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Appendix 1: Proposed Arrangements for Secondary Transfer

Pan-London Co-ordinated Scheme 2024-25

➤ GLOSSARY

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

➤ APPLICATIONS

- 1 Islington LA will advise HLAs during the Summer Term of Year 5 of any eligible resident pupils on the roll of an Islington maintained primary school or academy due to transfer to secondary school in the September of the subsequent academic year (i.e., **September 2024**).
- 2 Islington residents need to apply online at www.islington.gov.uk/admissions. Where this is not possible, applicants should contact the School Admissions Team by telephone (020 7527 5515) or in person (Council Offices at 222 Upper St, N1 1XR) to request a paper application.
- 3 Islington LA will take all reasonable steps to ensure that every parent/carer 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, with reference copies available from Islington School Admissions team at the Council's Offices at 222 Upper St, N1 1XR by **12 September 2023**.
- 4 The online brochure will also be available to parents/carers who are non-residents and will advise parents/carers to contact their HLA 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 that is required by the published oversubscription criteria, in accordance with paragraph 2.4 of the School Admissions Code, 2021.
- 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/carers 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/carer has completed one. If one has not been received, the school will make contact with the parent/carer and ask them to complete one. The school will also check that each parent/carer who has completed a supplementary form has also completed a School Admissions Application Form. If any parent/carer has not completed a School Admissions Application Form, the school will share that information with Islington LA who will then contact the parent/carer 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, 2021 which states that admission authorities must not give extra priority to children whose parent/carer rank preferred schools in a particular order. However, where a 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 2023**).
- 14 If parents/carers live separately, but the child lives equally with both, then it is the parents'/carers' 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 **14 December 2023**.
- 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', including those who appear to have been in state care outside of England, who have recently been adopted (or made subject to a child arrangements order or special guardianship order) immediately after being looked after, and will provide any additional evidence on receipt of a reasonable request to the MLA in respect of a preference for a school in its area by **14 November 2023**.
- 21 The same will also apply for any previously looked after child, including those who appear to have been in state care outside of England, who have been adopted (or made subject to a child arrangement order or special guardianship order) immediately after being looked after, in respect of a preference for a school not in Islington MLA as soon as it is received.
- 22 Islington LA will advise a MLA of the reason for any preference expressed for a school in its area, in respect of a resident child born outside the correct age cohort, and will forward any supporting documentation to the MLA by **14 November 2023**.

➤ PROCESSING

- 23 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 2023**. However, Islington LA encourages applicants to submit their application by **20 October 2023** (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.
- 24 Any application forms, changes to preferences or preference order received after **31 October 2023** 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 **12 December 2023**, 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, but which are to be considered to be on-time within the terms of the HLA's scheme, is **14 December 2023**.
 - 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 **12 December 2023**, on the basis that an on-time application already exists within the Pan-London system.
 - 29 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**.
 - 30 Application data relating to applications for schools in other participating LAs will be up-loaded to the Pan-London Register (PLR) by **14 November 2023**. Supplementary information provided with the School Admissions Application Form will be sent to Islington voluntary-aided schools and MLAs by the same date.
 - 31 Application data relating to Islington schools from out-of-borough pupils will be received from the Pan-London Register on **14 November 2023**.
 - 32 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 **27 November 2023**.
 - 33 Between **27 November 2023 and 6 January 2024**, own admission authority schools and Academies will assess their applications according to their admissions criteria.
 - 34 Islington LA will participate in the application data checking exercise scheduled between **15 December 2023 and 2 January 2024** in the Pan-London timetable.
 - 35 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.
 - 36 Schools which are their own admission authority must provide the MLA with an electronic list of their applicants in rank order by **6 January 2024**.
 - 37 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.
 - 38 Islington LA will send the first ALT file to the Pan-London Register (PLR) giving offer details for their school on **31 January 2024**. The PLR will transmit the highest potential offer specified by the MLA to the HLA.
 - 39 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 **12 February 2024** if this is sooner.

- 40 Islington will not make an additional offer between the end of the iterative process and **1 March 2024**, which may impact on an offer being made by another participating LA.
- 41 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.
- 42 Islington LA will participate in the offer data checking exercise scheduled between **15 and 23 February 2024**.
- 43 Islington will send a file to the e-Admissions portal with outcomes for all resident applicants who have applied online no later than **26 February 2024**.

➤ **OFFERS**

- 44 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, 2021. The applicant will be offered a place at the nearest Islington community school to the home address with an available place.
- 45 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.
- 46 Islington LA will use the Notification Letter set out in **Schedule B**.
- 47 Notification of the outcome will be sent electronically to resident applicants on **1 March 2024**, unless a paper application was submitted.
- 48 Details of the pupils to be offered will be made available to each Islington primary school by **1 March 2024**.
- 49 Parents/carers who are not successful in their application for a school will be offered the right of appeal.

➤ **POST OFFER**

- 50 Parents/carers must accept or decline the offer of a place by **15 March 2024**, 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/carer to find out whether or not, they wish to accept the place. Only where the parent/carer fails to respond and Islington LA can demonstrate that every reasonable effort has been made to contact the parent/carer, 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/carer has not responded to the offer within a reasonable time).
- 51 Where a parent/carer accepts or declines a place by **15 March 2024**, this information will be passed on to the relevant school within Islington, or for out-of-borough schools, to the MLA, by **22 March 2024**. Subsequent information will be transferred as and when it is received.

- 52 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.
- 53 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.
- 54 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.
- 55 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.
- 56 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.
- 57 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.
- 58 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**

- 59 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/carers will be given the opportunity to make applications to Islington schools to which they did not originally apply.
- 60 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.
- 61 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.
- 62 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**.

63 Waiting lists for entry to Year 7 in **September 2024** will be compiled on **15 March 2024** (after the deadline for acceptance of places) and will be kept in strict criteria order with no differentiation between on-time or late applications.

64 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.

65 Children will remain on the waiting list until the **31 December 2024**. 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)**

66 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.

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

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

69 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.

70 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.

71 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**

72 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.

73 Parents/carers 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.

74 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.

- 75 Parents/carers 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.
- 76 Cases will be considered by a panel comprising senior admissions officers and SEND specialists. 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.
- 77 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.
- 78 Although parents/carers 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.

Appendix 1 (Schedule A): Proposed Timetable for the Determination of Secondary Applications 2024-25

Date	Action
20 October 2023	Recommended closing date for receipt of the School Admission Application Form
31 October 2023	Statutory deadline for return of application to the Home LA
14 November 2023	Deadline for the transfer of application information by the Home LA to the PLR and supplementary information to Islington VA schools/maintaining local authorities
26 November 2023 to 6 January 2024	Own admission authority schools and Academies will assess their applications according to their admissions criteria
14 December 2023	Deadline for the upload of applications that are late but are considered to be on-time, to the PLR
15 December 2023 to 2 January 2024	Pan-London data checking exercise of pupil applications exchanged via the PLR
01 January 2024	Deadline for the LA to formulate and publish on their website the local area's coordinated scheme
06 January 2024	Own admission authority schools and academies to provide Islington LA with an electronic list of their applicants in rank order
31 January 2024	Deadline for the transfer of highest potential offer information from the Maintaining LAs to the PLR (1st ALT)
12 February 2024	Final ALT file to the PLR
15 to 23 February 2024	Pan-London data checking exercise of pupil offer data
26 February 2024	Deadline for online ALT file to portal
28 February 2024	Deadline for admission arrangements to be determined

Date	Action
1 March 2024	National Offer Day - Notification Letter sent to parents/carers by Home LA
15 March 2024	Date by which parents/carers accept or decline offers
22 March 2024	Date by which LA will pass on information to schools within Islington (or for out-of-borough schools, to the maintaining LA) about accepted and declined places.

Appendix 1 (Schedule B): Proposed Secondary Notification Letter 2024-25

1 March 2024

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

Email: admissions@islington.gov.uk

This matter is being dealt with by: Alison Smith

Dear Parent/Carer,

SECONDARY TRANSFER – 2024-25

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

Accepting the offer of the school place

It is important that you confirm as soon as possible that you wish to accept the offer of a place at «alloc_pref». Please complete the reply slip below and return by **15 March 2024**. 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, please contact them directly.

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 2024**.

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

Yours sincerely,

Alison Smith

Manager, Admissions and Children Out of School

REPLY SLIP

Ref: «pupil_id»

PLEASE ACCEPT YOUR PLACE ONLINE by 15 MARCH 2024

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

Islington School Admissions Team
222 Upper Street
London N1 1XR

Email: admissions@islington.gov.uk

ACCEPTING A PLACE

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

.....
Please complete this section if not accepting this school place.

I do not wish to accept a place at the above school. My child will be educated as follows:
.....

WAITING LISTS

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

- Please remove my child from all waiting lists.

.....

...../...../.....

Signature of Parent/Carer

Date

Daytime Telephone Number.....

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

Appendix 2: Proposed Admission Criteria to Islington Community Secondary Schools 2024-25

Applicants with an Education, Health and Care Plan (EHCP) will be admitted (via the SEND 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, including those who appear to have been in state care outside of England.
- 2. Sibling:** A sibling is defined as a brother or sister, half brother or sister, stepbrother 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 Determined 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/carers 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.

Tie Break

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

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 or has a sibling eligible for admission to the same year group, we will ask community secondary schools to admit the siblings and go over their published admission number to support the family.

Appendix 3: Proposed Secondary Admission Numbers 2024-25

School	Designation	Proposed Admission number 2024-25
Arts and Media School, Islington*	Mixed Trust	150
Beacon High	Mixed Community	120
Central Foundation Boys School	Boys Voluntary-Aided	180
City of London Academy, Highbury Grove	Mixed Academy	210
City of London Academy, Highgate Hill	Mixed Academy	140
City of London Academy, Islington	Mixed Academy	165
Elizabeth Garrett Anderson	Girls Community	180
Highbury Fields	Girls Community	140
St Aloysius' College	Boys Voluntary-Aided	180
St Mary Magdalene Academy	Mixed Academy	210
TOTAL NUMBER OF AVAILABLE PLACES		1675

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.

Appendix 4: Proposed Arrangements for Primary Transfer

Pan-London Co-ordinated Scheme 2024-25

➤ GLOSSARY

Term	Definition
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Home Local Authority (HLA):	The authority area in which the child lives.
Maintaining Local Authority (MLA):	The authority area in which the school is located.
Management Information System (MIS)	Schools' pupil database (e.g., SIMS, Arbor, Bromcom)

➤ 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 2024**).
- 2 Islington residents need to apply online at www.islington.gov.uk/admissions. Where this is not possible, applicants should contact the School Admissions Team by telephone (020 7527 5515) or in person (Council Offices at 222 Upper St, N1 1XR) to request a paper application.
- 3 Islington LA will take all reasonable steps to ensure that every parent/carer 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, with reference copies available from Islington School Admissions team at the Council's Offices at 222 Upper St, N1 1XR by **12 September 2023**.
- 4 The online brochure will also be available to parents/carers who are non-residents and will include information on how to access their HLA's equivalent School Admissions Application Form and advise parents/carers to contact their HLA if they are unable to apply online.
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- 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/carers that they must also complete their HLA's School Admissions Application Form.
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- 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/carer has completed one. If one has not been received the school will make contact with the parent/carer and ask them to complete one. The school will also check that each parent/carer who has completed a supplementary form has also completed a School Admissions Application Form. If any parent/carer has not completed a School Admissions Application Form, the school will share that information with Islington LA who will then contact the parent/carer 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/carer 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 2024**).
- 14 If parents/carers live separately, but the child lives equally with both, then it is the parents'/carers' 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 **9 February 2024**.
- 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', including those who appear to have been in state care outside of England, and have recently been adopted (or made subject to a child-arrangements order or special guardianship order) immediately after being looked after and will provide any additional evidence on receipt of a reasonable request to the MLA in respect of a preference for a school in its area by **2 February 2024**.
- 21 The same will also apply for any previously looked after child, including those who appear to have been in state care outside of England, who have been adopted (or made subject to a child arrangement order or special guardianship order) immediately after being looked after, in respect of a preference for a school not in Islington MLA as soon as it is received.
- 22 Islington LA will advise a MLA of the reason for any preference expressed for a school in its area, in respect of a resident child born outside the correct age cohort, and will forward any supporting documentation to the MLA by **2 February 2024**.

➤ PROCESSING

- 23 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 2024**. Islington LA will follow the timetable set out in **Schedule C**.
- 24 Application data relating to preferences for schools in other participating LAs will be up-loaded to the Pan-London Register (PLR) by **2 February 2024**. Supplementary information provided with the Schools Admission Application Form will be sent to MLAs by the same date.
- 25 Any application forms, changes to preferences or preference order received after **15 January 2024** will be treated as late. This means that such applications will be considered after those applicants who have applied on time.
- 26 Islington LA will accept late applications and process them as on time if they are late for a good reason and received by the **8 February 2024**, deciding each case upon its own merits.
- 27 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.

- 28** 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 **9 February 2024**.
- 29** 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 **8 February 2024**, on the basis that an on-time application already exists within the Pan-London system.
- 30** Application data relating to applications for schools in other participating LAs will be up-loaded to the Pan-London Register (PLR) by **02 February 2024**. Supplementary information provided with the School Admissions Application Form will be sent to Islington voluntary-aided schools and MLAs by the same date.
- 31** Application data relating to Islington schools from out-of-borough pupils will be received from the Pan-London Register on **02 February 2024**.
- 32** 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 **13 08 February 2024**.
- 33** Between **12 08 and 16 February 2024**, own admission authority schools and Academies will assess their applications according to their admissions criteria.
- 34** Islington LA will participate in the application data checking exercise scheduled between **12 February and 16 February 2024** in the Pan-London timetable.
- 35** 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.
- 36** Schools which are their own admission authority must provide the MLA with an electronic list of their applicants in rank order by **24 February 2024**.
- 37** Islington LA will send the first ALT file to the Pan-London Register (PLR) giving offer details for their school on **14 March 2024**. 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 **22 March 2024** if this is sooner.
- 39** Islington will not make an additional offer between the end of the iterative process and **16 April 2024** which may impact on an offer being made by another participating LA.
- 40** 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.

41 Islington LA will participate in the offer data checking exercise scheduled between **25 March and 10 April 2024**.

42 Islington LA will send a file to the e-Admissions portal with outcomes for all resident applicants who have applied online no later than **10 April 2024**.

➤ **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, 2021. 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 HLA or in other participating LAs.

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

46 Notification of the outcome will be sent electronically to resident applicants on **16 April 2024**, unless a paper application was submitted.

47 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 2024**.

48 Parents/carers who are not successful in their application for a school will be offered the right of appeal.

➤ **POST OFFER**

49 Parents/carers must accept or decline the offer of a place by **30 April 2024**, 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/carer to find out whether or not they wish to accept the place. Only where the parent/carer fails to respond and Islington LA can demonstrate that every reasonable effort has been made to contact the parent/carer, 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/carer has not responded to the offer within a reasonable time).

50 Where a parent/carer accepts or declines a place by **30 April 2024**, this information will be passed on to the relevant school within Islington, or for out-of-borough schools, to the MLA, by **8 May 2024**. 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. 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.

- 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/carers 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 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**.
- 61 Waiting lists for entry to Reception class in **September 2024** will be compiled on **1 May 2024** (after the deadline for acceptance of places) and will be kept in strict criteria order with no differentiation between on-time or late applications.
- 62 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.
- 63 Children will remain on the waiting list until **31 December 2024**. 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)**

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

➤ **DEFERRING OR DELAYING ADMISSION**

- 70 Children are entitled to a full-time place in Reception class in the September following their fourth birthday.
- 71 In line with the Admissions Code 2021, parents/carers 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.
- 72 Parents/carers 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.
- 73 In the case of a parental/carer 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/carers 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.

- 74** If the request for delayed admission is agreed, the parent/carer must reapply for a reception class place based on the following year's oversubscription criteria.
- 75** 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).
- 76** Where parents/carers 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**
- 77** 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.
- 78** Parents/carers 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.
- 79** 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.
- 80** Parents/carers 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.
- 81** Cases will be considered by a panel comprising senior admissions officers and SEND specialists. 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.
- 82** 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.
- 83** Although parents/carers 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.

Appendix 4 (Schedule C): Proposed Timetable for the Determination of Primary Applications 2024-25

Date	Action
01 January 2024	Deadline for the LA to formulate and publish on their website the local area's coordinated scheme
8 January 2024	Recommended closing date for receipt of the School Admission Application Form
15 January 2024	Statutory deadline for return of application to the Home LA
2 February 2024	Deadline for the transfer of application information by the Home LA to the PLR and supplementary information to Islington VA schools/maintaining local authorities
9 February 2024	Deadline for the upload of applications that are late but are considered to be on-time, to the PLR
12 February to 16 February 2024	Own admission authority schools and academies will assess their applications according to their admissions criteria
12 February to 16 February 2024	Pan-London data checking exercise of pupil applications exchanged via the PLR
24 February 2024	Own admission authority schools and academies to provide Islington LA with an electronic list of their applicants in rank order
28 February 2024	Deadline for admission arrangements to be determined
16 March 2024	Deadline for the transfer of highest potential offer information from the Maintaining LAs to the PLR (1st ALT)
22 March 2024	Final ALT file to the PLR
25 March to 10 April 2024	Pan-London data checking exercise of pupil offer data
10 April 2024	Deadline for online ALT file to portal

Date	Action
16 April 2024	National Offer Day - Notification Letter sent to parents/carers by Home LA
30 April 2024	Date by which parents accept or decline offers
08 May 2024	Date by which LA will pass on information to schools within Islington (or for out-of-borough schools, to the maintaining LA) on accepted or declined places.

Appendix 4 (Schedule D): Proposed Primary Notification Letter 2024-25

16 April 2024

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
Email: admissions@islington.gov.uk
This matter is being dealt with by:

Alison Smith

Dear Parent/Carer

PRIMARY TRANSFER STARTING RECEPTION – 2024-25

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 2024**. 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, please contact them directly.

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 2024**.

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 MAY 2024

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

Islington School Admissions Team
222 Upper Street
London N1 1XR
Email: admissions@islington.gov.uk

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

Appendix 5: Proposed Admission Criteria to Islington Community Primary Schools

2024-25

Applicants with an Education, Health and Care Plan (EHCP) will be admitted (via the SEND 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, including those who appear to have been in state care outside of England.
2. **Sibling:** A sibling is defined as a brother or sister, half brother or sister, stepbrother 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 Determined 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/carers must supply details of any such special factors at the time of the original application (together with recent supporting documentation), to enable these factors to be considered.
4. **Distance:** Applicants who live nearest to the preferred school. Nearness to the school will be determined by a computerised mapping system using a straight-line distance measurement. Routes will be calculated from the home address (as defined by the Land & Property Gazetteer) to the midpoint of the school grounds (as determined by Islington Local Authority).

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

Tie Break

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

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 or has a sibling eligible for admission to the same year group, schools will go over their published admission number to support the family as required by the School Admissions Code 2021. 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 or has a sibling eligible for admission to the same year group, we will ask community schools to admit the siblings and go over their published admission number to support the family.

Appendix 6: Proposed Admission Numbers to Primary Community Schools 2024-25

Primary School	Planning Area	Planning Area Network	Proposed Admission Number 2024/25
Ambler Primary School & Ashmount Primary School	3	Highbury	60
Blessed Sacrament Catholic	2	Hornsey	60
Canonbury Primary School	4	Barnsbury	30
Christ The King Catholic Primary	5	Canonbury	60
City of London Primary Academy,	2	Hornsey	45
Copenhagen Primary School	6	Finsbury	60
Drayton Park Primary School	4	Barnsbury	30
Duncombe Primary School	3	Highbury	45
Gillespie Primary School	2	Hornsey	60
Grafton Primary School	3	Highbury	30
Hanover Primary School	2	Hornsey	60
Hargrave Park Primary School	5	Canonbury	45
Highbury Quadrant Primary	1	Holloway	45
Hugh Myddelton Primary School	3	Highbury	30
Hungerford Primary School	6	Finsbury	60
Laycock Primary School	1	Holloway	60
Montem Primary School	4	Barnsbury	50
Moreland Primary School	2	Hornsey	45
Newington Green Primary School	6	Finsbury	60
Pakeman Primary School	3	Highbury	60
Pooles Park Primary School	2	Hornsey	45
Prior Weston Primary School	2	Hornsey	30
Robert Blair Primary School	6	Finsbury	60
Rotherfield Primary School	1	Holloway	30
Sacred Heart Catholic Primary	5	Canonbury	60
St Andrew's Barnsbury Church Of	1	Holloway	60
St Joan of Arc Catholic Primary	4	Barnsbury	30
St John Evangelist Catholic	3	Highbury	60
St John's Highbury Vale CofE	5	Canonbury	40
St John's Upper Holloway CofE	3	Highbury	30
St Joseph Roman Catholic	1	Holloway	30
St Jude And St Paul's CofE	6	Finsbury	60
St Luke's CofE Primary School	3	Highbury	30
St Mark's CofE Primary School	6	Finsbury	30
St Mary Magdalene Academy	2	Hornsey	30
St Mary's CofE Primary School	1	Holloway	30
St Peter and St Paul Catholic	5	Canonbury	30
The New North Academy	6	Finsbury	30
Thornhill Primary School	5	Canonbury	30
Tufnell Park Primary School	4	Barnsbury	60
Vittoria Primary School	1	Holloway	90
Whitehall Park Free School	4	Barnsbury	30
William Tyndale Primary School	2	Hornsey	60
Winton Primary School	5	Canonbury	60
Yerbury Primary School	4	Barnsbury	30
TOTAL	1	Holloway	60
TOTAL			2130

Planning Area	Planning Area Network	Total Number of Places
1	Holloway	465
2	Hornsey	435
3	Highbury	345
4	Barnsbury	260
5	Canonbury	325
6	Finsbury	300
TOTAL		2130

Appendix 7: Proposed local protocols for the management of in-year applications and waiting lists for Islington Schools 2024-25

➤ GLOSSARY

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

➤ PRINCIPLES

- 1 The aim of these protocols is to establish a fair, clear and simple process for Islington parents/carers 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/carers.

➤ 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](http://www.islington.gov.uk/admissions) will be available as an online application form at: www.islington.gov.uk/admissions. Alternatively, a paper form can be requested from the

Islington School Admissions Team by telephone on 020 7527 5515 or in person at the Council Offices at 222 Upper St, N1 1XR.

- 8 As Islington schools will be responsible for making offers and holding waiting lists, an individual application must be made to each preferred school so that preference order is not disclosed.
- 9 Parents/carers can apply for **up to 3 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/carers 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/carers 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/carer 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 an 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 charge to Islington schools and 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', including those who appear to have been in state care outside of England, and have 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** The same will also apply for any previously looked after child, including those who appear to have been in state care outside of England, who have been adopted (or made subject to a child arrangement order or special guardianship order) immediately after being looked after, 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/carers 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/carer 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 E) or no offer letter (Schedule F) and provide Islington LA with a copy.

- 30** Where an Islington school informs Islington LA that they are unable to offer a place, parents/carers will be informed of their right of appeal and which Islington schools have suitable vacancies.

- 31** Islington schools must keep its MIS up-to-date as vacancy information will be based on this data. On request from Islington MLA, schools will provide vacancy numbers within 2 school days. 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 within 2 school days.

- 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 E) or no offer letter (Schedule F) 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 15 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/carer 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/carer 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 or carer/s accept or decline the offer of a place within two weeks.
- 42** Where a parent/carer 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/carer directly or via the MLA.
- 43** Only where the parent/carer fails to respond and schools (or Islington HLA) can demonstrate that every reasonable effort has been made to contact the parent/carer, will the offer of a place be withdrawn.
- 44** Where a parent/carer 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 to August	Start of the Autumn Term
September to October	First week after October Half Term
November to December	Start of the Spring Term
January to February	First week after February Half Term
March to April	Start of the 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 the school's MIS with the named destination and completing the **LA Pupil Deletion Notification** or **Missing Pupil Alert** as appropriate. For further information please email in-year@islington.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@islington.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@islington.gov.uk

➤ **FAIR ACCESS ADMISSIONS**

56 Islington residents deemed to be unplaced and vulnerable, and those who are having difficulty in securing a school place in-year, 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/carers 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/carers. 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** Parent/carer 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/carers 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.

Appendix 7 (Schedule E): Proposed Online In-Year Application Form 2024-25

CHILD DETAILS

First name and Last name

Gender and DoB

Address and Postcode

Is your child currently looked after (LAC)?

Does your child have an Education Health Care Plan? Or Previously Looked After (PLAC)?

Is your child currently living in the UK?

Date child moved to UK?

PARENT/CARER DETAILS

First name and Last name

Telephone number – Home / Mobile

Email address

Postcode

Relationship to child

Do you have parental responsibility for this child?

If no, is this child subject to a Private Fostering arrangement?

Are you a member of the Armed Forces or a Crown Servant applying for a school place as a result of a posting?

SCHOOL INFORMATION

What is the name of your child's current or most recent school?

What is the address/postcode of this school?

Is your child still attending this school? Date child last attended previous school

Child's year group

Please state which school you wish to apply for:

Does your child have brothers or sisters living at the SAME ADDRESS currently attending the school you are applying to?

Have you discussed your reasons for wanting to move your child to a different school with the Head Teacher or Head of Year at your child's current school?

FAIR ACCESS

a) Has your child been subject to a CIN or CP Plan within the last 12 months?

b) Is your child living in a refuge or in other similar accommodation?

c) Is your child known to the criminal justice system?

d) Has your child been permanently excluded or being reintegrated from a PRU?

e) Does your child have Special Educational Needs, disabilities or medical conditions (but without an EHCP)?

f) Is your child a young carer?

g) Is your child homeless?

h) Is your child in formal kinship care?

i) Is your child Gypsy, Roma, Traveller, Refugee, or Asylum seeker?

j) Has your child been refused a school place on the grounds of their challenging behaviour?

k) Are there exceptional circumstances why you have not sought a school place for your child?

l) Has your child been out of education for four or more weeks?

m) Was your child previously in state care / looked after?

OTHER

Is your child aged between 14 and 16 and English is not your child's first language (please give the first language below)?

Are you applying to this school for social/medical reasons?

DECLARATION

I confirm that the information I have provided on this form is correct.

I understand that you may request further evidence to verify the information provided.

I understand that this information may be shared in accordance with Islington's [Privacy Notice](#).

Appendix 7 (Schedule E): Proposed In-Year Offer Letter 2024-25

PRIVATE & CONFIDENTIAL

Parent / Carer name and address

Date

Dear [Parent's / Carer'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 / Carer signature

Date

Daytime contact number

Please return this form by [deadline date] to:

Appendix 7 (Schedule F): Proposed In-Year No Offer Letter 2024-25

PRIVATE & CONFIDENTIAL

Parent / Carer name and address

Date

Dear [Parent's / Carer'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 in **[YEAR]**, as the admission of an additional pupil would prejudice the provision of the efficient education or the efficient use of resources.

[Please insert the school's reason for refusal, focussing more on the impact that this child's admission would have on the school community, if the child was to be admitted.]

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: (*please adapt as appropriate*)

- 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 including those who appear to have been adopted from state care outside of England
- 2. Siblings**
- 3. Exceptional medical, social or special educational needs**
- 4. Distance**

Distance will be used as a tiebreaker for over-subscription criteria 1-4

For full details of our admissions policy, please see <https://www.islington.gov.uk/children-and-families/schools/apply-for-a-school-place/school-admissions-information> 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

Appendix 8: Proposed In-Year Admission Criteria to Islington Community Schools

2024-25

Applicants with an Education, Health and Care Plan (EHCP) will be admitted (via the SEND 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, including those who appear to have been in state care outside of 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 (Primary: Years R-6; Secondary: Years 7 to 11) at the time of Determined 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/carers must supply details of any such special factors at the time of the original application (together with recent supporting documentation) to enable these factors to be considered.
- 4) **Distance:** Applicants who live nearest to the preferred school. Nearness to the school will be determined by a computerised mapping system using a **straight-line distance measurement**. Routes will be calculated from the home address, including flats (as defined by the Land & Property Gazetteer) to the midpoint of the school grounds (as determined by Islington Local Authority).

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

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.

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 or has a sibling eligible for admission to the same year group, 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 2021¹. These children will be deemed as 'excepted' pupils under KS1 class size legislation.

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

Appendix 9: Highbury Fields Sixth Form Proposed Admissions Policy and Criteria

2024-25

All applicants must register their interest to attend Highbury Fields Sixth Form in the Spring Term. Students who apply before the published deadline will be contacted to attend a meeting at the school to provide advice on options and entry requirements for particular courses. This information is also available on the [school's website](#).

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, including those who appear to have been in state care outside of England.
2. **Students in Year 11 who attend Highbury Fields School** and meet the entry requirements for their chosen course.
3. **External applicants** who meet the entry requirements for their chosen course.

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

Tie-Break

If only one place is available and two or more eligible students 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.

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.

Highbury Fields Sixth Form maintains the right to withdraw a publicised course if the number of students is insufficient.

Highbury Fields Sixth Form maintains the right to review and change the admissions policy.

Appendix 10: Highbury Fields Sixth Form Proposed Admission Number for External Applicants 2024-25

Proposed Admission Number for external applicants to Year 12	2024-25
Highbury Fields School	25

Appendix 11: Summary of Consultation Responses 2024-25

Respondents

Primary School	Secondary School	London Diocesan Board for Schools	Other	TOTAL
2	0	1	1	4

Question 1 in the online questionnaire:

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

Yes	No	No response
4	0	0
Comments	None	

Question 2 in the online questionnaire:

Do you agree the proposed secondary community school admission criteria as set out in Appendix 2?

Yes	No	No response
4	0	0
Comments	None	

Question 3 in the online questionnaire:

Do you agree the proposed secondary community school admission numbers as set out in Appendix 3?

Yes	No	No response
4	0	0
Comments	None	

Question 4 in the online questionnaire:

Do you agree the proposed primary admission scheme and timetable as set out in Appendix 4?

Yes	No	No response
4	0	0
Comments	None	

Question 5 in the online questionnaire:

Do you agree the proposed primary community school admission criteria as set out in Appendix 5?

Yes	No	No response
4	0	0
Comments	None	

Question 6 in the online questionnaire:

Do you agree the proposed primary community school admission numbers as set out in Appendix 6?

Yes	No	No response
4	0	0
Comments	None	

Question 7 in the online questionnaire:

Do you agree the proposed local protocols for the management of in-year admission applications and waiting lists for Islington schools as set out in Appendix 7?

Yes	No	No response
4	0	0
Comments	None	

Question 8 in the online questionnaire:

Do you agree the proposed admission criteria for in-year admission to Islington community schools as set out in Appendix 8?

Yes	No	No response
4	0	0
Comments	None	

Question 9 in the online questionnaire:

Do you agree the proposed admission policy and oversubscriptions criteria for admission to Highbury Fields Sixth Form as set out in Appendix 9?

Yes	No	No response
4	0	0
Comments	None	

Question 10 in the online questionnaire:

Do you agree the proposed admission number for external applicants to Highbury Fields Sixth Form as set out in Appendix 10?

Yes	No	No response
4	0	0
Comments	None	

Appendix 12: Equality Impact Assessment: Screening Tool

Summary of proposal

Name of proposal	School Admissions Arrangements
Reference number (if applicable)	
Service Area	Pupil Services, Children's Services
Date screening completed	26 November 2022
Screening author name	Gabriella Di-Sciullo
Fairness and Equality team sign off	
Authorising Director/Head of Service name	Sarah Callaghan

Before completing the EQIA Screening Tool please read the guidance and FAQs. For further help and advice please contact equalities@islington.gov.uk.

Please provide a summary of the proposal.

On whom will the proposal impact? Delete as appropriate.

Please outline:

- What are the aims/objectives of this proposal?
- Will this deliver any savings?
- What benefits or change will we see from this proposal?
- Which key groups of people or areas of the borough are involved?

The aim of the policy is to ensure admissions to Islington community schools are administered objectively and fairly in accordance with mandatory regulations set out in the School Admissions Code 2021. All schools must have admission arrangements that clearly set out how children will be admitted, including the criteria that will be applied if there are more applications than places at the school. Admission arrangements are determined by admission authorities, and Islington Council is the admission authority for all Islington community schools.

Admission authorities must act in accordance with the School Admissions Code, published by the Department for Education, and all relevant human rights and equalities legislation. All applicants must be offered a place where a school has available places, and no conditions must be attached to the pupil's admission.

Admission authorities must also set out in their arrangements how places will be allocated when more applications are received than there are places available (i.e., the school's oversubscription criteria). Oversubscription criteria must be reasonable, clear, objective, procedurally fair, and comply with all relevant legislation, including equalities legislation. Arrangements must not disadvantage unfairly, either directly or indirectly, a child from a particular social or racial group, or a child with special educational needs or a disability. Admission arrangements must not:

- place any conditions on application other than those in the published arrangements
- give priority to children on the basis of any practical or financial support parents may give to the school
- give priority to children according to the occupational, marital, financial, or educational status of parents applying
- involve an interview of the child or parent/carer
- request photographs of a child for any part of the admissions process.

Group of people	Impacted?
Service users	Yes – applicants who are not resident in Islington.
Residents	Yes
Businesses	No
Visitors to Islington	No
Voluntary or community groups	No
Council staff	No
Trade unions	No
Other public sector organisations	No
Others	

What consultation or engagement has taken place or is planned?

Please outline:

- Which groups or communities you have consulted/plan to consult
- Methods used/will use to engage (for example, focus groups)
- How insight gained from engagement or consultation has been/will be fed into decision making or proposal design

If you have not completed any engagement activity and do not plan to, you should outline why this decision has been made.

As changes to the existing admission arrangements were proposed, in line with the requirements of the School Admissions Code, 2021 a statutory consultation was carried out. The consultation was published on [Islington Council's website](#), and circulated to all London local authorities, Diocesan representatives and published in the Islington Schools' Bulletin that is distributed to Early Years Providers, Schools and School Governors (18 October 2022 edition). Interested parties were invited to respond to the consultation using an online response form. Responses are reported and fed into officers' recommendations for decision by the Council's Executive.

In total, four responses were received – all in favour of the proposed admission arrangements. No objections on the proposals have been received.

What impact will this change have on people with protected characteristics and/or from disadvantaged groups?

Of the groups you have identified above, please now indicate the likely impact on people with protected characteristics within these groups by checking the relevant box below. Use the following definitions as a guide:

Neutral – The proposal has no impact on people with the identified protected characteristics

Positive – The proposal has a beneficial and desirable impact on people with the identified protected characteristics

Negative – The proposal has a negative and undesirable impact on people with the identified protected characteristics

You should then assess whether the negative impact has a low impact, medium impact or high impact. Consider the level and likelihood of impact. Please also think about whether the proposal is likely to be contentious or perceived as a negative change by certain groups, as this could justify the completion of a full EQIA. See the guidance for help.

Protected characteristic	Positive impact	Neutral impact	Negative impact	Description of the impact (if applicable)
Age	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Choose an item.	School Admissions are administered by chronological age to ensure pupils are admitted to the correct year group. Parents of summer-born children however can request that their child's admission to reception class is delayed if they consider their child is not school-ready. The council's approach has a positive impact on such children as they will be admitted to reception class rather than Year 1 and benefit from starting compulsory schooling on an equitable basis alongside younger peers. There are also options for parents to request that their child is taught out of chronological year group. These decisions are made by headteachers.

Protected characteristic	Positive impact	Neutral impact	Negative impact	Description of the impact (if applicable)
Disability (include carers)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Choose an item.	All Islington community schools are expected to meet the needs of children and carers that have a disability through making reasonable adjustments. Children with Special Educational Needs or Disability (SEND) may be considered for priority admission under published arrangements for exceptional medical, social or special educational needs. Children with an Education, Health and Care Plan are admitted to school via a different process.
Race or ethnicity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Choose an item.	The School Admissions Code prohibits admission authorities from seeking information on race or ethnicity at application stage to ensure pupils are not discriminated against, or treated either more or less favourably as a result of their race or ethnicity.
Religion or belief (include no faith)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Choose an item.	Faith schools are able to prioritise applicants on the grounds of religion in line with their published admission arrangements under general exemptions of the Equality Act 2010. Islington community schools do not prioritise applicants on the basis of their religion or belief. This ensures pupils are not discriminated against or treated either more or less favourably as a result of their religion or belief.
Gender and gender reassignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Choose an item.	Children undergoing gender reassignment can select the gender they identify with when completing an

Protected characteristic	Positive impact	Neutral impact	Negative impact	Description of the impact (if applicable)
(male, female or non-binary)				<p>admissions application form. All Islington community schools are expected to treat pupils undergoing gender reassignment with sensitivity, respecting confidentiality and where required, making reasonable adjustments to support the pupil during transition.</p> <p>For safeguarding purposes, it may be necessary for a risk assessment to be carried out, for example for male to female reassignment where a pupil wishes to be admitted to a single-sex girls' school. Anecdotal evidence suggests that applicants are open to sharing information about gender reassignment.</p>
Maternity or pregnancy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Choose an item.	<p>Islington schools are expected to admit pregnant pupils and afford any due entitlements outlined in the Equality Act 2010. Community schools are also expected to respect pupils' privacy and make reasonable adjustments as necessary.</p>
Sex and Sexual Orientation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Choose an item.	<p>Where a school is single-sex, only applicants of that gender can apply as exempt under general exemptions of the Equality Act, 2010. This applies to two Islington community schools that only admit girls.</p> <p>The School Admissions Code prohibits admission authorities from seeking information on sexual orientation at application stage to ensure pupils are not discriminated against or treated either more or less favourably as a result of their sex or sexual orientation.</p>

Protected characteristic	Positive impact	Neutral impact	Negative impact	Description of the impact (if applicable)
Marriage or Civil Partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Choose an item.	The School Admissions Code prohibits admission authorities from seeking information on the marital status of parents and carers to ensure pupils are not discriminated against or treated more or less favourably as a result of their parent or carer's marital or partnership status.
Other (e.g. people living in poverty, looked after children, people who are homeless or refugees)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Choose an item.	The School Admissions Code requires admission authorities to give top priority to the admission of children who are looked after or previously looked after. Children who are homeless or living in a refuge may be eligible for priority admission to an oversubscribed school under Islington's Fair Access Protocol arrangements. Children of refugees and asylum seekers are entitled to a school place regardless of their status.

How do you plan to mitigate negative impacts?

Where there are disproportionate impacts on groups with protected characteristics, please outline:

- The other options that were explored before deciding on this proposal and why they were not pursued
- Action that is being taken to mitigate the negative impacts

Action	Lead	Deadline	Comments
			None identified. All Islington schools are expected to meet the needs of children and families with protected characteristics and to promote good relationships between different groups under the public sector equality duty.

Screening Decision	Outcome
Neutral or Positive – no full EQIA needed*.	Yes
Negative – Low Impact – full EQIA at the service director's discretion*.	No
Negative – Medium or High Impact – must complete a full EQIA.	No
Is a full EQIA required? Service decision:	No
Is a full EQIA required? Fairness and Equality recommendation:	No

* If a full EQIA is not required, you are still legally required to monitor and review the proposed changes after implementation to check they work as planned and to screen for unexpected equality impacts.

Please send this completed EQIA Screening Tool to equalities@islington.gov.uk for quality checking by the Fairness and Equality Team.