

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

Meeting of	Date	Ward(s)
Executive	4 February 2016	All

Delete as appropriate	Exempt	Non-exempt
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## ADMISSION TO ISLINGTON COMMUNITY SCHOOLS: 2017-18

### 1. SYNOPSIS

- 1.1 The School Admissions Code, 2014 requires all admission authorities to determine their admission arrangements by **28 February** for **2017/18**.
- 1.2 Admission authorities must publish a copy of the determined admission arrangements on their website by **15 March 2016**. Where an admission authority has determined a Published Admission Number (PAN) that is higher than in previous years, they must make specific reference to the change on their website.
- 1.3 Admission authorities need only consult every seven years, unless substantial changes are being proposed to the arrangements made following the previous consultation. The consultation period must be for a minimum of six weeks running between **01 October 2015** and **31 January 2016**.
- 1.4 As changes to primary and secondary admission numbers are being proposed, a consultation took place between **01 October 2015** and **13 November 2015**.
- 1.5 As part of Islington's statutory school admissions consultation we asked whether we should continue the temporary reduction to the admission number for Winton Primary School and introduce a temporary increase in the admission number of Arts and Media Secondary School, Islington. No other changes were proposed.
- 1.6 This report outlines proposals and recommendations relating to the admission arrangements for Islington's Sixth Form Consortium; coordination of, and arrangements for, Secondary and Primary Transfer; and local arrangements for the management of in-year applications.

## **2. RECOMMENDATIONS**

- 2.1. To agree the co-ordinated schemes and timetables for admission to Islington primary and secondary schools and academies in 2017/18, and in-year admission protocols for 2017/18, as set out in **Appendices 1, 4 and 7**.
- 2.2. To agree the policy and oversubscription criteria for admission to community primary and secondary schools and Islington Sixth Form Consortium for admission in 2017/18, as set out in **Appendices 2, 5, 8 and 9**.
- 2.3. To agree the proposed admission numbers for Islington community primary and secondary schools, and for external applicants to the Islington Sixth Form Consortium in 2017/18, as set out in **Appendices 3, 6 and 10**.

## **3. BACKGROUND**

- 3.1. All admission authorities must consult others locally before determining their admission arrangements.
- 3.2. For admission arrangements from 2013/14 onwards, admission authorities must consult every seven years, unless substantial changes are being proposed to the arrangements made following the last consultation.
- 3.3. Where significant changes are proposed, admission authorities must:
  - consult on their proposed arrangements by 31st January;
  - allow at least a 6 week period for consultation;
  - in light of consultation, determine their admission arrangements by 28 February;
  - publish the determined admission arrangements on their website by 15 March.
- 3.4. All admission authorities must determine admission arrangements by 28 February, even if they have not changed from the previous years and a consultation has not been required.
- 3.5. Therefore the Executive is required to agree the admission arrangements and admission numbers for all Islington community primary and secondary schools, and Islington's Sixth Form Consortium for 2017/18 and protocols for in-year admissions for 2017/18.

## **4. CONSULTATION**

- 4.1. All local authorities are required, by section 88M of the School Standards and Framework Act (1998) and the Co-ordination Regulations, to have in place a scheme each year for co-ordinating admissions arrangements for maintained schools within their area.
- 4.2. The School Admissions Code requires every local authority to draw up a scheme for maintained schools which ensures that every parent living in the local authority area applying for a place in the normal round receives the offer of one, and only one school place. It also requires local authorities to provide a common application form (in Islington this is referred to as the School Admissions Application Form) and that

it is made available to every resident in its area. Consultation must relate to admission arrangements. It must therefore include:

- The admissions policy
- The procedures and timing for applications
- Proposed admission numbers
- Details of over-subscription criteria and how they will be applied.

4.3. The School Admissions Code imposes mandatory requirements, and provides guidance to local authorities and admitting authorities, for achieving good practice in setting oversubscription criteria to ensure admission arrangements are fair and transparent to all children and their families, and promote social equity. The Code also details oversubscription criteria that are considered unlawful.

4.4. Any objections to the **September 2017** admission arrangements must be referred to the Schools' Adjudicator by **15 May 2016**.

4.5. Consultation took place between **1 October 2015** and **13 November 2015**. The consultation and response form were published on Islington Council's website (<http://www.islington.gov.uk/services/schools-learning/5-16/admissions/admissions-consultations/Pages/admissions-consultation-2017-18.aspx>) and sent to neighbouring local authorities, community groups and Islington's School Organisation and Admissions Forum. The consultation was also published in the School Circular (1 October 2015 edition).

4.6. **12** written responses to the consultation were received as outlined in **Table 1** below:

**Table 1: Breakdown of written responses received (Consultation 2017/18)**

Secondary sector	Primary sector	Community sector
1	1	10

4.7. A summary of the responses to the consultation is given in **Appendix 11**.

## **5. SECONDARY SCHOOL ADMISSION ARRANGEMENTS 2017/18**

### **A. Coordinated scheme for admission to secondary school 2017/18**

5.1. The high level of applications to schools outside the child's home local authority (and the requirement for eradicating multiple offers) means there is a need to co-ordinate admissions across the 33 London authorities. A computer-based Pan-London Admissions System enables this co-ordination to take place. The effectiveness of this system is contingent on the adoption of a common set of procedures across London authorities.

5.2. Although each local authority must formulate for consultation a *Co-ordination Scheme* for agreement by 28 February in the year before the arrangements come into effect, many elements of the scheme must be common to all London authorities to ensure effective Pan-London arrangements.

5.3. Once all applications are duly processed, arrangements for waiting lists and residents without a school place are for local determination. These arrangements must however, be made in accordance with the mandatory provisions of the School Admissions Code.

- 5.4. The consultation sought views on the proposed coordinated scheme for admission to secondary school in **2017/2018**.
- 5.5. No changes to Islington's existing scheme were proposed. The **scheme and timetable for 2017/18** are set out as **Appendix 1**.
- 5.6. Seven respondents provided a response to this question. All seven agreed with the proposed secondary scheme and timetable.
- **Recommendation**
- 5.7. To agree the co-ordinated scheme and timetable for Islington secondary schools and academies as outlined in **Appendix 1**.

### **B. Policy and oversubscription criteria for admission to secondary school 2017/18**

- 5.8. There is no requirement for admission authorities within a local area's coordinated scheme to operate the same over-subscription criteria. Admission authorities must therefore set and apply their own admission criteria.
- 5.9. The School Admissions Code requires admission authorities to set out the criteria against which places at each school will be allocated in the event of more applications being received than there are places available.
- 5.10. Some oversubscription criteria are mandatory, for example all admission authorities are required to give highest priority to looked-after children and all previously looked-after children.
- 5.11. Other criteria are at the admission authority's discretion, so long as they comply with all relevant legislation, including equalities legislation, and are reasonable, clear, objective, and procedurally fair.
- 5.12. Islington's criteria for admission to community secondary schools have remained substantially unchanged for a number of years, save technical amendments to clarify definitions or implement required changes resulting from revisions to the School Admissions Code.
- 5.13. Islington's existing criteria for admission to community secondary schools are as follow:
- 1. Looked-after children and children who have been adopted** (or made subject to a child arrangements order or special guardianship order) immediately after being looked- after
  - 2. Siblings**
  - 3. Exceptional, social, medical or special educational needs**
  - 4. Distance.**
- 5.14. Officers have reviewed existing arrangements to assess whether Islington's criteria for admission to community secondary schools continue to provide residents with equitable access to local schools as initially intended. The review included an analysis of the order, number and proportion of children admitted under each of these criteria over the last three years.

- 5.15. Given that it is a statutory requirement for looked-after children to be given highest priority by all admission authorities, this criterion was not considered during the review.
- 5.16. The remaining criteria reflect the Council's intention to ensure the process for allocating community school places is clear, objective and easy to understand. Additionally, the existing criteria aim to provide residents with the opportunity to secure a local school place should they wish, while maximising the prospect of good attendance and punctuality and aiding family management by allowing siblings to be prioritised.
- 5.17. Our expectation is that most applicants are admitted under the distance criterion, followed by sibling criterion admissions. Given that requests for consideration under the social-medical criterion should only be agreed in *exceptional* circumstances, the expectation is that relatively few applicants are prioritised for admission under this criterion.
- 5.18. **Table 2** below provides a breakdown of the review findings, and confirms that Islington's criteria for admission to community secondary schools are consistently operating as intended.

**Table 2: Breakdown of criteria offers for secondary community schools**

*Percentages have been rounded to nearest whole*

Year of entry	Offers for community schools	Sibling offers		Exceptional Social-Medical offers		Distance offers	
		#	%	#	%	#	%
2015/16	860	172	<b>20%</b>	1	<b>0%</b>	665	<b>77%</b>
2014/15	860	155	<b>18%</b>	2	<b>0%</b>	638	<b>74%</b>
2013/14	836	172	<b>21%</b>	2	<b>0%</b>	606	<b>72%</b>

*\*\*NB: Although Arts and Media School, Islington is technically its own admission authority, the Trust has asked the local authority to treat it as community school for the purpose of school admissions.*

- 5.19. Over the three year period, on average, almost three quarters of all applicants were admitted under the distance criterion, thereby providing residents with equitable access to local schools, which is the intended outcome.
- 5.20. Further, the allocation of sibling places has remained largely consistent over time, with no obvious disproportionality over a three year period.
- 5.21. The data indicates effective implementation of the *exceptional* social-medical criterion, with only a very small number of applications being prioritised for admission, as intended.
- 5.22. Given that Islington's oversubscription criteria appear to be working effectively in securing fair access to secondary community schools, no changes to either the order or criteria were proposed.
- 5.23. The consultation sought views on the proposed policy and oversubscription arrangements for community secondary schools for 2017/2018.
- 5.24. Seven written responses to this consultation question were received. Six respondents agreed with the proposed secondary policy and oversubscription criteria. The remaining respondent questioned why sibling applicants were prioritised above those considered under the distance criterion.

- 5.25. As outlined above, it is Islington's policy to support family management, attendance and punctuality through enabling siblings to be prioritised over other applicants.
- 5.26. Informal feedback from families indicates that they appreciate the option to send their children to the same school as this facilitates the development of strong parent-school relationships built on familiarity and trust; simplifies home to school travel arrangements; and provides peace of mind that younger siblings can be supported by their older siblings.
- 5.27. There is no current evidence to suggest that any groups or individuals are substantially disadvantaged by the current policy, or that a change to either the order or admission criteria is required. No changes to the policy or oversubscription criteria for admission to secondary community schools are therefore proposed.

- **Recommendation**

- 5.28. To agree the admissions policy and oversubscription criteria for Islington community secondary schools as outlined in **Appendix 2**.

### **C. Secondary school admission numbers 2017/18**

- 5.29. Although there is currently sufficient secondary capacity across Islington schools, our projections indicate that by 2017/18 the increasing number of Islington primary pupils will have reached the age of secondary transfer, and start to translate into higher secondary pupil numbers. On the basis of these projections, Islington secondary schools will have exceeded current capacity by 2020/21.
- 5.30. While we continue to monitor the supply and take-up of places, discussion has taken place with secondary schools over the past year to consider how best to meet projected demand in line with our place-planning strategy of expanding provision in good and outstanding schools.
- 5.31. The Council has invested heavily in providing high quality facilities in our secondary schools, and the quality of provision is improving year on year. It is therefore essential that individual schools continue to provide value for money by running at no more than 5% surplus capacity as recommended by the Department for Education (DfE).
- 5.32. However, for the past three years, Arts and Media School, Islington and Mount Carmel College for Girls have continued to hold significant surplus capacity that is not sustainable long-term. Both schools are keen to work with the local authority in order to meet local demand, while ensuring the best use of Council resources during a period of financial restraint.
- 5.33. To ensure there is sufficient capacity to meet the projected demand for secondary school places in 2017/18 resulting from the increased primary population moving on to secondary school, it is proposed that the admission number for Arts and Media School, Islington is temporarily increased from 150 to 180 for September 2017, with a possible permanent expansion the following year alongside additional capacity at Highbury Grove and Central Foundation Schools in 2018/19.

- 5.34. Discussions are also underway to consider a range of options for Mount Carmel College. It is anticipated that any firm proposal will be issued for public consultation during the Spring Term 2016.
- 5.35. The consultation sought views on the proposed number of secondary school places as outlined in **Table 3** below.

**Table 3: Proposed Secondary School numbers 2017/18**

School	Designation	PAN	Proposed
		2016/17	PAN 2017/18
1. Arts and Media School, Islington	Mixed Trust	150	180
2. Central Foundation	Boys Voluntary-Aided	150	150
3. City of London Academy, Islington	Mixed Academy	125	125
4. Elizabeth Garrett Anderson	Girls Community	180	180
5. Highbury Fields	Girls Community	140	140
6. Highbury Grove	Mixed Community	210	210
7. Holloway	Mixed Community	180	180
8. Mount Carmel College*	Girls Voluntary-Aided	140	140
9. St Aloysius' College	Boys Voluntary-Aided	180	180
10. St Mary Magdalene**	Mixed Academy	180	180
<b>TOTAL NUMBER OF AVAILABLE PLACES</b>		<b>1635</b>	<b>1665</b>

\*A separate consultation is due to be published in the Spring Term 2016;

\*\*St Mary Magdalene Academy Trust is considering expanding by 12 places in 2017/18.

- 5.36. Seven written responses to this consultation question were received, including the head teacher of Arts and Media School, Islington. The respondents were in agreement with the proposed secondary admission numbers.

- **Recommendation**

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

## 6. PRIMARY SCHOOL ADMISSION ARRANGEMENTS 2017/18

### A. Coordinated scheme for admission to primary school 2017/18

- 6.1. The high level of applications to schools outside the child's home local authority (and the requirement for eradicating multiple offers) means there is a need to co-ordinate admissions across the 33 London authorities. A computer-based Pan-London Admissions System enables this co-ordination to take place. The effectiveness of this system is contingent on the adoption of a common set of procedures across London authorities.
- 6.2. Although each local authority must formulate for consultation a *Co-ordination Scheme* for agreement by 28 February in the year before the arrangements come into effect, many elements of the scheme must be common to all London authorities to ensure effective Pan-London arrangements.
- 6.3. Once all applications are duly processed, arrangements for waiting lists and residents without a school place are for local determination. These arrangements must however, be made in accordance with the mandatory provisions of the School Admissions Code.

- 6.4. The consultation sought views on the proposed coordinated scheme for admission to primary school in **2017/2018**.
- 6.5. No changes to Islington's existing scheme were proposed. The **scheme** and **timetable** for **2017/18** are set out as **Appendix 4**.
- 6.6. Seven respondents provided a response to this question. All seven agreed with the proposed primary scheme and timetable.
- **Recommendation**
- 6.7. To agree the co-ordinated scheme and timetable for Islington primary schools and academies as outlined in **Appendix 4**.

#### **B. Policy & oversubscription criteria for admission to primary school 2017/18**

- 6.8. Co-ordinated admissions do not require all admission authorities within an area to operate the same policy or over-subscription criteria. Admission authorities must therefore set and apply their own admissions policy and criteria.
- **Detection and prevention of fraudulent applications**
- 6.9. The pressure on primary school places in London has led some parents to take drastic measures to secure a place at their preferred school, including renting a private property within the school catchment area specifically for the purpose of obtaining a school place, or providing false information about their child's permanent address.
- 6.10. Over the past two years, we have therefore increased our activity around preventing and detecting fraudulent applications following concerns raised by residents suspicious of malpractice.
- 6.11. A clear statement describing the checks undertaken to prevent and detect fraud is now included in our annual composite prospectus, together with an outline of the potential risks and consequences of providing misleading or false information including the withdrawal of a school place or instigation of legal proceedings.
- 6.12. The School Admissions team works closely with schools to prevent fraud, ensuring schools remain vigilant to the use of recurring addresses that appear to be used year after year only for admission to reception class. To date, we have not been alerted to any addresses that have been used for this purpose.
- 6.13. Council Tax checks are undertaken to verify discrepancies or check addresses where applicants fail to provide adequate proof of address when submitting an application. We also use the Council Tax database to monitor addresses after Offer Day where we suspect a temporary address has been used for the sole purpose of gaining a place at an oversubscribed school. As a result of this monitoring, we have withdrawn offers for places at both Gillespie and William Tyndale prior to the start of the new academic year to ensure children are not adversely affected by their parents' actions.
- 6.14. Many of our most oversubscribed schools undertake home visits prior to the child's admission and some also send welcome letters to the address stated on the

application form. Any letters that are returned as 'unknown' are immediately forwarded to the Council for further investigation. Fraudulent applications have been identified through this process at both Grafton and William Tyndale.

- 6.15. Another invaluable source of information is the Customer Relations Management (CRM) database. The CRM database provides details of all customer contact made through Contact Islington. The system details who has contacted the Council from a particular address, the date the contact was made, and the reason for the contact. This can range from requests for a bulky-waste collection, a call to Housing Repairs, or a call-out to the Noise Control Officer. These contacts can provide valuable information in determining whether the address used on the application form is genuine or has been deliberately used to gain a place at an oversubscribed school.
- 6.16. Over the past two years, the School Admissions team has also worked closely with the Council's corporate Investigations Team to review existing processes and consider how they might be improved. This has raised awareness among team members of the high risk areas in relation to fraudulent applications, and empowered managers to challenge applicants appropriately where it becomes apparent that an element of abuse of the school admissions process has occurred.
- 6.17. As a result of this collaboration, a robust procedure for the handling of fraudulent applications is in operation to ensure Islington's admission criteria are applied appropriately, and consistently, as part of the Council's commitment for securing fair access to Islington primary school places.
  - **Oversubscription Criteria**
- 6.18. There is no requirement for admission authorities within a local area's coordinated scheme to operate the same over-subscription criteria. Admission authorities must therefore set and apply their own admission criteria.
- 6.19. The School Admissions Code requires admission authorities to set out the criteria against which places at each school will be allocated in the event of more applications being received than there are places available.
- 6.20. Some oversubscription criteria are mandatory, for example all admission authorities are required to give highest priority to looked-after children and all previously looked-after children.
- 6.21. Other criteria are at the admission authority's discretion, so long as they comply with all relevant legislation, including equalities legislation, and are reasonable, clear, objective, and procedurally fair.
- 6.22. Islington's criteria for admission to community primary schools have remained substantially unchanged for a number of years, save technical amendments to clarify definitions or implement any required changes resulting from revisions to the School Admissions Code.

- 6.23. Islington’s existing criteria for admission to community secondary schools are as follow:
1. **Looked-after children and children who have been adopted** (or made subject to a child arrangements order or special guardianship order) immediately after being looked- after
  2. **Siblings**
  3. **Exceptional, social, medical or special educational needs**
  4. **Distance.**
- 6.24. Officers have reviewed existing arrangements to assess whether Islington’s criteria for admission to community primary schools continue to provide residents with equitable access to local schools as initially intended. The review included an analysis of the order, number and proportion of children admitted under each of these criteria over the last three years.
- 6.25. Given that it is a statutory requirement for looked-after children to be given highest priority by all admission authorities, this criterion was not considered during the review.
- 6.26. The remaining criteria reflect the Council’s intention to ensure the process for allocating community school places is clear, objective and easy to understand. Additionally, the existing criteria aim to provide residents with the opportunity to secure a local school place should they wish, while maximising the prospect of good attendance and punctuality and aiding family management by allowing siblings to be prioritised. This is particularly important for primary age pupils who are less likely than secondary age pupils to be able to travel to school independently.
- 6.27. Our expectation is that most applicants are admitted under the distance criterion, followed by sibling criterion admissions. Given that requests for consideration under the social-medical criterion should only be agreed in *exceptional* circumstances, the expectation is that relatively few applicants are prioritised for admission under this criterion.
- 6.28. **Table 4** below provides a breakdown of the review findings, and confirms that Islington’s criteria for admission to community primary schools are consistently operating as intended.

**Table 4: Breakdown of criteria offers for primary community schools**

*Percentages have been rounded to nearest whole*

Year of entry	Offers for community schools	Sibling offers		Exceptional Social-Medical offers		Distance offers	
		#	%	#	%	#	%
2015/16	1275	523	41%	20	2%	725	57%
2014/15	1278	538	42%	18	2%	732	57%
2013/14	1269	521	41%	5	0%	741	58%

- 6.29. Over the three year period, on average, almost two-thirds of all applicants were admitted under the distance criterion, thereby providing residents with equitable access to local schools, which is the intended outcome.
- 6.30. Further, the allocation of sibling places has remained largely consistent over time, with no obvious disproportionality over a three year period.

- 6.31. An interesting finding highlighted by the review, is the significant increase in the number of places offered under the exceptional social-medical criterion over the three year period from 2013. This finding merits further investigation to ascertain whether this is due to a greater awareness of the criterion among applicants, or whether there has been a marked rise in the complexity of exceptional needs cases that require children to be admitted to a specific school, or that criteria for exceptionality are being applied less rigorously.
- 6.32. Given that Islington's oversubscription criteria appear to be working effectively in securing fair access for eligible residents to local schools, while also adequately supporting the needs of families with more than one child, no changes to either the order or criteria were proposed.
- 6.33. The consultation sought views on the proposed policy and oversubscription arrangements for community primary schools for **2017/2018**.
- 6.34. Twelve written responses to this consultation question were received. Ten respondents disagreed with the proposed primary policy and oversubscription criteria, specifically in relation to the sibling criterion.
- 6.35. The main concern of respondents opposed to the use of the sibling criterion as currently defined, relates to its potential abuse by residents who secure a school place for their first child at a popular school and then move out of the local area, safe in the knowledge that any subsequent children will be prioritised for admission under the sibling criterion. The respondents' view is that this reduces the number of places available for allocation under the distance criterion, thereby disadvantaging genuine local residents.
- 6.36. As outlined above, our analysis does not substantiate this concern. There is no evidence to suggest that a significant number of families move out of the school's local area and continue to travel any significant distance in order to retain a place for siblings. However, some families may choose to minimise disruption to their children's lives by keeping them at the same school after moving home, thereby ensuring continuity of learning and friendship networks, as well as a familiar routine and environment, all of which are critical to a child's healthy all-round development and emotional well-being.
- 6.37. We understand that some local authorities are proposing changes to their sibling definition so that a distance qualification is also included. However, this has yet to be implemented in any London borough, so that any potential unintended consequences remain untested.
- 6.38. Islington's approach to preventing the possible abuse of admission arrangements is to address the underlying cause, by ensuring that any applicant who attempts to secure a school place by fraudulent means is exposed.
- 6.39. We will continue to work hard to further strengthen existing processes for uncovering fraudulent practice to ensure genuine local residents are not placed at a disadvantage by those seeking to gain a school place dishonestly.
- 6.40. Informal feedback from families indicates that they appreciate the option to send their children to the same school as this facilitates the development of strong parent-

school relationships built on familiarity and trust; simplifies home to school travel arrangements; and provides peace of mind that younger siblings can be supported by their older siblings.

- 6.41. There is therefore insufficient evidence to suggest that a change to the admission criteria or its order is required. Consequently, no changes to the policy or oversubscription criteria for admission to Islington primary community schools are proposed.

- **Recommendation**

- 6.42. To agree the admissions policy and oversubscription criteria for Islington community primary schools as outlined in **Appendix 4**.

### **C. PRIMARY SCHOOL ADMISSION NUMBERS 2017/18**

- 6.43. The local authority must publish admission numbers for primary schools within its admission arrangements. Published numbers must take account of the school's net capacity as determined by the Department for Education (DfE) formula. Schools must be consulted before deciding their admission number.
- 6.44. School rolls have been rising, and continue to rise across London, and this is already putting pressure on the provision of primary school places across the capital and more recently also in Islington.
- 6.45. Between 2009 and 2015, the number of reception age pupils seeking a place in Islington's schools rose by 273, marking an increase of 15%. As a result, additional capacity was put in place - 150 places in total, inclusive of 56 reception places at Whitehall Park Free School in 2014, rising to 60 reception class places in 2015.
- 6.46. The Council's Executive has also agreed proposals to expand Moreland to a two form entry school from 2017.
- 6.47. For the past three years, our pupil roll projections have proved reliable. Our current assessment is that there is sufficient reception class capacity to meet demand in September 2017. The Council also has some additional physical capacity that could be brought into immediate use at Pooles Park (30 places) and St Mark's (30 places) should any unforeseen need arise.
- 6.48. Pupil roll forecasts for 2015 are based on revised planning areas (from four to six to align with Early Years planning areas), actual pupil numbers and include demographic changes across Islington, London and national level. The final report is due to be published in Autumn Term 2015 at the following link where pupil roll projections for 2014 can still be viewed: <http://www.islington.gov.uk/services/schools-learning/5-16/Pages/planning-places.aspx>
- 6.49. To meet future projected need, we are currently in early discussion with a number of schools to ensure there are sufficient places in good and outstanding schools to ensure sufficient reception school places going forward. Please note that funding approval and governing body agreement have yet to be secured.

- 6.50. Feasibility studies are underway at Tufnell Park, St John Evangelist and St John's Highbury Vale to assess the viability of future permanent increases to their admission number.
- 6.51. Additionally, we have been working closely with the City of London Corporation to support their bid to open a Free School in the south of the borough (Planning Area 6 – Finsbury) to meet the projected increase in local demand for both City and Islington residents alike from 2017, largely as a result of housing developments.
- 6.52. As an interim measure, the consultation also proposed to continue the temporary reduction at Winton (from 45 to 30) to secure the most efficient use of resources and support financial planning.
- 6.53. The consultation sought views on the proposed admission numbers for Islington primary schools and academies for 2017/2018.
- 6.54. Five written responses to this consultation question were received. Four respondents agreed with the proposed primary admission numbers, while the remaining respondent proposed that admission numbers should be increased where possible.
- **Recommendation**
- 6.55. To agree the proposed admission numbers for Islington primary schools as set out in **Appendix 6**.

## **7. IN-YEAR SCHOOL ADMISSIONS COORDINATED SCHEME: 2017/18**

### **A. Local protocols for in-year admission to Islington primary and secondary schools: 2017/18**

- 7.1. The School Admissions Code 2012 removed the requirement for local authorities to coordinate in-year admissions applications. This remains the case under the School Admissions Code 2014.
- 7.2. Following local consultation, protocols were agreed with all Islington schools, including own admission authority schools to ensure children out of school are placed quickly, minimising the time they spend out of education and prevent them from falling outside the system.
- 7.3. These protocols have now been in operation for over two years and appear to be working effectively. Information gathered from a range of sources, indicates that schools respond sympathetically, fairly and for the most part speedily in offering places to children who are newly arrived in Islington.
- 7.4. Schools are familiar with what to do should they have safeguarding concerns. Similarly, schools readily refer back to the local authority (as required by the School Admissions Code), cases they consider should be admitted under Islington's Fair Access Protocol arrangements.
- 7.5. Consequently, no changes were proposed to existing arrangements. The consultation sought views on Islington's local protocols for the management of in-year admissions applications.

7.6. Six written responses to this consultation question were received. All respondents agreed with the proposed protocols and oversubscription criteria for in-year admissions. One respondent proposed that the application form should include a question on previous exam entries; however the School Admissions Code does not permit this. It is suggested that schools include this question on their admission form as part of the school's joining arrangements.

- **Recommendation**

7.7. To agree the proposed arrangements for in-year admissions in 2017/18 as set out in **Appendix 7**.

7.8. To agree the proposed oversubscription criteria in 2017/18 as set out in **Appendix 8**.

## 8. ISLINGTON SIXTH FORM CONSORTIUM ADMISSIONS POLICY 2017/18

8.1. In line with the School Admissions Code, details of proposed admission arrangements and criteria for entry to Year 12 at Islington Sixth Form Consortium (IC6), a joint collaboration between Highbury Grove, Highbury Fields, Central Foundation and St Aloysius' College, are attached as **Appendix 9**.

8.2. The consultation did not propose any changes to the existing arrangements and criteria for admission in 2017/18.

8.3. Three responses were received to this consultation question. All respondents agreed with the proposed arrangements and criteria.

8.4. The School Admissions Code also requires that a school must have an admission number for each 'relevant age group'. This is defined in law as 'an age group in which pupils are or will normally be admitted' to the school in question.

8.5. Where a secondary school operates a sixth form and admits children from other schools at age 16, an admission number is therefore required for Year 12 as well as for the main year or years in which children join the lower school. Admission numbers must refer in each case to children to be admitted to the school for the first time (and therefore not young people already on roll at the school and 'staying on' to the sixth form).

8.6. No changes to the existing admission numbers for external applicants to IC6 (Islington Sixth Form Consortium) at Year 12 were proposed in the consultation as set out below in **Table 5**.

**Table 5: Proposed admission numbers for external applicants 2017/18**

Admission number for external applicants at Year 12	2016/17	2017/18 Proposed
Highbury Grove	25	25
Highbury Fields	25	25
Central Foundation	25	25
St Aloysius	25	25
<b>TOTALS</b>	<b>100</b>	<b>100</b>

8.7. Four responses were received to this consultation question. All respondents agreed with the proposed admission number for external applicants.

- **Recommendation**

8.8. To agree the policy and oversubscription criteria for admission to IC6 (Islington Sixth Form Consortium) in 2017/18 as set out in **Appendix 9**.

8.9. To agree the proposed admission numbers to IC6 (Islington Sixth Form Consortium) for external applicants at Year 12 in 2017/18 as set out in **Table 5** above.

## **9. IMPLICATIONS**

- **Financial implications**

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

- **Legal Implications**

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

- **Environmental Implications**

9.3. There are no environmental implications.

- **Resident Impact Assessment**

9.4. The council must, in the exercise of its functions, have due regard to the need to eliminate discrimination, harassment and victimisation, and to advance equality of opportunity, and foster good relations, between those who share a relevant protected characteristic and those who do not share it (section 149 Equality Act 2010). The council has a duty to have due regard to the need to remove or minimise disadvantages, take steps to meet needs, in particular steps to take account of disabled persons' disabilities, and encourage people to participate in public life. The council must have due regard to the need to tackle prejudice and promote understanding.

9.5. The admission arrangements for community schools are designed to ensure all parents have an equal chance of securing the community school of their choice irrespective of the child's ethnicity, religion, or socio-economic group. A Resident Impact Assessment has taken place and no adverse impact identified.

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

10.1. The proposed admission arrangements for both primary and secondary community schools and Islington Sixth Form Consortium promote fair access to educational opportunity and are compliant with the mandatory provisions of the School Admissions Code.

10.2. The Executive is therefore asked to agree the proposed primary and secondary admission arrangements for 2017/18, in-year arrangements for 2017/18 and Islington Sixth Form Consortium 2017/18.

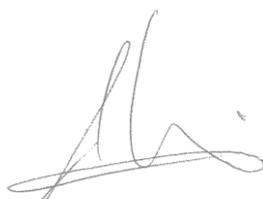
**Background papers:** None

**Appendices:**

- Appendix 1 Proposed Pan-London Secondary School Co-ordinated Admissions Scheme: **2017/18**
- Appendix 2 Proposed Islington Community Secondary School Admissions Policy and Oversubscription Criteria: **2017/18**
- Appendix 3 Proposed Secondary School Admission Numbers: **2017/18**
- Appendix 4 Proposed Pan-London Primary School Co-ordinated Admissions Scheme: **2017/18**
- Appendix 5 Proposed Islington Community Primary School Admissions Policy and Oversubscription Criteria: **2017/18**
- Appendix 6 Proposed Primary School Admission Numbers: **2017/18**
- Appendix 7 Proposed Islington In-Year Admissions Protocols: **2017/18**
- Appendix 8 Proposed Islington Community School In-Year Oversubscription Criteria: **2017/18**
- Appendix 9 Islington Sixth Form Consortium Admissions Policy and Oversubscription Criteria: **2017/18**
- Appendix 10 Proposed Islington Sixth Form Consortium Numbers for external applicants: **2017/18**
- Appendix 11 Summary of responses to the Consultation
- Appendix 12 Resident Impact Assessment

**Final report clearance:**

**Signed by:**



19 January 2016

Executive Member, Children and Families

Date

Report author: Mark Taylor

Tel: 020 7527 5881

E-mail: [mark.taylor@islington.gov.uk](mailto:mark.taylor@islington.gov.uk)

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

➤ **GLOSSARY**

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

➤ **APPLICATIONS**

- 1 Islington LA will advise HLAs during the Summer Term of Year 5 of any eligible resident pupils on the roll of Islington's maintained primary schools due to transfer to secondary school in the September of the subsequent academic year (i.e. **September 2017**).
- 2 Islington residents need to apply online at [www.islington.gov.uk/admissions](http://www.islington.gov.uk/admissions). Where this is not possible, applicants should contact the School Admissions Team by telephone (020 7527 5515) or in person (Council Offices at 222 Upper St, N1 1XR) to request a paper application.
- 3 Islington LA will take all reasonable steps to ensure that every parent who has a child in their last year of primary education within a maintained school, either in Islington or elsewhere, and who is resident in Islington has access to Islington's composite school prospectus. The prospectus will be available online from [www.islington.gov.uk/admissions](http://www.islington.gov.uk/admissions), with reference copies available from Islington primary schools, key community groups and Islington School Admissions team at the Council's Offices at 222 Upper St, N1 1XR in early **September 2016**.
- 4 The online brochure will also be available to parents who are non-residents and will include information on how to access their home local authority's equivalent School Admissions Application Form.
- 5 Own admission authorities within Islington will not use supplementary information forms except where the information available through the School Admissions Application Form is insufficient for consideration of the application against the school's published oversubscription criteria.
- 6 Where admission authorities within Islington use supplementary forms, we will seek to ensure that these only collect information which is required by the published oversubscription criteria, in accordance with paragraph 2.4 of the School Admissions Code, 2014.

- 7 Where supplementary forms are used, they will be made available on Islington's website or from the school concerned for resident and non-resident applicants alike. The supplementary forms will advise parents that they must also complete their home local authority's School Admissions Application Form.
- 8 Islington's composite prospectus will indicate which Islington schools require supplementary information forms to be completed and signpost applicants to where these forms can be found.
- 9 Where a school in Islington receives a supplementary information form, it will not be considered a valid application unless:
  - the applicant has also completed Islington's School Admissions Application Form or their HLA's equivalent common application form AND
  - the school is listed on Islington's/HLA's application form as a preference.
- 10 Islington LA will share the details of each application for an Islington voluntary-aided school with that school. Schools that require a supplementary information form will check that each parent has completed one. If one has not been received the school will make contact with the parent and ask them to complete one. The school will also check that each parent who has completed a supplementary form has also completed a School Admissions Application Form. If any parent has not completed a School Admissions Application Form, the school will share that information with Islington LA who will then contact the parent and ask them to complete one.
- 11 Applicants will be able to express a preference for up to six maintained secondary schools or Academies/Free Schools located within and/or outside Islington LA (including any City Technology College that has agreed to participate in their local authority's Qualifying Scheme).
- 12 The order of preference given on the School Admissions Application Form will not be revealed to a school. However, where a parent resident in Islington expresses a preference for schools in the area of another MLA, the order of preference will be revealed to that LA in order to determine the highest ranked preference in cases where a child is eligible for a place at more than one school.
- 13 The address that will be used to process an application will be the child's normal and permanent address as at the closing date for applications (**31 October 2016**).
- 14 Islington LA may not accept a temporary address where the applicant still possesses a property that was previously used as a home address; nor accept a temporary address if it is used solely or mainly to obtain a school place.
- 15 The LA may also undertake additional checks with the new school to ascertain whether the child's home address has changed since the application was completed and will investigate all applications where:
  - there are any doubts about the information originally provided;
  - information has been received from a member of the public to suggest a fraudulent application has been made;
  - the Council Tax account is in a different name from the applicant's.
- 16 Any applicant who provides false or misleading information will have their offer of a school place withdrawn, and may also be subject to legal proceedings.

- 17** Islington LA undertakes to carry out the address verification process set out in its entry in the Pan-London Business User Guide. This will in all cases include validation of resident applicants against Islington LA's primary school data and the further investigation of any discrepancy. Where Islington LA is not satisfied as to the validity of an address of an applicant whose preference has been sent to a MLA, it will advise the MLA no later than **12 December 2016**.
- 18** Islington LA will confirm the status of any resident child for whom it receives an Application Form stating that s/he is a 'Child Looked After' or has recently been adopted (or made subject to a child arrangement order or special guardianship order) immediately after being looked after and will provide evidence to the MLA in respect of a preference for a school in its area by **11 November 2016**.
- 19** Islington LA will advise a MLA of the reason for any preference expressed for a school in its area, in respect of a resident child born outside the correct age cohort, and will forward any supporting documentation to the MLA by **11 November 2016**.

➤ **PROCESSING**

- 20** Applicants who are resident within Islington must complete and submit (or return) the School Admissions Application Form, which will be available online, to Islington LA by **31 October 2016**. However, Islington LA encourages applicants to submit their application by **21 October 2016** to allow sufficient time to process and check all applications before the mandatory date when data must be shared with other Local Authorities.
- 21** Any application forms, changes to preferences or preference order received after **31 October 2016** will be treated as late. This means that such applications will be considered after those applicants who have applied on time.
- 22** Islington LA will accept late applications and process them as on time if they are late for a good reason and received by the **12 December 2016**, deciding each case upon its own merits.
- 23** Where such applications contain preferences for schools in other LAs, Islington will forward the details to MLAs via the Pan-London Register (PLR) as they are received. Islington LA will accept late applications which are considered to be on time within the terms of the HLA's scheme.
- 24** The latest date for the upload to the PLR of late applications which are considered to be on-time within the terms of the HLA's scheme is **12 December 2016**.
- 25** Where an applicant moves from one participating HLA to another after submitting an on-time application under the terms of the former HLA's scheme, the new HLA will accept the application as on-time up to **12 December 2016**, on the basis that an on-time application already exists within the Pan-London system.
- 26** Any school that operates a banding system that requires testing to take place must ensure that their timetable coincides with the scheme timetable set out in **Schedule A**.
- 27** Application data relating to applications for schools in other participating LAs will be up-loaded to the Pan-London Register (PLR) by **11 November 2016**. Supplementary information provided with the School Admissions Application Form will be sent to Islington voluntary-aided schools and MLAs by the same date.

- 28** Application data relating to Islington schools from out-of-borough pupils will be received from the Pan London Register on **11 November 2016**.
- 29** Islington LA will notify each school within Islington that is its own admissions authority of every preference that has been made for the school, forwarding to them all relevant details from the School Admissions Application Form by **12 November 2016**.
- 30** Between **12 November 2016** and **11 January 2017**, voluntary-aided schools and Academies will assess their applications according to their admissions criteria.
- 31** Islington LA will participate in the application data checking exercise scheduled between **13 December 2016** and **3 January 2017** in the Pan-London timetable.
- 32** All preferences for schools within Islington will be considered without reference to rank order. When the admission authorities within Islington have provided a list of applicants in criteria order, Islington LA shall, for each applicant to its schools for whom more than one potential offer is available, use the highest ranked potential offer to decide which single offer to make.
- 33** Schools which are their own admission authority must provide the MLA with an electronic list of their applicants in rank order by **11 January 2017**.
- 34** Islington LA will send the first ALT file to the Pan-London Register (PLR) giving offer details for their school on **3 February 2017**. The PLR will transmit the highest potential offer specified by the MLA to the HLA.
- 35** Islington LA will eliminate all but the highest ranked offer where an applicant has more than one potential offer. This will involve exchanges of preference outcomes between the LAS (Local Admissions System – ONE) and the PLR which will continue until notification that a steady state has been achieved, or until **16 February 2017** if this is sooner.
- 36** Islington will not make an additional offer between the end of the iterative process and **1 March 2017** which may impact on an offer being made by another participating LA.
- 37** Notwithstanding paragraph 28, if an error is identified within the allocation of places at one of our schools, Islington LA will attempt to manually resolve the allocation to correct the error. Where this impacts on another LA (either as a HLA or MLA) Islington LA will liaise with that LA to attempt to resolve the correct offer and any multiple offers which might occur. However, if another LA is unable to resolve a multiple offer, or if the impact is too far reaching, Islington will accept that the applicant(s) affected might receive a multiple offer.
- 38** Islington LA will participate in the offer data checking exercise scheduled between **17 and 23 February 2017**.
- 39** Islington will send a file to the e-Admissions portal with outcomes for all resident applicants who have applied online no later than **24 February 2017**.

➤ **OFFERS**

- 40** Islington LA will ensure, so far as is reasonably practical, that each resident applicant who cannot be offered a preference expressed on the School Admissions Application Form receives the offer

of an alternative school place. The applicant will be offered a place at the nearest community school to the home address with an available place.

**41** Islington LA will inform all resident applicants of their highest offer of a school place and, where relevant, the reasons why higher preferences were not offered, whether they were for schools in the Home LA or in other participating LAs.

**42** Islington LA will use the Notification Letter set out in **Schedule B**.

**43** Notification of the outcome will be sent electronically to resident applicants on **1 March 2017**, unless a paper application was submitted.

**44** Details of the pupils to be offered will be made available to each Islington primary school by **2 March 2017**.

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

➤ **POST OFFER**

**46** Parents must accept or decline the offer of a place by **15 March 2017**. If they do not respond by this date the HLA will make every reasonable effort to contact the parent to find out whether or not they wish to accept the place. Only where the parent fails to respond and Islington LA can demonstrate that every reasonable effort has been made to contact the parent, will the offer of a place be withdrawn. (The School Admissions Code states that an admission authority may only lawfully withdraw an offer in very limited circumstances. This may include where a parent has not responded to the offer within a reasonable time).

**47** Where a parent accepts or declines a place by **15 March 2017**, this information will be passed on to the relevant school within Islington, or for out-of-borough schools, to the MLA, by **24 March 2017**. Subsequent information will be transferred as and when it is received.

**48** Islington LA will inform the HLA, where different, of an offer for a maintained school or Academy in Islington which can be made to an applicant resident in the HLA's area, in order that the HLA can offer the place.

**49** When acting as a MLA, Islington LA and the admission authorities within it will not inform an applicant resident in another LA that a place can be offered.

**50** When acting as a HLA, Islington LA will offer a place at a maintained school or Academy in the area of another LA to an applicant resident in its area, provided that the school is ranked higher on the School Admissions Application Form than any school already offered.

**51** Where Islington LA is informed by a MLA of an offer which can be made to an applicant resident in Islington which is ranked lower on the School Admissions Application Form than any school already offered, it will inform the MLA that the offer will not be made.

**52** Where Islington LA, acting as a HLA, has agreed to a change of preference order for good reason, it must inform any MLA affected by the change.

**53** When acting as a MLA, Islington LA will inform the HLA, where different, of any change to an applicant's offer status as soon as it occurs. Islington LA will accept new applications (including additional preferences) from HLAs for maintained schools and Academies in its area.

➤ **WAITING LISTS**

**54** Where a child does not receive an offer of their first preference, his/her name will automatically be placed on the waiting list for each Islington school for which he/she is eligible, that is a higher preference school to the one that has been offered. Parents will be given the opportunity to make applications to Islington schools to which they did not originally apply.

**55** Where a child does not receive an offer of their first preference, his/her name will automatically be placed on the waiting list for each Islington school for which he/she is eligible, that is a higher preference school to the one that has been offered. Parents will be given the opportunity to make applications to Islington schools to which they did not originally apply.

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

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

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

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

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

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

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

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

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

- 63** Where it is not possible to offer a place at one of the preferred schools, a place will be allocated at the child's nearest Islington community school with a vacancy and the family offered the right of appeal. We may also ask the school to go over numbers.
- 64** The allocated place will be held open for a period of up to two school terms in advance of the family's move to the UK. This may be extended in individual circumstances.
- 65** The child will be placed on the waiting list for any higher preference school than the one offered as described above.

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

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

## Proposed Secondary Notification Letter

1 March 2017

Ref: «pupil\_id»

To the Parent/Carer of

«pupil\_firstname» «pupil\_surname»

«gu\_unit\_no» «gu\_unit\_name»

«gu\_house\_no» «gu\_street»

«gu\_main\_road»

«gu\_district»

«gu\_town»

«gu\_county»

«gu\_postcode»

Islington School Admissions Team

222 Upper Street, London N1 1XR

Tel: 020 7527 5515

Fax: 020 7527 5694

Email: [admissions@islington.gov.uk](mailto:admissions@islington.gov.uk)

This matter is being dealt with by: **Alison Smith**

Dear Parent/Carer,

### SECONDARY TRANSFER – 2017/18

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

#### Accepting the offer of the school place

It is important that you confirm as soon as possible that you wish to accept the offer of a place at «alloc\_pref». Please complete the reply slip below and return by 15 March 2017. Failure to do so may result in this offer being withdrawn. Once your acceptance is received, the school will be informed and will contact you to provide further information about the arrangements for admission.

Please note that applications for any schools that you listed lower on your application form, were automatically withdrawn under the coordinated admission arrangements.

#### If you were not offered your first preference school

I am sorry that it was not possible to offer a place at any of the schools which you have listed higher on your application form. For each of these schools there were more applications than places available, and other applicants had a higher priority than your child under the school's published admission criteria.

If you would like further information about why your child was not offered one of your higher preference schools, then please contact the admission authority for that school. An admission authority will either be the school or the local authority where the school is located. We are the admission authority for

community schools in Islington. For all other schools and academies in Islington, please contact them directly. The contact details for other admissions authorities can be found in our Secondary Transfer brochure which is accessible online at <http://www.islington.gov.uk/admissions>

## Appeals

You have the right of appeal under the School Standards & Framework Act 1998 against the refusal of a place at any of the schools which you listed on your application form.

If you wish to appeal:

- for community schools in Islington please contact the School Admissions Team at the above address or visit <http://www.islington.gov.uk/admissions> and return your completed appeal form to the address at the top of this letter
- for all other schools and academies in Islington please contact the school direct
- for schools outside Islington, please contact the local authority where the school is located.

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

## Waiting lists

I can confirm that your child's name has been placed on the waiting list for any Islington school that you have listed higher on your form. If you do not wish to remain on these waiting lists, please tick the relevant box on the reply slip.

If you would like «pupil\_firstname» to be placed on a waiting list for any other school, then please contact the Islington School Admissions Team. Your child will remain on the waiting list until the end of the Autumn Term for Islington Community Schools unless you contact the School Admissions Team in writing to extend this further by the end of December 2017.

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

Yours sincerely,

Alison Smith

Manager, Admissions and Children Out of School

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**REPLY SLIP**

Ref: «pupil\_id»

**PLEASE ACCEPT YOUR PLACE ONLINE by 15 MARCH 2017**

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

Islington School Admissions Team  
222 Upper Street  
London N1 1XR

Email: admissions@islington.gov.uk

Fax: 020 7527 5694

**ACCEPTING A PLACE**

I wish to accept a place for «pupil\_firstname» «pupil\_surname» at «alloc\_pref»

\*\*I do not wish to accept a place for «pupil\_firstname» «pupil\_surname» at «alloc\_pref»

.....

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

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

.....  
.....

**WAITING LISTS**

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

.....

**Please remove my child from all waiting lists.**

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

Signature of Parent/Carer

Date

Daytime Telephone Number.....

For information on how the waiting lists for Islington Schools operate, please refer to the Secondary Schools Brochure available online at:

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

## Proposed Admission Criteria to Islington Community Secondary Schools: 2017/18

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

In the event of over-subscription to a community secondary school, the following criteria will be applied in the order listed below:

1) **Looked-after children** and children who have been adopted (or made subject to a child arrangements order or special guardianship order) immediately after being looked-after.

2) **Sibling:** A sibling is defined as a brother or sister, half brother or sister, step brother or sister or adopted brother or sister whose main residence is at the same address. This criterion will apply to applicants with a sibling living at the same address who is on the roll of the preferred school (Years 7 to 11), or co-located Special School, at the time of proposed admission in the new academic year.

3) **Exceptional Social, Medical or Special Educational Needs:** The Director of Children's Services, on an individual basis, may give priority to applicants who can demonstrate that admission to a particular school is necessary on the grounds of professionally supported *exceptional* medical, social or special educational needs. Parents must supply details of any such special factors at the time of the original application (together with recent supporting documentation), to enable these factors to be considered.

4) **Distance:** Applicants who live nearest to the preferred school. Nearness to the school will be determined by a computerised mapping system using a straight line distance measurement. Routes will be calculated from the home address (as defined by the Land & Property Gazetteer) to the midpoint of the school grounds (as determined by Islington Local Authority).

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

### Multiple births

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

## PROPOSED SECONDARY ADMISSION NUMBERS 2017/18

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

\*Please note that a separate consultation is due to be published in Spring Term 2016

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

➤ **GLOSSARY**

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

➤ **APPLICATIONS**

- 1 Islington LA will advise HLAs of any resident pupils on the roll of Islington LA's maintained children's centres, nursery schools, primary schools, Free Schools and Academies who are eligible to transfer to reception class in the September of the subsequent academic year (i.e. **September 2017**).
- 2 Islington residents need to apply online at [www.islington.gov.uk/admissions](http://www.islington.gov.uk/admissions). Where this is not possible, applicants should contact the School Admissions Team by telephone (020 7527 5515) or in person (Council Offices at 222 Upper St, N1 1XR) to request a paper application.
- 3 Islington LA will take all reasonable steps to ensure that every parent who has a child in the eligible cohort and is resident in Islington is aware of, and has access to Islington's composite school prospectus. The prospectus will be available online from [www.islington.gov.uk/admissions](http://www.islington.gov.uk/admissions), with reference copies available from Islington primary schools, key community groups and Islington School Admissions team at the Council's Offices at 222 Upper St, N1 1XR in early **September 2016**.
- 4 The online brochure will also be available to parents who are non-residents and will include information on how to access their home local authority's equivalent School Admissions Application Form.
- 5 Own admission authorities within Islington will not use supplementary information forms except where the information available through the School Admissions Application Form is insufficient for consideration of the application against the school's published oversubscription criteria.
- 6 Where admission authorities within Islington use supplementary information forms, we will seek to ensure that these only collect information which is required by the published oversubscription criteria, in accordance with paragraph 2.4 of the School Admissions Code, 2014.
- 7 Where supplementary forms are used, they will be made available on Islington's website or from the school concerned for resident and non-resident applicants alike. The supplementary forms will

advise parents that they must also complete their home local authority's School Admissions Application Form.

- 8 Islington's composite prospectus will indicate which Islington schools require supplementary information forms to be completed and signpost applicants to where these forms can be found.
- 9 Where a school in Islington receives a supplementary information form, it will not be considered a valid application unless:
  - the applicant has also completed Islington's School Admissions Application Form or their HLA's equivalent common application form AND
  - the school is listed on Islington's/HLA's application form as a preference.
- 10 Islington LA will share the details of each application for an Islington voluntary-aided school with that school. Schools that require a supplementary information form will check that each parent has completed one. If one has not been received the school will make contact with the parent and ask them to complete one. The school will also check that each parent who has completed a supplementary form has also completed a School Admissions Application Form. If any parent has not completed a School Admissions Application Form, the school will share that information with Islington LA who will then contact the parent and ask them to complete one.
- 11 Applicants will be able to express a preference for up to six maintained primary schools or Academies/Free Schools located within and/or outside Islington LA that has agreed to participate in their local authority's Qualifying Scheme.
- 12 The order of preference given on the School Admissions Application Form will not be revealed to a school. However, where a parent resident in Islington expresses a preference for schools in the area of another MLA, the order of preference will be revealed to that LA in order to determine the highest ranked preference in cases where a child is eligible for a place at more than one school.
- 13 The address that will be used to process an application will be the child's normal and permanent address as at the closing date for applications (**15 January 2017**).
- 14 Islington LA may not accept a temporary address where the applicant still possesses a property that was previously used as a home address; nor accept a temporary address if it is used solely or mainly to obtain a school place.
- 15 The LA may also undertake additional checks with the new school to ascertain whether the child's home address has changed since the application was completed and will investigate all applications where:
  - there are any doubts about the information originally provided;
  - information has been received from a member of the public to suggest a fraudulent application has been made;
  - the Council Tax account is in a different name from the applicant's.
- 16 Any applicant who provides false or misleading information will have their offer of a school place withdrawn, and may also be subject to legal proceedings.
- 17 Islington LA undertakes to carry out the address verification process set out in its entry in the Pan-London Business User Guide. This will in all cases include validation of resident applicants against Islington LA's primary school data and the further investigation of any discrepancy. Where Islington LA is not satisfied as to the validity of an address of an applicant whose preference has been sent to a MLA, it will advise the MLA no later than **17 February 2017**.
- 18 Islington LA will confirm the status of any resident child for whom it receives an Application Form stating that s/he is a 'Child Looked After' or has recently been adopted (or made subject to a child

arrangement order or special guardianship order) immediately after being looked after and will provide evidence to the MLA in respect of a preference for a school in its area by **3 February 2017**.

- 19** Islington LA will advise a MLA of the reason for any preference expressed for a school in its area, in respect of a resident child born outside the correct age cohort, and will forward any supporting documentation to the MLA by **17 February 2017**.

➤ **PROCESSING**

- 20** Applicants who are resident within Islington LA must complete and submit (or return) the School Admissions Application Form, which will be available online, to Islington LA by **15 January 2017**.

- 21** Application data relating to preferences for schools in other participating LAs will be up-loaded to the Pan-London Register (PLR) by **06 February 2017**. Supplementary information provided with the Schools Admission Application Form will be sent to MLAs by the same date.

- 22** Any application forms, changes to preferences or preference order received after **15 January 2017** will be treated as late. This means that such applications will be considered after those applicants who have applied on time.

- 23** Islington LA will accept late applications and process them as on time if they are late for a good reason and received by the **13 February 2017**, deciding each case upon its own merits.

- 24** Where such applications contain preferences for schools in other LAs, Islington will forward the details to MLAs via the Pan-London Register (PLR) as they are received. Islington LA will accept late applications which are considered to be on time within the terms of the HLA's scheme.

- 25** The latest date for the upload to the PLR of late applications which are considered to be on-time within the terms of the HLA's scheme is **17 February 2017**.

- 26** Where an applicant moves from one participating HLA to another after submitting an on-time application under the terms of the former HLA's scheme, the new HLA will accept the application as on-time up to **17 February 2017**, on the basis that an on-time application already exists within the Pan-London system.

- 27** Application data relating to applications for schools in other participating LAs will be up-loaded to the Pan-London Register (PLR) by **17 February 2017**. Supplementary information provided with the School Admissions Application Form will be sent to Islington voluntary-aided schools and MLAs by the same date.

- 28** Application data relating to Islington schools from out-of-borough pupils will be received from the Pan London Register on **17 February 2017**.

- 29** Islington LA will notify each school within Islington that is its own admissions authority of every preference that has been made for the school, forwarding to them all relevant details from the School Admissions Application Form by **18 February 2017**.

- 30** Between **18 and 28 February 2017**, voluntary-aided schools and Academies will assess their applications according to their admissions criteria.

- 31** Islington LA will participate in the application data checking exercise scheduled between **20 February** and **28 February 2017** in the Pan-London timetable.

- 32** All preferences for schools within Islington will be considered without reference to rank order. When the admission authorities within Islington have provided a list of applicants in criteria order, Islington LA shall, for each applicant to its schools for whom more than one potential offer is available, use the highest ranked potential offer to decide which single offer to make.

- 33** Schools which are their own admission authority must provide the MLA with an electronic list of their applicants in rank order by **27 February 2017**.
- 34** Islington LA will send the first ALT file to the Pan-London Register (PLR) giving offer details for their school on **16 March 2017**. The PLR will transmit the highest potential offer specified by the MLA to the HLA.
- 35** Islington LA will eliminate all but the highest ranked offer where an applicant has more than one potential offer. This will involve exchanges of preference outcomes between the LAS (Local Admissions System – ONE) and the PLR which will continue until notification that a steady state has been achieved, or until **24 March 2017** if this is sooner.
- 36** Islington will not make an additional offer between the end of the iterative process and **18 April 2017** which may impact on an offer being made by another participating LA.
- 37** Notwithstanding paragraph 28, if an error is identified within the allocation of places at one of our schools, Islington LA will attempt to manually resolve the allocation to correct the error. Where this impacts on another LA (either as a HLA or MLA) Islington LA will liaise with that LA to attempt to resolve the correct offer and any multiple offers which might occur. However, if another LA is unable to resolve a multiple offer, or if the impact is too far reaching, Islington will accept that the applicant(s) affected might receive a multiple offer.
- 38** Islington LA will participate in the offer data checking exercise scheduled between **27 March** and **10 April 2017**.
- 39** Islington LA will send a file to the e-Admissions portal with outcomes for all resident applicants who have applied online no later than 12 April 2017.
- **OFFERS**
- 40** Islington LA will ensure, so far as is reasonably practical, that each resident applicant who cannot be offered a preference expressed on the School Admissions Application Form receives the offer of an alternative school place. The applicant will be offered a place at the nearest community school to the home address with an available place.
- 41** Islington LA will inform all resident applicants of their highest offer of a school place and, where relevant, the reasons why higher preferences were not offered, whether they were for schools in the Home LA or in other participating LAs.
- 42** Islington LA will use the Notification Letter set out in **Schedule D**.
- 43** Notification of the outcome will be sent electronically to resident applicants on **18 April 2017**, unless a paper application was submitted.
- 44** Islington LA will provide children's centres, nursery and primary schools with the destination data of its resident applicants after Offer day on **18 April 2017**.
- 45** Parents who are not successful in their application for a school will be offered the right of appeal.
- **POST OFFER**
- 46** Parents must accept or decline the offer of a place by **2 May 2017**. If they do not respond by this date the HLA will make every reasonable effort to contact the parent to find out whether or not they wish to accept the place. Only where the parent fails to respond and Islington LA can demonstrate that every reasonable effort has been made to contact the parent, will the offer of a place be withdrawn. (The School Admissions Code states that an admission authority may only lawfully withdraw an offer in very limited circumstances. This may include where a parent has not responded to the offer within a reasonable time).

- 47** Where a parent accepts or declines a place by **2 May 2017**, this information will be passed on to the relevant school within Islington, or for out-of-borough schools, to the MLA, by **9 May 2017**. Subsequent information will be transferred as and when it is received.
- 48** Islington LA will inform the HLA, where different, of an offer for a maintained school or Academy in Islington which can be made to an applicant resident in the HLA's area, in order that the HLA can offer the place.
- 49** When acting as a MLA, Islington LA and the admission authorities within it will not inform an applicant resident in another LA that a place can be offered.
- 50** When acting as a HLA, Islington LA will offer a place at a maintained school or Academy in the area of another LA to an applicant resident in its area, provided that the school is ranked higher on the School Admissions Application Form than any school already offered.
- 51** Where Islington LA is informed by a MLA of an offer which can be made to an applicant resident in Islington which is ranked lower on the School Admissions Application Form than any school already offered, it will inform the MLA that the offer will not be made.
- 52** Where Islington LA, acting as a HLA, has agreed to a change of preference order for good reason, it must inform any MLA affected by the change.
- 53** When acting as a MLA, Islington LA will inform the HLA, where different, of any change to an applicant's offer status as soon as it occurs. Islington LA will accept new applications (including additional preferences) from HLAs for maintained schools and Academies in its area.
- **WAITING LISTS**
- 54** Where a child does not receive an offer of their first preference, his/her name will automatically be placed on the waiting list for each Islington school for which he/she is eligible, that is a higher preference school to the one that has been offered. Parents will be given the opportunity to make applications to Islington schools to which they did not originally apply.
- 55** Waiting lists will be kept by all admission authorities in Islington LA. Own admission authority schools will apply their own admission arrangements. Islington LA will keep a duplicate waiting list and will offer places on behalf of the governing bodies of own admission authority schools. Waiting lists for community schools will be administered centrally by Islington MLA during the Autumn Term.
- 56** Waiting lists for entry to Reception class in **September 2017** will be compiled on **3 May 2017** (after the deadline for acceptance of places) and will be kept in strict criteria order with no differentiation between on-time or late applications.
- 57** Waiting lists will be maintained and places allocated, as they become available, in accordance with each admission authority's published admission and oversubscription criteria.
- 58** Children will remain on the waiting list until the end of the Autumn Term. After this period, parents should contact the relevant school in writing to extend this further.
- **CHILDREN OF UK SERVICE PERSONNEL (UK ARMED FORCES)**
- 59** For families of service personnel with a confirmed posting in Islington LA, or crown servants returning from overseas to live in Islington LA, we will:
- allocate a place in advance of the family arriving in Islington provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address;
  - describe Islington's arrangements for the admission of children of UK Service Personnel in our composite admissions brochures;

- ensure our arrangements do not disadvantage service children through an annual review of existing procedures.

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

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

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

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

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

➤ **DEFERRING OR DELAYING ADMISSION**

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

66 In line with the Admissions Code 2014, parents can defer the date their child takes up a full-time place until later in the school year, but not beyond the point at which they reach compulsory school age, and not beyond the beginning of the final term of the school year for which the place was offered.

67 Parents who wish to defer their child's admission or opt for their child to attend part-time until they reach compulsory school age *within the same academic year* should inform the head teacher of the offered school.

68 In the case of a parental request to *delay* their child's admission into the reception class for the following academic year, the local authority will consider each case on its merits, in the best interests of the child, using the following criteria:

- the needs of the child and the possible impact of being out of chronological year group;
- in the case of children born prematurely, the fact that they may have naturally fallen into the lower age group if they had been born on their expected date of birth;
- whether delayed social, emotional or physical development is adversely affecting their readiness for school;
- any evidence provided by the parents to support their request;
- the views of the head teacher of the relevant school;
- relevant research into the outcomes of summer born and premature children.

69 If the request for delayed admission is agreed, the parent must reapply for a reception class place on the basis of the following year's oversubscription criteria.

70 In both cases, the child **MUST** begin to attend school upon reaching statutory school age (i.e. at the start of the term following their fifth birthday).

71 Where parents wish, children may attend the offered school part-time until later in the school year but not beyond the point at which they reach compulsory school age.

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

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

18 April 2017

Ref: «pupil\_id»

To the Parent/Carer of

«pupil\_firstname» «pupil\_surname»

«gu\_unit\_no» «gu\_unit\_name»

«gu\_house\_no» «gu\_street»

«gu\_main\_road»

«gu\_district»

«gu\_town»

«gu\_county»

«gu\_postcode»

Islington School Admissions Team

222 Upper Street, London N1 1XR

Tel: 020 7527 5515

Fax: 020 7527 5694

Email: [admissions@islington.gov.uk](mailto:admissions@islington.gov.uk)

This matter is being dealt with by: **Alison Smith**

Dear Parent/Carer,

### **PRIMARY TRANSFER STARTING RECEPTION – 2017/18**

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

#### **Accepting the offer of the school place**

It is important that you confirm as soon as possible that you wish to accept the offer of a place at «alloc\_pref». Please complete the reply slip below and return by 2 May 2017. Failure to do so may result in this offer being withdrawn. Once your acceptance is received, the school will be informed and will contact you to provide further information about the arrangements for admission.

Please note that applications for any schools that you listed lower on your application form, were automatically withdrawn under the coordinated admission arrangements.

#### **If you were not offered your first preference school**

I am sorry that it was not possible to offer a place at any of the schools which you have listed higher on your application form. For each of these schools there were more applications than places available, and other applicants had a higher priority than your child under the school's published admission criteria.

If you would like further information about why your child was not offered one of your higher preference schools, then please contact the admission authority for that school. An admission authority will either be the school or the local authority where the school is located. We are the admission authority for community schools in Islington. For all other schools and academies in Islington, please contact them

directly. The contact details for other admissions authorities can be found in our Primary Transfer Admissions brochure which is accessible online at <http://www.islington.gov.uk/admissions>

## Appeals

You have the right of appeal under the School Standards & Framework Act 1998 against the refusal of a place at any of the schools which you listed on your application form.

If you wish to appeal:

- for community schools in Islington please contact the School Admissions Team at the above address or visit <http://www.islington.gov.uk/admissions> and return your completed appeal form to the address at the top of this letter
- for all other schools and academies in Islington please contact the school direct
- for schools outside Islington, please contact the local authority where the school is located.

## Key Stage 1 Infant Class Size Legislation

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

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

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

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

## Waiting lists

I can confirm that your child's name has been placed on the waiting list for any Islington school that you have listed higher on your form. If you do not wish to remain on these waiting lists, please tick the relevant box on the reply slip.

If you would like «pupil\_firstname» to be placed on a waiting list for any other school, then please contact the Islington School Admissions Team. Your child will remain on the waiting list until the end of the Autumn Term for Islington Community Schools unless you contact the School Admissions Team in writing to extend this further by the end of December 2017.

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

Yours sincerely,

Alison Smith

Manager, Admissions and Children Out of School

**REPLY SLIP**

Ref: «pupil\_id»

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

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

Islington School Admissions Team  
222 Upper Street  
London N1 1XR

Email: admissions@islington.gov.uk

Fax: 020 7527 5694

**ACCEPTING A PLACE**

I wish to accept a place for «pupil\_firstname» «pupil\_surname» at «alloc\_pref»

\*\*I do not wish to accept a place for «pupil\_firstname» «pupil\_surname» at «alloc\_pref»

.....

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

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

.....

.....

**WAITING LISTS**

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

.....

**Please remove my child from all waiting lists.**

.....

Signature of Parent/Carer

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

Date

Daytime Telephone Number.....

For information on how the waiting lists for Islington Schools operate, please refer to the Primary Schools Brochure available online at:

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

## Proposed Admission Criteria to Islington Community Primary Schools: 2017/18

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

In the event of over-subscription to a community secondary school, the following criteria will be applied in the order listed below:

1) **Looked-after children and children who have been adopted** (or made subject to a child arrangements order or special guardianship order) immediately after being looked-after.

2) **Sibling:** A sibling is defined as a brother or sister, half brother or sister, step brother or sister or adopted brother or sister whose main residence is at the same address. This criterion will apply to applicants with a sibling living at the same address who is on the roll of the preferred school (Reception Class to Year 6), or co-located Special School, at the time of proposed admission in the new academic year.

3) **Exceptional Social, Medical or Special Educational Needs:** The Director of Children's Services, on an individual basis, may give priority to applicants who can demonstrate that admission to a particular school is necessary on the grounds of professionally supported *exceptional* medical, social or special educational needs. Parents must supply details of any such special factors at the time of the original application (together with recent supporting documentation), to enable these factors to be considered.

4) **Distance:** Applicants who live nearest to the preferred school. Nearness to the school will be determined by a computerised mapping system using a straight line distance measurement. Routes will be calculated from the home address (as defined by the Land & Property Gazetteer) to the midpoint of the school grounds (as determined by Islington Local Authority).

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

### Multiple Births

#### • Key Stage 1

If only one place is available at the school and the next child who qualifies for a place is one of multiple birth siblings, schools will go over their published admission number to support the family as required by the School Admissions Code 2014 . These children will be deemed as 'excepted' pupils under KS1 class size legislation.

#### • Key Stage 2

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

## Proposed Primary Admission Numbers 2017-18

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

## Appendix 7

### Proposed In-Year Admission Protocols For Islington Schools: 2017-18

#### GLOSSARY

**Admission Authority:** The body responsible for setting and applying a school's admission arrangements. For community schools, the local authority is the admission authority; and for foundation or voluntary aided schools, the governing body of the school is the admission authority. For Academies and Free Schools the Funding Agreement states who is responsible for applying admission arrangements which can only be set or altered with the prior agreement of the Secretary of State.

**Home Local Authority (HLA):** The authority area in which the child lives.

**Maintaining Local Authority (MLA):** The authority area in which the school is located.

#### ➤ PRINCIPLES

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

#### ➤ APPLICATIONS

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

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

➤ **PROCESSING**

22. Applicants with children resident in Islington must complete and return Islington's online In-Year School Admissions Application Form, a copy of which is sent directly to the preferred Islington school and School Admissions Team.
23. Islington schools will be responsible for ranking and decision-making in relation to which child is to be offered a place in accordance with their published admission criteria.
24. Islington schools will also be responsible for maintaining their waiting lists in admission criteria order.
25. Continuity in a child's education is of significant importance. Islington's head teachers are committed to working in partnership with each other and Islington LA to minimise disruption to a child's education through changing schools mid-year, unless it is in the child's best interest to do so.
26. Where an application is received from a child who attends another Islington school, the head teacher of the preferred Islington school will inform the current Islington school of the application. This will provide the current Islington school with the opportunity to discuss with the parent their reasons for wishing to change schools.
27. Schools must notify the MLA of any completed In-Year School Admissions Application Form, and inform the HLA of which children are to be offered a school place and similarly which children are not to be offered a school place. This is an important safeguarding process to ensure no child is left without a school place. Islington schools will provide Islington LA with a copy of the application form to enable the HLA to verify the address and calculate distances where requested as detailed above.
28. Islington schools will send out their own offer (Schedule F) or no offer letter (Schedule G) and provide Islington LA with a copy.
29. Where an Islington school informs Islington LA that they are unable to offer a place, parents will be informed of their right of appeal and which Islington schools have suitable vacancies.

30. Islington schools must keep SIMS up to date as vacancy information will be based on this data. On request from Islington MLA, schools will provide vacancy numbers. This will ensure Islington MLA maintains an overview of pupil numbers and vacancies across the borough so that any unplaced children can be allocated a suitable school place quickly.
31. Islington schools not transferring their data directly to Islington LA via the 'B2B' link will provide vacancy information as requested by Islington MLA.
32. Applications from children resident outside Islington will be processed in accordance with the Home LA's arrangements.
33. Similarly, Islington residents wishing to apply for a school in another MLA will be advised of how to do so. Islington HLA will work with other London authorities to ensure these pupils are tracked from receipt of the application to the offer of a school place.
34. Where it is not possible to offer an Islington resident one of their preferred schools, Islington LA will allocate a suitable Islington school place within 20 school days of being notified of the 'no offer'. Applicants will also be advised of their right of appeal.

➤ **OFFERS**

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

➤ **POST OFFER**

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

45. Islington MLA will aim to inform the HLA whether a child offered a place at a school in its area has been placed on roll at the school within 5 working days of being placed on roll.
46. Islington MLA will notify the HLA of any appeals that are upheld for Islington schools.

➤ **WAITING LISTS**

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

➤ **TIMING OF ADMISSION**

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

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

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

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

➤ **FAIR ACCESS ADMISSIONS**

53. Islington residents deemed to have challenging behaviour will be admitted to an Islington school under Islington's Fair Access Protocol by the Primary and Secondary Securing Education Boards which meet approximately once a month.
54. The Securing Education Boards determine whether pupils should be admitted under Islington's Fair Access Protocol and which schools should be allocated.
55. All schools and academies must take part.
56. Schools are allocated on a 'fair share' basis to ensure equity across all Islington schools and academies and not just those with vacancies.
57. Where possible parental preference is accorded but cannot always be guaranteed.
58. Schools allocated pupils under the Fair Access Protocol may, in some circumstances be provided with additional resources to support the pupils' reintegration.

59. Admissions will be scrutinised by the Islington School Admissions Forum to ensure the Fair Access Protocol is being applied equitably.
60. Where schools are approached for a place and believe the application should be considered under Islington's Fair Access arrangements, the case should be referred to the Senior Officer, Children Out of School without delay to ensure the child does not go missing from the system.

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

61. For families of service personnel with a confirmed posting in Islington LA, or crown servants returning from overseas to live in Islington LA, we will:
- allocate a place in advance of the family arriving in Islington provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address;
  - describe Islington's arrangements for the admission of children of UK Service Personnel in our composite admissions brochures;
  - ensure our arrangements do not disadvantage service children through an annual review of existing procedures.
62. Applications will be processed in line with Islington's school admissions procedures as described above.
63. Where possible, a place will be offered at the applicant's highest preferred school as listed on the application form.
64. Where it is not possible to offer a place at one of the preferred schools, a place will be allocated at the child's nearest Islington community school with a vacancy and the family offered the right of appeal.
65. The allocated place will be held open for a period of up to two school terms in advance of the family's move to the UK. This may be extended in individual circumstances.
66. The child will be placed on the waiting list for any higher preference school than the one offered as described above

**Proposed fields for inclusion in Islington's Online In-Year Application Form: 2017/18**

**CHILD'S DETAILS:**

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

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

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

**PREFERENCE DETAILS:**

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

**OTHER:**

Declaration including consequences of providing false information  
Signature of parent or carer  
Date of signature  
Data Protection notice  
Checklist including advice about completing supplementary forms

**PRIVATE & CONFIDENTIAL**

**Parent name and address**

Date

Dear **[Parent's name]**

**OFFER LETTER**

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

**Accepting the offer of the school place**

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

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

**Sibling applications**

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

I look forward to receiving your acceptance.

Yours sincerely

**Head teacher / Principal**

**Cc. Islington School Admissions Team**

.....

**REPLY SLIP**

**Please return this form by [deadline date] to:**

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

*Please choose as appropriate:*

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

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

**Parent signature .....**

**Date .....**

**Daytime contact number .....**

PRIVATE &amp; CONFIDENTIAL

Parent name and address

Date

Dear [Parent's name]

**NO OFFER**

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

**Waiting list**

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

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

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

For full details of our admissions policy, please see [www.islington.gov.uk](http://www.islington.gov.uk) and click on the relevant **determined admission arrangements**.

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

**Appeals**

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

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

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

Yours sincerely

**Head teacher / Principal**

**Cc. Islington School Admissions Team**

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

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

In the event of over-subscription to a community primary or secondary school, the following criteria will be applied in the order listed below:

- 1) **Looked-after children and children who have been adopted** (or made subject to a child arrangements order or special guardianship order) **immediately after being looked after.**
- 2) **Siblings:** A sibling is defined as a brother or sister, half brother or sister, step brother or sister or adopted brother or sister whose main residence is at the same address. This criterion will apply to applicants with a sibling living at the same address who is on the roll of the preferred school (Years 7 to 11) at the time of proposed admission in the new academic year.
- 3) **Exceptional Social, Medical or Special Educational Needs:** The Director of Children's Services, on an individual basis, may give priority to applicants who can demonstrate that admission to a particular school is necessary on the grounds of professionally supported *exceptional medical, social or special educational needs*. Parents must supply details of any such special factors at the time of the original application (together with recent supporting documentation) to enable these factors to be considered.
- 4) **Distance:** Applicants who live nearest to the preferred school. Nearness to the school will be determined by a computerised mapping system using a **straight line distance measurement**. Routes will be calculated from the home address, including flats (as defined by the Land & Property Gazetteer) to the midpoint of the school grounds (as determined by Islington Local Authority).

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

### Multiple Births

If only one place is available at the school and the next child who qualifies for a place is one of multiple birth siblings, we will ask community schools to admit the siblings and go over their published admission number to support the family. For KS1 children, schools will admit the siblings and go over their published admission number to support the family as required by the School Admissions Code 2014<sup>1</sup>. These children will be deemed as 'excepted' pupils under KS1 class size legislation.

### Tie Break

If only one place is available and two or more families live an equal distance from the school or tie within any of the other criteria, then the allocation of that place will be determined by random allocation using a computerised system.

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

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

All applicants must register their interest to attend the consortium in the Spring Term. Students who apply before the published deadline will be contacted to attend a meeting at one of the Consortium schools to provide advice on options and entry requirements for particular courses. This information is also available from the Islington Sixth Form Consortium Prospectus.

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

1. **Looked-after children and children who have been adopted** (or made subject to a child arrangements order or special guardianship order) **immediately after being looked after.**
2. **Students in Year 11 who attend one of the following four feeder schools** (Central Foundation School, Highbury Fields School, Highbury Grove School and St Aloysius) who meet the entry requirements for their chosen course.
3. **External applicants who meet the entry requirements for their chosen course.**

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

Final offers of a place on a specific course for all students will be conditional on attendance at Enrolment Day in August, induction in September (or prior notification of justifiable absence) and actual GCSE results. Students who are not offered a place will be offered the right of appeal.

The Consortium maintains the right to withdraw a publicised course if the number of students is insufficient.

The Consortium maintains the right to review and change the admissions policy.

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

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



## Admissions Consultation 2017/18: Summary of Responses

### Respondents

A. Arts and Media Secondary School, Islington
B. St Luke's Primary
C. Parent
D. Trader
E. Parent/application consultant
F. Architect
G. Islington resident
H. Lecturer
I. Parent
J. Parent
K. Doctor
L. Media Manager

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

YES	NO
7	0
<b>Comments</b> None	

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

YES	NO
6	1
<b>Comments</b> E: Why do siblings get priority over distance?	

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

YES	NO
7	0
<b>Comments</b> A: We have written a letter to accept the 180 PAN. E: If a surplus exists, it is because the school is doing well in its job.	

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

YES	NO
7	0
<b>Comments</b> E: Seems like a sensible approach.	

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

YES	NO
2	10
<b>Comments</b> • C: No: New admissions should be prioritised by distance and only given to siblings if parents do not live further than 800m of current catchment area to give a fairer admissions process.	



## Admissions Consultation 2017/18: Summary of Responses

- D: Not fair that most school places are given to siblings even if they live much further away.
- E: Again this is flawed. Why should local residents have to travel further away to drop off young kids. If a sibling cannot get to the school farthest away, then the other sibling should come to the school closest to them. You should not penalise families that do not have a stay at home parent who can spend time travelling long distances. Given the amount of pollution in London, this proposal is damaging to the environment as well as being incredibly inconvenient to those local residents.
- F: The criteria should be revised to ensure that any sibling admitted lives within walking distance.
- G: I believe that it would be fairer for siblings to take precedence over new families to the school only if the family have not moved away from the catchment area. It is my understanding that some local authorities have a cap on the distance that a family can live for a second sibling to be given priority and I think that this is something that Islington should consider.
- H: The criteria should be revised to ensure that any sibling admitted lives in close proximity to the school, and not further than 1000m away. This is to ensure that the admission interests of local children are protected. It would also limit emissions from lengthy car journeys to school.
- I:
  1. There have been reports that Haringey is considering introducing a maximum distance for the sibling preference criterion. Islington needs to consider the impact on Islington Primary admissions if this happens.
  2. Islington should consider also adding this criterion. The administrator of a very popular primary school proudly told me that people drive their children back to the school even when they have moved a considerable distance away. If those people are still getting siblings into the school at the expense of local first children this is unfair. Please can you consider this, and in any case publish the number of children getting in under sibling criteria that live further away than recent years' maximum distance criteria distances.
  3. The same school administrator also advised us to rent a flat closer to the school to get in, breaking the admissions rules. I note what you say about trying to prevent admissions fraud, and strongly support anything you can do to reduce it, including making sure that schools themselves understand what the rules are.
  4. The school place planning report shows a projected shortage of primary places in planning area 2. Point 6.6 of the consultation says that as a fallback position places could be made available at Poole's Park and St Mark's. I understood that bulge classes could only be added to schools that were good or outstanding, but Poole's Park was rated 'requires improvement' at its last Ofsted report. St Marks has recently been rated good, having previously been rated requires improvement, and is in the middle of a change in leadership. Parents need confidence that if places are added then they will be in schools that are performing well with the current number of pupils, and so will cope with the bulge class.
- J: I have lived in Cornwallis Road N19 for almost 6 years. When we bought the house, we were in the catchment area for Grafton School. Since then Grafton has doubled its intake (from 30 to 60). However my home is no longer within the catchment area! My research suggests that this is because there are parents renting temporary addresses closer to the school to get their child admitted to Grafton. Once their first child becomes a pupil, they move back to their proper home safe in the knowledge that the sibling policy will ensure a place for child no. 2. To deter this cheating, I believe the admissions criteria should be changed to ensure that any sibling admitted lives in close proximity to the school, and not further than say 1000m away. This is to ensure that the admission interests of local children are protected. It would also limit emissions from lengthy



### Admissions Consultation 2017/18: Summary of Responses

car journeys to school. It should be noted that this change would be in accordance with recent changes made to the siblings admission criteria in the London Boroughs of Wandsworth and Hackney.

- 11: There needs to be a distance cap for siblings.
- L: Revise sibling criteria so that siblings live within walking distance to the school.

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

YES	NO
4	1
<b>Comments</b>	
<ul style="list-style-type: none"> <li>• E: I don't see a better option.</li> <li>• J: I think admissions numbers should be increased where possible.</li> </ul>	

**Question 7:** Do you agree the proposed arrangements for in-year admissions in 2017/18 set out in Appendix 7?

YES	NO
6	0
<b>Comments</b>	
A: In-year admissions need to be specifically asked on the form if they have taken any GCSE exams or BTECs at any time (some schools enter pupils early etc). The first grade obtained on the first sitting is the one that counts. We had a situation where we took pupils in from New River who had already taken GCSEs and got grade E. There was no point us then putting them through that subject again as the grade 'E' counts.	

**Question 8:** Do you agree the proposed oversubscription criteria for in-year admissions in 2017/18 set out in **Appendix 8**?

YES	NO
6	0
<b>Comments</b>	
None	

**Question 9:** Do you agree the proposed admission arrangements and criteria for the Islington Sixth Form Consortium 2015/16 as set out in **Appendix 9**?

YES	NO
3	0
<b>Comments</b>	
None	

**Question 10:** Do you agree the proposed admission numbers to Islington Sixth Form Consortium for 2017/18 as set out in **Appendix 10**?

YES	NO
4	0
<b>Comments</b>	
None	