



Report of: **Executive Member of Children and Families**

Meeting of	Date	Ward(s)
Executive	9 February 2017	All

Delete as appropriate	Exempt	Non-exempt
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## ADMISSION TO ISLINGTON COMMUNITY SCHOOLS: 2018-19

### 1. SYNOPSIS

- 1.1 The School Admissions Code, 2014 requires all admission authorities to determine their admission arrangements by **28 February 2017** for **2018/19**.
- 1.2 Admission authorities must publish a copy of the determined admission arrangements on their website by **15 March 2017**. Where an admission authority has determined a Published Admission Number (PAN) that is higher than in previous years, they must make specific reference to the change on their website.
- 1.3 Admission authorities need only consult every seven years, unless substantial changes are being proposed to the arrangements made following the previous consultation. The consultation period must be for a minimum of six weeks running between **1 October 2016** and **31 January 2017**.
- 1.4 A consultation has not been undertaken as no changes to the admission arrangements determined by the Council's Executive last year are proposed.
- 1.5 This report outlines proposals and recommendations relating to the admission arrangements for Islington's Sixth Form Consortium; coordination of, and arrangements for, Secondary and Primary Transfer; and local arrangements for the management of in-year applications.

## **2. RECOMMENDATIONS**

- 2.1. To agree the co-ordinated schemes and timetables for admission to Islington primary and secondary schools and academies in 2018/19, and in-year admission protocols for 2018/19, as set out in **Appendices 1, 4 and 7**.
- 2.2. To agree the policy and oversubscription criteria for admission to community primary and secondary schools and Islington Sixth Form Consortium for admission in 2018/19, as set out in **Appendices 2, 5, 8 and 9**.
- 2.3. To agree the proposed admission numbers for Islington community primary and secondary schools, and for external applicants to the Islington Sixth Form Consortium in 2018/19, as set out in **Appendices 3, 6 and 10**.

## **3. BACKGROUND**

- 3.1. All admission authorities must consult others locally before determining their admission arrangements.
- 3.2. Admission authorities must consult every seven years, unless substantial changes are being proposed to the arrangements made following the last consultation.
- 3.3. Where significant changes are proposed, admission authorities must:
  - consult on their proposed arrangements by 31st January;
  - allow at least a 6 week period for consultation;
  - in light of consultation, determine their admission arrangements by 28 February;
  - publish the determined admission arrangements on their website by 15 March.
- 3.4. All admission authorities must determine admission arrangements by 28 February, even if they have not changed from the previous years and a consultation has not been required.
- 3.5. Therefore the Executive is required to agree the admission arrangements and admission numbers for all Islington community primary and secondary schools, and Islington's Sixth Form Consortium for 2018/19 and protocols for in-year admissions for 2018/19.

## 4. CONSULTATION

- 4.1. All local authorities are required, by section 88M of the School Standards and Framework Act 1998, and the Co-ordination Regulations, to have in place a scheme each year for co-ordinating admissions arrangements for maintained schools within their area.
- 4.2. The School Admissions Code requires every local authority to draw up a scheme for maintained schools which ensures that every parent living in the local authority area applying for a place in the normal round receives the offer of one, and only one school place. It also requires local authorities to provide a common application form (in Islington this is referred to as the School Admissions Application Form) and that it is made available to every resident in its area. Consultation must relate to admission arrangements. It must therefore include:
  - The admissions policy
  - The procedures and timing for applications
  - Proposed admission numbers
  - Details of over-subscription criteria and how they will be applied.
- 4.3. The School Admissions Code imposes mandatory requirements, and provides guidance to local authorities and admitting authorities, for achieving good practice in setting oversubscription criteria to ensure admission arrangements are fair and transparent to all children and their families, and promote social equity. The Code also details oversubscription criteria that are considered unlawful.
- 4.4. Any objections to the **September 2018** admission arrangements must be referred to the Schools' Adjudicator by **15 May 2017**.
- 4.5. Local authorities must formulate and publish on their website a scheme by **1 January** in the relevant determination year to coordinate admission arrangements for all publically funded schools within their area.
- 4.6. Where the scheme is substantially different from the scheme adopted the previous academic year, the local authority must consult the other admission authorities in the area and where relevant, any other local authority it determines.
- 4.7. Where the scheme has not changed from the previous year, there is no requirement to consult, subject to the requirement to consult at least once every seven years, even if there have been no changes during this period.
- 4.8. As there are no proposed changes to last year's determined admission arrangements, consultation is not required and has not been undertaken.

## 5. SECONDARY SCHOOL ADMISSION ARRANGEMENTS 2018/19

### A. Coordinated scheme for admission to secondary school 2018/19

- 5.1. The high level of applications to schools outside the child's home local authority (and the requirement for eradicating multiple offers) means there is a need to co-ordinate admissions across the 33 London authorities. A computer-based Pan-London Admissions System enables this co-ordination to take place. The effectiveness of this system is contingent on the adoption of a common set of procedures across London authorities.
- 5.2. Many elements of the scheme must be common to all London authorities to ensure effective Pan-London arrangements.
- 5.3. Once all applications are duly processed, arrangements for waiting lists and residents without a school place are for local determination. These arrangements must however, be made in accordance with the mandatory provisions of the School Admissions Code.
- 5.4. No changes to Islington's existing scheme are proposed. The proposed **scheme and timetable for 2018/19** are set out as **Appendix 1** and available to view [here](#). Please note that although Arts and Media School, Islington is technically its own admission authority, the school has asked the local authority to treat it as community school for the purpose of school admissions.
  - **Recommendation**
- 5.5. To agree the co-ordinated scheme and timetable for Islington secondary schools and academies as outlined in **Appendix 1**.

### B. Policy and oversubscription criteria for admission to secondary school 2018/19

- 5.6. There is no requirement for admission authorities within a local area's coordinated scheme to operate the same over-subscription criteria. Admission authorities must therefore set and apply their own admission criteria.
- 5.7. The School Admissions Code requires admission authorities to set out the criteria against which places at each school will be allocated in the event of more applications being received than there are places available.
- 5.8. Some oversubscription criteria are mandatory, for example all admission authorities are required to give highest priority to looked-after children and all previously looked-after children.
- 5.9. Other criteria are at the admission authority's discretion, so long as they comply with all relevant legislation, including equalities legislation, and are reasonable, clear, objective, and procedurally fair.

- 5.10. Islington's criteria for admission to community secondary schools have remained substantially unchanged for a number of years, save technical amendments to clarify definitions or implement any required changes resulting from revisions to the School Admissions Code.
- 5.11. Islington's existing criteria for admission to community secondary schools are as follows:
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**
  3. **Exceptional, social, medical or special educational needs**
  4. **Distance**
- 5.12. There are no proposed changes to the existing policy and oversubscription criteria for admission to Islington community schools in 2018/19. The policy and oversubscription criteria are set out in **Appendix 2**.
- **Recommendation**
- 5.13. To agree the admissions policy and oversubscription criteria for Islington community secondary schools as outlined in **Appendix 2**. Please note that although Arts and Media School, Islington is technically its own admission authority, the school has asked the local authority to treat it as community school for the purpose of school admissions.

### **C. Secondary school admission numbers 2018/19**

- 5.14. Although there is currently sufficient secondary capacity across Islington schools, our roll projections indicate that the increasing number of Islington primary pupils will start to translate into higher secondary pupil numbers from 2017/18. Admissions data indicates that this increase is most likely to impact on the number of places available for boys. For example, at the time of writing (19/12/16) there are 78 potential Year 7 places for boys across the borough's schools compared to 168 for girls.
- 5.15. Forecasts using Greater London Authority (GLA) projections and local demographic trend data, indicate that demand will exceed capacity from 2019/20, and will continue to rise until 2023/24.
- 5.16. Pupil roll forecasts for 2016 are based on actual pupil numbers and include demographic changes across Islington, London and at a national level. The final report is due to be published in Spring Term 2017. Pupil roll projections from 2015 can be viewed [here](#).
- 5.17. Following discussions with all Islington secondary schools, a public consultation took place from 11 December 2015 to 11 January 2016. The consultation sought views on proposals to expand the number of secondary school places as outlined in **Table 3** below, with increases to the roll of Arts and Media School, Islington (increase of 30 places); Central Foundation

(increase of 30 places); Highbury Grove (increase of 30 places) and St Mary Magdalene (increase of 12 places).

- 5.18. In addition, the Governing Body of Mount Carmel Catholic College carried out a separate statutory consultation from 21 September 2016 to 2 November 2016, proposing the closure of Mount Carmel Catholic College for Girls on 31 August 2017, and the opening of a new non-denominational co-education secondary academy on the school site from 1 September 2017.
- 5.19. Respondents to the consultation were mostly in favour of the proposals and did not indicate any *significant* objections to the planned closure of Mount Carmel Catholic College for Girls, and its re-establishment as the City of London Academy, Highgate Hill.
- 5.20. The new Academy is due to open on 1 September 2017 and will automatically accept all existing pupils from Mount Carmel Catholic College for Girls. Pupils who transfer from Mount Carmel Catholic College for Girls will remain in girls only classes until they complete their education in the new academy.

**Table 3: Proposed Secondary School numbers 2018/19**

School	Designation	PAN 2017/18	Proposed PAN 2018/19
1. Arts and Media School, Islington	Mixed Trust	180 (temporary increase)	180
2. Central Foundation	Boys Voluntary-Aided	150	180
3. City of London Academy, Highgate Hill	Mixed Academy	N/A	140
4. City of London Academy, Islington	Mixed Academy	125	125
5. Elizabeth Garrett Anderson	Girls Community	180	180
6. Highbury Fields	Girls Community	140	140
7. Highbury Grove	Mixed Community	210	240
8. Holloway	Mixed Community	180	180
9. Mount Carmel College	Girls Voluntary-Aided	140	N/A
10. St Aloysius' College	Boys Voluntary-Aided	180	180
11. St Mary Magdalene	Mixed Academy	180	192
<b>TOTAL NUMBER OF AVAILABLE PLACES</b>		<b>1665</b>	<b>1737</b>

*NB. Please note that although Arts and Media School, Islington is technically its own admission authority, the school has asked the local authority to treat it as community school for the purpose of school admissions.*

• **Recommendation**

- 5.21. To agree the proposed admission numbers for Islington secondary community schools as set out above in **Table 3** and **Appendix 3**.

## **6. PRIMARY SCHOOL ADMISSION ARRANGEMENTS 2018/19**

### **A. Coordinated scheme for admission to primary school 2018/19**

- 6.1. The high level of applications to schools outside the child's home local authority (and the requirement for eradicating multiple offers) means there is a need to co-ordinate admissions across the 33 London authorities. A computer-based Pan-London Admissions System enables this co-ordination to take place. The effectiveness of this system is contingent on the adoption of a common set of procedures across London authorities.
- 6.2. Many elements of the scheme must be common to all London authorities to ensure effective Pan-London arrangements.
- 6.3. Once all applications are duly processed, arrangements for waiting lists and residents without a school place are for local determination. These arrangements must however, be made in accordance with the mandatory provisions of the School Admissions Code.
- 6.4. No changes to Islington's existing scheme are proposed. The **scheme** and **timetable** for **2018/19** are set out as **Appendix 4**.
- **Recommendation**
- 6.5. To agree the co-ordinated scheme and timetable for Islington primary schools and academies as outlined in **Appendix 4**.

### **B. Policy & oversubscription criteria for admission to primary school 2018/19**

- 6.6. Co-ordinated admissions do not require all admission authorities within an area to operate the same policy or over-subscription criteria. Admission authorities must therefore set and apply their own admissions policy and criteria.
- **Oversubscription Criteria**
- 6.7. There is no requirement for admission authorities within a local area's coordinated scheme to operate the same over-subscription criteria. Admission authorities must therefore set and apply their own admission criteria.
- 6.8. The School Admissions Code requires admission authorities to set out the criteria against which places at each school will be allocated in the event of more applications being received than there are places available.
- 6.9. Some oversubscription criteria are mandatory, for example all admission authorities are required to give highest priority to looked-after children and all previously looked-after children.

- 6.10. Other criteria are at the admission authority's discretion, so long as they comply with all relevant legislation, including equalities legislation, and are reasonable, clear, objective, and procedurally fair.
- 6.11. Islington's criteria for admission to community primary schools have remained substantially unchanged for a number of years, save technical amendments to clarify definitions or implement any required changes resulting from revisions to the School Admissions Code.
- 6.12. Islington's existing criteria for admission to community primary schools are as follow:
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**
  3. **Exceptional, social, medical or special educational needs**
  4. **Distance.**
- 6.13. There are no proposed changes to the existing policy and oversubscription criteria for admission to Islington primary community schools in 2018/19. The policy and oversubscription criteria are set out in **Appendix 4**.
- **Recommendation**
- 6.14. To agree the admissions policy and oversubscription criteria for Islington community primary schools as outlined in **Appendix 4**.

### **C. PRIMARY SCHOOL ADMISSION NUMBERS 2018/19**

- 6.15. The local authority must publish admission numbers for primary schools within its admission arrangements. Published numbers must take account of the school's net capacity as determined by the Department for Education (DfE) formula. Schools must be consulted before deciding their admission number.
- 6.16. School rolls have been rising, and continue to rise across London, and this is already putting pressure on the provision of primary school places across the capital and more recently also in Islington.
- 6.17. Between 2009 and 2015, the number of reception age pupils seeking a place in Islington's schools rose by 273, marking an increase of 15%. As a result, additional capacity was put in place - 150 places in total, inclusive of 56 reception places at Whitehall Park Free School in 2014, rising to 60 reception class places in 2015.
- 6.18. The Council's Executive also agreed the expansion of Moreland Primary to a two form entry school from 2017.
- 6.19. For the past three years, our pupil roll projections have proved reliable. Our current assessment is that there is sufficient reception class capacity to meet

demand in September 2017. The Council also has some additional physical capacity that could be brought into immediate use at Pooles Park (30 places) and St Mark's (30 places) should any unforeseen need arise.

- 6.20. Pupil roll forecasts for 2016 are based on actual pupil numbers and include demographic changes across Islington, London and at a national level. The final report is due to be published in Spring Term 2017. Pupil roll projections for 2015 can be viewed [here](#).
- 6.21. To meet future projected need, discussions have taken place with a number of schools to ensure there are sufficient reception school places in good and outstanding schools going forward.
- 6.22. Several proposed new housing developments in Planning Area 1 (Holloway) are likely to yield additional children requiring primary school places. This is in addition to a projected increase in the birth rate and general population in the same area. Schools in Planning Area 1 are currently at capacity and therefore there is a need to ensure sufficient capacity for 2018/19 when demand for school places is set to outstrip supply.
- 6.23. A feasibility study was undertaken to assess the viability of expanding Tufnell Park Primary, a successful school located in Planning Area 1 with improved Key Stage 2 outcomes sustained over a number of years.
- 6.24. A preliminary public consultation took place from 12 September to 28 October 2016, to gauge views on the proposal to expand Tufnell Park Primary from a 1.5 form entry school (45 places) to a three form entry school (90 places). Public meetings were held on 4 October and 18 October 2016. Respondents to the preliminary consultation were in favour of the proposed expansion to increase the school's capacity from 315 to 630 school places.
- 6.25. A full public consultation is scheduled to take place from 20 February 2017 as the increase in the school's published admission number will require an enlargement of the premises (School Organisation [Prescribed Alterations to Maintained Schools] (England) Regulations 2013/3110).
- 6.26. It is the Council's intention to provide additional capacity at Tufnell Park and pupil projections assume 45 additional places at the school. Figures in Appendix 6 are therefore subject to confirmation where indicated.
- 6.27. Additionally, we have been working closely with the City of London Corporation to support their bid to open a new school in the south of the borough (Planning Area 6 – Finsbury) to meet the projected increase in local demand for both City and Islington residents alike from 2017, largely as a result of housing developments. These proposals have now been agreed by the Education Funding Agency (EFA), and a new school, City of London Primary Academy, is due to open in September 2017. The Academy will provide 60 additional places in the local area.

6.28. We also propose to continue the temporary reduction at Winton (from 45 to 30) consulted on last year to secure the most efficient use of resources and support the school's financial planning.

- **Recommendation**

6.29. To agree the proposed admission numbers for Islington primary schools as set out in **Appendix 6**.

## **7. IN-YEAR SCHOOL ADMISSIONS COORDINATED SCHEME: 2018/19**

### **A. Local protocols for in-year admission to Islington primary and secondary schools: 2018/19**

7.1. The School Admissions Code 2012 removed the requirement for local authorities to coordinate in-year admissions applications. This remains the case under the School Admissions Code 2014.

7.2. Following local consultation, protocols were agreed with all Islington schools, including own admission authority schools to ensure children out of school are placed quickly, minimising the time they spend out of education and prevent them from falling outside the system.

7.3. These protocols have now been in operation for over three years and are working effectively. Information gathered from a range of sources, indicates that schools respond sympathetically, fairly and for the most part speedily, in offering places to children who are newly arrived in Islington.

7.4. Schools are familiar with what to do should they have safeguarding concerns. Similarly, schools readily refer back to the local authority (as required by the School Admissions Code), children they consider should be admitted under Islington's Fair Access Protocol arrangements.

7.5. Consequently, no changes are proposed to existing arrangements.

- **Recommendation**

7.6. To agree the proposed arrangements for in-year admissions in 2018/19 as set out in **Appendix 7**.

7.7. To agree the proposed oversubscription criteria in 2018/19 as set out in **Appendix 8**.

## 8. ISLINGTON SIXTH FORM CONSORTIUM ADMISSIONS POLICY 2018/19

- 8.1. In line with the School Admissions Code, details of proposed admission arrangements and criteria for entry to Year 12 at Islington Sixth Form Consortium (IC6), a joint collaboration between Highbury Grove, Highbury Fields, Central Foundation and St Aloysius' College, are attached as **Appendix 9**.
- 8.2. No changes are proposed to the existing arrangements and criteria for admission in 2018/19 as these are working effectively.
- 8.3. The School Admissions Code also requires that a school must have an admission number for each 'relevant age group'. This is defined in law as 'an age group in which pupils are or will normally be admitted' to the school in question.
- 8.4. Where a secondary school operates a sixth form and admits children from other schools at age 16, an admission number is therefore required for Year 12 as well as for the main year, or years, in which children join the lower school. Admission numbers must refer in each case to children to be admitted to the school for the first time (and therefore not young people already on roll at the school and 'staying on' to the sixth form).
- 8.5. No changes to the existing admission numbers for external applicants to IC6 (Islington Sixth Form Consortium) at Year 12 are proposed. The numbers are set out below in **Table 5**.

**Table 5: Proposed admission numbers for external applicants 2018/19**

<b>Admission number for external applicants at Year 12</b>	<b>2017/18</b>	<b>Proposed 2018/19</b>
Highbury Grove	25	25
Highbury Fields	25	25
Central Foundation	25	25
St Aloysius	25	25
<b>TOTALS</b>	<b>100</b>	<b>100</b>

- **Recommendation**
- 8.6. To agree the policy and oversubscription criteria for admission to IC6 (Islington Sixth Form Consortium) in 2018/19 as set out in **Appendix 9**.
- 8.7. To agree the proposed admission numbers to IC6 (Islington Sixth Form Consortium) for external applicants at Year 12 in 2018/19 as set out in **Table 5** above.

## **9. IMPLICATIONS**

- **Financial implications**

- 9.1. Where increases in admission numbers are required, capital resources have already been identified. Additional revenue will be derived in line with the number of pupils admitted.

- **Legal Implications**

- 9.2. The Council has a duty to undertake consultation on admission policies in order to determine admission arrangements, including admission numbers under Part III of the School Standards and Framework Act 1998 and the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012/8. The Council must comply with the mandatory requirements of the School Admissions Code 2014 and have due regard to the discretionary elements of the Code.

- **Environmental Implications**

- 9.3. There are no environmental implications.

- **Resident Impact Assessment**

- 9.4. The council must, in the exercise of its functions, have due regard to the need to eliminate discrimination, harassment and victimisation, and to advance equality of opportunity, and foster good relations, between those who share a relevant protected characteristic and those who do not share it (section 149 Equality Act 2010). The council has a duty to have due regard to the need to remove or minimise disadvantages, take steps to meet needs, in particular steps to take account of disabled persons' disabilities, and encourage people to participate in public life. The council must have due regard to the need to tackle prejudice and promote understanding.
- 9.5. The admission arrangements for community schools are designed to ensure all parents have an equal chance of securing the community school of their choice irrespective of the child's ethnicity, religion, or socio-economic group. A Resident Impact Assessment has taken place and no adverse impact identified.

## **10. Conclusion and reasons for recommendations**

- 10.1. The proposed admission arrangements for both primary and secondary community schools and Islington Sixth Form Consortium promote fair access to educational opportunity and are compliant with the mandatory provisions of the School Admissions Code.
- 10.2. The Executive is therefore asked to agree the proposed primary and secondary admission arrangements for 2018/19, in-year arrangements for 2018/19 and Islington Sixth Form Consortium 2018/19.

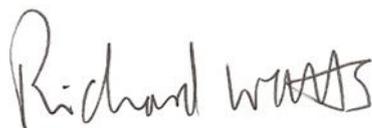
**Background papers:** None

**Appendices:**

- Appendix 1 Proposed Pan-London Secondary School Co-ordinated Admissions Scheme: **2018/19**
- Appendix 2 Proposed Islington Community Secondary School Admissions Policy and Oversubscription Criteria: **2018/19**
- Appendix 3 Proposed Secondary School Admission Numbers: **2018/19**
- Appendix 4 Proposed Pan-London Primary School Co-ordinated Admissions Scheme: **2018/19**
- Appendix 5 Proposed Islington Community Primary School Admissions Policy and Oversubscription Criteria: **2018/19**
- Appendix 6 Proposed Primary School Admission Numbers: **2018/19**
- Appendix 7 Proposed Islington In-Year Admissions Protocols: **2018/19**
- Appendix 8 Proposed Islington Community School In-Year Oversubscription Criteria: **2018/19**
- Appendix 9 Islington Sixth Form Consortium Admissions Policy and Oversubscription Criteria: **2018/19**
- Appendix 10 Proposed Islington Sixth Form Consortium Numbers for external applicants: **2018/19**
- Appendix 11 Resident Impact Assessment

**Final report clearance:**

**Signed by:**



31 January 2017

Leader of the Council

Date

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**Proposed Arrangements for Secondary Transfer  
Pan London Co-ordinated Scheme 2018/19**

➤ **GLOSSARY**

<b>Admission Authority (AA)</b>	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.
<b>Home Local Authority (HLA)</b>	The authority area in which the child lives.
<b>Maintaining Local Authority (MLA)</b>	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 2018**).
- 2 Islington residents need to apply online at [www.islington.gov.uk/admissions](http://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](http://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 by **12<sup>th</sup> September 2017**.
- 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 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 **11 December 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 **14 November 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 **14 November 2017**.

➤ **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 2017**. However, Islington LA encourages applicants to submit their application by **20 October 2017** 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 2017** 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 **11 December 2017**, 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 **11 December 2017**.
- 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 **11 December 2017**, 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 **14 November 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 **14 November 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 **14 November 2017**.
- 30 Between **14 November 2017** and **11 January 2018**, own admission authority 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 **12 December 2017** and **2 January 2018** 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 2018**.
- 34 Islington LA will send the first ALT file to the Pan-London Register (PLR) giving offer details for their school on **2 February 2018**. 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 **15 February 2018** if this is sooner.
- 36** Islington will not make an additional offer between the end of the iterative process and **1 March 2018** 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 **16 and 22 February 2018**.
- 39** Islington will send a file to the e-Admissions portal with outcomes for all resident applicants who have applied online no later than **23 February 2018**.

➤ **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 Islington 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 2018**, 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 2018**.
- 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 2018**. 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 2018**, this information will be passed on to the relevant school within Islington, or for out-of-borough schools, to the MLA, by **22 March 2018**. Subsequent information will be transferred as and when it is received.
  - 48 A second round of offers will be made following the deadline for acceptance/decline of the original offer made on National Offer Day. All applicants will be treated as on-time from this point onwards. This includes any applicants who declined their original offer or who wish to make an application for a school in Islington to which they did not originally apply, and all late applicants who missed the original application deadline. The second round of offers will take place within 5 working days of the acceptance/decline deadline.
  - 49 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.
  - 50 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.
  - 51 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.
  - 52 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.
  - 53 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.
  - 54 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**
- 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** A second round of offers will be made following the deadline for acceptance/decline of the original offer made on National Offer Day. There will be no differentiation between on-time or late applications from this point onwards. This includes any applicants who declined their original offer or who wish to make an application for a school in Islington to which they did not originally apply, and all late applicants who missed the original application deadline. The second round of offers will take place within 5 working days of the acceptance/decline deadline.
- 57** 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.
- 58** 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.
- 59** Waiting lists for entry to Year 7 in **September 2018** will be compiled on **22 March 2018** (after the deadline for acceptance of places) and will be kept in strict criteria order with no differentiation between on-time or late applications.
- 60** Following the second round of offers (cf. paragraphs 48 and 56), waiting lists will be maintained and places allocated, as they become available, in accordance with each admission authority's published admission and oversubscription criteria.
- 61** Children will remain on the waiting list until the **31<sup>st</sup> December 2018**. After this period, all waiting lists will be cleared and passed over to Islington schools. Applicants wishing to remain on the waiting list after this point will need to submit a fresh application for the school in question using Islington's [In-Year Application Form](#).
- **CHILDREN OF UK SERVICE PERSONNEL (UK ARMED FORCES)**
- 62** 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.
- 63** Applications will be processed in line with Islington's school admissions procedures as described above.

- 64** Where possible, a place will be offered at the applicant's highest preferred school as listed on the application form.
- 65** 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.
- 66** 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.
- 67** The child will be placed on the waiting list for any higher preference school than the one offered as described above.

**Appendix 1: Schedule A**

**Proposed Timetable for the determination of secondary applications 2017/18**

<b>20 October 2017</b>	Recommended closing date for receipt of the School Admission Application Form
<b>31 October 2017</b>	Statutory deadline for return of application to the Home LA
<b>14 November 2017</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>14 November 2017 – 11 January 2018</b>	Own admission authority schools and Academies will assess their applications according to their admissions criteria
<b>11 December 2017</b>	Deadline for the upload of applications that are late but are considered to be on-time, to the PLR
<b>12 December 2017 - 2 January 2018</b>	Pan-London data checking exercise of pupil applications exchanged via the PLR
<b>01 January 2018</b>	Deadline for the LA to formulate and publish on their website the local area's coordinated scheme
<b>11 January 2018</b>	Own admission authority schools and academies to provide Islington LA with an electronic list of their applicants in rank order
<b>2 February 2018</b>	Deadline for the transfer of highest potential offer information from the Maintaining LAs to the PLR (1st ALT)
<b>15 February 2018</b>	Final ALT file to the PLR
<b>16–22 February 2018</b>	Pan-London data checking exercise of pupil offer data
<b>23 February 2018</b>	Deadline for online ALT file to portal
<b>28 February 2018</b>	Deadline for admission arrangements to be determined
<b>1 March 2018</b>	National Offer Day - Notification Letter sent to parents by Home LA
<b>15 March 2018</b>	Date by which parents accept or decline offers
<b>22 March 2018</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.

## Proposed Secondary Notification Letter

1 March 2018

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 – 2018/19

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 2018**. 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 **December 2018**.

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

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**REPLY SLIP**

Ref: «pupil\_id»

**PLEASE ACCEPT YOUR PLACE ONLINE by 15 MARCH 2018**

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

## Proposed Admission Criteria to Islington Community Secondary Schools: 2018/19

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.

## PROPOSED SECONDARY ADMISSION NUMBERS 2018/19

School	Designation	PAN 2017/18	Proposed PAN 2018/19
Arts and Media School, Islington	Mixed Trust	180 (temporary increase)	180
Central Foundation	Boys Voluntary-Aided	150	180
City of London Academy, Highgate Hill*	Mixed Academy	N/A	140
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	240
Holloway	Mixed Community	180	180
Mount Carmel College*	Girls Voluntary-Aided	140	N/A
St Aloysius' College	Boys Voluntary-Aided	180	180
St Mary Magdalene	Mixed Academy	180	192
<b>TOTAL NUMBER OF AVAILABLE PLACES</b>		<b>1665</b>	<b>1737</b>

\*Please note that Mount Carmel College is due to close on 31/08/2017. A new mixed academy, City of London Academy, Highgate Hill will open on the school site on 01/09/2017.

**Proposed Arrangements for Primary Transfer**  
**Pan London Co-ordinated Scheme 2018/19**

➤ **GLOSSARY**

<b>Admission Authority (AA)</b>	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.
<b>Home Local Authority (HLA):</b>	The authority area in which the child lives.
<b>Maintaining Local Authority (MLA):</b>	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 2018**).
- 2 Islington residents need to apply online at [www.islington.gov.uk/admissions](http://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](http://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 by the **12<sup>th</sup> September 2017**.
- 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 2018**).
- 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 **16 February 2018**.
- 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 **2 February 2018**.
- 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 **2 February 2018**.
- **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 2018**.
- 21 Application data relating to preferences for schools in other participating LAs will be uploaded to the Pan-London Register (PLR) by **05 February 2018**. 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 2018** 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 **12 February 2018**, 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 **12 February 2018**.
- 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 **12 February 2018**, 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 **12 February 2018**. 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 **12 February 2018**.
- 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 February 2018**.
- 30 Between **13 and 27 February 2018**, own admission authority 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 February and 19 February 2018** 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 2018**.
- 34 Islington LA will send the first ALT file to the Pan-London Register (PLR) giving offer details for their school on **15 March 2018**. 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 **23 March 2018** if this is sooner.
- 36 Islington will not make an additional offer between the end of the iterative process and **16 April 2018** which may impact on an offer being made by another participating LA.
- 37 Notwithstanding paragraph 36, 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 **26 March and 09 April 2018**.
- 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 **11 April 2018**.

➤ **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 **16 April 2018**, 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 **17 April 2018**.
- 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 **30 April 2018**. 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 **30 April 2018**, this information will be passed on to the relevant school within Islington, or for out-of-borough schools, to the MLA, by **8 May 2018**. Subsequent information will be transferred as and when it is received.
- 48 A second round of offers will be made following the deadline for acceptance/decline of the original offer made on National Offer Day. There will be no differentiation between on-time or late applications from this point onwards. This includes any applicants who declined their original offer or who wish to make an application for a school in Islington to which they did not originally apply, and all late applicants who missed the original application deadline. The second round of offers will take place within 5 working days of the acceptance/decline deadline.
- 49 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.
- 50 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.
- 51 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.
- 52 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.

53 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.

54 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**

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 A second round of offers will be made following the deadline for acceptance/decline of the original offer made on National Offer Day. There will be no differentiation between on-time or late applications from this point onwards. This includes any applicants who declined their original offer or who wish to make an application for a school in Islington to which they did not originally apply, and all late applicants who missed the original application deadline. The second round of offers will take place within 5 working days of the acceptance/decline deadline.

57 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.

58 Waiting lists for entry to Reception class in **September 2018** will be compiled on **8 May 2018** (after the deadline for acceptance of places) and will be kept in strict criteria order with no differentiation between on-time or late applications.

59 Following the second round of offers (cf. paragraphs 48 and 56), waiting lists will be maintained and places allocated, as they become available, in accordance with each admission authority's published admission and oversubscription criteria.

60 Children will remain on the waiting list until **31<sup>st</sup> December 2018**. After this period, all waiting lists will be cleared and passed over to Islington schools. Applicants wishing to remain on the waiting list after this point will need to submit a fresh application for the school in question using Islington's [In-Year Application Form](#).

➤ **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. We may also ask the school to go over numbers.
- 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.

➤ **DEFERRING OR DELAYING ADMISSION**

- 67 Children are entitled to a full-time place in Reception class in the September following their fourth birthday.
- 68 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.
- 69 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.
- 70 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.
- 71 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.
- 72 In both cases, the child **MUST** begin to attend school upon reaching compulsory school age (i.e. at the start of the term following their fifth birthday).
- 73 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.

**Proposed timetable for the determination of primary applications 2017/18**

<b>01 January 2018</b>	Deadline for the LA to formulate and publish on their website the local area's coordinated scheme
<b>12 January 2018</b>	Recommended closing date for receipt of the School Admission Application Form
<b>15 January 2018</b>	Statutory deadline for return of application to the Home LA
<b>5 February 2018</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>13 February 2018 – 27 February 2018</b>	Own admission authority schools and academies will assess their applications according to their admissions criteria
<b>12 February 2018</b>	Deadline for the upload of applications that are late but are considered to be on-time, to the PLR
<b>13-19 February 2018</b>	Pan-London data checking exercise of pupil applications exchanged via the PLR
<b>27 February 2018</b>	Own admission authority schools and academies to provide Islington LA with an electronic list of their applicants in rank order
<b>28 February 2018</b>	Deadline for admission arrangements to be determined
<b>15 March 2018</b>	Deadline for the transfer of highest potential offer information from the Maintaining LAs to the PLR (1st ALT)
<b>23 March 2018</b>	Final ALT file to the PLR
<b>27 March–09 April 2018</b>	Pan-London data checking exercise of pupil offer data
<b>11 April 2018</b>	Deadline for online ALT file to portal
<b>16 April 2018</b>	National Offer Day - Notification Letter sent to parents by Home LA
<b>30 April 2018</b>	Date by which parents accept or decline offers
<b>8 May 2018</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.

16 April 2018

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 – 2018/19**

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 **30 April 2018**. 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 **December 2018**.

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 30 APRIL 2018.**

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

## Proposed Admission Criteria to Islington Community Primary Schools: 2018/19

Applicants an 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.

## Proposed Primary Admission Numbers 2018-19

SCHOOL	Planning Area	Planning Area Network	Proposed Admission Number 2018/19	Planning Area Breakdown	Total number of places
Ambler Primary School & Children's Centre	3	Highbury	60	1 Holloway	465
Ashmount Primary School	2	Hornsey	60	2 Hornsey	495
Blessed Sacrament Catholic Primary School	4	Barnsbury	30	3 Highbury	375
Canonbury Primary School	5	Canonbury	60	4 Barnsbury	290
Christ The King Catholic Primary School	2	Hornsey	60	5 Canonbury	355
City of London Primary Academy	6	Finsbury	60	6 Finsbury	330
Clerkenwell Parochial CofE Primary School	6	Finsbury	30		
Copenhagen Primary School	4	Barnsbury	60	<b>TOTAL</b>	<b>2310</b>
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 Bamsbury 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		
St John's Highbury Vale CofE Primary School	3	Highbury	30		
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	90	*Subject to confirmation	
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		
<b>TOTAL</b>			<b>2310</b>		

## Proposed In-Year Admission Protocols For Islington Schools: 2018-19

<b>GLOSSARY</b>
<b>Admission Authority:</b> 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.
<b>Home Local Authority (HLA):</b> The authority area in which the child lives.
<b>Maintaining Local Authority (MLA):</b> 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](http://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 admission and 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 receiving the application. 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 school 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. After this period, all waiting lists will be cleared. Applicants wishing to remain on the waiting list after this point will need to submit a fresh application for the school in question using Islington's [In-Year Application Form](#).

➤ **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

Application date	Admission date
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](mailto: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 Primary and Secondary Securing Education Boards 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

**Proposed fields for inclusion in Islington's Online In-Year Application Form: 2018/19**

**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:**

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

**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](http://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](http://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**

## Proposed In-Year Admission Criteria to Islington Community Schools: 2018/19

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 2014<sup>1</sup>. 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.

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<sup>1</sup> 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;

**Proposed Islington Sixth Form Consortium Admissions Policy and Criteria:  
2018/19**

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.

**Proposed Islington Sixth Form Consortium Proposed Admission Numbers  
(External Applicants) 2018/19**

<b>Admission number for external applicants at Year 12</b>	<b>2017/18</b>	<b>Proposed 2018/19</b>
Highbury Grove	25	25
Highbury Fields	25	25
Central Foundation	25	25
St Aloysius' College*	25	25
<b>TOTALS</b>	<b>100</b>	<b>100</b>

*\*St Aloysius' College have submitted a request to expand their 6<sup>th</sup> form provision in 2018/19 for internal applicants.*