

# Islington School Admissions

## Arrangements 2012/13

Determined by Islington Local Authority  
Executive Committee 17 March 2011

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# School Admission Arrangements for Secondary Transfer: 2012/13

## 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](http://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 Islington's composite school prospectus which will be sent to their primary school or home address in early **September 2011**.
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, in accordance with paragraph 1.83 of the School Admissions Code.
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. This is in accordance with paragraph 3.7 of the School Admissions Code.
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 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 or Free School 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 in accordance with paragraph 1.76 of the School Admissions Code. 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 **16 December 2011**.
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' and will provide evidence to the maintaining LA in respect of a preference for a school in its area by **14 November 2011**.
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 2011**. However, Islington LA encourages applicants to submit their application by **21 October 2011** 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 2011** 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 **16 December 2011**.

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 **16 December 2011**, 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 **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 **14 November 2011**. 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 **15 November 2011**.
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 **11 November 2011** for Islington residents and, for non-Islington residents by **25 November 2011**.
24. Between **25 November 2011 and 13 January 2012**, 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 **19 December 2011 and 4 January 2012** in the Pan-London timetable.
26. All preferences for schools within Islington will be considered without reference to rank order in accordance with paragraphs 1.76 and 2.16 of the School Admissions Code. 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 **13 January 2012**.
28. Islington Local Authority will send the first ALT file to the Pan-London Register (PLR) giving offer details for their school on **1 February 2012**. 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 **14 February 2012** if this is sooner.
30. Islington will not make an additional offer between the end of the iterative process and **1 March 2012** 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

32. Islington will participate in the offer data checking exercise scheduled between **15 and 23 February 2012**.
33. Islington will send a file to the E-Admissions portal with outcomes for all resident applicants who have applied online no later than **24 February 2012**.

## **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 **Schedule B**.
37. Notification of the outcome will be sent by first class post to parents on **1 March 2012**.
38. Details of the pupils to be offered will be made available to each Islington primary school by **5 March 2012**.
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 **16 March 2012**. 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 **16 March 2012**, 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 2012**. 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 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 2012** will be compiled on **23 March 2012** (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 to extend this further.

## Community Secondary School Admission Numbers 2012/13

<b>Name of school</b>	<b>Type</b>	<b>Places for September 2012</b>
Elizabeth Garrett Anderson	Girls	180
Highbury Fields	Girls	140
Highbury Grove	Mixed	210
Holloway	Mixed	180
Islington Arts and Media	Mixed	150
<b>TOTAL NUMBER OF AVAILABLE PLACES</b>		<b>860</b>

## Timetable for the Determination of Applications to Secondary School: 2012/13

<b>21 October 2011</b>	Recommended closing date for receipt of the School Admission Application Form
<b>31 October 2011</b>	Statutory deadline for return of application to the Home LA
<b>14 November 2011</b>	Deadline for the transfer of application information by the Home LA to the PLR and supplementary information to Islington VA schools/maintaining local authorities
<b>25 November 2011 – 13 January 2012</b>	Voluntary-aided schools and Academies will assess their applications according to their admissions criteria
<b>16 December 2011</b>	Deadline for the upload of applications that are late but are considered to be on-time, to the PLR
<b>19 December 2011 - 4 January 2012</b>	Pan-London data checking exercise of pupil applications exchanged via the PLR
<b>13 January 2012</b>	Voluntary-aided schools and Academies to provide Islington LA with an electronic list of their applicants in rank order
<b>1 February 2012</b>	Deadline for the transfer of highest potential offer information from the Maintaining LAs to the PLR
<b>14 February 2012</b>	Final ALT file to the PLR
<b>15 – 23 February 2012</b>	Pan-London data checking exercise of pupil offer data
<b>24 February 2012</b>	Deadline for online ALT file to portal
<b>1 March 2012</b>	Notifications sent first class to parents by Home LA
<b>16 March 2012</b>	Date by which parents accept or decline offers
<b>23 March 2012</b>	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.

**NOTIFICATION LETTER**

1 March 2012

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 5661/5517  
Fax: 020 7527 5694  
Email: admissions.camb-  
ed@islington.gov.uk  
This matter is being dealt  
with by: Brian Jones

Dear Parent/Carer,

**SECONDARY TRANSFER – 2012/13**

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 **16 March 2012**. 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 box in the reply slip below.

If you would like «pupil\_firstname» to be placed on a waiting list for any other school, then please complete and return the reply slip below. 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 to extend this further.

If you have any further queries please do not hesitate to contact a member of the School Admissions Team on 020 7527 5661/5517

Yours sincerely,

Brian Jones  
Head of School Admissions

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# SECONDARY REPLY SLIP

Ref: «pupil\_id»

Please return this form by **16 March 2012**

To: School Admissions Team  
Cambridge Education @ Islington  
222 Upper Street  
London N1 1XR

## 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](http://www.islington.gov.uk/admissions)

## Admission Criteria to Islington Community Secondary Schools: 2012/13

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**
- 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 will be 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

- **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.

### 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.

## Arrangements for Primary Reception: 2012/13

### 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](http://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 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 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 1.83 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, in accordance with paragraph 3.7 of the School Admissions Code.
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 in accordance with paragraph 1.76 of the School Admissions Code. 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 **17 February 2012**.

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 **3 February 2012**.
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 **3 February 2012**.

## **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 2012**.
14. Application data relating to preferences for schools in other participating LAs will be uploaded to the Pan-London Register (PLR) by **3 February 2012**. 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 **17 February 2012**.
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 **17 February 2012**, 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 **20 February and 2 March 2012**.
20. All preferences for schools within Islington will be considered by the relevant admission authorities without reference to rank order in accordance with paragraphs 1.76 and 2.16 of the School Admissions Code. 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 **15 March 2012**. 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 **21 March 2012** if this is sooner.
24. Islington will not make an additional offer between the end of the iterative process and the **18 April 2012**. 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 **22 March and 12 April 2012** in the Pan-London timetable in **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 **13 April 2012**.

## **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 **Schedule D**.
31. Islington will, on **18 April 2012**, 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 **2 May 2012**, 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 **2 May 2012**, Islington will forward the information to the maintaining LA by **16 May 2012**. Subsequent information will be transferred as and when 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 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 2012/13 will be compiled on **16 May 2012** (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 2012 unless parents contact the School Admissions Team to extend this further.

**Timetable for the Determination of Applications to Primary School:  
2012/13**

<b>Fri 13 January 2012</b>	Recommended closing date for receipt of the School Admission Application Form
<b>Sun 15 January 2012</b>	Statutory deadline for receipt of applications
<b>3 February 2012</b>	Deadline for the transfer of application information by the Home LA to the PLR (ADT file)
<b>17 February 2012</b>	Deadline for the upload of late applications to the PLR
<b>20 February 2012 – 2 March 2012</b>	Checking of application data
<b>15 March 2012</b>	Deadline for the transfer of potential offer information from the Maintaining LAs to the PLR (ALT file).
<b>21 March 2012</b>	Final ALT file to PLR
<b>22 March – 12 April 2012</b>	Checking of offer data
<b>13 April 2012</b>	Deadline for on-line ALT file to portal
<b>18 April 2012</b>	Offer letters posted
<b>2 May 2012</b>	Deadline for receipt of acceptances
<b>16 May 2012</b>	Deadline for transfer of acceptances to maintaining LAs

## NOTIFICATION LETTER

18 April 2012

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 5661/5517  
Fax: 020 7527 5694  
Email: admissions.camb-  
ed@islington.gov.uk  
This matter is being dealt  
with by: Brian Jones

Dear Parent/Carer,

### **PRIMARY ADMISSIONS (Reception Class): 2012/13**

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 **2 May 2012**. 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 box in the reply slip below.

If you would like «pupil\_firstname» to be placed on a waiting list for any other school, then please complete and return the reply slip below. 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 to extend this further.

If you have any further queries please do not hesitate to contact a member of the School Admissions Team on 020 7527 5661/5517

Yours sincerely,

Brian Jones  
Head of School Admissions

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# PRIMARY REPLY SLIP

Ref: «pupil\_id»

Please return this form by **02 May 2012**

To: School Admissions Team  
Cambridge Education @ Islington  
222 Upper Street  
London N1 1XR

## 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 Primary Schools Booklet available from: [www.islington.gov.uk/admissions](http://www.islington.gov.uk/admissions)

## Criteria for Admissions to Islington Community Primary Schools: 2012/13

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**
- 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 will be on the roll of the preferred school (Reception Class to Year 6) 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

- **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, only one child can be offered a place. This is because at Key Stage 1 it is against the law to admit more than 30 children into one class. In this instance the tiebreak will be random allocation using a computerised system. In this circumstance we will support the family and help them to look for an alternative school, if requested, where all children can attend together.

In classes not subject to Key Stage 1 Legislation, we would ask community schools to go over number to accommodate the subsequent child/ren.

**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.



## Primary School Admission Numbers 2012/13

School	Type	Admission Number
1) Ambler	Community	30 (temporary reduction from PAN of 60)
2) Ashmount	Community	60
3) Blessed Sacrament	Voluntary-Aided RC	30
4) Canonbury	Community	60
5) Christ the King	Voluntary-Aided RC	45
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 * subject to separate consultation
20) Newington Green	Community	60
21) Pakeman	Community	45
22) Pooles Park	Community	60
23) Prior Weston	Community	60

School	Type	Admission Number
24) Robert Blair	Community	30 (temporary reduction from PAN of 45)
25) Rotherfield	Community	60
26) Sacred Heart	Voluntary-Aided RC	45
27) St Andrew's	Voluntary-Aided CE	30
28) St Joan of Arc	Voluntary-Aided RC	60
29) St John the Evangelist	Voluntary-Aided CE	40
30) St John's Highbury Vale	Voluntary-Aided CE	30
31) St John's Upper Holloway	Voluntary-Aided CE	30
32) St Joseph's	Voluntary-Aided RC	60
33) St. Jude and St Paul's	Voluntary-Aided CE	30
34) St Luke's	Voluntary-Aided CE	30 * subject to separate consultation
35) St Mark's	Voluntary-Aided CE	30
36) St Mary Magdalene	Academy CE	30
37) St Mary's Islington	Voluntary-Aided CE	30
38) St Peter and Paul	Voluntary-Aided RC	30
39) The New North Community	Community	60
40) Thornhill	Community	60
41) Tufnell Park	Community	45
42) Vittoria	Community	30
43) William Tyndale	Community	60
44) Winton	Community	45
45) Yerbury	Community	60
<b>TOTAL PLACES AVAILABLE</b>		<b>2052</b>

## Arrangements for In-Year Admissions: 2012/13

### 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: 2012/13**

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**
- 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 will

- 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**

<b>Application date</b>	<b>Admission date</b>
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.

**Islington's In-Year Application Form will contain the following fields:**

**CHILD'S DETAILS:**

- Surname
- Forename(s)
- Middle Name(s)
- Home Address
- Date of Birth
- Gender
- Name, address and dates of attendance of current/previous school
- If currently in school, reason for transfer
- Permanent exclusions
- Does the applicant have a statement of SEN?
- Is the child looked after?

**PARENT'S/CARER'S DETAILS:**

- Title
- Forename
- Surname
- Address (if different to child's address)
- Telephone Number(s)
- Relationship to Child
- Parental Responsibility?

**PREFERENCE DETAILS (MAXIMUM OF 3):**

- Name and DfE number of school
- Preference ranking
- Local Authority in which the school is based
- Sibling Details
- Reasons for Preference (including any medical or social needs)

**OTHER:**

- Declaration including consequences of providing false information
- Signature of parent or carer
- Date of signature
- Data Protection notice

## **Islington Sixth Form Consortium Admissions Policy: 2012/13**

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 be given advice on options and entry requirements for particular courses. This information is also available from the Islington Sixth Form Consortium Prospectus available at [www.ic6.co.uk](http://www.ic6.co.uk)

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

1. Children 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. 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 (as determined by Islington Local Authority) of the school applied for.

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.