

Islington School Admissions

Arrangements 2015/16

(Includes locally agreed in-year protocols for 2014/15)

**Determined by Islington Local Authority
Executive Committee 6 February 2014**

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DETERMINED ARRANGEMENTS FOR SECONDARY TRANSFER:

Pan London Co-ordinated Scheme: 2015/16

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 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.

APPLICATIONS

1. Islington LA will advise **HLAs** during the Summer Term of Year 5 of their resident pupils on the roll of Islington's maintained primary schools and whose parents are eligible to make application in the forthcoming academic year.
2. Islington residents can apply online at www.islington.gov.uk/admissions or alternatively submit a paper application available from the School Admissions Team.
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 receives a copy of the Islington's composite school prospectus which will be sent to their primary school or home address in early **September 2014**.
4. The brochure will also be available to parents who are non-residents and will include information on how they can access their home local authority's equivalent School Admissions Application Form. The brochure will also be available online.
5. The admission authorities within Islington will not use supplementary forms except where the information available through the School Admissions Application Form is insufficient for consideration of the application against their published oversubscription criteria. Where admissions authorities within Islington use supplementary forms, we will seek to ensure that they only collect information that is required by the published oversubscription criteria.
6. Where supplementary forms are used, they will be made available within Islington's Secondary Transfer composite prospectus and on Islington's website. Parents who live outside Islington may request supplementary forms from the schools concerned. Such forms will advise parents that they must also complete their home local authority's School Admissions Application Form. The

Islington schools' booklet will indicate which Islington schools require supplementary information forms to be completed.

7. Where a school receives a supplementary information form, it will not be regarded as a valid application unless:
 - a) The parent has also completed either the Islington School Admissions Application Form or, if resident in another local authority, the School Admissions Application Form from their home local authority, and
 - b) The school is named as a preference on it.
8. 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 that 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.
9. Applicants will be able to express a preference for six maintained secondary schools or Academies located within and/or outside Islington LA (including any City Technology College that has agreed to participate in their local authority's Qualifying Scheme).
10. 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 local authority, the order of preference will be revealed to that local authority in order to determine the highest ranked preference in cases where a child is eligible for a place at more than one school.
11. 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 2014**). 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 2014**.
12. 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 residence order or special guardianship order) **immediately after being looked after** and will provide evidence to the **MLA** in respect of a preference for a school in its area by **14 November 2014**.

13. 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 of the correct age cohort, and will forward any supporting documentation to the **MLA** by **14 November 2014**.

PROCESSING

14. Applicants who are resident within Islington must complete and return the School Admissions Application Form, which will be available on-line, to this local authority by **31 October 2014**. However, Islington LA encourages applicants to submit their application by **24 October 2014** to allow sufficient time to process and check all applications before the mandatory date when data must be shared with other Local Authorities.
15. Any application forms, changes to preferences or preference order received after **31 October 2014** will be treated as late. This means that such applications will be considered after those applicants who have applied on time.
16. **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 2014**, deciding each case upon its own merits.
17. 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.
18. 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 2014**.
19. 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 2014**, on the basis that an on-time application already exists within the Pan-London system.
20. 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 **Appendix 1, Schedule A**.
21. Application data relating to applications for schools in other participating LAs will be up-loaded to the Pan-London Register (PLR) on **14 November 2014**. Supplementary information provided with the School Admissions Application Form will be sent to Islington voluntary-aided schools and **MLAs** by the same date.
22. Application data relating to Islington schools from out-of-borough pupils will be received from the Pan London Register on **24 November 2014**.

23. 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 **21 November 2014**.
24. Between **25 November 2014** and **13 January 2015**, voluntary-aided schools and Academies will assess their applications according to their admissions criteria.
25. Islington LA will participate in the application data checking exercise scheduled between **15 December 2014** and **2 January 2015** in the Pan-London timetable.
26. 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.
27. Schools which are their own admission authority must provide the **MLA** with an electronic list of their applicants in rank order by **12 January 2015**.
28. **Islington LA** will send the first ALT file to the Pan-London Register (PLR) giving offer details for their school on **3 February 2015**. The PLR will transmit the highest potential offer specified by the **MLA** to the **HLA**.
29. **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 2015** if this is sooner.
30. Islington will not make an additional offer between the end of the iterative process and **2 March 2015** which may impact on an offer being made by another participating LA.
31. 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.
32. Islington LA will participate in the offer data checking exercise scheduled between **17 and 24 February 2015**.

33. Islington will send a file to the e-Admissions portal with outcomes for all resident applicants who have applied online no later than **25 February 2015**.

OFFERS

34. 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.
35. 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.
36. Islington LA will use the form of Notification Letter set out in **Appendix 1, Schedule B**.
37. Notification of the outcome will be sent by first class post to parents on **2 March 2015**.
38. Details of the pupils to be offered will be made available to each Islington primary school by **4 March 2015**.
39. Parents who are not successful in their application for a school will be offered a right of appeal.

POST OFFER

40. Parents must accept or decline the offer of a place by **16 March 2015**. 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).
41. Where a parent accepts or declines a place by **16 March 2015**, this information will be passed on to the relevant school within Islington, or for out-of-borough schools, to the **MLA**, by **23 March 2015**. Subsequent information will be transferred as and when it is received.
42. 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.
43. 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.

44. 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.
45. 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.
46. 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.
47. 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

48. 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.
49. Waiting lists will be kept by all admission authorities in Islington LA. Academies, voluntary-aided and foundation 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.
50. Waiting lists for entry to Year 7 in **September 2015** will be compiled on **23 March 2015** (after the deadline for acceptance of places) and will be kept in strict criteria order with no differentiation between on-time or late applications.
51. Waiting lists will be maintained and places allocated, as they become available, in accordance with each admission authority's published admission and oversubscription criteria.
52. Children will remain on the waiting list until the end of the Autumn Term unless parents contact the school in writing to extend this further by **31/12/15**.

Secondary School numbers 2015/16

Name of school	Type	Year 7 Places for September 2015
Central Foundation	Boys Voluntary-Aided	150
City of London Academy, Islington	Mixed Academy	125
Elizabeth Garrett Anderson	Girls Community	180
Highbury Fields	Girls Community	140
Highbury Grove	Mixed Community	210
Holloway	Mixed Community	180
Islington Arts and Media	Mixed Trust	150
Mount Carmel College	Girls Voluntary-Aided	140
St Aloysius' College	Boys Voluntary-Aided	180
St Mary Magdalene	Mixed Academy	180
TOTAL NUMBER OF AVAILABLE PLACES		1635

Appendix 1 – Schedule A

Timetable for the Determination of Applications to Secondary School: 2015/16

24 October 2014	Recommended closing date for receipt of the School Admission Application Form
31 October 2014	Statutory deadline for return of application to the Home LA
14 November 2014	Deadline for the transfer of application information by the Home LA to the PLR and supplementary information to Islington VA schools/maintaining local authorities
24 November 2014 – 12 January 2015	Voluntary-aided schools and Academies will assess their applications according to their admissions criteria
12 December 2014	Deadline for the upload of applications that are late but are considered to be on-time, to the PLR
15 December 2014 - 2 January 2015	Pan-London data checking exercise of pupil applications exchanged via the PLR
12 January 2015	Voluntary-aided schools and Academies to provide Islington LA with an electronic list of their applicants in rank order
3 February 2015	Deadline for the transfer of highest potential offer information from the Maintaining LAs to the PLR (1 st ALT)
16 February 2015	Final ALT file to the PLR
17–24 February 2015	Pan-London data checking exercise of pupil offer data
25 February 2015	Deadline for online ALT file to portal
2 March 2015	Notifications sent first class to parents by Home LA
16 March 2015	Date by which parents accept or decline offers
23 March 2015	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.

Appendix 1 – Schedule NOTIFICATION LETTER

2 March 2015

Ref: «pupil_id»

To the Parent/Carer of
«pupil_firstname» «pupil_surname»
«gu_unit_no» «gu_unit_name»
«gu_house_no» «gu_street»
«gu_main_road»
«gu_district»
«gu_town»
«gu_county»
«gu_postcode»

Islington School Admissions Team
222 Upper Street, London N1 1XR
Tel: 020 7527 5515
Fax: 020 7527 5694
Email: admissions.@islington.gov.uk
This matter is being dealt
with by: Brian Jones

Dear Parent/Carer,

SECONDARY TRANSFER – 2015/16

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

Accepting the offer of the school place

It is important that you confirm as soon as possible that you wish to accept the offer of a place at «alloc_pref». Please complete the reply slip below and return by **16 March 2015**. 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 co-ordinated 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 booklet available 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.

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 2015.

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,

Brian Jones
Head of School Admissions

REPLY SLIP

Ref: «pupil_id»

Please return this form by post/fax or email by:

16 March 2015

To: Islington School Admissions Team
222 Upper Street
London N1 1XR

E. admissions@islington.gov.uk
F. 020 7527 5694

1. 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:

.....

.....

1. 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 Booklet available from: www.islington.gov.uk/admissions

Criteria for Admission to Islington Community Secondary Schools: 2015/16

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

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 residence orders or special guardianship orders) **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), or co-located Special School, at the time of proposed admission in the new academic year.
- 3) 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). NB: Only one address can be used to process the application. This will be the address where the child spends most of their time Monday to Friday. Where the child lives equally with both parents, it is the parents' responsibility to nominate an address and provide supporting evidence (E.g. Residency order). The final decision however will rest with the local authority.

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

Multiple births

- **Secondary**

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.

DETERMINED ARRANGEMENTS FOR PRIMARY RECEPTION
Pan London Co-ordinated Scheme 2015/16

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 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.

APPLICATIONS

1. Islington LA will advise HLAs of their resident pupils on the roll of Islington LA's maintained children's centres, nursery schools, primary schools and Academies who are eligible to transfer to reception in the forthcoming academic year.
2. Islington residents can apply online at www.islington.gov.uk/admissions or alternatively submit a paper application available from the School Admissions Team.
3. Islington LA will take all reasonable steps to ensure that every parent who has a child in the cohort will receive a copy of the composite Islington schools prospectus which will be sent to their current educational provision or home address early **September 2014**.
4. The brochure will also be available to parents who are non-residents, and will include information on how they can access their home local authority's equivalent School Admissions Application Form. The prospectus will also be available on our website.
5. The 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 published oversubscription criteria. Where supplementary information forms are used by admission authorities within Islington, Islington 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.
6. Supplementary information forms used by admission authorities in Islington, will be available on Islington's website. Such forms will advise parents that they

must also complete their HLA's School Admissions Application Form. Islington's admission booklet and website will indicate which Islington schools require supplementary forms to be completed and where they can be obtained.

7. Where a school in Islington receives a supplementary information form, it will not be considered a valid application unless the parent/carer has also listed the school on their HLA's School Admissions Application Form
8. Applicants will be able to express a preference for up to six maintained primary schools or Academies within and/or outside Islington.
9. 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.
10. 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 maintained children centre, nursery and 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 **13 February 2015**.
11. Islington will confirm the status of any resident child for whom it receives an Application Form stating s/he is a 'Child Looked After' and will provide evidence to the MLA in respect of a preference for a school in its area by **03 February 2015**.
12. 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 of the correct age cohort, and will forward any supporting documentation to the MLA by **16 February 2015**.

PROCESSING

13. Applicants who are resident within Islington LA must return the School Admissions Application Form, which will be available for download or on-line completion, to Islington LA by **15 January 2015**.
14. Application data relating to preferences for schools in other participating LAs will be up-loaded to the Pan-London Register (PLR) by **03 February 2015**. Supplementary information provided with the Schools Admission Application Form will be sent to MLAs by the same date.

15. Islington LA will accept late applications only if they are late for a good reason and received by **14 February 2014**, deciding each case on its own merits.
16. Where such applications contain preferences for schools in other LAs, Islington LA will forward the details to MLAs via the 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.
17. 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 **13 February 2015**.
18. 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 **13 February 2015**, on the basis that an on-time application already exists within the Pan-London system.
19. Islington LA will participate in the application data checking exercise scheduled between **16 February and 23 February 2015**.
20. All preferences for schools within Islington will be considered by the relevant admission authorities 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 preference to decide which single potential offer to make.
21. Islington LA will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS (Local Admissions System – ONE) before uploading data to the PLR.
22. Islington LA will upload the highest potential offer available to an applicant for a maintained school or Academy to the PLR by **16 March 2015**. The PLR will transmit the highest potential offer specified by the MLA to the HLA.
23. Islington's LAS will eliminate, as a HLA, all but the highest ranked offer where an applicant has more than one potential offer across MLAs submitting information within deadline to the PLR. This will involve exchanges of preference outcomes between the LAS and the PLR which will continue until notification that a steady state has been achieved or until **20 March 2015** if this is sooner.
24. Islington LA will not make an additional offer between the end of the iterative process and the **16 April 2015**. This may impact on an offer being made by another participating LA.

25. Notwithstanding paragraph 23, if an error is identified within the allocation of places at one of Islington's schools, Islington LA will attempt to manually resolve the allocation to correct the error. Where this impacts on another LA (either as a home or maintaining LA) 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, this LA will accept that the applicant(s) affected might receive a multiple offer.
26. Islington LA will participate in the offer data checking exercise scheduled between **23 March and 10 April 2015** in the Pan-London timetable in **Appendix 3, Schedule C**.
27. Islington LA will send a file to the E-Admissions portal with outcomes for all resident applicants who have applied online no later than **13 April 2015**.

OFFERS

28. 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 the nearest community school to the home address with an available place.
29. 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 Islington or in other participating LAs.
30. Islington LA will use the form of notification letter set out in **Appendix 3, Schedule D**.
31. Islington LA will, on **16 April 2015** (National Offer day), send by first class post notification of the outcome to resident applicants.
32. Islington LA will provide children centre, nursery and primary schools with destination data of its resident applicants after offer date.

POST OFFER

33. Islington LA will request that resident applicants accept or decline the offer of a place by **30 April 2015**, or within two weeks of the date of any subsequent offer.
34. Where an applicant resident in Islington accepts or declines a place in a school maintained by another LA by **30 April 2015**, Islington LA will forward the information to the MLA by **14 May 2015**. Where such information is received from applicants after **30 May 2015**, this LA will pass it to the maintaining LA as it is received.

35. 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.
36. 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.
37. 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.
38. 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.
39. Where Islington, acting as a HLA, has agreed to a change of preference order for good reason, it must inform any MLA affected by the change.
40. 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.
41. When acting as a MLA, Islington LA will accept new applications (including additional preferences) from HLAs for maintained schools and academies in its area.

WAITING LISTS

42. 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.
43. Waiting lists will be kept by all admission authorities in Islington LA. Academies, voluntary-aided and foundation schools will apply their own admission arrangements. Islington LA will keep a duplicate waiting list and will offer places on behalf of the governing body. Waiting lists for community schools will be administered centrally by the Islington MLA during the Autumn Term.
44. Waiting lists for entry to Reception Year in **September 2015** will be compiled on **14 May 2015** (after the deadline for acceptance of places) and will be kept in strict criteria order with no differentiation between on-time or late applications.

45. Waiting lists will be maintained and places allocated, as they become available, in accordance with each admission authority's published admission and oversubscription criteria.
46. Children will remain on the waiting list until the end of the Autumn Term unless parents contact the school in writing to extend this further by **31/12/15**.

DEFERRING ADMISSION

47. Parental requests to defer their child's admission within the same academic year will be considered by the head teacher of the offered school who will have the discretion (acting reasonably) to defer entry or not.
48. In the case of a parental request to defer their child's admission into the reception class for the following academic year, the local authority will consider each case on its merits using the following criteria:
 - the needs of the child and the possible impact on them of entering year 1 without having first attended the reception class;
 - 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;
 - relevant research into the outcomes of summer born and premature children
49. If the deferment is agreed, the parent must reapply for a reception class place on the basis of the following year's oversubscription criteria.
50. 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).

**Timetable for the Determination of Applications to Primary (Reception Class)
School: 2015/16**

15 January 2015	Statutory deadline for receipt of applications
3 February 2015	Deadline for the transfer of application information by the Home LA to the PLR (ADT file)
13 February 2015	Deadline for the upload of late applications to the PLR
16 February 2015 – 23 February 2015	Checking of application data
16 March 2015	Deadline for the transfer of potential offer information from the Maintaining LAs to the PLR (ALT file).
20 March 2015	Final ALT file to PLR
23 March – 10 April 2015	Checking of offer data
13 April 2015	Deadline for on-line ALT file to portal
16 April 2015	National Offer Day – offer letters posted
30 April 2015	Deadline for receipt of acceptances
14 May 2015	Deadline for transfer of acceptances to maintaining LAs

NOTIFICATION LETTER

16 April 2015

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»

School Admissions Team
222 Upper Street, London N1 1XR
Tel: 020 7527 5515
Fax: 020 7527 5694
Email: admissions@islington.gov.uk
This matter is being dealt
with by: Brian Jones

Dear Parent/Carer,

PRIMARY ADMISSIONS (Reception Class): 2015/16

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

Accepting the offer of the school place

It is important that you confirm as soon as possible that you wish to accept the offer of a place at «alloc_pref». Please complete the reply slip below and return by **30 April 2015**. 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 co-ordinated 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 booklet available 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.

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 2015.

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,

Brian Jones
Head of School Admissions

REPLY SLIP

Ref: «pupil_id»

Please return this form by post/fax or email by:

30 April 2015

To: Islington School Admissions Team
222 Upper Street
London N1 1XR

E. admissions@islington.gov.uk
F. 020 7527 5694

1. 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:
.....
.....

2. 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 Booklet available from: www.islington.gov.uk/admissions

Criteria for Admission to Islington Community Primary Schools: 2015/16

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

In the event of over-subscription to a community primary 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 residence orders or special guardianship orders) **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 (Reception Class to Year 6) or co-located Special School at the time of proposed admission in the new academic year.
- 3.** 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). NB: Only one address can be used to process the application. This will be the address where the child spends most of their time Monday to Friday. Where the child lives equally with both parents, it is the parents' responsibility to nominate an address and provide supporting evidence (E.g. Residency order). The final decision however will rest with the 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 2012.¹ These children will be deemed as 'excepted' pupils under KS1 class size legislation.

- **Key Stage 2**

¹ 2.15 Infant class size -excepted children are: g) twins and children from multiple births when one of the siblings is the 30th child admitted

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

Appendix 5

Primary School Admission Numbers 2015/16

School	Type	Planning Area	Proposed PAN	Notes
Ambler	Community	2	60	Permanent reinstatement from 30
Ashmount	Community	1	60	
Blessed Sacrament	Voluntary-aided	3	30	
Canonbury	Community	4	60	
Christ the King	Voluntary-aided	1	60	
Clerkenwell Parochial	Voluntary-aided	4	30	
Copenhagen	Community	3	60	
Drayton Park	Community	2	45	
Duncombe	Community	1	60	
Gillespie	Community	2	30	
Grafton	Community	2	60	
Hanover	Community	4	45	
Hargrave Park	Community	1	45	Permanent increase from 30
Highbury Quadrant	Community	2	60	
Hugh Myddelton	Community	4	60	
Hungerford	Community	3	60	
Laycock	Community	3	50	
Montem	Community	2	60	
Moreland	Community	4	30	
The New North Academy	Community	4	60	
Newington Green	Community	2	60	
Pakeman	Community	2	45	
Pooles Park	Community	2	60	
Prior Weston	Community	4	60	
Robert Blair	Community	3	27	Temporary reduction from 30
Rotherfield	Community	4	60	
Sacred Heart	Voluntary-aided	3	45	
St Andrew's	Voluntary-aided	3	30	
St Joan of Arc	Voluntary-aided	2	60	
St John the Evangelist	Voluntary-aided	4	40	
St Johns Highbury Vale	Voluntary-aided	2	30	
St John's Upper Holloway	Voluntary-aided	1	30	
St Joseph's	Voluntary-aided	1	60	
St Jude & St Paul's	Voluntary-aided	2	30	
St Luke's	Voluntary-aided	4	30	
St Mark's	Voluntary-aided	1	30	
St Mary Magdalene	Academy	3	30	
St Mary's Islington	Voluntary-aided	3	30	
St Peter & St Paul's	Voluntary-aided	4	30	
Thornhill	Community	3	60	
Tufnell Park	Community	1	45	
Vittoria	Community	3	30	
William Tyndale	Academy	3	60	
Winton	Community	3	30	Temporary reduction from 45
Yerbury	Community	1	60	
TOTALS			2097	

PROTOCOLS FOR IN-YEAR ADMISSIONS 2014/15

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 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. 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

5. Applications for all Islington schools, from children resident in Islington will be made on Islington's 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.
6. The In-Year School Admissions Application Form will be available as an online application form at: www.islington.gov.uk/admissions and from all Islington schools and from the Islington School Admissions Team. Alternatively, the form can be downloaded in hard copy format.
7. 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.
8. Parents can apply to any school in Islington and there is no limit on the number of preferences

9. 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.
10. Islington LA will allow parents to submit an online enquiry via email to express an interest in applying for an In-Year school place.
11. 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.
12. Supplementary forms will be available from the Islington school concerned, on Islington's website and from the Islington School Admissions Team.
13. Any supplementary forms must advise parents that they must also complete their HLA's School Admissions Application Form. Islington's composite admission booklets and website will indicate which Islington schools require supplementary forms to be completed and where they can be obtained.
14. 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.
15. 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.
16. 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.
17. Islington MLA will accept any preference received from a HLA for a maintained school or Academy in Islington.
18. 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.
19. 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.
20. 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 residence order or 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

21. Applicants with children resident in Islington must complete and return Islington's In-Year School Admissions Application Form directly to the preferred Islington school.
22. 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.
23. Islington schools will also be responsible for maintaining their waiting lists in admission criteria order.
24. 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.
25. 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.
26. 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.
27. Islington schools will send out their own offer (Schedule F) or no offer letter (Schedule G) and provide Islington LA with a copy.
28. 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.
29. 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.
30. Islington schools not transferring their data directly to Islington LA via the 'B2B' link will provide vacancy information as requested by Islington MLA.

31. Applications from children resident outside Islington will be processed in accordance with the Home LA's arrangements.
32. 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.
33. 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

34. 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.
35. 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.
36. 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.
37. 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.
38. 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

39. Islington schools/HLA will request that resident parent/s accept or decline the offer of a place within two weeks.
40. 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.

41. 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.
42. 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.
43. 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.
44. 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.
45. Islington MLA will notify the HLA of any appeals that are upheld for Islington schools.

WAITING LISTS

46. Islington schools will hold waiting lists in the published criteria order and provide a copy for the Islington MLA.
47. 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.
48. 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.
49. 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

50. 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

51. When a child leaves an Islington school, the name of the child and the child's future educational provision should be notified to the School Admissions Team and the relevant safeguarding procedures followed as outlined in Islington's local Education Welfare Service guidance.

FAIR ACCESS ADMISSIONS

52. 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.

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

54. All schools and academies must take part.

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

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

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

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

In Year Admission Criteria to Islington Community Schools: 2014/15

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

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 residence orders or special guardianship orders) **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) 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.
5. **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). NB: Only one address can be used to process the application. This will be the address where the child spends most of their time Monday to Friday. Where the child lives equally with both parents, it is the parents' responsibility to nominate an address and provide supporting evidence (E.g. Residency order). The final decision however will rest with the 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 2012.². 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.

² 2.15 Infant class size -excepted children are: g) twins and children from multiple births when one of the siblings is the 30th child admitted

Islington's In-Year Application Form will contain the following fields:

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

Cc. Islington School Admissions Team

Reply Slip

Please return this form by [deadline date] to:

CONTACT NAME
SCHOOL NAME AND ADDRESS

I wish to accept

I do not wish to accept

a place at your school for my child.....

Parent signature

Date

Daytime contact number

PRIVATE & CONFIDENTIAL

Parent name and address

Date

Dear **[Parent's name]**

NO OFFER

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

Waiting list

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

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

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

For full details of our admissions policy, please see www.islington.gov.uk and click on **determined admission arrangements 2013-14**.

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

Appeals

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

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

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

Yours sincerely

Head teacher

Cc. Islington School Admissions Team

ISLINGTON SIXTH FORM CONSORTIUM ADMISSIONS POLICY 2015/16

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 residence orders or special guardianship orders) **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.

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.