



## **Report of: Executive Member for Children, Young People and Families**

<b>Meeting of</b>	<b>Date</b>	<b>Ward(s)</b>
Executive	7 February 2019	All

<b>Delete as appropriate</b>	<b>Exempt</b>	<b>Non-exempt</b>
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### **ADMISSION TO ISLINGTON COMMUNITY SCHOOLS: 2020-21**

#### **1. SYNOPSIS**

- 1.1 The School Admissions Code, 2014 requires all admission authorities to determine their admission arrangements by **28 February 2019** for **2020/21**.
- 1.2 Admission authorities must publish a copy of the determined admission arrangements on their website by **15 March 2019**. 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. Where substantial changes are proposed, the consultation period must be for a minimum of six weeks running between **1 October 2018** and **31 January 2019**.
- 1.4 As changes to secondary admission numbers and primary admission criteria are being proposed, a consultation took place between **15 October** and **26 November 2018**.
- 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 2020/21, and in-year admission protocols for 2020/21, 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 2020/21, 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 2020/21, 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 in the determination year;
  - allow at least a 6-week period for consultation;
  - in light of consultation, determine their admission arrangements by **28 February** in the determination year;
  - publish the determined admission arrangements on their website by **15 March** in the determination year.
- 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 2020/21 and protocols for in-year admissions for 2020/21.

## 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 2020/21** admission arrangements must be referred to the Schools' Adjudicator by **15 May 2019**.
- 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. Consultation took place between **15 October 2018** and **26 November 2018**. The consultation and response form were published on [Islington Council's website](#) and sent to all London local authorities, Diocesan representatives and published in Islington's Schools Bulletin distributed to Early Years Providers, Schools and School Governors (**18 October 2018** edition).
- 4.9. **13** responses to the consultation were received as outlined in **Table 1** below:

<b>Early Years Phase</b>	<b>Primary School</b>	<b>Secondary School</b>	<b>Local Community</b>	<b>TOTAL</b>
1	8	3	1	13

4.10. A summary of the consultation responses is provided as **Appendix 11**.

## **5. SECONDARY SCHOOL ADMISSION ARRANGEMENTS 2020/21**

### **A. Coordinated scheme for admission to secondary school 2020/21**

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. The consultation sought views on the proposed coordinated scheme for admission to secondary school in **2020/21**.

5.5. No changes to Islington's existing scheme were proposed. The **scheme and timetable for 2020/21** are set out as **Appendix 1**.

- **Consultation Responses (Question 1)**

5.6. Seven of the thirteen respondents provided a response to this question. All seven agreed with the proposed secondary scheme and timetable.

- **Recommendation**

5.7. 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 2020/21**

5.8. 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.

- 5.9. 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.
- 5.10. 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.
- 5.11. 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. We also seek to make sure that local admissions criteria enable residents to secure a local school place should they wish. Prioritising siblings also supports family management, good attendance and punctuality.
- 5.12. 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 required changes resulting from revisions to the School Admissions Code.
- 5.13. Islington's existing criteria for admission to community secondary schools are as follow:
- Looked-after and previously looked after children: Children who are in the care of a local authority in England and children who have been adopted or made subject to a child arrangements order or special guardianship order immediately after being looked-after by a local authority in England.
  - Siblings
  - Exceptional social, medical or special educational needs
  - Distance
- 5.14. Officers have reviewed existing arrangements to assess whether Islington's admission criteria for community secondary schools continue to provide residents with equitable access to local schools as set out above. 'Looked after and previously looked after children' was not included as this is a statutory requirement.
- 5.15. The review included an analysis of the order, number and proportion of children admitted under each of these criteria over the last six years.
- 5.16. Our expectation was that the majority of applicants would be admitted under the distance criterion, followed by sibling criterion admissions. Given that requests for consideration under the social-medical criterion should only be agreed in exceptional circumstances, the expectation was that relatively few applicants would be prioritised for admission under this criterion.

- 5.17. **Table 1** below provides a breakdown of the findings, and confirms that Islington’s criteria for admission to community secondary schools are broadly operating as intended.<sup>1</sup>
- 5.18. Over the six-year period, on average, approximately 75% of all applicants were admitted under the distance criterion, thereby providing residents with equitable access to local schools as intended.
- 5.19. Although the proportion of sibling offers saw a significant increase last year, over the six-year period it has remained largely consistent at around 20% of all places offered. We will keep this under review to assess whether the 2018/19 figures mark a change, rather than an exception, to the established pattern of offers.
- 5.20. The figures also confirm that offers made under the social-medical criterion remain ‘exceptional’ as intended.

**Table 1: Breakdown of criteria offers for secondary community schools**

Year of entry	Offers for community schools	Sibling offers		Exceptional Social-Medical offers		Distance offers	
		#	%	#	%	#	%
2018/19	690*	187	<b>27%</b>	6	<b>1%</b>	479	<b>69%</b>
2017/18	843	161	<b>19%</b>	3	<b>0%</b>	656	<b>78%</b>
2016/17	808	184	<b>23%</b>	0	<b>0%</b>	607	<b>75%</b>
2015/16	860	172	<b>20%</b>	1	<b>0%</b>	665	<b>77%</b>
2014/15	860	155	<b>18%</b>	2	<b>0%</b>	638	<b>74%</b>
2013/14	836	172	<b>21%</b>	2	<b>0%</b>	606	<b>72%</b>

*Percentages have been rounded to nearest whole. Offers as at National Offer Day.*

- 5.21. In conclusion, the order and criteria for admission to Islington community secondary schools appear to be effective in securing fair access for eligible residents. No changes to Islington’s existing policy and oversubscription criteria for admission to Islington community schools were proposed.

- **Consultation Responses (Question 2)**

- 5.22. Seven of the thirteen respondents provided a response to this question. All seven agreed with the proposed policy and secondary oversubscription criteria.

- **Recommendation**

- 5.23. To agree the admissions policy and oversubscription criteria for Islington community secondary schools as outlined in **Appendix 2**.<sup>2</sup>

<sup>1</sup> Although Highbury Grove’s status changed from community school to academy during the course of the application year (November 2017), it has been included in the figures as the school continued to operate as a community school for the 2018/19 academic year solely in relation to its admissions arrangements.

<sup>2</sup> 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 2020/21**

- 5.24. Islington's school roll projections are based on a combination of local intelligence (e.g. proposed housing developments with planning approval and demographic changes), and trend data provided by the Greater London Association (GLA) that incorporates national and regional developments, including inward and outward migration. To date, these projections have proved reliable and have supported the Council in making the most efficient use of its resources.
- 5.25. Based on school roll projections that suggested the demand for secondary school places would outstrip supply from 2020, the Council undertook a programme of expansion across the secondary phase. Alongside this activity, good and outstanding academies unable to satisfy demand from local families as a result of being heavily oversubscribed, also increased the number of places available in their schools.
- 5.26. For the second year running however, the GLA has revised its school roll projections downwards for London, reversing previous estimates that the secondary school-age population would increase significantly from 2020. Instead, the revised GLA projections indicate potential *oversupply* of secondary school places in this part of London rather than a shortage from 2020.
- 5.27. While the Islington school expansions have proved popular with local communities as confirmed by an increase in the proportion of local residents attending Islington schools, taken alongside school expansions in neighbouring boroughs that have been actioned in response to previous GLA forecasts, the revised projections indicate that a significant number of secondary school places in Islington (and in some neighbouring boroughs) are likely to remain unfilled.
- 5.28. It is essential that the school estate continues to provide residents with value for money, and that surplus capacity should therefore run at no higher than 5%, in line with Department for Education (DfE) recommendations. This is particularly important at a time of economic and political uncertainty.
- 5.29. For the past three years, Arts and Media School, Islington and Holloway School have held surplus capacity well above the DfE recommended figure of 5%. Until now, the Council has continued to support both schools on the assumption that this capacity would be needed from 2020. However, the revised GLA downward projections indicate that these places will continue to remain unfilled for the foreseeable future. Therefore, immediate remedial action is required.
- 5.30. With the agreement of both schools, it is proposed that the admission number of Arts and Media School, Islington is reduced temporarily from 180 to 150, and that of Holloway School temporarily reduced from 180 to 120. The removal of these places will reduce secondary surplus capacity currently running at over 10%, (double the recommended government figure) to between 2-3%, thereby providing the Council with a financially viable strategy for providing best value. Furthermore, should the downward school roll projections fail to materialise and additional capacity required, the decommissioned places at both schools could be brought back into immediate use at no extra cost.

- 5.31. **Table 2a** models the existing admission numbers against the **revised** GLA school roll projections, and demonstrate surplus secondary capacity running above 5% until 2022/23 when surplus capacity drops to 4% before rising to 12% in 2025/26.

**Table 2a: Existing admission numbers modelled against revised GLA school roll forecasts**

Islington Mainstream Secondary Year 7					
	Academic Year	Roll Data & Projections	Existing School Places	Surplus Capacity	Surplus (%)
<b>Actual roll</b>	2014/15	1489	1635	146	9%
	2015/16	1512	1635	123	8%
	2016/17	1497	1635	138	8%
	2017/18	1543	1717	174	10%
<b>Roll Projections</b>	2018/19	1624	1765	141	8%
	2019/20	1663	1795	132	7%
	2020/21	1657	1795	138	8%
	2021/22	1691	1795	104	6%
	2022/23	1715	1795	80	4%
	2023/24	1708	1795	87	5%
	2024/25	1657	1795	138	8%
	2025/26	1588	1795	207	12%
	2026/27	1590	1795	205	11%

- 5.32. The proposed temporary reductions to the admission number of Arts and Media School, Islington and Holloway School are modelled in **Table 2b**. Here, surplus capacity runs below 5% until projected pinch-points in 2022/23 and 2023/24, when the decommissioned places could be immediately reintroduced if required. This option provides both security in terms of capacity and efficient use of resource.

**Table 2b: Proposed admission numbers modelled against revised GLA school roll forecasts**

Islington Mainstream Secondary Year 7					
	Academic Year	Roll Data & Projections	Proposed School Places	Surplus Capacity	Surplus (%)
<b>Roll Projections</b>	2018/19	1624	1675	51	3%
	2019/20	1663	1705	42	2%
	2020/21	1657	1705	48	3%
	2021/22	1691	1705	14	1%
	2022/23*	1715	1705	-10	-1%



	2023/24*	1708	1705	<b>-3</b>	<b>0%</b>
	2024/25	1657	1705	48	3%
	2025/26	1588	1705	117	7%
	2026/27	1590	1705	115	7%

*\*The 90 decommissioned places at Arts and Media School, Islington and Holloway can be brought back into immediate use restoring surplus capacity to 4/5%*

**Table 3: Proposed Secondary School numbers 2020/21**

<b>School</b>	<b>Designation</b>	<b>PAN 2019/20</b>	<b>Proposed PAN 2020/21</b>
1. Arts and Media School, Islington	Mixed Trust	180	150
2. Central Foundation Boys School	Boys Voluntary-Aided	180	180
3. City of London Academy, Highbury Grove	Mixed Academy	240	240
4. City of London Academy, Highgate Hill	Mixed Academy	140	140
5. City of London Academy, Islington	Mixed Academy	165	165
6. Elizabeth Garrett Anderson School	Girls Community	180	180
7. Highbury Fields School	Girls Community	140	140
8. Holloway School	Mixed Community	180	120
9. St Aloysius' College	Boys Voluntary-Aided	180	180
10. St Mary Magdalene	Mixed Academy	210	210
<b>TOTAL NUMBER OF AVAILABLE PLACES</b>		<b>1795</b>	<b>1705</b>

• **Consultation Responses (Question 3)**

5.33. Eight of the thirteen respondents provided a response to this question. All eight agreed with the proposed policy and secondary oversubscription criteria. Comments provided by the Head teacher of Arts and Media School, Islington and Chair of Governors, Holloway and Islington Futures Federation are included in the summary of responses attached as **Appendix 11**.

- **Recommendation**

- 5.34. 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 2020/21**

### **A. Coordinated scheme for admission to primary school 2020/21**

- 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 **2020/21** are set out as **Appendix 4**.

- **Consultation responses (Question 4)**

- 6.5. Nine of the thirteen respondents provided a response to this question. All nine agreed with the proposed Primary scheme.

- **Recommendation**

- 6.6. 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 2020/21**

- 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 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 and previously looked after children:** Children who are in the care of a local authority in England and children who have been adopted or made subject to a child arrangements order or special guardianship order **immediately after being looked-after by a local authority in England.**
  - 2. Siblings**
  - 3. Exceptional, social, medical or special educational needs**
  - 4. Distance**
- 6.13. This year, at the request of the Islington Community of Schools (ICoS), we agreed to consult on proposals to include 'Children of Staff' as an oversubscription criterion for admission to community primary schools. The proposed criterion would only be applied in the case of 'oversubscription' (i.e., where schools receive more applications than there are places available), as there is no rule *prohibiting* children of staff from applying, or being admitted, to schools with vacancies.
- 6.14. The Council's longstanding view as the admission authority for community schools is that the borough's schools should serve the interests of its *residents* first, and ensure school communities reflect the diversity of the local area and promote community cohesion.
- 6.15. The rising cost of Inner-London living has had an impact on the recruitment and retention of teaching staff across Islington's schools, with many primary head teachers reporting year on year difficulties in filling vacant posts. This mirrors teacher recruitment and retention issues replicated across the London region.
- 6.16. In asking the Council to consult, and come to a decision, on the proposed 'Children of Staff' oversubscription criterion, ICoS recognised that if agreed this would be unlikely to offer an immediate resolution to teacher recruitment difficulties. However, it was considered that such a change *could* attract applications from teachers who might otherwise not apply due to challenges with childcare arrangements.
- 6.17. Six primary schools that are their own admission authority currently include 'Children of Staff' as an oversubscription criterion, representing 13% of the borough's total primary school capacity. Should the criterion also be adopted for admission to community primary schools, the proportion of schools including 'Children of Staff' as an oversubscription criterion would rise to 68%, marking a

significant shift in how school places are allocated.

- 6.18. To assess the potential impact of such a change on local residents should the Council adopt 'Children of Staff' as an admission criterion across its 26 community primary schools, an analysis of the number of children admitted to the six own-admission authority schools already using this oversubscription criterion has been undertaken.
- 6.19. If this policy is scaled up to include an additional 26 community schools (i.e. 32 schools in total) the number of children admitted under 'Children of Staff' criterion would equate to 21, meaning that 21 local residents would have missed out on a place at a school of their choice that they would have otherwise secured under Islington's existing community school arrangements.
- 6.20. Additionally, if one of the displaced children is the first of a sibling group, their displacement could potentially have an impact on younger siblings who ordinarily would have secured a 'Sibling' criterion place had the first child not been displaced by a 'Children of Staff' admission. Conversely, admitted 'Children of Staff' may also have siblings, potentially displacing further Islington residents.
- 6.21. We are therefore proposing that 'Children of Staff' is **not** included as a primary oversubscription criterion, so that the proposed criteria for admission to Islington community primary schools would remain as follows:
1. **Looked-after and previously looked after children:** Children who are in the care of a local authority in England and children who have been adopted or made subject to a child arrangements order or special guardianship order **immediately after being looked-after by a local authority in England.**
  2. **Siblings**
  3. **Exceptional, social, medical or special educational needs**
  4. **Distance.**
- **Consultation responses (Question 5)**
- 6.22. Twelve of the thirteen respondents provided a response to this question, with eleven in agreement and one against the proposal to include 'Children of Staff' as an oversubscription criterion for admission to primary school. Five of the thirteen respondents in favour of the proposal were from staff at one primary school. We therefore do not consider this to be representative of the views of Islington primary schools as a whole.
- 6.23. Please refer to **Appendix 11**, Summary of Responses for further details.
- **Recommendation**
- 6.24. To agree the admissions policy and oversubscription criteria for Islington community primary schools as outlined in **Appendix 5**.

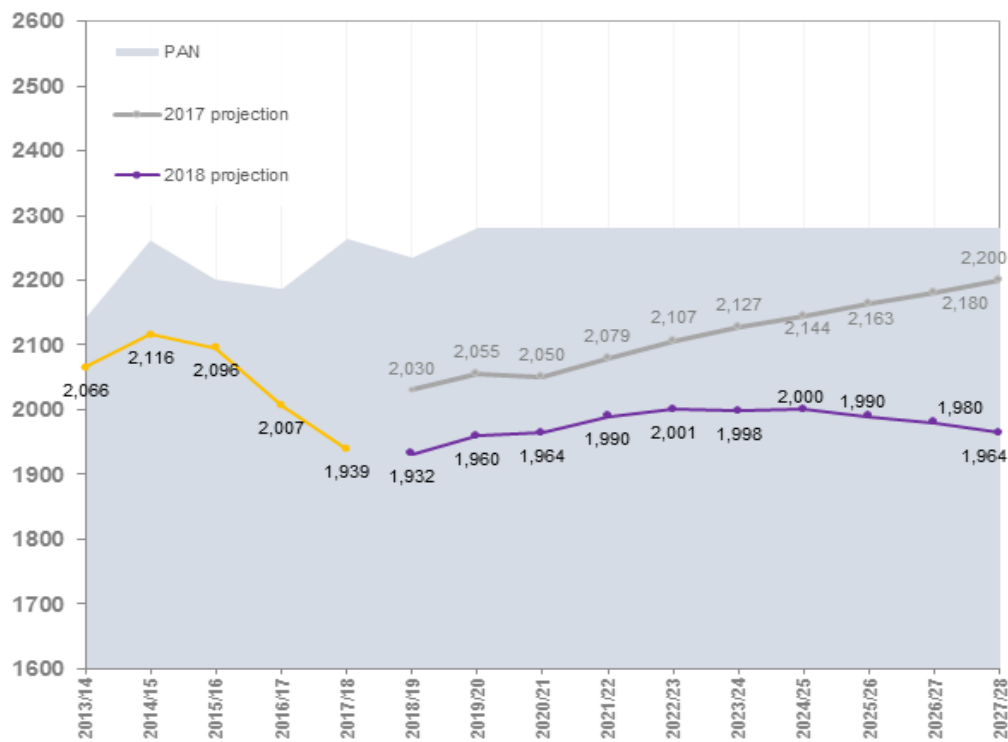
### **C. PRIMARY SCHOOL ADMISSION NUMBERS 2020/21**

- 6.25. 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.
- 6.26. 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.
- 6.27. Islington's school roll projections are based on a combination of local intelligence (e.g. proposed housing developments with planning approval and demographic changes), and trend data provided by the Greater London Association (GLA) that incorporates national and regional developments, including inward and outward migration. To date, these projections have proved reliable and have supported the Council in making the most efficient use of its resources.
- 6.28. Based on school roll projections that suggested the demand for primary school places would outstrip supply in **Planning Areas 1, 5 and 6** from 2019, feasibility studies were undertaken to consider options for providing additional capacity in each of these areas.
- 6.29. In light of housing developments projected to have a high child yield, and increases forecast for the birth rate and general population in **Planning Area 1** (Holloway), the Council consulted on proposals to expand Tufnell Park Primary School from 45 places to 90 places. The proposal was agreed, and building work is currently underway to deliver the planned additional capacity from September 2019.
- 6.30. In **Planning Area 6** (Finsbury), to the south of the borough, a joint initiative with the City of London Corporation has delivered 60 additional places to the area as previous projections indicated a squeeze on school places for City and Islington residents alike, largely as a result of new housing developments. As planned, City of London Primary Academy, Islington opened in September 2017 in temporary accommodation on the Moreland school site. The school was due to move to its permanent site on Golden Lane in September 2019 but due to delays with the school's planning application, a two-year variation to the school's planned admission number has been agreed by the Education and Skills Funding Agency (ESFA), reducing the school's admission number from 60 places to 30 places. Further capacity introduced in the Planning Area through the offer of 15 additional places at Moreland Primary School has ensured there are sufficient places to meet need and demand within the local area.
- 6.31. In relation to **Planning Area 5** (Canonbury), revised downward GLA school roll projections indicate that there is sufficient primary capacity to meet demand in the short, medium and long term.
- 6.32. Indeed, GLA revised downward projections reverse previous estimates that the primary school-age population would increase significantly from 2020 as they

were based on ONS predictions, (now deemed unreliable) that net inward migration would rise across the capital.

- 6.33. As outlined in **Figure 1** below, taking into account the revised GLA downward projections, and planned expansions highlighted above, our current assessment is that there is sufficient reception class capacity to meet projected demand over the next 10 years. Therefore, no changes to existing primary capacity are proposed.
- 6.34. It is also proposed to continue the temporary reduction at Winton Primary (from 45 to 30) to support the school’s financial planning and secure the most efficient use of the school’s resources.

**Figure 1: GLA revised Reception projections compared to existing capacity**



• **Consultation responses (Question 6)**

- 6.35. All nine of the thirteen respondents who provided a response to this question, were in agreement with the proposed admission numbers for Islington primary schools as set out in **Appendix 6**.

• **Recommendation**

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

## 7. **IN-YEAR ADMISSION PROTOCOLS FOR THE MANAGEMENT OF APPLICATIONS AND WAITING LISTS: 2020/21**

- 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. From September 2013, following local consultation, the management of in-year applications in Islington was delegated to schools, inclusive of own admission authority and community schools.
- 7.3. The aim of delegating the management of applications in this way was to simplify the admission process for parents applying outside the normal points of entry (Primary and Secondary Transfer). It was also felt that delegating the management of in-year applications to community schools would ensure parity between different admission authority schools, reinforcing a local 'community of schools' approach.
- 7.4. As part of this development, an online application process was created to ensure notification of applications to the preferred school and local authority. Protocols were also agreed with schools on how applications should be processed and waiting lists managed. These protocols enabled the local authority to maintain an overview of offers to ensure they were being made in line with the relevant published admission criteria, as well as safeguarding against unplaced children 'falling through the net'.
- 7.5. The above arrangements have been in place for five years, and have generally succeeded in providing speedier admission as schools are able to admit immediately rather than having to wait for local authority approval. We are therefore not proposing any changes to the existing arrangements.
- 7.6. However, we have given consideration to whether there should be a change to the number of preferences that applicants can make. Currently, parents have the option to submit an unlimited number of applications for Islington schools, the aim being to provide maximum choice, and increase the likelihood of them receiving an offer from a preferred school. While this has worked for the majority of applicants, for some it has led to unnecessary delay and confusion, as parents grapple with whether to accept an early offer rather than wait for the outcome of all their applications. Similarly, those applicants who receive multiple offers, can feel overwhelmed by the pressure of making the 'right' decision.
- 7.7. We have also considered the impact of unlimited applications on the child, particularly those who have settled into a school that their parent may deem as a 'temporary' holding place, with the hope of an offer being made at a preferred school. In-year moves can prove unsettling for any child, with the potential to disrupt their learning and ability to form lasting friendships.
- 7.8. An analysis of the in-year applications made in the last academic year (2017/18) has been undertaken to assess the potential impact of reducing preferences from an unlimited number to a maximum of three choices. **Table 5** below details

the number of preferences made by the 1798 applicants who made an in-year application that year. As can be seen, 11% submitted four or more applications. Our assessment therefore is that reducing the maximum number of preferences to three, would benefit this group by ensuring more certainty and stability.

**Table 5: Breakdown of in-year applications 2017/18 by number of preferences**

# of Preferences	# of Applicants	As a % of All Applicants
<b>1</b>	1167	65%
<b>2</b>	298	17%
<b>3</b>	138	8%
<b>4</b>	102	6%
<b>5</b>	37	2%
<b>6</b>	24	1%
<b>7</b>	10	1%
<b>8</b>	11	1%
<b>9</b>	5	0%
<b>10</b>	5	0%
<b>11</b>	1	0%
<b>Total</b>	<b>1798</b>	<b>100%</b>

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o considered the impact on children of remaining on waiting lists for an extended period of time (e.g. an academic year), as well as the additional administrative burden on schools. Our experience is that the majority who apply for an in-year school place and do not receive an immediate offer, very often have forgotten that their child remains on waiting lists for other schools. This means that when a place becomes available, the first applicant eligible for the place must be contacted and provide a response before the next applicant can be contacted, causing delays and prolongs the wait for applicants who do want a place at the school.

- 7.10. Two changes were therefore proposed: firstly, to reduce the number of preferences that can be made from 'unlimited' to 'three'; and secondly, to clear waiting lists at the end of each term rather than at the end of the academic year to ensure that children remaining on waiting lists are those who continue to require a new school place.
- 7.11. As a failsafe, to ensure no applicant misses out on a preferred school place by 'accident', the School Admissions team will, on behalf of schools, contact all waiting list applicants at the end of each term to advise that they should submit a fresh application if they wish their child to remain on the waiting list of an Islington school.<sup>3</sup>

- **Consultation responses (Questions 7-10)**

<sup>3</sup> Please note that in-year admissions are underpinned by robust 'Children Missing Education' procedures to ensure that no child will ever be without the offer of a school place as close as possible to their home address.



- 7.12. Ten of the eleven respondents who provided a response to question 7, were in agreement with the proposal to allow a maximum of three preferences for in-year admissions applications.
- 7.13. Of the seven respondents who provided a response to question 8, five were in agreement for waiting lists to be cleansed at the end of each term, with only two against.
- 7.14. All nine respondents who provided a response to question 9 agreed the proposed local protocols for in-year admissions in 2020/21 as set out in **Appendix 7**.
- 7.15. Ten respondents provided a response to question 10, with nine respondents in agreement with the proposed primary and secondary admission criteria.
- **Recommendation**
- 7.16. To agree the proposed local protocols for the management of in-year admissions and waiting lists for 2020/21 as set out in **Appendix 7**.
- 7.17. To agree the proposed primary and secondary oversubscription criteria for in-year admission in 2020/21 as set out in **Appendix 8**.

## 8. ISLINGTON SIXTH FORM CONSORTIUM ADMISSIONS POLICY AND ADMISSION NUMBER FOR EXTERNAL APPLICANTS: 2020/21

- 8.1. Islington Sixth Form Consortium (IC6) is a partnership arrangement between Central Foundation Boys School, Highbury Fields, City of London Academy, Highbury Grove and St Aloysius' College.
- 8.2. Places at the consortium are available to all Year 11 students from these schools who are interested in continuing their educational journey at IC6.
- 8.3. The current admissions policy and oversubscription criteria attached as **Appendix 9**, continue to work effectively and therefore no changes were proposed to the existing arrangements for 2020/21.
- 8.4. The School Admissions Code requires that a school must have an admission number for each 'relevant age group'. This is defined in law as 'an age group in which pupils are or will normally be admitted' to the school in question.
- 8.5. Where a secondary school operates a sixth form and admits children from other schools at age 16, an admission number is therefore required for entry to Year 12 as well as for the main year, or years, in which children join the lower school, for example, Year 7.
- 8.6. Admission numbers must refer in each case **to children to be admitted to the school for the first time**.
- 8.7. No changes were proposed to the 2020/21 admission numbers **for external applicants** to the Islington Sixth Form Consortium (**IC6**) in Year 12 as listed below:

**Table 4: Proposed admission numbers to Islington Sixth Form Consortium (external applicants):**

School	PAN 2019/20 (Year 12 external applicants)	Proposed PAN 2020/21 (Year 12 external applicants)
Central Foundation Boys School	25	25
Highbury Fields School	25	25
City of London Academy, Highbury Grove	25	25
St Aloysius' College	25	25
<b>TOTALS</b>	<b>100</b>	<b>100</b>

- **Consultation responses (Questions 11 and 12)**
- 8.8. Five of the thirteen respondents provided a response to questions 11 and 12. All five respondents were in agreement with the proposed policy and oversubscription criteria for admission to IC6 (Islington Sixth Form Consortium) in 2020/21 as set out in **Appendix 9**.
- 8.9. All five respondents were also in agreement with the proposed admission numbers for external candidates as set out above and in **Appendix 10**.

- **Recommendation**

- 8.10. To agree the policy and oversubscription criteria for admission to IC6 (Islington Sixth Form Consortium) in 2020/21 as set out in **Appendix 9**.
- 8.11. To agree the proposed admission numbers to IC6 (Islington Sixth Form Consortium) for external applicants at Year 12 in 2020/21 as set out in **Appendix 10**.

## **9. IMPLICATIONS**

- **Financial implications**

- 9.1. The school expansions identified in the report have been built into the Council's capital programme and the revenue costs of increased provision are met through the Dedicated Schools Grant.

- **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.
- 9.3. The Council, as required by the general Public Sector Equality Duty under section 149 of the Equality Act 2010, must have due regard to the need to eliminate discrimination, harassment, victimisation and other prohibited conduct, the need to advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it and the need to foster good relations between persons who share a relevant protected characteristic and those who do not share it.

- **Environmental Implications**

- 9.4. There are no environmental implications.

- **Resident Impact Assessment**

- 9.5. 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.
- 9.6. 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**

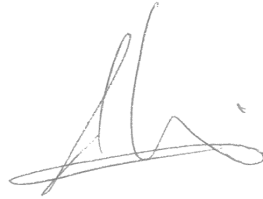
- 10.1. The proposed admission arrangements for both primary and secondary community schools and Islington Sixth Form Consortium promote fair access to educational opportunity and are compliant with the mandatory provisions of the School Admissions Code, 2014.
- 10.2. The Executive is therefore asked to agree the proposed primary and secondary admission arrangements for 2020/21, in-year arrangements for 2020/21 and Islington Sixth Form Consortium 2020/21.

### **Appendices:**

- Appendix 1 Proposed Pan-London Secondary School Co-ordinated Admissions Scheme: **2020/21**
- Appendix 2 Proposed Islington Community Secondary School Admissions Policy and Oversubscription Criteria: **2020/21**
- Appendix 3 Proposed Secondary School Admission Numbers: **2020/21**
- Appendix 4 Proposed Pan-London Primary School Co-ordinated Admissions Scheme: **2020/21**
- Appendix 5 Proposed Islington Community Primary School Admissions Policy and Oversubscription Criteria: **2020/21**
- Appendix 6 Proposed Primary School Admission Numbers: **2020/21**
- Appendix 7 Proposed Islington Protocols for the Management of In-Year Applications and Waiting lists: **2020/21**
- Appendix 8 Proposed Islington Community School In-Year Oversubscription Criteria: **2020/21**
- Appendix 9 Islington Sixth Form Consortium Admissions Policy and Oversubscription Criteria: **2020/21**
- Appendix 10 Proposed Islington Sixth Form Consortium Numbers for external applicants: **2020/21**
- Appendix 11 Summary of Responses to the Admissions Consultation: **2020/21**
- Appendix 12 Resident Impact Assessment

### **Signed by:**

25 January 2019



Cllr Joe Caluori, Executive Member for  
Children, Young People and Families

Date

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**Proposed Arrangements for Secondary Transfer  
Pan London Co-ordinated Scheme 2020/21**

➤ **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 an Islington maintained primary school or academy due to transfer to secondary school in the September of the subsequent academic year (i.e. **September 2020**).
- 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 resident in Islington who has a child in their last year of primary education within a maintained school or academy, either in Islington or elsewhere, and who is resident in Islington is informed of how they can access Islington's composite prospectus/admissions brochure and apply online. The prospectus will be available online from [www.islington.gov.uk/admissions](http://www.islington.gov.uk/admissions), with reference copies available from Islington School Admissions team at the Council's Offices at 222 Upper St, N1 1XR by **12 September 2019**.
- 4 The online brochure will also be available to parents who are non-residents and will advise parents to contact their HLA in order to make an application.
- 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, Islington LA will seek to ensure that they 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 HLA's School Admissions Application Form.
- 8 Islington's composite prospectus/admissions brochure 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.
- 12 The order of preference given on the School Admissions Application Form will not be revealed to a school. This is to comply with paragraph 1.9 of the School Admissions Code, 2014 which states that admission authorities must not give extra priority to children whose parents rank preferred schools in a particular order. 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 2019**).
- 14 If parents live separately, but the child lives equally with both, then it is the parents' responsibility to make this clear at the time of application and to provide supporting evidence in respect of both addresses, for example a Residency Order from a court.

- 15 Only one address can be used for school admission purposes and the final decision will rest with Islington LA.
  - 16 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.
  - 17 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.
  - 18 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.
  - 19 Islington LA undertakes to carry out the address verification process set out in its entry in the LIAAG Address Verification Register. This will in all cases include validation of resident applicants against Islington LA's primary school data and the further investigation of any discrepancy. Where Islington LA is not satisfied as to the validity of an address of an applicant whose preference has been sent to a MLA, it will advise the MLA no later than **12 December 2019**.
  - 20 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' by a local authority in England or 'Previously looked after' by a local authority in England and has recently been adopted (or made subject to a child arrangements 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 **13 November 2019**.
  - 21 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 **13 November 2019**.
- **PROCESSING**
- 22 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 2019**. However, Islington LA encourages applicants to submit their application by **18 October 2019** (i.e. the Friday before half term) to allow sufficient time to process and check all applications before the mandatory date when data must be shared with other Local Authorities.
  - 23 Any application forms, changes to preferences or preference order received after **31 October 2019** will be treated as late. This means that such applications will be considered after those applicants who have applied on time.



- 24 Islington LA will accept late applications and process them as on time if they are late for a good reason and received by the **12 December 2019**, deciding each case upon its own merits.
- 25 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.
- 26 The latest date for the upload to the PLR of late applications, but which are to be considered to be on-time within the terms of the HLA's scheme, is **13 December 2019**.
- 27 Where an applicant moves from one participating HLA to another after submitting an on-time application under the terms of the former HLA's scheme, the new HLA will accept the application as on-time up to **12 December 2019**, on the basis that an on-time application already exists within the Pan-London system.
- 28 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**.
- 29 Application data relating to applications for schools in other participating LAs will be up-loaded to the Pan-London Register (PLR) by **13 November 2019**. Supplementary information provided with the School Admissions Application Form will be sent to Islington voluntary-aided schools and MLAs by the same date.
- 30 Application data relating to Islington schools from out-of-borough pupils will be received from the Pan London Register on **13 November 2019**.
- 31 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 **29 November 2019**.
- 32 Between **29 November 2019 and 10 January 2020**, own admission authority schools and Academies will assess their applications according to their admissions criteria.
- 33 Islington LA will participate in the application data checking exercise scheduled between **16 December 2019 and 2 January 2020** in the Pan-London timetable.
- 34 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.

- 35 Schools which are their own admission authority must provide the MLA with an electronic list of their applicants in rank order by **10 January 2020**.
- 36 Islington LA will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS (Local Admissions System – ONE) for all maintained schools and academies before uploading data to the PLR.
- 37 Islington LA will send the first ALT file to the Pan-London Register (PLR) giving offer details for their school on **3 February 2020**. The PLR will transmit the highest potential offer specified by the MLA to the HLA.
- 38 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 **14 February 2020** if this is sooner.
- 39 Islington will not make an additional offer between the end of the iterative process and **2 March 2020** which may impact on an offer being made by another participating LA.
- 40 Notwithstanding paragraph 39, 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.
- 41 Islington LA will participate in the offer data checking exercise scheduled between **17 and 24 February 2020**.
- 42 Islington will send a file to the e-Admissions portal with outcomes for all resident applicants who have applied online no later than **25 February 2020**.

➤ **OFFERS**

- 43 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 in accordance with paragraph 2.11 of the School Admissions Code, 2014. The applicant will be offered a place at the nearest Islington community school to the home address with an available place.
- 44 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.
- 45 Islington LA will use the Notification Letter set out in **Schedule B**.

- 46 Notification of the outcome will be sent electronically to resident applicants on **2 March 2020**, unless a paper application was submitted.
- 47 Details of the pupils to be offered will be made available to each Islington primary school by **3 March 2020**.
- 48 Parents who are not successful in their application for a school will be offered the right of appeal.
- **POST OFFER**
- 49 Parents must accept or decline the offer of a place by **16 March 2020**, or within two weeks of the date of any subsequent offer. 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).
- 50 Where a parent accepts or declines a place by **16 March 2020**, this information will be passed on to the relevant school within Islington, or for out-of-borough schools, to the MLA, by **23 March 2020**. Subsequent information will be transferred as and when it is received.
- 51 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.
- 52 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.
- 53 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.
- 54 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.
- 55 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.

56 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.

57 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**

58 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.

59 Where a waiting list is maintained by an admission authority of a maintained school or academy, the admission authority will inform the MLA of a potential offer, in order that the offer may be made by the HLA.

60 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.

61 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.

62 Waiting lists for entry to Year 7 in September 2020 will be compiled on **23 March 2020** (after the deadline for acceptance of places) and will be kept in strict criteria order with no differentiation between on-time or late applications.

63 Following the second round of offers, waiting lists will be maintained and places allocated, as they become available, in accordance with each admission authority's published admission and oversubscription criteria.

64 Children will remain on the waiting list until the **31 December 2020**. 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)**

65 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 prospectus/admissions brochure;
- ensure our arrangements do not disadvantage service children through an annual review of existing procedures.

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

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

68 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.

69 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.

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

➤ **CHILDREN OUT OF CHRONOLOGICAL YEAR GROUP**

71 Islington MLA's policy is that every child should be taught in their chronological year group, although it is acknowledged that in exceptional circumstances placing children out of chronological year group may be in the child's best interests.

72 Parents may seek a place for their child outside of their normal age group at Secondary Transfer, for example, if the child is gifted and talented or has experienced problems such as ill health.

73 The Director of Children's Services, on an individual basis, may agree for a child to be taught out of their chronological year group where applicants can demonstrate that admission outside the normal age group would be in the child's best interests.

74 Parents must supply written 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.

75 Cases will be considered by a panel comprising a senior admissions officer, educational psychologist and senior social worker. The panel will consider the evidence presented and consult relevant professionals as necessary before coming to a decision. In cases where it is agreed, it will never be more than one year below or above the child's chronological age, and will be binding on all Islington community schools.

- 76 A decision regarding a child with an Education, Health and Care Plan (EHCP) will be considered via the SEN Annual Review process. In the event that the HLA determines that the child should be taught out of chronological year group the EHCP will be amended accordingly.
- 77 Although parents have a statutory right to appeal against the refusal of a place at a school for which they have applied, the right does not apply if they are offered a place at the school but it is not in their preferred age group.

**Schedule A: Proposed Timetable for the determination of secondary applications 2020/21**

<b>18 October 2019</b>	Recommended closing date for receipt of the School Admission Application Form
<b>31 October 2019</b>	Statutory deadline for return of application to the Home LA
<b>13 November 2019</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>29 November 2019 – 10 January 2020</b>	Own admission authority schools and Academies will assess their applications according to their admissions criteria
<b>13 December 2019</b>	Deadline for the upload of applications that are late but are considered to be on-time, to the PLR
<b>16 December 2019 - 2 January 2020</b>	Pan-London data checking exercise of pupil applications exchanged via the PLR
<b>01 January 2020</b>	Deadline for the LA to formulate and publish on their website the local area's coordinated scheme
<b>10 January 2020</b>	Own admission authority schools and academies to provide Islington LA with an electronic list of their applicants in rank order
<b>3 February 2020</b>	Deadline for the transfer of highest potential offer information from the Maintaining LAs to the PLR (1st ALT)
<b>14 February 2020</b>	Final ALT file to the PLR
<b>17–24 February 2020</b>	Pan-London data checking exercise of pupil offer data
<b>25 February 2020</b>	Deadline for online ALT file to portal
<b>28 February 2020</b>	Deadline for admission arrangements to be determined
<b>2 March 2020</b>	National Offer Day - Notification Letter sent to parents by Home LA
<b>16 March 2020</b>	Date by which parents accept or decline offers
<b>23 March 2020</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.

## Schedule B: Proposed Secondary Notification Letter

2 March 2020

Ref: «pupil\_id»

To the Parent/Carer of  
«pupil\_firstname» «pupil\_surname»

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 – 2020/21

I am writing to let you know the outcome of your application for a secondary school place. Your child «pupil\_firstname» has been offered a place at «alloc\_pref».

#### Accepting the offer of the school place

It is important that you confirm as soon as possible that you wish to accept the offer of a place at «alloc\_pref». Please complete the reply slip below and return by 16 March 2020. 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 complete the [online appeal form](#)
- 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 31 December 2020.

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 **16 MARCH 2020**

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  
Daytime Telephone Number.....

Date

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: 2020/21

Applicants with 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 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 and previously looked after children:** Children who are in the care of a local authority in England and children who have been adopted or made subject to a child arrangements order or special guardianship order immediately after being looked-after by a local authority in England.
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 and 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 2020/21

School	Designation	PAN 2019/20	Proposed PAN 2020/21
Arts and Media School, Islington	Mixed Trust	180	150
Central Foundation Boys School	Boys Voluntary- Aided	180	180
City of London Academy, Highbury Grove	Mixed Academy	240	240
City of London Academy, Highgate Hill	Mixed Academy	140	140
City of London Academy, Islington	Mixed Academy	165	165
Elizabeth Garrett Anderson	Girls Community	180	180
Highbury Fields	Girls Community	140	140
Holloway	Mixed Community	180	120
St Aloysius' College	Boys Voluntary- Aided	180	180
St Mary Magdalene	Mixed Academy	210	210
<b>TOTAL NUMBER OF AVAILABLE PLACES</b>		<b>1795</b>	<b>1705</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.*

**Proposed Arrangements for Primary Transfer  
Pan London Co-ordinated Scheme 2020/21**

➤ **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 2020).
- 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 informed of how they can access Islington's composite prospectus/admissions brochure and apply online. The prospectus will be available online from [www.islington.gov.uk/admissions](http://www.islington.gov.uk/admissions), with reference copies available from Islington School Admissions team at the Council's Offices at 222 Upper St, N1 1XR by **12 September 2019**.
- 4 The online brochure will also be available to parents who are non-residents and will include information on how to access their HLA's equivalent School Admissions Application Form, and advise parents to contact their HLA if they are unable to apply online.
- 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, Islington LA will seek to ensure that they 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 HLA's School Admissions Application Form.

- 8** Islington's composite prospectus/admissions brochure 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 2020**).
- 14** If parents live separately, but the child lives equally with both, then it is the parents' responsibility to make this clear at the time of application and to provide supporting evidence in respect of both addresses, for example a Residency Order from a court.
- 15** Only one address can be used for school admission purposes and the final decision will rest with Islington LA.
- 16** 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.
- 17** 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.

- 18** 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.
- 19** 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 February 2020.
- 20** 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' by a local authority in England or 'Previously looked after' by a local authority in England and has recently been adopted (or made subject to a child arrangements 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 **5 February 2020**.
- 21** 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 **5 February 2020**.
- **PROCESSING**
- 22** 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 2020**. Islington LA will follow the timetable set out in Schedule C.
- 23** Application data relating to preferences for schools in other participating LAs will be up-loaded to the Pan-London Register (PLR) by **05 February 2020**. Supplementary information provided with the Schools Admission Application Form will be sent to MLAs by the same date.
- 24** Any application forms, changes to preferences or preference order received after **15 January 2020** will be treated as late. This means that such applications will be considered after those applicants who have applied on time.
- 25** 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 February 2020**, deciding each case upon its own merits.
- 26** 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.
- 27** 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 February 2020**.
- 28** 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 February 2020**, on the basis that an on-time application already exists within the Pan-London system.
- 29** Application data relating to applications for schools in other participating LAs will be up-loaded to the Pan-London Register (PLR) by **10 February 2020**. Supplementary information provided with the School Admissions Application Form will be sent to Islington voluntary-aided schools and MLAs by the same date.

- 30** Application data relating to Islington schools from out-of-borough pupils will be received from the Pan London Register on **11 February 2020**.
- 31** 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 2020**.
- 32** Between **12 and 26 February 2020**, own admission authority schools and Academies will assess their applications according to their admissions criteria.
- 33** Islington LA will participate in the application data checking exercise scheduled between **12 February and 26 February 2020** in the Pan-London timetable.
- 34** 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.
- 35** Schools which are their own admission authority must provide the MLA with an electronic list of their applicants in rank order by **27 February 2020**.
- 36** Islington LA will send the first ALT file to the Pan-London Register (PLR) giving offer details for their school on **20 March 2020**. The PLR will transmit the highest potential offer specified by the MLA to the HLA.
- 37** 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 **27 March 2020** if this is sooner.
- 38** Islington will not make an additional offer between the end of the iterative process and **16 April 2020** which may impact on an offer being made by another participating LA.
- 39** Notwithstanding paragraph 38, if an error is identified within the allocation of places at one of our schools or academies, 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.
- 40** Islington LA will participate in the offer data checking exercise scheduled between **30 March and 9 April 2020**.
- 41** Islington LA will send a file to the e-Admissions portal with outcomes for all resident applicants who have applied online no later than **14 April 2020**.
- **OFFERS**
- 42** 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 in accordance with paragraph 2.11 of the School Admissions Code, 2014. The applicant will be offered a place at the nearest Islington community school to the home address with an available place.



**43** 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 HLA or in other participating LAs.

**44** Islington LA will use the Notification Letter set out in Schedule D.

**45** Notification of the outcome will be sent electronically to resident applicants on **16 April 2020**, unless a paper application was submitted.

**46** Islington LA will provide children's centres, nursery and primary schools with the destination data of its resident applicants after Offer day, on **16 April 2020**.

**47** Parents who are not successful in their application for a school will be offered the right of appeal.

➤ **POST OFFER**

**48** Parents must accept or decline the offer of a place by **30 April 2020**, or within two weeks of any subsequent offer. 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).

**49** Where a parent accepts or declines a place by **30 April 2020**, this information will be passed on to the relevant school within Islington, or for out-of-borough schools, to the MLA, by **7 May 2020**. Subsequent information will be transferred as and when it is received.

**50** 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.

**51** 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.

**52** 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.

**53** 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.

**54** 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.

**55** 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.

**56** 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**

**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** Where a waiting list is maintained by an admission authority of a maintained school or academy, the admission authority will inform the MLA of a potential offer, in order that the offer may be made by the HLA.

**59** 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.

**60** Waiting lists for entry to Reception class in September 2020 will be compiled on **7 May 2020** (after the deadline for acceptance of places) and will be kept in strict criteria order with no differentiation between on-time or late applications.

**61** Following the second round of offers, waiting lists will be maintained and places allocated, as they become available, in accordance with each admission authority's published admission and oversubscription criteria.

**62** Children will remain on the waiting list until **31 December 2020**. 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)**

**63** 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 prospectus/admissions brochure;
- ensure our arrangements do not disadvantage service children through an annual review of existing procedures.

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

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

**66** 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.

**67** 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.

**68** 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**

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

**70** 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.

**71** 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.

**72** 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.

**73** 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.

**74** 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).

**75** 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.

➤ **CHILDREN OUT OF CHRONOLOGICAL YEAR GROUP WHO ARE NOT SUMMER BORN**

**76** Islington MLA's policy is that every child should be taught in their chronological year group, although it is acknowledged that in exceptional circumstances placing children out of chronological year group may be in the child's best interests.

- 77** Parents may seek a place for their child outside of their normal age group at Primary Transfer, for example, if the child is gifted and talented or has experienced problems such as ill health.
- 78** The Director of Children's Services, on an individual basis, may agree for a child to be taught out of their chronological year group where applicants can demonstrate that admission outside the normal age group would be in the child's best interests.
- 79** Parents must supply written 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.
- 80** Cases will be considered by a panel comprising a senior admissions officer, educational psychologist and senior social worker. The panel will consider the evidence presented and consult relevant professionals as necessary before coming to a decision. In cases where it is agreed, it will never be more than one year below or above the child's chronological age, and will be binding on all Islington community schools.
- 81** A decision regarding a child with an Education, Health and Care Plan (EHCP) will be considered via the SEN Annual Review process. In the event that the HLA determines that the child should be taught out of chronological year group the EHCP will be amended accordingly.
- 82** Although parents have a statutory right to appeal against the refusal of a place at a school for which they have applied, the right does not apply if they are offered a place at the school but it is not in their preferred age group.

### **Schedule C: Proposed Timetable for the Determination of Primary Applications 2020/21**

<b>01 January 2020</b>	Deadline for the LA to formulate and publish on their website the local area's coordinated scheme
<b>10 January 2020</b>	Recommended closing date for receipt of the School Admission Application Form
<b>15 January 2020</b>	Statutory deadline for return of application to the Home LA
<b>5 February 2020</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>11 February 2020</b>	Deadline for the upload of applications that are late but are considered to be on-time, to the PLR
<b>12 February – 26 February 2020</b>	Own admission authority schools and academies will assess their applications according to their admissions criteria
<b>12 February -26 February 2020</b>	Pan-London data checking exercise of pupil applications exchanged via the PLR
<b>27 February 2020</b>	Own admission authority schools and academies to provide Islington LA with an electronic list of their applicants in rank order
<b>28 February 2020</b>	Deadline for admission arrangements to be determined
<b>20 March 2020</b>	Deadline for the transfer of highest potential offer information from the Maintaining LAs to the PLR (1st ALT)
<b>27 March 2020</b>	Final ALT file to the PLR
<b>27 March–9 April 2020</b>	Pan-London data checking exercise of pupil offer data
<b>14 April 2020</b>	Deadline for online ALT file to portal
<b>16 April 2020</b>	National Offer Day - Notification Letter sent to parents by Home LA
<b>30 April 2020</b>	Date by which parents accept or decline offers
<b>7 May 2020</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.

## Schedule D: Proposed Primary Notification Letter

16 April 2020

**Ref: «pupil\_id»**

To the Parent/Carer of  
«pupil\_firstname» «pupil\_surname»

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 – 2020/21

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 2020**. 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 complete the [online appeal form](#)
- at: <http://www.islington.gov.uk/admissions> 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 31 December 2020.

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 2020.**

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)



## Appendix 5

### Proposed Admission Criteria to Islington Community Primary Schools: 2020/21

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 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 and previously looked after children:** Children who are in the care of a local authority in England and children who have been adopted or made subject to a child arrangements order or special guardianship order immediately after being looked-after by a local authority in England.
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- 4.

#### 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.

## Appendix 6

### Proposed Primary Admission Numbers 2020-21

SCHOOL	Planning Area	Planning Area Network	Proposed Admission Number 2020/21	Planning Area Breakdown		Total number of places
Ambler Primary School & Children's Centre	3	Highbury	60			
Ashmount Primary School	2	Hornsey	60			
Blessed Sacrament Catholic Primary School	4	Barnsbury	30			
Canonbury Primary School	5	Canonbury	60			
Christ The King Catholic Primary School	2	Hornsey	60			
City of London Primary Academy*	6	Finsbury	30			
Clerkenwell Parochial CofE Primary School	6	Finsbury	30			
Copenhagen Primary School	4	Barnsbury	60			
Drayton Park Primary School	3	Highbury	45			
Duncombe Primary School	2	Hornsey	60			
Gillespie Primary School	3	Highbury	30			
Grafton Primary School	2	Hornsey	60	1	Holloway	465
Hanover Primary School	5	Canonbury	45	2	Hornsey	495
Hargrave Park Primary School	1	Holloway	45	3	Highbury	375
Highbury Quadrant Primary School	3	Highbury	60	4	Barnsbury	290
Hugh Myddelton Primary School	6	Finsbury	60	5	Canonbury	355
Hungerford Primary School and Children's Centre	1	Holloway	60	6	Finsbury	300
Laycock Primary School	4	Barnsbury	50		TOTAL	2280
Montem Primary School	2	Hornsey	60			
Moreland Primary School	6	Finsbury	60			
Newington Green Primary School	3	Highbury	60			
Pakeman Primary School	2	Hornsey	45			
Pooles Park Primary School	2	Hornsey	60			
Prior Weston Primary School	6	Finsbury	60			
Robert Blair Primary School	1	Holloway	30			
Rotherfield Primary School	5	Canonbury	60			
Sacred Heart Catholic Primary School	1	Holloway	60			
St Andrew's Barnsbury Church Of England Primary	4	Barnsbury	30			
St Joan of Arc Catholic Primary School	3	Highbury	60			
St John Evangelist Catholic Primary School	5	Canonbury	40			
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			
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			
Yerbury Primary School	1	Holloway	60			
<b>TOTAL</b>			<b>2280</b>			

\*In-year variation to PAN agreed by ESFA on 29/03/18. Please refer to COLPA-I website for further information.

\*\*Temporary reduction from 45

**Proposed In-Year Admission Arrangements for Islington Schools: 2020-21**

<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 A 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 for schools in Islington or in other local authorities and can select up to three preferences for Islington schools.

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 prospectus/admissions brochure 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 confirm the status of any resident child for whom it receives an Application Form stating that s/he is a 'Child Looked After' by a local authority in England or 'Previously looked after' by a local authority in England and has recently been adopted (or made subject to a child arrangements order or special guardianship order) immediately after being looked after and provide evidence to the MLA in respect of a preference for a school in its area.
22. or previously looked after child 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**

23. 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.
24. 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.
25. Islington schools will also be responsible for maintaining their waiting lists in admission criteria order. Waiting lists will be cleared at the end of each term and parents notified that they should submit a fresh application if they wish to remain on the waiting list.
26. 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.
27. 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.
28. 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 being 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.
29. Islington schools will send out their own offer (Schedule F) or no offer letter (Schedule G) and provide Islington LA with a copy.
30. 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.
31. 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.
32. 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.
33. Applications from children resident outside Islington will be processed in accordance with the Home LA's arrangements.
34. 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.

35. 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**

36. 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.

37. 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.

38. 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.

39. 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.

40. 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**

41. Islington schools/HLA will request that resident parent/s accept or decline the offer of a place within two weeks.

42. 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.

43. 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.

44. 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.

45. 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.

46. 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.

47. Islington MLA will notify the HLA of any appeals that are upheld for Islington schools.

➤ **WAITING LISTS**

48. Islington schools will hold waiting lists in the published criteria order and provide a copy for the Islington MLA.

49. 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.

50. 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.

51. Children will remain on the waiting list of Islington schools for one term. 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**

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

**SCHOOL TO SCHOOL TRANSFERS BETWEEN ISLINGTON SCHOOLS NOT REQUIRING A HOUSE MOVE OR IMMEDIATE START**

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

53. 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).

54. When a child joins an Islington school, schools should ensure they notify the School Admissions team within 5 school days either via the direct transfer of pupil data to the LA or by completing a New Starter Notification. For further information please email [in-year@admissions.gov.uk](mailto:in-year@admissions.gov.uk)

55. The pupil's CTF and main school file should be transferred swiftly to the new school, in line with local guidance. This is particularly important for pupils subject to a child protection plan or who have a separate child protection file. This file must be

transferred within 5 school days of the pupil starting at the new school in line with guidance issued by Islington Council. For more information, please email [in-year@admissions.gov.uk](mailto:in-year@admissions.gov.uk).

➤ **FAIR ACCESS ADMISSIONS**

56. 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.
57. The Securing Education Boards determine whether pupils should be admitted under Islington's Fair Access Protocol and which schools should be allocated.
58. All schools and academies must take part.
59. Schools are allocated on a 'fair share' basis to ensure equity across all Islington schools and academies and not just those with vacancies.
60. Where possible parental preference is accorded but cannot always be guaranteed.
61. Schools allocated pupils under the Fair Access Protocol may, in some circumstances be provided with additional resources to support the pupils' reintegration.
62. Admissions will be scrutinised by the Primary and Secondary Securing Education Boards to ensure the Fair Access Protocol is being applied equitably.
63. 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)**

64. 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 prospectus/admissions brochure;
  - ensure our arrangements do not disadvantage service children through an annual review of existing procedures.
65. Applications will be processed in line with Islington's school admissions procedures as described above.
66. Where possible, a place will be offered at the applicant's highest preferred school as listed on the application form.
67. 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.
68. 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.



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

➤ **CHILDREN OUT OF CHRONOLOGICAL YEAR GROUP**

70. Islington MLA's policy is that every child should be taught in their chronological year group, although it is acknowledged that in exceptional circumstances placing children out of chronological year group may be in the child's best interests.

71. Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

72. Placing children out of chronological age group is ultimately a matter between the school and parents. For any child with special educational needs however, the expectation is that advice will be sought from any outside specialists involved with the child.

73. A decision regarding a child with an Education, Health and Care Plan (EHCP) must be referred to the HLA via the SEN Annual Review process. In the event that the HLA determines that the child should be taught out of chronological year group the EHCP will be amended accordingly.

74. Parental requests for children to be placed out of chronological year group must be put in writing to the head teacher.

75. The head teacher must provide a written response outlining the reasons for the decision. The decision will be binding on all other schools for which the MLA is responsible. In cases where it is agreed, it should never be more than one year below or above their chronological age.

76. Although parents have a statutory right to appeal against the refusal of a place at a school for which they have applied, the right does not apply if they are offered a place at the school but it is not in their preferred age group.

## **Schedule E: Proposed Online In-Year Application Form: 2020/21**

### **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 an EHCP?

Is the child looked after by a local authority in England? Or Previously looked after by a local authority in England?

### **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

## Schedule F: Proposed In-Year Offer Letter

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 .....

## Schedule G: Proposed In-Year No Offer Letter

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, and will remain on the waiting list until the end of the Autumn/Spring/Summer Term (*delete as appropriate*). 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 and previously looked after children: Children who are in the care of a local authority in England and children who have been adopted or made subject to a child arrangements order or special guardianship order immediately after being looked-after by a local authority in England
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 or 1-4 (primary admission).

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 for an Islington community school place please complete the [online appeal form](#) [*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: 2020/21

Applicants with 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 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 and previously looked after children:** Children who are in the care of a local authority in England and children who have been adopted or made subject to a child arrangements order or special guardianship order immediately after being looked-after by a local authority in England.
- 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- 4.

**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>4</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>4</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: 2020/21**

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 and previously looked after children:** Children who are in the care of a local authority in England and children who have been adopted or made subject to a child arrangements order or special guardianship order immediately after being looked-after by a local authority in England
2. **Students in Year 11 who attend one of the following four feeder schools** (Central Foundation Boys School, Highbury Fields School, City of London Academy, Highbury Grove and St Aloysius' College) 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 Admission Numbers (External Applicants) 2020/21**

<b>Admission number for external applicants at Year 12</b>	<b>2019/20</b>	<b>Proposed 2020/21</b>
Central Foundation Boys School	25	25
City of London Academy, Highbury Grove	25	25
Highbury Fields	25	25
St Aloysius' College	25	25
<b>TOTALS</b>	<b>100</b>	<b>100</b>





### Admissions Consultation 2020/21: Summary of Responses

#### Respondents

Early Years	1	Executive Head, New River Green and Packington Centre
Primary	8	Head teacher, Yerbury; Head of School, Winton; School Business Manager, Yerbury; Head of School, Hugh Myddelton; Teacher, Yerbury; Head teacher, Hanover; Teacher, Yerbury; Class teacher, Yerbury
Secondary	3	Head teacher, Arts and Media School, Islington; Chair of Governors, Holloway and Islington Futures Federation; Head teacher, Holloway
Local Community	1	Ex-Primary Head teacher
<b>TOTAL</b>	<b>13</b>	

#### SECONDARY SCHOOL ADMISSIONS - CO-ORDINATED SCHEME FOR 2021/21

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

<b>YES</b> 7	<b>NO</b> 0	<b>NO RESPONSE</b> 6
<b>Comments</b>		
N/A		

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

<b>YES</b> 7	<b>NO</b> 0	<b>NO RESPONSE</b> 6
<b>Comments</b>		
N/A		

Question 3: Do you agree the proposed Secondary admission numbers as set out in Appendix 3?

<b>YES</b> 8	<b>NO</b> 0	<b>NO RESPONSE</b> 5
<b>Comments</b>		
<p>Ideally, I would like the PAN for Arts and Media School Islington to be 135 in recognition of the trend of admissions for the last 4 years for our 1st place choices which is hopefully sustainable and realistic with all things considered. It would support the view of governors so that we can provide a quality educational experience for all our students based on the limitations of our resources. The academy chain that now runs 3 Islington secondary schools has impacted our ability to reach a PAN number of 150, never mind 180, as they are able to make changes without borough consultation/agreement. In order to think ahead</p>		

and be strategic, we are taking this opportunity to make the adjustment to the school intake accordingly so that the described points can be addressed.

**(Head teacher, Arts and Media School, Islington)**

I am writing as Chair of the Holloway School Governors Committee following a discussion at the school committee and with other governors from across the Islington Futures federation to confirm our desire to temporarily reduce the PAN at Holloway from 180 to 120.

**(Chair of Governors, Holloway and Islington Futures Federation)**

### PRIMARY SCHOOL ADMISSIONS – CO-ORDINATED SCHEME FOR 2020/21

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

YES	NO	NO RESPONSE
<b>9</b>	<b>0</b>	<b>4</b>
<b>Comments</b>		
N/A		

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

YES	NO	NO RESPONSE
<b>11</b>	<b>1</b>	<b>1</b>
<b>Comments</b>		
<p>Yes. Staff should be able to apply for their children to attend their school. It would help with retention. <b>(Teacher, Yerbury Primary School)</b></p> <p>Yes. Having a place secured for my own child at the Primary school I work in would make so much difference to my work life, my career progression within the school and my family life. <b>(Class Teacher, Yerbury Primary School)</b></p>		

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

YES	NO	NO RESPONSE
<b>9</b>	<b>0</b>	<b>4</b>
<b>Comments</b>		
N/A		

**LOCAL PROTOCOLS FOR THE MANAGEMENT OF IN-YEAR ADMISSIONS AND  
WAITING LISTS FOR 2020/21**

**Question 7:** Do you agree the proposal to allow a maximum of three preferences for in-year admissions applications to Islington schools?

<b>YES</b> <b>10</b>	<b>NO</b> <b>1</b>	<b>NO RESPONSE</b> <b>3</b>
<b>Comments</b>		
N/A		

**Question 8:** Do you agree the proposal for waiting lists to be cleansed at the end of each term?

<b>YES</b> <b>5</b>	<b>NO</b> <b>2</b>	<b>NO RESPONSE</b> <b>6</b>
<b>Comments</b>		
N/A		

**Question 9:** Do you agree the local protocols for in-year admissions set out in Appendix 7?

<b>YES</b> <b>9</b>	<b>NO</b> <b>0</b>	<b>NO RESPONSE</b> <b>4</b>
<b>Comments</b>		
N/A		

**Question 10:** Do you agree the proposed primary and secondary admission criteria set out in Appendix 8?

<b>YES</b> <b>9</b>	<b>NO</b> <b>1</b>	<b>NO RESPONSE</b> <b>3</b>
<b>Comments</b>		
No - Changes to priority 4 as above. (Ex-Head teacher)		

**ADMISSION ARRANGEMENTS TO ISLINGTON SIXTH FORM CONSORTIUM FOR 2020/21**

**Question 11:** Do you agree the proposed admission arrangements and criteria for the Islington Sixth Form Consortium 2020/21 as set out in **Appendix 9**?

<b>YES</b> <b>5</b>	<b>NO</b> <b>0</b>	<b>NO RESPONSE</b> <b>8</b>
<b>Comments</b>		
N/A		

**Question 12:** Do you agree the proposed admission numbers to Islington Sixth Form Consortium for 2020/21 as set out in **Appendix 10**?

<b>YES</b> <b>5</b>	<b>NO</b> <b>0</b>	<b>NO RESPONSE</b> <b>8</b>
<b>Comments</b>		
N/A		