortium: 2013/14

- 9.1 Islington Sixth Form Consortium known as IC6 (Central Foundation, Highbury Fields, Highbury Grove and St Aloysius) is available to all Year 11 students who are interested in continuing their educational journey.
- 9.2 There are no proposed changes to the existing admission arrangements and criteria for entry to Year 12 in 2013/14 save a mandatory change to the top over-subscription criterion which gives adopted children equal priority to children looked as required by the new School Admissions Code. The proposed scheme for 2013/14 is detailed in **Appendix 8**.

**See Question 8 in the questionnaire attached:
Do you agree the proposed admission arrangements and criteria for the Islington Sixth Form Consortium (IC6) 2013/14 as set out in Appendix 8?**

10. Islington Sixth Form Consortium Admission Numbers: 2013/14

- 10.1 The School Admissions Code requires that a school must have an admission number for each 'relevant age group'. This is defined in law as 'an age group in which pupils are or will normally be admitted' to the school in question. Where a secondary school operates a sixth form and admits children from other schools at age 16, an admission number is therefore required for entry to Year 12 as well as for the main year or years in which children join the lower school, for example, Year 7. Admission numbers must refer in each case **to children to be admitted to the school for the first time**.
- 10.2 There are no changes proposed to the 2013/14 admission numbers **for external applicants** to the Islington Sixth Form Consortium (**IC6**) in Year 12 as listed below:

Proposed admission numbers to Islington Sixth Form Consortium (external applicants):

School	2013/14 Proposed Admission number for external applicants at Year 12
Central Foundation	20
Highbury Fields	20
Highbury Grove	20
St Aloysius	20
TOTALS	80

See Question 9 in the Questionnaire attached:

Do you agree the proposed admission numbers for 2013/14 to the Islington Sixth Form Consortium for external applicants as set out above?

11. Own Admission Authorities: Admission Arrangements: 2013/14

11.1 Voluntary-aided schools and Academies are also required to consult on their admission arrangements according to the same timetable, if they are proposing changes to the arrangements determined the previous year. If the arrangements are to remain the same, consultation is only required every seven years. We have offered to co-ordinate the circulation of voluntary-aided school/Academy admission arrangements on their behalf.

11.2 Details of proposed criteria and admission arrangements for Islington voluntary-aided schools and Academies will be appended to the electronic version of this consultation document as not all Governing Bodies have met at the time of writing. Any comments on these proposed arrangements should be communicated directly to the relevant admission authority.

Secondary

1. Central Foundation Boys' School
2. Mount Carmel College for Girls
3. St Aloysius' College for Boys
4. St Mary Magdalene Academy
5. City of London Academy, Islington

Primary

1. Blessed Sacrament Catholic	10. St Jude and St Paul's
2. Christ the King	11. St Luke's
3. Clerkenwell Parochial	12. St Mark's CE
4. St Andrew's	13. St Mary Magdalene Academy
5. St Joan of Arc	14. St Mary's Islington CE
6. St John Evangelist	15. St Peter & St Paul
7. St John's Highbury Vale	16. Sacred Heart Catholic
8. St John's Upper Holloway CE	17. The New North Community School (Academy)
9. St Joseph's	18. William Tyndale School (Academy)

Proposed Arrangements for Secondary Transfer: Pan London Co-ordinated Scheme: 2013/14

APPLICATIONS

1. Islington Local Authority will advise home local authorities during the Summer Term of Year 5 of their resident pupils on the roll of Islington's maintained primary schools and whose parents are eligible to make application in the forthcoming academic year.
2. Islington residents can apply online at www.islington.gov.uk/admissions or alternatively submit a paper application available from the School Admissions Team.
3. Islington 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 Islington or elsewhere, and who is resident in Islington receives a copy of the Islington's composite school prospectus which will be sent to their primary school or home address in early September **2012**.
4. The brochure 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. The brochure will also be available online.
5. The admission authorities within Islington 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. Where admissions authorities within Islington use supplementary forms, we will seek to ensure that they only collect information that is required by the published oversubscription criteria.
6. Where supplementary forms are used, they will be made available within Islington's Secondary Transfer composite prospectus and on Islington's website. Parents who live outside Islington may request supplementary forms from the schools concerned. Such forms will advise parents that they must also complete their home local authority's School Admissions Application Form. The Islington schools' booklet will indicate which Islington schools require supplementary information forms to be completed.
7. Where a school receives a supplementary information form, it will not be regarded as a valid application unless:
 - a) The parent has also completed either the Islington School Admissions Application Form or, if resident in another local authority, the School Admissions Application Form from their home local authority, and
 - b) The school is named as a preference on it.
8. Islington Local Authority will share the details of each application for an Islington voluntary-aided 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 Islington 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 maintained secondary schools or Academies located within and/or outside Islington Local Authority (including any City Technology College that has agreed to participate in their local authority's Qualifying Scheme).

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 Islington 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. Islington undertakes to carry out the address verification process set out in its entry in the Pan-London Business User Guide. This will in all cases include validation of resident applicants against this LA's primary school data and the further investigation of any discrepancy. 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 **14 December 2012**.
12. Islington will confirm the status of any resident child for whom it receives an Application Form stating that s/he is a 'Child Looked After' or has recently been adopted and will provide evidence to the maintaining LA in respect of a preference for a school in its area by **12 November 2012**.
13. Islington 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.

PROCESSING

14. Applicants resident within Islington must complete and return the School Admissions Application Form, which will be available on-line, to this local authority by **31 October 2012**. However, Islington LA encourages applicants to submit their application by **20 October 2012** to allow sufficient time to process and check all applications before the mandatory date when data must be shared with other Local Authorities.
15. Any application forms, changes to preferences or preference order received after **31 October 2012** will be treated as late. This means that such applications will be considered after those applicants who have applied on time.
16. Islington will accept late applications and process them as on time if they are late for a good reason, deciding each case upon its own merits.
17. Where such applications contain preferences for schools in other LAs, Islington will forward the details to maintaining LAs via the Pan-London Register (PLR) as they are received. Islington 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 **14 December 2012**.
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 **14 December 2012**, on the basis that an on-time application already exists within the Pan-London system.
20. Any school that operates a banding system that requires testing to take place must ensure that their timetable coincides with the scheme timetable set out in **Appendix 1, 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) on **12 November 2012**. Supplementary information provided with the School Admissions Application Form will be sent to Islington voluntary-aided schools/maintaining local authorities by the same date.

22. Application data relating to Islington schools from out-of-borough pupils will be received from the Pan London Register on **13 November 2012**.
23. Islington Local Authority will notify each school within Islington 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 November 2012** for Islington residents and, for non-Islington residents by **23 November 2012**.
24. Between **23 November 2012** and **11 January 2013**, voluntary-aided schools and Academies will assess their applications according to their admissions criteria.
25. Islington will participate in the application data checking exercise scheduled between **17 December 2012** and **2 January 2013** in the Pan-London timetable.
26. All preferences for schools within Islington will be considered without reference to rank order. When the admission authorities within Islington have provided a list of applicants in criteria order, Islington Local Authority shall, for each applicant to its schools for whom more than one potential offer is available, use the highest ranked potential offer to decide which single offer to make.
27. Schools which are their own admission authority must provide the Local Authority with an electronic list of their applicants in rank order by **11 January 2013**.
28. Islington Local Authority will send the first ALT file to the Pan-London Register (PLR) giving offer details for their school on **30 January 2013**. The PLR will transmit the highest potential offer specified by the maintaining LA to the Home LA.
29. Islington 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 – ONE) and the PLR which will continue until notification that a steady state has been achieved, or until **12 February 2013** if this is sooner.
30. Islington will not make an additional offer between the end of the iterative process and **1 March 2013** which may impact on an offer being made by another participating LA.
31. Notwithstanding paragraph 28, if an error is identified within the allocation of places at one of our schools, Islington 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) Islington LA will liaise with that LA to attempt to resolve the correct 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, Islington will accept that the applicant(s) affected might receive a multiple offer.
32. Islington will participate in the offer data checking exercise scheduled between **13 and 21 February 2013**.
33. Islington will send a file to the E-Admissions portal with outcomes for all resident applicants who have applied online no later than **27 February 2013**.

OFFERS

34. Islington 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 to the home address with an available place.
35. Islington 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.

36. Islington will use the form of Notification Letter set out in Appendix 1, Schedule B.
37. Notification of the outcome will be sent by first class post to parents on **1 March 2013**.
38. Details of the pupils to be offered will be made available to each Islington primary school by **4 March 2013**.
39. Parents who are not successful in their application for a school will be offered a right of appeal.

POST OFFER

40. Parents must accept or decline the offer of a place by **15 March 2013**. 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. Only where the parent fails to respond and this local authority can demonstrate that every reasonable effort has been made to contact the parent, will the offer of a place be withdrawn. (The School Admissions Code states that an admission authority may only lawfully withdraw an offer in very limited circumstances. This may include where a parent has not responded to the offer within a reasonable time).
41. Where a parent accepts or declines a place by **15 March 2013**, this information will be passed on to the relevant school within Islington, or for out-of-borough schools, to the maintaining local authority, by **23 March 2013**. Subsequent information will be transferred as and when it is received.
42. Islington will inform the home LA, where different, of an offer for a maintained school or Academy in Islington 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, Islington LA and the admission authorities within it will not inform an applicant resident in another LA that a place can be offered.
44. Islington will offer a place at a maintained school or Academy in the area of 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 Islington is informed by a maintaining LA of an offer which can be made to an applicant resident in Islington 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 Islington, 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. Islington will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.
48. Islington 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 Islington school for which he/she is eligible, that is a higher preference school to the one that has been offered.
50. Parents will be given the opportunity to make applications to Islington schools to which they did not originally apply.

51. Waiting lists will be kept by all maintained admission authorities in Islington and coordinated centrally by this local authority as part of the coordination of all in-year admissions.
52. Academies, voluntary-aided and foundation schools will apply their own admission arrangements. Islington 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.
53. Waiting lists for entry to Year 7 in **September 2013** will be compiled on **23 March 2013** (after the deadline for acceptance of places) and will be kept in strict criteria order with no differentiation between on-time or late applications.
54. Waiting lists will be maintained and places allocated, as they become available, in accordance with each admission authority's published admission and oversubscription criteria.
55. Children will remain on the waiting list until the end of the Autumn Term unless parents contact the School Admissions Team in writing to extend this further by the end of December 2013.

Proposed Secondary School Admission Numbers 2013/14

Name of school	Type	Places for September 2013
Elizabeth Garrett Anderson	Girls	180
Highbury Fields	Girls	140
Highbury Grove	Mixed	210
Holloway	Mixed	180
Islington Arts and Media	Mixed	150
TOTAL NUMBER OF AVAILABLE PLACES		860

Proposed Timetable for the Determination of Applications to Secondary School: 2013/14

20 October 2012	Recommended closing date for receipt of the School Admission Application Form
31 October 2012	Statutory deadline for return of application to the Home LA
12 November 2012	Deadline for the transfer of application information by the Home LA to the PLR and supplementary information to Islington VA schools/maintaining local authorities
23 November 2012 – 11 January 2013	Voluntary-aided schools and Academies will assess their applications according to their admissions criteria
14 December 2012	Deadline for the upload of applications that are late but are considered to be on-time, to the PLR
17 December 2012 - 2 January 2013	Pan-London data checking exercise of pupil applications exchanged via the PLR
11 January 2013	Voluntary-aided schools and Academies to provide Islington LA with an electronic list of their applicants in rank order
30 January 2013	Deadline for the transfer of highest potential offer information from the Maintaining LAs to the PLR (1 st ALT)
12 February 2013	Final ALT file to the PLR
13 – 21 February 2013	Pan-London data checking exercise of pupil offer data
27 February 2013	Deadline for online ALT file to portal
1 March 2013	Notifications sent first class to parents by Home LA
15 March 2013	Date by which parents accept or decline offers
23 March 2013	Date by which LA will pass information to schools within Islington (or for out-of-borough schools, to the maintaining LA) on parents who have accepted or declined a place.

PROPOSED NOTIFICATION LETTER

1 March 2013
Ref: «pupil_id»

To the Parent/Carer of
«pupil_firstname» «pupil_surname»
«gu_unit_no» «gu_unit_name»
«gu_house_no» «gu_street»
«gu_main_road»
«gu_district»
«gu_town»
«gu_county»
«gu_postcode»

Islington School Admissions Team
222 Upper Street, London N1 1XR
Tel: 020 7527 5515
Fax: 020 7527 5694
Email: admissions.@islington.gov.uk
This matter is being dealt
with by: Brian Jones

Dear Parent/Carer,

SECONDARY TRANSFER – 2013/14

I am writing to let you know the outcome of your application for a secondary school place. Your child «pupil_firstname» has been offered a place at «alloc_pref».

Accepting the offer of the school place

It is important that you confirm as soon as possible that you wish to accept the offer of a place at «alloc_pref». Please complete the reply slip below and return by **15 March 2013**. Failure to do so may result in this offer being withdrawn.

Once your acceptance is received, the school will be informed and will contact you to provide further information about the arrangements for admission.

Please note that applications for any schools that you listed lower on your application form, were automatically withdrawn under the co-ordinated admission arrangements.

If you were not offered your first preference school

I am sorry that it was not possible to offer a place at any of the schools which you have listed higher on your application form. For each of these schools there were more applications than places available, and other applicants had a higher priority than your child under the school's published admission criteria.

If you would like further information about why your child was not offered one of your higher preference schools, then please contact the admission authority for that school. An admission authority will either be the school or the local authority where the school is located.

We are the admission authority for community schools in Islington. For all other schools and academies in Islington, please contact them directly.

The contact details for other admissions authorities can be found in our Secondary Transfer booklet available online at <http://www.islington.gov.uk/admissions>

Appeals

You have the right of appeal under the School Standards & Framework Act 1998 against the refusal of a place at any of the schools which you listed on your application form.

If you wish to appeal:

- for community schools in Islington please contact the School Admissions Team at the above address or visit <http://www.islington.gov.uk/admissions> and return your completed appeal form to the address at the top of this letter
- for all other schools and academies in Islington please contact the school direct
- for schools outside Islington, please contact the local authority where the school is located.

The outcome of your appeal will not be influenced by the acceptance of a place at an alternative school.

Waiting lists

I can confirm that your child's name has been placed on the waiting list for any Islington school that you have listed higher on your form. **If you do not wish to remain on these waiting lists, please tick the relevant box on the reply slip.**

If you would like «**pupil_firstname**» to be placed on a waiting list for any other school, then please contact the Islington School Admissions Team. Your child will remain on the waiting list until the end of the Autumn Term for Islington Community Schools unless you contact the School Admissions Team in writing to extend this further by the end of December 2013.

If you have any further queries please do not hesitate to contact a member of the School Admissions Team on 020 7527 5515.

Yours sincerely,

Brian Jones
Head of School Admissions

REPLY SLIP

Ref: «pupil_id»

Please return this form by post/fax or email by:
15 March 2013

To: Islington School Admissions Team
222 Upper Street
London N1 1XR
E. admissions.gov.uk
F. 020 7527 5694

1. Accepting a place

I wish to accept a place for «pupil_firstname» «pupil_surname» at «alloc_pref»

****I do not wish to accept a place for «pupil_firstname» «pupil_surname» at «alloc_pref»**

****Please complete this section if not accepting this school place.**
I do not wish to accept a place at the above school. My child will be educated as follows:

.....

.....

2. Waiting lists

I would like my child to be placed on the waiting list for the following schools (up to six maximum):

.....

.....

Please remove my child from all waiting lists.

.....
Signature of Parent/Carer

...../...../.....
Date

Daytime Telephone Number.....

For information on how the waiting lists for Islington Schools operate, please refer to the Secondary Schools Booklet available from: www.islington.gov.uk/admissions

Proposed Admission Criteria to Islington Community Secondary Schools: 2013/14

Applicants with a Statement of Special Educational Needs (SEN) will be admitted (via the SEN process as outlined in Section 324 of the Education Act 1996) to the school named in the statement.

In the event of over-subscription to a community secondary school, the following criteria will be applied in the order listed below:

- 1) **Looked after children and children who have been adopted** (or made subject to residence orders or special guardianship orders) **immediately after being looked after.**
- 2) **Siblings:** A sibling is defined as a brother or sister, half brother or sister, step brother or sister or adopted brother or sister whose main residence is at the same address. This criterion will apply to applicants with a sibling living at the same address who is on the roll of the preferred school (Years 7 to 11), or co-located Special School, at the time of proposed admission in the new academic year.
- 3) The Director of Children's Services, on an individual basis, may give priority to applicants who can demonstrate that admission to a particular school is necessary on the grounds of professionally supported **medical, social or special educational needs**. Parents must supply details of any such special factors at the time of the original application (together with recent supporting documentation), to enable these factors to be considered.
- 4) **Distance:** Applicants who live nearest to the preferred school. Nearness to the school will be determined by a computerised mapping system using a **straight line** distance measurement. Routes will be calculated from the home address (as defined by the Land & Property Gazetteer) to the midpoint of the school grounds (as determined by Islington Local Authority).

Distance will be used as a tiebreaker for over-subscription criteria 1- 3.

Multiple births

- **Secondary**

If only one place is available at the school and the next child who qualifies for a place is one of multiple birth siblings, we will ask community schools to go over their published admission number to support the family.

Proposed Arrangements for Primary Reception: Pan London Co-ordinated Scheme: 2013/14

APPLICATIONS

1. Islington Local Authority will advise home LAs of their resident pupils on the roll of this LA's maintained children's centres, nursery schools, primary schools and Academies who are eligible to transfer to reception in the forthcoming academic year.
2. Islington residents can apply online at www.islington.gov.uk/admissions or alternatively submit a paper application available from the School Admissions Team.
3. Islington Local Authority will take all reasonable steps to ensure that every parent who has a child in the cohort will receive a copy of the composite Islington schools prospectus which will be sent to their current educational provision or home address early **September 2013**.
4. The brochure 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. The prospectus will also be available on our website.
5. The admission authorities within Islington 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 admission authorities within Islington, Islington will seek to ensure that these only collect information which is required by the published oversubscription criteria, in accordance with paragraph 2.4 of the School Admissions Code.
6. Supplementary information forms used by admission authorities in Islington, will be available on Islington's website. Such forms will advise parents that they must also complete their home LA's School Admissions Application Form. Islington's admission booklet and website will indicate which schools in this LA require supplementary forms to be completed and where they can be obtained.
7. Where a school in Islington 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. Applicants will be able to express a preference for up to six maintained primary schools or Academies within and/or outside Islington.
9. The order of preference given on the School Admissions Application Form will not be revealed to a school. However, where a parent resident in Islington 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.
10. Islington undertakes to carry out the address verification process set out in its entry in the Pan-London Business User Guide. This will in all cases include validation of resident applicants against this LA's maintained children centre, nursery and primary school data and the further investigation of any discrepancy. 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 **15 February 2013**.

11. Islington will confirm the status of any resident child for whom it receives an 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 **01 February 2013**.
12. Islington 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 **15 February 2013**.

PROCESSING

13. Applicants resident within this LA must return the School Admissions Application Form, which will be available for download or on-line completion, to this LA by **15 January 2013**.
14. Application data relating to preferences for schools in other participating LAs will be up-loaded to the Pan-London Register (PLR) by **01 February 2013**. Supplementary information provided with the Schools Admission Application Form will be sent to maintaining LAs by the same date.
15. Islington will accept late applications only if they are late for a good reason, deciding each case on its own merits.
16. Where such applications contain preferences for schools in other LAs, Islington will forward the details to maintaining LAs via the PLR as they are received. This LA will accept late applications which are considered to be on time within the terms of the home LA's scheme.
17. 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 **15 February 2013**.
18. 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 **15 February 2013**, on the basis that an on-time application already exists within the Pan-London system.
19. Islington will participate in the application data checking exercise scheduled between **18 February and 01 March 2013**.
20. All preferences for schools within Islington will be considered by the relevant admission authorities without reference to rank order. When the admission authorities within Islington have provided a list of applicants in criteria order, Islington shall, for each applicant to its schools for whom more than one potential offer is available, use the highest ranked preference to decide which single potential offer to make.
21. Islington will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS (Local Admissions System – ONE) before uploading data to the PLR.
22. Islington will upload the highest potential offer available to an applicant for a maintained school or Academy to the PLR by **18 March 2013**. The PLR will transmit the highest potential offer specified by the Maintaining LA to the Home LA.
23. Islington's LAS will eliminate, as a Home LA, all but the highest ranked offer where an applicant has more than one potential offer across Maintaining LAs submitting information within deadline to the PLR. 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 **22 March 2013** if this is sooner.
24. Islington will not make an additional offer between the end of the iterative process and the **17 April 2013**. This may impact on an offer being made by another participating LA.

25. Notwithstanding paragraph 23, if an error is identified within the allocation of places at one of Islington's schools, this 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) this LA will liaise with that LA to attempt to resolve the correct 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, this LA will accept that the applicant(s) affected might receive a multiple offer.
26. Islington will participate in the offer data checking exercise scheduled between **25 March and 11 April 2013** in the Pan-London timetable in **Appendix 3, Schedule C**.
27. This LA will send a file to the E-Admissions portal with outcomes for all resident applicants who have applied online no later than **12 April 2013**.

OFFERS

28. Islington 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 to the home address with an available place.
29. Islington 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 Islington or in other participating LAs.
30. Islington will use the form of notification letter set out in **Appendix 3, Schedule D**.
31. Islington will, on **17 April 2013** (National Offer day), send by first class post notification of the outcome to resident applicants.
32. Islington will provide children centre, nursery and primary schools with destination data of its resident applicants after offer date.

POST OFFER

33. Islington will request that resident applicants accept or decline the offer of a place by **02 May 2013**, or within two weeks of the date of any subsequent offer.
34. Where an applicant resident in Islington accepts or declines a place in a school maintained by another LA by **02 May 2013**, Islington will forward the information to the maintaining LA by **16 May 2013**. Where such information is received from applicants after **16 May 2013**, this LA will pass it to the maintaining LA as it is received.
35. Islington will inform the home LA, where different, of an offer for a maintained school or Academy in Islington which can be made to an applicant resident in the home LA's area, in order that the home LA can offer the place.
36. When acting as a maintaining LA, Islington and the admission authorities within it will not inform an applicant resident in another LA that a place can be offered.
37. When acting as a home LA, Islington will offer a place at a maintained school or Academy in the area of 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.
38. Where Islington is informed by a maintaining LA of an offer which can be made to an applicant resident in Islington 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.

39. Where Islington, 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.
40. When acting as a maintaining LA, Islington will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.
41. When acting as a maintaining LA, Islington will accept new applications (including additional preferences) from home LAs for maintained schools and academies in its area.

WAITING LISTS

42. 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 Islington 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 they should put this in writing to the Schools Admission Team in Islington.
43. Parents will be given the opportunity to make applications to Islington schools to which they did not originally apply.
44. Waiting lists will be kept by all maintained admission authorities in Islington and coordinated centrally by this local authority as part of the coordination of all in-year admissions. Academies, voluntary-aided and foundation schools will apply their own admission arrangements. Islington 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.
45. Waiting lists for entry to Reception in the academic year 2013/14 will be compiled on **16 May 2013** (after the deadline for acceptance of places) and will be kept in strict criteria order with no differentiation between on-time or late applications.
46. Waiting lists will be maintained and places allocated, as they become available, in accordance with each admission authority's published admission and oversubscription criteria.
47. Children will remain on the waiting list until the end of the Autumn Term of **2013** unless parents contact the School Admissions Team in writing to extend this further by the end of December 2013.

Proposed Timetable for the Determination of Applications to Primary (Reception Class) School: 2013/14

15 January 2013	Statutory deadline for receipt of applications
1 February 2013	Deadline for the transfer of application information by the Home LA to the PLR (ADT file)
15 February 2013	Deadline for the upload of late applications to the PLR
18 February 2013 – 1 March 2013	Checking of application data
18 March 2013	Deadline for the transfer of potential offer information from the Maintaining LAs to the PLR (ALT file).
22 March 2013	Final ALT file to PLR
25 March – 11 April 2013	Checking of offer data
12 April 2013	Deadline for on-line ALT file to portal
17 April 2013	National Offer Day – offer letters posted
2 May 2013	Deadline for receipt of acceptances
16 May 2013	Deadline for transfer of acceptances to maintaining LAs

PROPOSED NOTIFICATION LETTER

17 April 2013
Ref: «pupil_id»

To the Parent/Carer of
«pupil_firstname» «pupil_surname»
«gu_unit_no» «gu_unit_name»
«gu_house_no» «gu_street»
«gu_main_road»
«gu_district»
«gu_town»
«gu_county»
«gu_postcode»

School Admissions Team
222 Upper Street, London N1 1XR
Tel: 020 7527 5515
Fax: 020 7527 5694
Email: admissions@islington.gov.uk
This matter is being dealt
with by: Brian Jones

Dear Parent/Carer,

PRIMARY ADMISSIONS (Reception Class): 2013/14

I am writing to let you know the outcome of your application for a primary school place. Your child «pupil_firstname» has been offered a place at «alloc_pref».

Accepting the offer of the school place

It is important that you confirm as soon as possible that you wish to accept the offer of a place at «alloc_pref». Please complete the reply slip below and return by **02 May 2013**. Failure to do so may result in this offer being withdrawn.

Once your acceptance is received, the school will be informed and will contact you to provide further information about the arrangements for admission.

Please note that applications for any schools that you listed lower on your application form, were automatically withdrawn under the co-ordinated admission arrangements.

If you were not offered your first preference school

I am sorry that it was not possible to offer a place at any of the schools which you have listed higher on your application form. For each of these schools there were more applications than places available, and other applicants had a higher priority than your child under the school's published admission criteria.

If you would like further information about why your child was not offered one of your higher preference schools, then please contact the admission authority for that school. An admission authority will either be the school or the local authority where the school is located.

We are the admission authority for community schools in Islington. For all other schools and academies in Islington, please contact them directly.

The contact details for other admissions authorities can be found in our Primary Transfer booklet available at <http://www.islington.gov.uk/admissions>

Appeals

You have the right of appeal under the School Standards & Framework Act 1998 against the refusal of a place at any of the schools which you listed on your application form.

If you wish to appeal:

- for community schools in Islington please contact the School Admissions Team at the above address or visit <http://www.islington.gov.uk/admissions> and return your completed appeal form to the address at the top of this letter
- for all other schools and academies in Islington please contact the school direct
- for schools outside Islington, please contact the local authority where the school is located.

The outcome of your appeal will not be influenced by the acceptance of a place at an alternative school.

Waiting lists

I can confirm that your child's name has been placed on the waiting list for any Islington school that you have listed higher on your form. **If you do not wish to remain on these waiting lists, please tick the relevant box on the reply slip.**

If you would like «**pupil_firstname**» to be placed on a waiting list for any other school, then please contact the Islington School Admissions Team. Your child will remain on the waiting list until the end of the Autumn Term for Islington Community Schools unless you contact the School Admissions Team in writing to extend this further by the end of December 2013.

If you have any further queries please do not hesitate to contact a member of the School Admissions Team on 020 7527 5515.

Yours sincerely,

Brian Jones
Head of School Admissions

REPLY SLIP

Ref: «pupil_id»

Please return this form by post/fax or email by:
02 May 2013

To: Islington School Admissions Team
222 Upper Street
London N1 1XR
E. admissions.gov.uk
F. 020 7527 5694

1. Accepting a place

I wish to accept a place for «pupil_firstname» «pupil_surname» at «alloc_pref»

****I do not wish to accept a place for «pupil_firstname» «pupil_surname» at «alloc_pref»**

****Please complete this section if not accepting this school place.**
I do not wish to accept a place at the above school. My child will be educated as follows:

.....

.....

3. Waiting lists

I would like my child to be placed on the waiting list for the following schools (up to six maximum):

.....

.....

Please remove my child from all waiting lists.

.....
Signature of Parent/Carer

...../...../.....
Date

Daytime Telephone Number.....

For information on how the waiting lists for Islington Schools operate, please refer to the Primary Schools Booklet available from: www.islington.gov.uk/admissions

Proposed Criteria for Admissions to Islington Community Primary Schools: 2013/14

Applicants with a Statement of Special Educational Needs (SEN) will be admitted (via the SEN process as outlined in Section 324 of the Education Act 1996) to the school named in the statement.

In the event of over-subscription to a community primary school, the following criteria will be applied in the order listed below:

1. **Looked after children and children who have been adopted** (or made subject to residence orders or special guardianship orders) **immediately after being looked after.**
2. **Siblings:** A sibling is defined as a brother or sister, half brother or sister, step brother or sister or adopted brother or sister whose main residence is at the same address. This criterion will apply to applicants with a sibling living at the same address who is on the roll of the preferred school (Reception Class to Year 6) or co-located Special School at the time of proposed admission in the new academic year.
3. The Director of Children's Services, on an individual basis, may give priority to applicants who can demonstrate that admission to a particular school is necessary on the grounds of professionally supported **medical, social or special educational needs**. Parents must supply details of any such special factors at the time of the original application (together with recent supporting documentation), to enable these factors to be considered.
4. **Distance:** Applicants who live nearest to the preferred school. Nearness to the school will be determined by a computerised mapping system using a **straight line** distance measurement. Routes will be calculated from the home address (as defined by the Land & Property Gazetteer) to the midpoint of the school grounds (as determined by Islington Local Authority).

Distance will be used as a tiebreaker for over-subscription criteria 1- 3.

Multiple Births

- **Key Stage 1**

If only one place is available at the school and the next child who qualifies for a place is one of multiple birth siblings, we will ask community schools to go over their published admission number to support the family. These children will be deemed as 'excepted' pupils under KS1 class size legislation.

For Key Stage 2 pupils, we will ask community schools to go over number to accommodate the subsequent child/ren.

Proposed Primary School Admission Numbers 2013/14

School	Type	Proposed Admission Number
1) Ambler	Community	60
2) Ashmount	Community	60
3) Blessed Sacrament	Catholic VA	30
4) Canonbury	Community	60
5) Christ the King	Catholic VA	60
6) Clerkenwell Parochial	Voluntary-Aided CE	30
7) Copenhagen	Community	60
8) Drayton Park	Community	45
9) Duncombe	Community	60
10) Gillespie	Community	30
11) Grafton	Community	60
12) Hanover	Community	45
13) Hargrave Park	Community	30
14) Highbury Quadrant	Community	60
15) Hugh Myddelton	Community	60
16) Hungerford	Community	60
17) Laycock	Community	50
18) Montem	Community	60
19) Moreland	Community	30
20) Newington Green	Community	60
21) Pakeman	Community	45
22) Pooles Park	Community	60
23) Prior Weston	Community	60
24) Robert Blair	Community	30 (temporary reduction from PAN of 45)
25) Rotherfield	Community	60
26) Sacred Heart	Catholic VA	45
27) St Andrew's	Voluntary-Aided CE	30
28) St Joan of Arc	Catholic VA	60
29) St John the Evangelist	Voluntary-Aided CE	38
30) St John's Highbury Vale	Voluntary-Aided CE	30
31) St John's Upper Holloway	Voluntary-Aided CE	30
32) St Joseph's	Catholic VA	45
33) St. Jude and St Paul's	Voluntary-Aided CE	30
34) St Mark's	Voluntary-Aided CE	30
35) St Mary's	Voluntary-Aided CE	30
36) St Peter and Paul	Catholic VA	30
37) St Luke's	Voluntary-Aided CE	30
38) St Mary Magdalene	Academy CE	30
39) The New North Community	Academy	60
40) Thornhill	Community	60
41) Tufnell Park	Community	45
42) Vittoria	Community	30
43) William Tyndale	Academy	60
44) Winton	Community	30
45) Yerbury	Community	60
TOTAL PLACES AVAILABLE		2068

Current Arrangements for In-Year Admissions

APPLICATIONS

1. Applications for children resident in Islington will be made on Islington's In-Year School Admissions Application Form. This will include all the fields and information specified in Schedule E which has been agreed by all PAN London Authorities.
2. The In-Year School Admissions Application Form will be available from all maintained schools and Academies in Islington and from the School Admissions Team. The form must be returned to the School Admissions Team.
3. Applications for children living elsewhere in England will be referred to their Home LA to be considered under their Home LA's scheme, unless evidence of an imminent move is provided, and this is agreed by both Islington and the child's current LA.
4. Islington Local Authority will allow parents to submit an online enquiry via email to express an interest in applying for an In-Year school place.
5. The admission authorities within Islington will not use supplementary forms except where the information available through the School Admissions Application Form is insufficient for consideration of the application against the published oversubscription criteria.
6. Where supplementary forms are used, they will be available from the school concerned, on Islington's website and from the Schools Admission Team. Any supplementary forms must advise parents that they must also complete their Home LA's School Admissions Application Form. Islington's composite admission booklets and website will indicate which schools require supplementary forms to be completed and where they can be obtained.
7. Where an admission authority in Islington receives a supplementary form, it will not consider it to be a valid application until the parent has listed the school on their Home LA's School Admissions Application Form in accordance with paragraph 3.7 of the School Admissions Code.
8. Where only the School Admissions Application Form is received, schools MUST rank the application according to the information available to them.
9. Any school that operates a banding system that requires testing to take place must ensure appropriate arrangements are made for this to happen in a timely manner.
10. Islington residents will be able to express a preference for a maximum of three maintained primary/secondary schools or Academies within Islington and/or outside the borough (and any City Technology College that has agreed to participate in their LA's Scheme). Islington LA will accept any preference received from a Home LA for a maintained school or Academy in the borough.
11. The order of preference given on the In-Year School Admissions Application Form will not be shared with any school in accordance with paragraph 1.76 of the School Admissions Code. Where a parent of a child resident in Islington expresses a preference for schools in the area of another LA, the order of preference for that LA's schools will be shared with that LA in order that it can determine the highest ranked preference in cases where a child is eligible for a place at more than one school in that LA's area.
12. Islington LA will undertake to carry out address verification for each application made by a resident within this LA. Where Islington 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 as soon as it becomes apparent.

13. Islington LA will check the status of any applicant who is a 'Looked After' child and provide evidence to the maintaining LA in respect of a preference for a school not in this LA's area as soon as it is received.
14. Islington LA will advise a maintaining LA of the reason for any preference expressed for a school not in Islington, in respect of a resident child, and will forward any supporting documentation to the maintaining LA as soon as it is received.

PROCESSING

15. Applicants with children resident in Islington must complete and return the In-Year School Admissions Application Form to Islington LA.
16. An application for a child resident outside Islington will not be considered until an In-Year School Admissions Application Form has been fully completed and returned to the Home LA.
17. Where an application is not fully completed, Islington will not treat the application as valid until all information is received.
18. Islington LA will aim to share fully completed application data with other LAs, where it relates to preferences for schools in that LA, within 5 working days of the application being fully completed. Islington LA will aim to share supplementary information received with the School Admissions Application Form with maintaining LAs by the same date.
19. Where the LA has access to the Pan London Support Site, application data will be exchanged through the document exchange. Alternative secure arrangements will be made to forward data and supporting information to LAs that do not have access to this site.
20. Acting as a Home LA, Islington will pass any information so obtained to a maintaining LA with whom it has shared application data, as soon as this is received.

In Year Admission Criteria to Islington Community Schools: 2013/14

Applicants with a Statement of Special Educational Needs (SEN) will be admitted (via the SEN process as outlined in Section 324 of the Education Act 1996) to the school named in the statement.

In the event of over-subscription to a community secondary school, the following criteria will be applied in the order listed below:

- 1) **Looked after children and children who have been adopted** (or made subject to residence orders or special guardianship orders) **immediately after being looked after.**
- 2) **Siblings:** A sibling is defined as a brother or sister, half brother or sister, step brother or sister or adopted brother or sister whose main residence is at the same address. This criterion will apply to applicants with a sibling living at the same address who is on the roll of the preferred school (Years 7 to 11) at the time of proposed admission in the new academic year.
- 3) The Director of Children's Services, on an individual basis, may give priority to applicants who can demonstrate that admission to a particular school is necessary on the grounds of professionally supported **medical, social or special educational needs**. Parents must supply details of any such special factors at the time of the original application (together with recent supporting documentation) to enable these factors to be considered.
- 4) **Distance:** Applicants who live nearest to the preferred school. Nearness to the school will be determined by a computerised mapping system using a straight line distance measurement. Routes will be calculated from the home address, including flats (as defined by the Land & Property Gazetteer) to the midpoint of the school grounds (as determined by Islington Local Authority).

Distance will be used as a tiebreaker for over-subscription criteria 1- 3.

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 siblings, we will ask community schools to go over their published admission number to support the family, except at Key stage 1 (Reception Class, Year 1 and Year 2). This is because at Key stage 1, it is against the law to admit more than 30 children into one class with a single teacher.

Tie Break

If only one place is available and two or more families live an equal distance from the school or tie within any of the other criteria, then the allocation of that place will be determined by random allocation using a computerised system.

OFFERS

21. Islington will aim to share the outcome of an application for one of its schools with the Home LA within 10 school days of receiving the data. (Where it is clear to Islington that no vacancy exists for the child, Islington LA will inform the Home LA as soon as possible after receipt of the application data). If it has not been possible to make a decision within 10 school days, Islington will undertake to send details of the outcome of an application for one of its schools to the Home LA as soon as a decision is made, but within at least 20 school days of receiving the application data.
22. Where it has not been possible to share the outcome of an application for any school within 10 working days of receiving the data, Islington understands that the Home LA may send an outcome letter advising the parent that a decision has not yet been made in respect of an Islington school.
23. Acting as Home LA, Islington will eliminate all but the highest ranked offer where an applicant has more than one potential offer across maintaining LAs. Islington will submit information within 10 working days, and where it has been informed by a maintaining LA that a place is available, will advise that LA whether or not the place is required.
24. Acting as Home LA, Islington will endeavour to ensure that each applicant's date of birth is correct.
25. Acting as Home LA, Islington will inform each applicant within its area of their highest offer of a school place and, where relevant, the reasons why higher preferences were not offered, including, if outcomes are not yet known, whether they were for schools in the Home LA or in other LAs.
26. Islington will use the Notification Letters set out in Schedule B or Schedule D.
27. Where Islington LA has not received an outcome for a school within another maintaining LA which is a higher preference than the school offered, Islington, as Home LA, will case manage that application until an outcome can be sent in respect of each higher preference school named on Islington's School Admission Application Form.
28. Where a parent moves from one Home LA to another after submitting an application, the previous Home LA will pass responsibility to the new Home LA which, once it is satisfied that the applicant has moved into its area, will accept responsibility for that applicant.

POST OFFER

29. Islington LA will request that resident parent/s accept or decline the offer of a place within two weeks.
30. Where a parent does not respond within this timeframe and the application is for an out of borough school, Islington, will make every reasonable effort to contact the parent to find out whether or not they wish to accept the place, and if it is for an out-borough school, will liaise with the maintaining LA, who will in turn liaise with the school. Only where the parent fails to respond and Islington LA can demonstrate that every reasonable effort has been made to contact the parent, will the offer of a place be withdrawn on behalf of the admission authority.

31. Where a parent resident in Islington accepts or declines a place in a school maintained by another LA, Islington LA will forward the information to the maintaining LA as soon as it is received.
32. For school to school transfers that do not require a house move, or where there is no need for an immediate move, Islington LA will defer admission to the next half term.
33. Islington LA will aim to inform the Home LA whether a child offered a place at a school in its area has been placed on roll at the school within 5 working days of being placed on roll.
34. Islington LA will notify the Home LA of any appeals that are upheld for Islington schools.

WAITING LISTS

35. Acting as maintaining LA, applicants will only be placed on the waiting lists for schools in Islington at the request of the Home LA.
36. Where a place is available to be offered from the waiting list to a child resident in another LA, Islington will advise the Home LA so that they can formally offer the place.
37. Where Islington is informed that another LA is able to offer a place from the waiting list to one of its residents, it will send the outcome letter to the applicant.
38. Children will remain on the waiting list *for the academic year in which the application is made* unless parents contact the School Admissions Team to extend this further.

TIMING OF ADMISSION

39. For school to school transfers to an Islington school that do not necessitate a house move or an immediate start at a new school, admission will be deferred to the start of the next half term as follows:

SCHOOL TO SCHOOL TRANSFERS TO AN ISLINGTON SCHOOL NOT REQUIRING A HOUSE MOVE OR IMMEDIATE START

Application date	Admission date
June-August	Start of the Autumn Term
September-October	First week after October Half Term
November-December	Start of the Spring Term
January-February	First week after February Half Term
March-April	Start of Summer Term
May	First week after May Half Term

ISLINGTON SCHOOLS

40. The School Admissions Team will require a list of every child on roll in every year group in the school. For the majority of schools, this will be done through the LAS (Local Admissions System – ONE) and therefore it is essential that schools keep their SIMS registers up-to-date.
41. For schools not transferring data to Islington’s LAS, a weekly roll update will be required.
42. When a child leaves an Islington school, the name of the child and the child’s future educational provision should be notified to the School Admissions Team and the relevant safeguarding procedures followed as outlined in Education Welfare Service’s guidance.

FAIR ACCESS ADMISSIONS

43. Islington residents deemed to have challenging behaviour will be admitted under Islington’s Fair Access Protocol by the Primary and Secondary Securing Education Boards which meet approximately once a month.

44. The Securing Education Boards determine whether pupils should be admitted under Islington's Fair Access Protocol and which schools should be allocated.
45. All schools and academies must take part.
46. Schools are allocated on a 'fair share' basis to ensure equity across all schools and academies and not just schools with vacancies.
47. Where possible parental preference is accorded but cannot always be guaranteed.
48. Schools allocated pupils under the Fair Access Protocol will be provided with additional resources to support the pupils' reintegration.
49. Admissions will be scrutinised by the Islington School Admissions Forum to ensure the Fair Access Protocol is being applied equitably.

LONDON INTER-AUTHORITY ADMISSIONS GROUP

To: Heads of Admissions in the 33 London Local Authorities

Dear Colleague,

Co-ordination of In-Year Admissions from September 2013

The new Code comes into force on 1 February 2012. It will remove the requirement on Local Authorities to establish a scheme for the co-ordination of in year admissions from September 2013.

In its consultation response, LIAAG made a strong case for the retention of a central application point, as providing the only effective means of the LA fulfilling its safeguarding duty which includes seeking to ensure that children are not missing education. [I attach the relevant extract from the response.](#)

The LIAAG response proposed that the current requirements should be streamlined in two ways:

- That the scheme should require applications to be made to the Maintaining LA* rather than the Home LA, with the Maintaining LA* informing the Home LA of applications and outcomes.
- That the scheme should permit an Admission Authority to directly inform the applicant of the outcome of a preference referred to them by the Maintaining LA*.

**The proposal is based on the expectation that academies, whilst not maintained, should conform to the scheme of the LA in which they are situated.*

This proposed approach retains the safeguarding benefits of the current requirements, whilst removing the complexity of the cross-border application process. It enables Admission Authorities to be given greater flexibility in handling preferences and reduces the burden on them in meeting the data sharing requirements implicit in the requirements in the new Code.

I believe that it is not unreasonable to expect Admission Authorities to participate in a voluntary scheme which has these as its minimum requirements. This would avoid a fragmented system which is an inevitable consequence of the requirements in the Code which permit each Admission Authority to handle its own applications.

The Code implies that an LA, as admission authority for all community schools in its area, will continue to co-ordinate preferences for those schools. If fairness and equity in the application process are to be maintained, it is vital that all other admission authorities in the LA area, are part of that co-ordinated arrangement.

As Chair of LIAAG, I am proposing that London LAs seek to adopt this as a minimum London-wide approach in response to the changes in the Code.

I hope that you will feel able to promote this as a basis for discussion and agreement, both within your LA, and with the admission authorities in your area (including academies).

In doing so, I am very aware that there are resource implications for the LA in maintaining a co-ordinated scheme. Nevertheless, the alternative model envisaged by the Code is potentially as resource-heavy as the currently required fully co-ordinated scheme. It would therefore be unwise to view the revised requirements in the Code as an opportunity to reduce LA administration costs.

I also realise that seeking to put such an arrangement in place will be challenging for LA admissions colleagues. However, I believe that because of the benefits set out in the attached LIAAG consultation response, it is our moral duty to attempt to do so.

Please contact me if you would like to comment on or discuss this matter.

Kind regards

Graham Carter
Chair of London Inter Authority Admissions Group (LIAAG)

15 December 2011

Contact :

Email: gcarter@wandsworth.gov.uk

Tel: 020 8871 8028 Mob : 07967 965892

Islington Sixth Form Consortium Admissions Policy 2013/14

All applicants must register their interest to attend the consortium in the Spring Term.

Students who apply before the published deadline will be contacted to attend a meeting at one of the Consortium schools to provide advice on options and entry requirements for particular courses. This information is also available from the Islington Sixth Form Consortium Prospectus.

In the event that there are more applications than places available, the following oversubscription criteria will apply:

1. **Looked after children and children who have been adopted** (or made subject to residence orders or special guardianship orders) **immediately after being looked after.**
2. Students in Year 11 who attend one of the following four feeder schools (Central Foundation School, Highbury Fields School, Highbury Grove School and St Aloysius) who meet the entry requirements for their chosen course.
3. External applicants who meet the entry requirements for their chosen course.

In the event of more applications than places available within any criterion, the tiebreaker will be distance.

Final offers of a place on a specific course for all students will be conditional on attendance at Enrolment Day in August, induction in September (or prior notification of justifiable absence) and actual GCSE results.

The Consortium maintains the right to withdraw a publicised course if the number of students is insufficient.

The Consortium maintains the right to review and change the admissions policy.

Islington School Admissions Arrangements 2013/14

Consultation Response Questionnaire

Please return by **10 February 2012** to:

Brian Jones
Head of School Admissions
Cambridge Education, Islington
222 Upper St
London N1 1XR

E. brian.jones.camb-ed@islington.gov.uk
T. 020 7527 5517

Consultation on Islington School Admissions Arrangements 2013/14

Secondary School Admissions - Co-ordinated Scheme for 2013/14

Question 1: Do you agree the proposed Secondary scheme and timetable as set out in **Appendix 1**?

YES	NO
Comments	

Question 2: Do you agree the proposed Secondary criteria as set out in **Appendix 2**?

YES	NO
Comments	

Question 3: Do you agree the Secondary published admission numbers as set out in **Section 4** of this consultation document?

YES	NO
Comments	

Primary School Admission – Co-ordinated Scheme for 2013/14

Question 4: Do you agree the proposed Primary scheme and timetable as set out in **Appendix 3**?

YES	NO
Comments	

Question 5: Do you agree the proposed Primary criteria as set out in **Appendix 4**?

YES	NO
Comments	

Question 6: Do you agree the Primary admission numbers as set out in **Appendix 5**?

YES	NO
Comments	

In-Year School Admissions from September 2013

Question 7: Do you have any suggestions that could be incorporated into the existing in-year scheme for implementation from September 2013 as set out in **Appendix 6**?

Comments

Admission Arrangements to Islington Sixth Form Consortium for 2013/14

Question 8: Do you agree the proposed admission arrangements and criteria for the Islington Sixth Form Consortium 2013/14 as set out in **Appendix 8**?

YES	NO
Comments	

Question 9: Do you agree the proposed admission numbers to Islington Sixth Form Consortium as set out in **Section 10**?

YES	NO
Comments	

Signed..... Role

SchoolDate.....

Thank you for taking the time to complete this questionnaire

Please return by **10 February 2012** to:

Brian Jones, Head of School Admissions
Cambridge Education, Islington
222 Upper St, London N1 1XR
E. brian.jones.camb-ed@islington.gov.uk
T. 020 7527 5517