

**Islington Community School
Admission Arrangements
2017/18**

(Includes locally agreed protocols for in-year admission to Islington schools)

**Determined by Islington Local Authority
Executive Committee 4 February 2016**

Contents

Determined Arrangements for Secondary Transfer	3
Timetable for the Determination of Secondary Applications 2017/18	10
Secondary Notification Letter	11
Admission Criteria to Islington Community Secondary Schools: 2017/18	14
Secondary Admission Numbers 2017/18	15
Determined Arrangements for Primary Transfer	16
Timetable for the Determination of Primary Applications 2017/18	23
Primary Notification Letter	24
Admission Criteria to Islington Community Primary Schools: 2017/18	28
Primary Admission Numbers 2017-18	29
In-Year Admission Protocols for Islington Schools: 2017-18	30
Islington's Online In-Year Application Form: 2017/18	35
In-Year Offer and No-Offer Letters	36
In-Year Admission Criteria to Islington Community Schools: 2017/18	39
Islington Sixth Form Consortium Admissions Policy and Criteria: 2017/18	40
Islington Sixth Form Consortium Admission Numbers	41

**Determined Arrangements for Secondary Transfer
Pan London Co-ordinated Scheme 2017/18**

➤ **GLOSSARY**

Admission Authority (AA)	The body responsible for setting and applying a school's admission arrangements. For community schools, the local authority is the admission authority; and for foundation or voluntary aided schools, the governing body of the school is the admission authority. For Academies and Free Schools, the Funding Agreement states who is responsible for applying admission arrangements that can only be set or altered with the prior agreement of the Secretary of State.
Home Local Authority (HLA)	The authority area in which the child lives.
Maintaining Local Authority (MLA)	The authority area in which the school is located.

➤ **APPLICATIONS**

- 1 Islington LA will advise HLAs during the Summer Term of Year 5 of any eligible resident pupils on the roll of Islington's maintained primary schools due to transfer to secondary school in the September of the subsequent academic year (i.e. **September 2017**).

- 2 Islington residents need to apply online at www.islington.gov.uk/admissions. Where this is not possible, applicants should contact the School Admissions Team by telephone (020 7527 5515) or in person (Council Offices at 222 Upper St, N1 1XR) to request a paper application.

- 3 Islington LA 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 has access to Islington's composite school prospectus. The prospectus will be available online from www.islington.gov.uk/admissions, with reference copies available from Islington primary schools, key community groups and Islington School Admissions team at the Council's Offices at 222 Upper St, N1 1XR in early **September 2016**.

- 4 The online brochure will also be available to parents who are non-residents and will include information on how to access their home local authority's equivalent School Admissions Application Form.

- 5 Own 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 school's published oversubscription criteria.

- 6 Where admission authorities within Islington use supplementary forms, we 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, 2014.
- 7 Where supplementary forms are used, they will be made available on Islington's website or from the school concerned for resident and non-resident applicants alike. The supplementary forms will advise parents that they must also complete their home local authority's School Admissions Application Form.
- 8 Islington's composite prospectus will indicate which Islington schools require supplementary information forms to be completed and signpost applicants to where these forms can be found.
- 9 Where a school in Islington receives a supplementary information form, it will not be considered a valid application unless:
 - the applicant has also completed Islington's School Admissions Application Form or their HLA's equivalent common application form AND
 - the school is listed on Islington's/HLA's application form as a preference.
- 10 Islington LA 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 who 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 LA who will then contact the parent and ask them to complete one.
- 11 Applicants will be able to express a preference for up to six maintained secondary schools or Academies/Free Schools located within and/or outside Islington LA (including any City Technology College that has agreed to participate in their local authority's Qualifying Scheme).
- 12 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 MLA, the order of preference will be revealed to that LA in order to determine the highest ranked preference in cases where a child is eligible for a place at more than one school.
- 13 The address that will be used to process an application will be the child's normal and permanent address as at the closing date for applications (**31 October 2016**).
- 14 Islington LA may not accept a temporary address where the applicant still possesses a property that was previously used as a home address; nor accept a temporary address if it is used solely or mainly to obtain a school place.

- 15** The LA may also undertake additional checks with the new school to ascertain whether the child's home address has changed since the application was completed and will investigate all applications where:
- there are any doubts about the information originally provided;
 - information has been received from a member of the public to suggest a fraudulent application has been made;
 - the Council Tax account is in a different name from the applicant's.
- 16** Any applicant who provides false or misleading information will have their offer of a school place withdrawn, and may also be subject to legal proceedings.
- 17** Islington LA 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 Islington LA's primary school data and the further investigation of any discrepancy. Where Islington LA is not satisfied as to the validity of an address of an applicant whose preference has been sent to a MLA, it will advise the MLA no later than **12 December 2016**.
- 18** Islington LA 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 (or made subject to a child arrangement order or special guardianship order) immediately after being looked after and will provide evidence to the MLA in respect of a preference for a school in its area by **11 November 2016**.
- 19** Islington LA will advise a MLA of the reason for any preference expressed for a school in its area, in respect of a resident child born outside the correct age cohort, and will forward any supporting documentation to the MLA by **11 November 2016**.

➤ **PROCESSING**

- 20** Applicants who are resident within Islington must complete and submit (or return) the School Admissions Application Form, which will be available online, to Islington LA by **31 October 2016**. However, Islington LA encourages applicants to submit their application by **21 October 2016** to allow sufficient time to process and check all applications before the mandatory date when data must be shared with other Local Authorities.
- 21** Any application forms, changes to preferences or preference order received after **31 October 2016** will be treated as late. This means that such applications will be considered after those applicants who have applied on time.
- 22** Islington LA will accept late applications and process them as on time if they are late for a good reason and received by the **12 December 2016**, deciding each case upon its own merits.
- 23** Where such applications contain preferences for schools in other LAs, Islington will forward the details to MLAs via the Pan-London Register (PLR) as they are received.

Islington LA will accept late applications which are considered to be on time within the terms of the HLA's scheme.

- 24** The latest date for the upload to the PLR of late applications which are considered to be on-time within the terms of the HLA's scheme is **12 December 2016**.
- 25** Where an applicant moves from one participating HLA to another after submitting an on-time application under the terms of the former HLA's scheme, the new HLA will accept the application as on-time up to **12 December 2016**, on the basis that an on-time application already exists within the Pan-London system.
- 26** 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**.
- 27** Application data relating to applications for schools in other participating LAs will be uploaded to the Pan-London Register (PLR) by **11 November 2016**. Supplementary information provided with the School Admissions Application Form will be sent to Islington voluntary-aided schools and MLAs by the same date.
- 28** Application data relating to Islington schools from out-of-borough pupils will be received from the Pan London Register on **11 November 2016**.
- 29** Islington LA 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 **12 November 2016**.
- 30** Between **12 November 2016** and **11 January 2017**, voluntary-aided schools and Academies will assess their applications according to their admissions criteria.
- 31** Islington LA will participate in the application data checking exercise scheduled between **13 December 2016** and **3 January 2017** in the Pan-London timetable.
- 32** 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 LA 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.
- 33** Schools which are their own admission authority must provide the MLA with an electronic list of their applicants in rank order by **11 January 2017**.
- 34** Islington LA will send the first ALT file to the Pan-London Register (PLR) giving offer details for their school on **3 February 2017**. The PLR will transmit the highest potential offer specified by the MLA to the HLA.
- 35** Islington LA 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 **16 February 2017** if this is sooner.

- 36** Islington will not make an additional offer between the end of the iterative process and **1 March 2017** which may impact on an offer being made by another participating LA.
- 37** 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 HLA or MLA) 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.
- 38** Islington LA will participate in the offer data checking exercise scheduled between **17 and 23 February 2017**.
- 39** 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 2017**.

➤ **OFFERS**

- 40** Islington LA 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.
- 41** Islington LA 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.
- 42** Islington LA will use the Notification Letter set out in **Schedule B**.
- 43** Notification of the outcome will be sent electronically to resident applicants on **1 March 2017**, unless a paper application was submitted.
- 44** Details of the pupils to be offered will be made available to each Islington primary school by **2 March 2017**.
- 45** Parents who are not successful in their application for a school will be offered the right of appeal.

➤ **POST OFFER**

- 46** Parents must accept or decline the offer of a place by **15 March 2017**. If they do not respond by this date the HLA 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 Islington LA 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).

- 47 Where a parent accepts or declines a place by **15 March 2017**, this information will be passed on to the relevant school within Islington, or for out-of-borough schools, to the MLA, by **24 March 2017**. Subsequent information will be transferred as and when it is received.
- 48 Islington LA will inform the HLA, where different, of an offer for a maintained school or Academy in Islington which can be made to an applicant resident in the HLA's area, in order that the HLA can offer the place.
- 49 When acting as a MLA, Islington LA and the admission authorities within it will not inform an applicant resident in another LA that a place can be offered.
- 50 When acting as a HLA, Islington LA 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.
- 51 Where Islington LA is informed by a MLA 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 MLA that the offer will not be made.
- 52 Where Islington LA, acting as a HLA, has agreed to a change of preference order for good reason, it must inform any MLA affected by the change.
- 53 When acting as a MLA, Islington LA will inform the HLA, where different, of any change to an applicant's offer status as soon as it occurs. Islington LA will accept new applications (including additional preferences) from HLAs for maintained schools and Academies in its area.

➤ **WAITING LISTS**

- 54 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 given the opportunity to make applications to Islington schools to which they did not originally apply.
- 55 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 given the opportunity to make applications to Islington schools to which they did not originally apply.
- 56 Waiting lists will be kept by all admission authorities in Islington LA. Own admission authority schools will apply their own admission arrangements. Islington LA will keep a

duplicate waiting list and will offer places on behalf of the governing bodies of own admission authority schools. Waiting lists for community schools will be administered centrally by Islington MLA during the Autumn Term.

57 Waiting lists for entry to Year 7 in **September 2017** will be compiled on **24 March 2017** (after the deadline for acceptance of places) and will be kept in strict criteria order with no differentiation between on-time or late applications.

58 Waiting lists will be maintained and places allocated, as they become available, in accordance with each admission authority's published admission and oversubscription criteria.

59 Children will remain on the waiting list until the end of the Autumn Term. After this period, parents should contact the relevant school in writing to extend this further.

➤ **CHILDREN OF UK SERVICE PERSONNEL (UK ARMED FORCES)**

60 For families of service personnel with a confirmed posting in Islington LA, or crown servants returning from overseas to live in Islington LA, we will:

- allocate a place in advance of the family arriving in Islington provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address;
- describe Islington's arrangements for the admission of children of UK Service Personnel in our composite admissions brochures;
- ensure our arrangements do not disadvantage service children through an annual review of existing procedures.

61 Applications will be processed in line with Islington's school admissions procedures as described above.

62 Where possible, a place will be offered at the applicant's highest preferred school as listed on the application form.

63 Where it is not possible to offer a place at one of the preferred schools, a place will be allocated at the child's nearest Islington community school with a vacancy and the family offered the right of appeal. We may also ask the school to go over numbers.

64 The allocated place will be held open for a period of up to two school terms in advance of the family's move to the UK. This may be extended in individual circumstances.

65 The child will be placed on the waiting list for any higher preference school than the one offered as described above.

Timetable for the Determination of Secondary Applications 2017/18

21 October 2016	Recommended closing date for receipt of the School Admission Application Form
31 October 2016	Statutory deadline for return of application to the Home LA
11 November 2016	Deadline for the transfer of application information by the Home LA to the PLR and supplementary information to Islington VA schools/maintaining local authorities
12 November 2016 – 11 January 2017	Voluntary-aided schools and Academies will assess their applications according to their admissions criteria
12 December 2016	Deadline for the upload of applications that are late but are considered to be on-time, to the PLR
13 December 2016 -3 January 2017	Pan-London data checking exercise of pupil applications exchanged via the PLR
11 January 2017	Voluntary-aided schools and Academies to provide Islington LA with an electronic list of their applicants in rank order
3 February 2017	Deadline for the transfer of highest potential offer information from the Maintaining LAs to the PLR (1st ALT)
16 February 2017	Final ALT file to the PLR
17–23 February 2017	Pan-London data checking exercise of pupil offer data
24 February 2017	Deadline for online ALT file to portal
1 March 2017	National Offer Day - Notification Letter sent to parents by Home LA
15 March 2017	Date by which parents accept or decline offers
22 March 2017	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.

Secondary Notification Letter

1 March 2017

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: **Alison Smith**

Dear Parent/Carer,

SECONDARY TRANSFER – 2017/18

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 2017. 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 coordinated 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 brochure which is accessible 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.

NB. 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 2017.

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,

Alison Smith

Manager, Admissions and Children Out of School

REPLY SLIP

Ref: «pupil_id»

PLEASE ACCEPT YOUR PLACE ONLINE by 15 MARCH 2017

Alternatively, please return the paper form by email, fax or post to:

Islington School Admissions Team
222 Upper Street
London N1 1XR

Email: admissions@islington.gov.uk

Fax: 020 7527 5694

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:

.....

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 Brochure available online at: www.islington.gov.uk/admissions

Admission Criteria to Islington Community Secondary Schools: 2017/18

Applicants with a Statement of Special Educational Needs (SEN) or Education, Health and Care Plan (EHCP) will be admitted (via the SEN process as outlined in Section 324 of the Education Act 1996) to the school named in the Statement or EHCP.

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 a child arrangements order or special guardianship order) immediately after being looked-after.

2) **Sibling:** 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) **Exceptional Social, Medical or Special Educational Needs:** 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 *exceptional* 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

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

Secondary Admission Numbers 2017/18

School	Designation	PAN 2016/17	PAN 2017/18
Arts and Media, Islington	Mixed Trust	150	180
Central Foundation	Boys Voluntary-Aided	150	150
City of London Academy, Islington	Mixed Academy	125	125
Elizabeth Garrett Anderson	Girls Community	180	180
Highbury Fields	Girls Community	140	140
Highbury Grove	Mixed Community	210	210
Holloway	Mixed Community	180	180
Mount Carmel College**	Girls Voluntary-Aided	140	140
St Aloysius' College	Boys Voluntary-Aided	180	180
St Mary Magdalene	Mixed Academy	180	180
TOTAL NUMBER OF AVAILABLE PLACES		1635	1665

***NB: An application to the Education Funding Agency is due to be submitted in March 2016 proposing the establishment of a co-educational, non-denominational secondary Academy/Free School to replace the current Mount Carmel school. The projected opening date is September 2017.*

Determined Arrangements for Primary Transfer Pan London Co-ordinated Scheme 2017/18

➤ GLOSSARY

Admission Authority (AA)	The body responsible for setting and applying a school's admission arrangements. For community schools, the local authority is the admission authority; and for foundation or voluntary aided schools, the governing body of the school is the admission authority. For Academies and Free Schools, the Funding Agreement states who is responsible for applying admission arrangements that can only be set or altered with the prior agreement of the Secretary of State.
Home Local Authority (HLA):	The authority area in which the child lives.
Maintaining Local Authority (MLA):	The authority area in which the school is located.

➤ APPLICATIONS

- 1 Islington LA will advise HLAs of any resident pupils on the roll of Islington LA's maintained children's centres, nursery schools, primary schools, Free Schools and Academies who are eligible to transfer to reception class in the September of the subsequent academic year (i.e. **September 2017**).
- 2 Islington residents need to apply online at www.islington.gov.uk/admissions. Where this is not possible, applicants should contact the School Admissions Team by telephone (020 7527 5515) or in person (Council Offices at 222 Upper St, N1 1XR) to request a paper application.
- 3 Islington LA will take all reasonable steps to ensure that every parent who has a child in the eligible cohort and is resident in Islington is aware of, and has access to Islington's composite school prospectus. The prospectus will be available online from www.islington.gov.uk/admissions, with reference copies available from Islington primary schools, key community groups and Islington School Admissions team at the Council's Offices at 222 Upper St, N1 1XR in early **September 2016**.
- 4 The online brochure will also be available to parents who are non-residents and will include information on how to access their home local authority's equivalent School Admissions Application Form.
- 5 Own 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 school's published oversubscription criteria.
- 6 Where admission authorities within Islington use supplementary information forms, we 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, 2014.

- 7 Where supplementary forms are used, they will be made available on Islington's website or from the school concerned for resident and non-resident applicants alike. The supplementary forms will advise parents that they must also complete their home local authority's School Admissions Application Form.
- 8 Islington's composite prospectus will indicate which Islington schools require supplementary information forms to be completed and signpost applicants to where these forms can be found.
- 9 Where a school in Islington receives a supplementary information form, it will not be considered a valid application unless:
 - the applicant has also completed Islington's School Admissions Application Form or their HLA's equivalent common application form AND
 - the school is listed on Islington's/HLA's application form as a preference.
- 10 Islington LA 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 who 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 LA who will then contact the parent and ask them to complete one.
- 11 Applicants will be able to express a preference for up to six maintained primary schools or Academies/Free Schools located within and/or outside Islington LA that has agreed to participate in their local authority's Qualifying Scheme.
- 12 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 MLA, the order of preference will be revealed to that LA in order to determine the highest ranked preference in cases where a child is eligible for a place at more than one school.
- 13 The address that will be used to process an application will be the child's normal and permanent address as at the closing date for applications (**15 January 2017**).
- 14 Islington LA may not accept a temporary address where the applicant still possesses a property that was previously used as a home address; nor accept a temporary address if it is used solely or mainly to obtain a school place.
- 15 The LA may also undertake additional checks with the new school to ascertain whether the child's home address has changed since the application was completed and will investigate all applications where:
 - there are any doubts about the information originally provided;
 - information has been received from a member of the public to suggest a fraudulent application has been made;
 - the Council Tax account is in a different name from the applicant's.
- 16 Any applicant who provides false or misleading information will have their offer of a school place withdrawn, and may also be subject to legal proceedings.

- 17** Islington LA 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 Islington LA's primary school data and the further investigation of any discrepancy. Where Islington LA is not satisfied as to the validity of an address of an applicant whose preference has been sent to a MLA, it will advise the MLA no later than **17 February 2017**.
- 18** Islington LA 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 (or made subject to a child arrangement order or special guardianship order) immediately after being looked after and will provide evidence to the MLA in respect of a preference for a school in its area by **3 February 2017**.
- 19** Islington LA will advise a MLA of the reason for any preference expressed for a school in its area, in respect of a resident child born outside the correct age cohort, and will forward any supporting documentation to the MLA by **17 February 2017**.
- **PROCESSING**
- 20** Applicants who are resident within Islington LA must complete and submit (or return) the School Admissions Application Form, which will be available online, to Islington LA by **15 January 2017**.
- 21** Application data relating to preferences for schools in other participating LAs will be uploaded to the Pan-London Register (PLR) by **06 February 2017**. Supplementary information provided with the Schools Admission Application Form will be sent to MLAs by the same date.
- 22** Any application forms, changes to preferences or preference order received after **15 January 2017** will be treated as late. This means that such applications will be considered after those applicants who have applied on time.
- 23** Islington LA will accept late applications and process them as on time if they are late for a good reason and received by the **13 February 2017**, deciding each case upon its own merits.
- 24** Where such applications contain preferences for schools in other LAs, Islington will forward the details to MLAs via the Pan-London Register (PLR) as they are received. Islington LA will accept late applications which are considered to be on time within the terms of the HLA's scheme.
- 25** The latest date for the upload to the PLR of late applications which are considered to be on-time within the terms of the HLA's scheme is **17 February 2017**.
- 26** Where an applicant moves from one participating HLA to another after submitting an on-time application under the terms of the former HLA's scheme, the new HLA will accept the application as on-time up to **17 February 2017**, on the basis that an on-time application already exists within the Pan-London system.
- 27** Application data relating to applications for schools in other participating LAs will be uploaded to the Pan-London Register (PLR) by **17 February 2017**. Supplementary information provided with the School Admissions Application Form will be sent to Islington voluntary-aided schools and MLAs by the same date.

- 28 Application data relating to Islington schools from out-of-borough pupils will be received from the Pan London Register on **17 February 2017**.
- 29 Islington LA 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 **18 February 2017**.
- 30 Between **18 and 28 February 2017**, voluntary-aided schools and Academies will assess their applications according to their admissions criteria.
- 31 Islington LA will participate in the application data checking exercise scheduled between **20 February and 28 February 2017** in the Pan-London timetable.
- 32 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 LA 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.
- 33 Schools which are their own admission authority must provide the MLA with an electronic list of their applicants in rank order by **27 February 2017**.
- 34 Islington LA will send the first ALT file to the Pan-London Register (PLR) giving offer details for their school on **16 March 2017**. The PLR will transmit the highest potential offer specified by the MLA to the HLA.
- 35 Islington LA 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 **24 March 2017** if this is sooner.
- 36 Islington will not make an additional offer between the end of the iterative process and **18 April 2017** which may impact on an offer being made by another participating LA.
- 37 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 HLA or MLA) 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.
- 38 Islington LA will participate in the offer data checking exercise scheduled between **27 March and 10 April 2017**.
- 39 Islington 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 2017.
- **OFFERS**
- 40 Islington LA 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.

- 41 Islington LA 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.
- 42 Islington LA will use the Notification Letter set out in **Schedule D**.
- 43 Notification of the outcome will be sent electronically to resident applicants on **18 April 2017**, unless a paper application was submitted.
- 44 Islington LA will provide children's centres, nursery and primary schools with the destination data of its resident applicants after Offer day on **18 April 2017**.
- 45 Parents who are not successful in their application for a school will be offered the right of appeal.
- **POST OFFER**
- 46 Parents must accept or decline the offer of a place by **2 May 2017**. If they do not respond by this date the HLA 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 Islington LA 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).
- 47 Where a parent accepts or declines a place by **2 May 2017**, this information will be passed on to the relevant school within Islington, or for out-of-borough schools, to the MLA, by **9 May 2017**. Subsequent information will be transferred as and when it is received.
- 48 Islington LA will inform the HLA, where different, of an offer for a maintained school or Academy in Islington which can be made to an applicant resident in the HLA's area, in order that the HLA can offer the place.
- 49 When acting as a MLA, Islington LA and the admission authorities within it will not inform an applicant resident in another LA that a place can be offered.
- 50 When acting as a HLA, Islington LA 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.
- 51 Where Islington LA is informed by a MLA 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 MLA that the offer will not be made.
- 52 Where Islington LA, acting as a HLA, has agreed to a change of preference order for good reason, it must inform any MLA affected by the change.
- 53 When acting as a MLA, Islington LA will inform the HLA, where different, of any change to an applicant's offer status as soon as it occurs. Islington LA will accept new applications (including additional preferences) from HLAs for maintained schools and Academies in its area.

➤ **WAITING LISTS**

54 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 given the opportunity to make applications to Islington schools to which they did not originally apply.

55 Waiting lists will be kept by all admission authorities in Islington LA. Own admission authority schools will apply their own admission arrangements. Islington LA will keep a duplicate waiting list and will offer places on behalf of the governing bodies of own admission authority schools. Waiting lists for community schools will be administered centrally by Islington MLA during the Autumn Term.

56 Waiting lists for entry to Reception class in **September 2017** will be compiled on **3 May 2017** (after the deadline for acceptance of places) and will be kept in strict criteria order with no differentiation between on-time or late applications.

57 Waiting lists will be maintained and places allocated, as they become available, in accordance with each admission authority's published admission and oversubscription criteria.

58 Children will remain on the waiting list until the end of the Autumn Term. After this period, parents should contact the relevant school in writing to extend this further.

➤ **CHILDREN OF UK SERVICE PERSONNEL (UK ARMED FORCES)**

59 For families of service personnel with a confirmed posting in Islington LA, or crown servants returning from overseas to live in Islington LA, we will:

- allocate a place in advance of the family arriving in Islington provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address;
- describe Islington's arrangements for the admission of children of UK Service Personnel in our composite admissions brochures;
- ensure our arrangements do not disadvantage service children through an annual review of existing procedures.

60 Applications will be processed in line with Islington's school admissions procedures as described above.

61 Where possible, a place will be offered at the applicant's highest preferred school as listed on the application form.

62 Where it is not possible to offer a place at one of the preferred schools, a place will be allocated at the child's nearest Islington community school with a vacancy and the family offered the right of appeal. We may also ask the school to go over numbers.

63 The allocated place will be held open for a period of up to two school terms in advance of the family's move to the UK. This may be extended in individual circumstances.

64 The child will be placed on the waiting list for any higher preference school than the one offered as described above.

➤ **DEFERRING OR DELAYING ADMISSION**

65 Children are entitled to a full-time place in Reception class in the September following their fourth birthday.

- 66 In line with the Admissions Code 2014, parents can defer the date their child takes up a full-time place until later in the school year, but not beyond the point at which they reach compulsory school age, and not beyond the beginning of the final term of the school year for which the place was offered.
- 67 Parents who wish to defer their child's admission or opt for their child to attend part-time until they reach compulsory school age *within the same academic year* should inform the head teacher of the offered school.
- 68 In the case of a parental request to *delay* their child's admission into the reception class for the following academic year, the local authority will consider each case on its merits, in the best interests of the child, using the following criteria:
- the needs of the child and the possible impact of being out of chronological year group;
 - in the case of children born prematurely, the fact that they may have naturally fallen into the lower age group if they had been born on their expected date of birth;
 - whether delayed social, emotional or physical development is adversely affecting their readiness for school;
 - any evidence provided by the parents to support their request;
 - the views of the head teacher of the relevant school;
 - relevant research into the outcomes of summer born and premature children.
- 69 If the request for delayed admission is agreed, the parent must reapply for a reception class place on the basis of the following year's oversubscription criteria.
- 70 In both cases, the child **MUST** begin to attend school upon reaching statutory school age (i.e. at the start of the term following their fifth birthday).
- 71 Where parents wish, children may attend the offered school part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Timetable for the Determination of Primary Applications 2017/18

13 January 2017	Recommended closing date for receipt of the School Admission Application Form
15 January 2017 (Sunday)	Statutory deadline for return of application to the Home LA
6 February 2017	Deadline for the transfer of application information by the Home LA to the PLR and supplementary information to Islington VA schools/maintaining local authorities
18 February 2017 – 28 February 2017	Voluntary-aided schools, Academies and Free Schools will assess their applications according to their admissions criteria
10 February 2017	Deadline for the upload of applications that are late but are considered to be on-time, to the PLR
17 -23 February 2017	Pan-London data checking exercise of pupil applications exchanged via the PLR
28 February 2017	Voluntary-aided schools and Academies to provide Islington LA with an electronic list of their applicants in rank order
16 March 2017	Deadline for the transfer of highest potential offer information from the Maintaining LAs to the PLR (1st ALT)
24 March 2017	Final ALT file to the PLR
27 March–10 April 2017	Pan-London data checking exercise of pupil offer data
12 April 2017	Deadline for online ALT file to portal
18 April 2017	National Offer Day - Notification Letter sent to parents by Home LA
2 May 2017	Date by which parents accept or decline offers
9 May 2017	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.

Primary Notification Letter

18 April 2017

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: **Alison Smith**

Dear Parent/Carer,

PRIMARY TRANSFER STARTING RECEPTION – 2017/18

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 2017. 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 coordinated 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 Admissions brochure which is accessible 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.

Key Stage 1 Infant Class Size Legislation

You should be aware that by law infant classes (Reception, Year 1 and Year 2), where the majority of children will reach the age of 5, 6 or 7 during the school year, must not contain more than 30 pupils with a single school teacher.

Where a child has been refused admission to a school on "Infant Class Size Prejudice" grounds, an appeal panel can only offer a place to a child where it is satisfied that either:

- the child would have been offered a place if the admission arrangements had been properly implemented; and/or
- the child would have been offered a place if the arrangements had not been contrary to mandatory provisions in the School Admissions Code and the School Standards and Framework Act (SSFA) 1998; and/or
- the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.

NB. 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 2017.

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,

Alison Smith

Manager, Admissions and Children Out of School

REPLY SLIP

Ref: «pupil_id»

PLEASE ACCEPT YOUR PLACE ONLINE by **2 MAY 2017**.

Alternatively, please return the paper form by email, fax or post to:

Islington School Admissions Team
222 Upper Street
London N1 1XR

Email: admissions@islington.gov.uk
Fax: 020 7527 5694

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:

.....

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 Brochure available online at: www.islington.gov.uk/admissions

Admission Criteria to Islington Community Primary Schools: 2017/18

Applicants with a Statement of Special Educational Needs (SEN) or Education, Health and Care Plan (EHCP) will be admitted (via the SEN process as outlined in Section 324 of the Education Act 1996) to the school named in the Statement or EHCP.

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 a child arrangements order or special guardianship order) immediately after being looked-after.

2) **Sibling:** 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) **Exceptional Social, Medical or Special Educational Needs:** 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 *exceptional* 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, schools will go over their published admission number to support the family as required by the School Admissions Code 2014 . These children will be deemed as 'excepted' pupils under KS1 class size legislation.

- **Key Stage 2**

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 admit the siblings and go over their published admission number to support the family.

Primary Admission Numbers 2017-18

SCHOOL	New Planning Area	Planning Area Network	Proposed Admission Number 2017/18	Notes
Ambler Primary School & Children's Centre	3	Highbury	60	
Ashmount Primary School	2	Hornsey	60	
Blessed Sacrament Catholic Primary School	4	Barnsbury	30	
Canonbury Primary School	5	Canonbury	60	
Christ The King Catholic Primary School	2	Hornsey	60	
Clerkenwell Parochial CofE Primary School	6	Finsbury	30	
Copenhagen Primary School	4	Barnsbury	60	
Drayton Park Primary School	3	Highbury	45	
Duncombe Primary School	2	Hornsey	60	
Gillespie Primary School	3	Highbury	30	
Grafton Primary School	2	Hornsey	60	
Hanover Primary School	5	Canonbury	45	
Hargrave Park Primary School	1	Holloway	45	
Highbury Quadrant Primary School	3	Highbury	60	
Hugh Myddelton Primary School	6	Finsbury	60	
Hungerford Primary School and Children's Centre	1	Holloway	60	
Laycock Primary School	4	Barnsbury	50	
Montem Primary School	2	Hornsey	60	
Moreland Primary School	6	Finsbury	60	
Newington Green Primary School	3	Highbury	60	
Pakeman Primary School	2	Hornsey	45	
Pooles Park Primary School	2	Hornsey	60	
Prior Weston Primary School	6	Finsbury	60	
Robert Blair Primary School	1	Holloway	30	
Rotherfield Primary School	5	Canonbury	60	
Sacred Heart Catholic Primary School	1	Holloway	60	
St Andrew's Barnsbury Church Of England Primary	4	Barnsbury	30	
St Joan of Arc Catholic Primary School	3	Highbury	60	
St John Evangelist Catholic Primary School	5	Canonbury	40	Feasibility study to assess possible expansion to 60 places
St John's Highbury Vale CofE Primary School	3	Highbury	30	Feasibility study to assess possible expansion to 60 places
St John's Upper Holloway CofE Primary School	1	Holloway	30	
St Joseph Roman Catholic Primary School	1	Holloway	60	
St Jude And St Paul's CofE Primary School	3	Highbury	30	
St Luke's CofE Primary School	6	Finsbury	30	
St Mark's CofE Primary School	2	Hornsey	30	
St Mary Magdalene Academy	1	Holloway	30	
St Mary's CofE Primary School	5	Canonbury	30	
SS Peter and Paul Catholic Primary School	6	Finsbury	30	
The New North Academy	5	Canonbury	60	
Thornhill Primary School	4	Barnsbury	60	
Tufnell Park Primary School	1	Holloway	45	Feasibility studies to assess possible expansion to 60 or 90 places
Vittoria Primary School	4	Barnsbury	30	
Whitehall Park Free School	2	Hornsey	60	
William Tyndale Primary School	5	Canonbury	60	
Winton Primary School	4	Barnsbury	30	Temporary reduction from 45
Yerbury Primary School	1	Holloway	60	
TOTAL			2205	
NB City of London Academy Primary is due to open in 2017 - proposed PAN 60				

In-Year Admission Protocols for Islington Schools: 2017-18

GLOSSARY
Admission Authority: The body responsible for setting and applying a school's admission arrangements. For community schools, the local authority is the admission authority; and for foundation or voluntary aided schools, the governing body of the school is the admission authority. For Academies and Free Schools the Funding Agreement states who is responsible for applying admission arrangements which can only be set or altered with the prior agreement of the Secretary of State.
Home Local Authority (HLA): The authority area in which the child lives.
Maintaining Local Authority (MLA): The authority area in which the school is located.

➤ PRINCIPLES

1. The aim of these protocols is to establish a fair, clear and simple process for Islington parents wishing to apply for a place at an Islington school.
2. The protocols have also been designed to safeguard children from 'slipping through the net' and being left without a school place.
3. To this end there will be a single process for admission to any school in Islington, including community, academy and voluntary-aided schools.
4. The administrative responsibility for processing in-year applications has been delegated to schools. For community schools however, the local authority remains the admission authority and retains overall responsibility for the allocation of school places.
5. Schools will work in partnership with Islington LA both in its capacity as HLA and MLA to safeguard children and to ensure a fair, clear and simple process for Islington parents.

➤ APPLICATIONS

6. Applications for all Islington schools, from children resident in Islington will be made on Islington's online In-Year School Admissions Application Form. This will include all the fields and information specified in Schedule E which has been previously agreed by all PAN London Authorities and is compliant with the School Admissions Code.
7. The In-Year School Admissions Application Form will be available as an online application form at: www.islington.gov.uk/admissions. Alternatively, a paper form can be requested from the Islington School Admissions Team by telephone on 020 7527 5515 or in person at the Council Offices at 222 Upper St, N1 1XR.
8. As Islington schools will be responsible for making offers and holding waiting lists, an individual application must be made to each preferred school so that preference order is not disclosed.
9. Parents can apply to any school in Islington and there is no limit on the number of preferences.
10. Islington schools will forward applications for children living elsewhere in England to Islington MLA who will liaise with the child's HLA and share the outcome of the application.
11. Islington LA will allow parents to submit an online enquiry via email to express an interest in applying for an In-Year school place.

12. Own admission authorities within Islington will only use supplementary forms where the information available through the School Admissions Application Form is insufficient for consideration of the application against their published oversubscription criteria.
13. Supplementary forms will be available from the Islington school concerned, on Islington's website and from the Islington School Admissions Team.
14. Any supplementary forms must advise parents that they must also complete their HLA's School Admissions Application Form. Islington's online composite admission brochures and website will indicate which Islington schools require supplementary forms to be completed and where they can be obtained.
15. Where an admission authority in Islington receives a supplementary form, it will consider it to be a valid application, and the parent will also be asked to complete their HLA's School Admissions Application Form.
16. Where there is no waiting list and only the HLA's Application Form is received, Islington schools MUST admit the child. If there is a waiting list, a supplementary form should be completed where relevant in order for the application to be ranked correctly.
17. Any Islington 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.
18. Islington MLA will accept any preference received from a HLA for a maintained school or Academy in Islington.
19. On request from an Islington school, Islington LA will undertake to carry out address verification and measuring of home to school distances. This service will be provided at no additional cost to Islington community and voluntary-aided schools. However, there will be a charge to Academies.
20. Where Islington HLA is not satisfied as to the validity of an address of an applicant whose preference has been sent to a MLA, it will advise the MLA as soon as it becomes apparent.
21. On request, Islington HLA will check the status of any applicant who is a 'Looked After' child or who has been adopted (or made subject to a child arrangement order or special guardianship order) immediately after being looked after, and provide evidence to the MLA in respect of a preference for a school not in Islington MLA as soon as it is received.

➤ **PROCESSING**

22. Applicants with children resident in Islington must complete and return Islington's online In-Year School Admissions Application Form, a copy of which is sent directly to the preferred Islington school and School Admissions Team.
23. Islington schools will be responsible for ranking and decision-making in relation to which child is to be offered a place in accordance with their published admission criteria.
24. Islington schools will also be responsible for maintaining their waiting lists in admission criteria order.
25. Continuity in a child's education is of significant importance. Islington's head teachers are committed to working in partnership with each other and Islington LA to minimise disruption to a child's education through changing schools mid-year, unless it is in the child's best interest to do so.
26. Where an application is received from a child who attends another Islington school, the head teacher of the preferred Islington school will inform the current Islington school of the application. This will provide the current Islington school with the opportunity to discuss with the parent their reasons for wishing to change schools.

27. Schools must notify the MLA of any completed In-Year School Admissions Application Form, and inform the HLA of which children are to be offered a school place and similarly which children are not be offered a school place. This is an important safeguarding process to ensure no child is left without a school place. Islington schools will provide Islington LA with a copy of the application form to enable the HLA to verify the address and calculate distances where requested as detailed above.
28. Islington schools will send out their own offer (Schedule F) or no offer letter (Schedule G) and provide Islington LA with a copy.
29. Where an Islington school informs Islington LA that they are unable to offer a place, parents will be informed of their right of appeal and which Islington schools have suitable vacancies.
30. Islington schools must keep SIMS up to date as vacancy information will be based on this data. On request from Islington MLA, schools will provide vacancy numbers. This will ensure Islington MLA maintains an overview of pupil numbers and vacancies across the borough so that any unplaced children can be allocated a suitable school place quickly.
31. Islington schools not transferring their data directly to Islington LA via the 'B2B' link will provide vacancy information as requested by Islington MLA.
32. Applications from children resident outside Islington will be processed in accordance with the Home LA's arrangements.
33. Similarly, Islington residents wishing to apply for a school in another MLA will be advised of how to do so. Islington HLA will work with other London authorities to ensure these pupils are tracked from receipt of the application to the offer of a school place.
34. Where it is not possible to offer an Islington resident one of their preferred schools, Islington LA will allocate a suitable Islington school place within 20 school days of being notified of the 'no offer'. Applicants will also be advised of their right of appeal.

➤ **OFFERS**

35. Islington schools will send out their own offer (Schedule F) or no offer letter (Schedule G) using the templates provided as a guide and provide Islington LA with a copy.
36. Islington MLA will aim to share the outcome of an application for one of its schools with the HLA within 10 school days of receiving the data. Where it is clear to Islington that no vacancy exists for the child, Islington MLA will inform the HLA 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 MLA will undertake to send details of the outcome of an application for one of its schools to the HLA as soon as a decision is made, but within 20 school days of receiving the application data.
37. Where it has not been possible to share the outcome of an application for an Islington school within 10 working days of receiving the data, Islington MLA understands that the HLA may send an outcome letter advising the parent that a decision has not yet been made in respect of an Islington school.
38. Where Islington HLA has not received an outcome for a school within another MLA, Islington as HLA, will case manage that application to ensure that no unplaced child is left without a school place.
39. Where a parent moves from one HLA to another after submitting an application, the previous HLA will pass responsibility to the new HLA which, once it is satisfied that the applicant has moved into its area, will accept responsibility for that applicant.

➤ **POST OFFER**

40. Islington schools/HLA will request that resident parent/s accept or decline the offer of a place within two weeks.
41. Where a parent does not respond within this timeframe and the application is for an out of borough school, schools (or Islington HLA) will make every reasonable effort to contact the parent directly or via the MLA.
42. Only where the parent fails to respond and schools (or Islington HLA) can demonstrate that every reasonable effort has been made to contact the parent, will the offer of a place be withdrawn.
43. Where a parent resident in Islington accepts or declines a place in a school maintained by another LA, Islington HLA will forward the information to the MLA as soon as it is received.
44. For school to school transfers between Islington schools that do not require a house move, or where there is no need for an immediate move, Islington schools will be able to defer admission to the next half term if both head teachers agree that this is in the child's best interest.
45. Islington MLA will aim to inform the HLA 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.
46. Islington MLA will notify the HLA of any appeals that are upheld for Islington schools.

➤ **WAITING LISTS**

47. Islington schools will hold waiting lists in the published criteria order and provide a copy for the Islington MLA.
48. Where a place is available to be offered from the waiting list to a child resident in another LA, schools will make the offer and inform Islington MLA who will liaise with the HLA.
49. Where Islington HLA is informed that another MLA is able to offer a place from the waiting list to one of its residents, it will track the pupil from offer to admission.
50. Children will remain on the waiting list of Islington schools for the academic year in which the application is made unless parents contact the school to extend this further.

➤ **TIMING OF ADMISSION**

51. For school to school transfers from one Islington school to another that do not necessitate a house move or an immediate start at a new school (as agreed by both head teachers), admission can be deferred to the start of the next half term as follows:

SCHOOL TO SCHOOL TRANSFERS BETWEEN ISLINGTON SCHOOLS 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

52. When a child leaves an Islington school, schools should ensure they follow Islington's procedures for removing pupils safely from roll, including updating SIMS with the named destination and completing the LA Off-rolling Notification or Missing Pupil alert as appropriate. For further information please email in-year@admissions.gov.uk.

➤ **FAIR ACCESS ADMISSIONS**

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

54. The Securing Education Boards determine whether pupils should be admitted under Islington's Fair Access Protocol and which schools should be allocated.

55. All schools and academies must take part.

56. Schools are allocated on a 'fair share' basis to ensure equity across all Islington schools and academies and not just those with vacancies.

57. Where possible parental preference is accorded but cannot always be guaranteed.

58. Schools allocated pupils under the Fair Access Protocol may, in some circumstances be provided with additional resources to support the pupils' reintegration.

59. Admissions will be scrutinised by the Islington School Admissions Forum to ensure the Fair Access Protocol is being applied equitably.

60. Where schools are approached for a place and believe the application should be considered under Islington's Fair Access arrangements, the case should be referred to the Senior Officer, Children Out of School without delay to ensure the child does not go missing from the system.

➤ **CHILDREN OF UK SERVICE PERSONNEL (UK ARMED FORCES)**

61. For families of service personnel with a confirmed posting in Islington LA, or crown servants returning from overseas to live in Islington LA, we will:

- allocate a place in advance of the family arriving in Islington provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address;
- describe Islington's arrangements for the admission of children of UK Service Personnel in our composite admissions brochures;
- ensure our arrangements do not disadvantage service children through an annual review of existing procedures.

62. Applications will be processed in line with Islington's school admissions procedures as described above.

63. Where possible, a place will be offered at the applicant's highest preferred school as listed on the application form.

64. Where it is not possible to offer a place at one of the preferred schools, a place will be allocated at the child's nearest Islington community school with a vacancy and the family offered the right of appeal.

65. The allocated place will be held open for a period of up to two school terms in advance of the family's move to the UK. This may be extended in individual circumstances.

66. The child will be placed on the waiting list for any higher preference school than the one offered as described above

Islington's Online In-Year Application Form: 2017/18

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:

Name and DfE number of school
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
Checklist including advice about completing supplementary forms

In-Year Offer and No-Offer Letters

PRIVATE & CONFIDENTIAL

Parent name and address

Date

Dear **[Parent's name]**

OFFER LETTER

Thank you for your application for a place at **[School Name]**. I am pleased to inform you that we are able to offer **[Child's Name]** a place at our school.

Accepting the offer of the school place

It is important that you confirm as soon as possible that you wish to accept a place at our school. Please complete the reply slip below and return it by **[Deadline Date]**. If you do not accept the place by this deadline, we may withdraw the offer.

Once your acceptance is received, we will contact you to provide further information about our joining arrangements.

Sibling applications

If you have any other children applying for a place at this school, please inform us immediately so we can prioritise their application as a sibling.

I look forward to receiving your acceptance.

Yours sincerely

Head teacher / Principal

Cc. Islington School Admissions Team

.....

REPLY SLIP

Please return this form by [deadline date] to:

**CONTACT NAME
SCHOOL NAME AND ADDRESS
CHILD'S FULL NAME**

Please choose as appropriate:

I wish to accept a place for my child at your school

I do not wish to accept a place for my child at your school

Parent signature

Date

Daytime contact number

PRIVATE & CONFIDENTIAL
Parent name and address

Date

Dear [Parent's name]

NO OFFER

Thank you for your application for a place at [School Name]. I am sorry to inform you that it was not possible to offer [Child's Name] a place at our school as the relevant year group [Year X] is currently full. If you would like further information about this, please do feel free to contact me.

Waiting list

[Child's Name] has been placed on our waiting list. Children on the waiting list will be ranked in the following order, in line with our published admission criteria: (*applies to community schools only*)

1. **Looked after children and children who have been adopted** (or made subject to a child arrangement order or special guardianship order) **immediately after being looked after**
2. **Siblings**
3. **Exceptional medical, social or special educational needs**
4. **Distance**

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

For full details of our admissions policy, please see www.islington.gov.uk and click on the relevant **determined admission arrangements**.

Please note that all offers will be made in strict accordance to our published admission criteria, and that your child's waiting list position can go down as well as up. Should a place become available for your child at our school then we will contact you immediately.

Appeals

You have the right of appeal under the School Standards & Framework Act 1998 against the refusal of a place at any school for which you have applied. If you wish to appeal, you can download an appeal form from www.islington.gov.uk/admissions [*for own admission authority schools state where an appeal form can be obtained*]. Alternatively, please ring the Islington School Admissions team on 020 7527 5515.

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

If you have any further queries, then please do not hesitate to contact me.

Yours sincerely

Head teacher / Principal
Cc. Islington School Admissions Team

In-Year Admission Criteria to Islington Community Schools: 2017/18

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

In the event of over-subscription to a community primary or 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 a child arrangements order or special guardianship order) **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) **Exceptional Social, Medical or Special Educational Needs:** 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 *exceptional 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 admit the siblings and go over their published admission number to support the family. For KS1 children, schools will admit the siblings and go over their published admission number to support the family as required by the School Admissions Code 2014¹. These children will be deemed as 'excepted' pupils under KS1 class size legislation.

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.

¹ 2.15 Infant class size -excepted children are: g) children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil;

Islington Sixth Form Consortium Admissions Policy and Criteria: 2017/18

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 a child arrangements order or special guardianship order) **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. Students who are not offered a place will be offered the right of appeal.

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 Sixth Form Consortium Admission Numbers
(External Applicants) 2017/18**

School	2016/17 PAN (Year 12 external applicants)	2017/18 PAN (Year 12 external applicants)
Central Foundation	25	25
Highbury Fields	25	25
Highbury Grove	25	25
St Aloysius	25	25
TOTALS	100	100