



**hackney
learning trust**

HACKNEY LEARNING TRUST'S SCHEME FOR THE CO-ORDINATION OF IN-YEAR ADMISSIONS FOR MAINTAINED SCHOOLS AND ACADEMIES IN HACKNEY

2018/19

Section 1: Applications

1. Applications from Hackney and non-Hackney residents for schools in Hackney will be made directly to Hackney Learning Trust's Admission Team using the on-line in-year application form via the link on Hackney Learning Trust Website.
2. Hackney residents applying for places at maintained schools and academies outside Hackney will need to apply directly to the LA in whose area the school is situated.
3. Parents whose children are currently educated out of their normal age group and wish this to continue or are now seeking a place out of their normal age group should put their request in writing to the governing body/Hackney Learning Trust at the time of the application.
4. The admission authorities in Hackney will not use supplementary forms except where the information available through the Common Application Form is insufficient for consideration of the application against the published oversubscription criteria. Where supplementary forms are used by the admissions authorities within Hackney, the Admission Team will seek to ensure that these only collect information which is required by the published oversubscription criteria, in accordance with the School Admissions Code.
5. Where supplementary forms are used, they will be available from the school concerned and on Hackney Learning Trust's website. Parents will be advised that they should complete the supplementary form so that the governing body of a school can fully consider their application.
6. Where a school in Hackney receives a supplementary form, the parent also has to list the school on Hackney Learning Trust's In-Year Application Form.
7. Applicants will be able to express a preference for up to four maintained primary/secondary schools or Academies/Free schools in Hackney and should refer to the Hackney Learning Trust website for information relating to the process and school vacancies.
8. The order of preference given on the In-Year Application Form will not be revealed to the schools listed on the In-Year application form.

9. Hackney Learning Trust undertakes to carry out address verification for each application made to a maintained school, academy or free school in Hackney. Where Hackney Learning Trust is not satisfied as to the validity of an address of an applicant, it will advise the admission authority schools.
10. Hackney Learning Trust will satisfy itself that each applicant's date of birth is correct.
11. Hackney Learning Trust will check the status of Looked after children and children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order. Hackney Learning Trust will also check the status of a children subject to a "Child Protection Plan" in respect of applications for schools that give second priority to such children.

Section 2: Processing

12. Hackney Learning Trust will ensure pupil's preferences are recorded on the data base and forward the pupil's details to the admission authority schools for their governing body's School Admission Committee/Academy Trust to consider and rank the pupils in accordance with the school's published oversubscription criteria.
13. The details will also be forwarded to community schools for their information, if the school requests the information.
14. For all applicants, Hackney Learning Trust will provide schools with the information contained in the In-Year Application Form (see Schedule 1 below).
15. On a 2 – 3 weekly basis, schools will return by email to Hackney Learning Trust the vacancy form listing the available places in each year group. Admission authority schools will also be required to return to Hackney Learning Trust the list of pupils who have applied to the school ranked by the governing body's School Admission Committee in accordance with the published oversubscription criteria.
16. If information is available indicating that the pupil has "challenging behaviour" as defined in Hackney Learning Trust's Fair Access Protocol, the information will be forwarded to the school and the school may decide to refer the case back to Hackney Learning Trust for consideration under Hackney Learning Trust's Fair Access Protocol.
17. Where an application is not fully completed, Hackney Learning Trust will not treat the application as valid until all information is received.
18. If a pupil is currently on roll at a school in Hackney or a school in a neighbouring borough, the parent will be advised to discuss the transfer with the Headteacher or senior teacher at the school. The parent will also be advised to ask the school to complete the Part 2 Section of the in-year application form. The information on the Part 2 form will be used to support the enrolment meeting.
19. In other cases, Hackney Learning Trust, if appropriate, will request background information from the current/previous school to support the enrolment meeting.

Section 3: Offers

20. Hackney Learning Trust will use the number of school places listed on the vacancy form referred to in paragraph 14 above and fill the places from the schools' ranked waiting lists . If a pupil has more than one potential offer, Hackney Learning Trust will eliminate all but the highest ranked offer. Schools will be given 24 hours' notice of the offers before the formal offer email/letter is sent. If there are sufficient places available, places will be offered to all of the children unless paragraph 15 above applies.
21. Hackney Learning Trust will also write to all parents who have not been offered places at their preference schools informing them of their right to appeal to an independent appeal panel in accordance with the School Standards and Framework Act 1998.
22. The above emails/letters will be sent by Hackney Learning Trust on behalf of the Governing Body in the case of admission authority schools and the Academy Trust in the case of academies and free schools.
23. When a pupil has been offered a place at a higher preference school, the lower ranking preferences will be withdrawn and removed from waiting lists.
24. When a pupil has been offered a place at a lower preference school, the higher preferences will also be withdrawn unless the parent indicates otherwise.
25. Parents will be expected to accept or decline the verbal offer of a place as soon as the offer has been made. However, if parents request time to consider the offer, reasonable time will be given.
26. Schools will be expected to set up a meeting to enrol the pupil within 5 school days of the notification from the admission team and to admit the pupil within a further five school days.
27. If a school is not able to contact the parent, the admission team must be notified immediately.
28. Pupils will be removed from all waiting lists at the end of each school year and will have to re-apply if they wish their child to continue on any waiting lists for the next school year.

Section 4: Pupils who are resident in another LA

29. Hackney Learning Trust will notify the home LA of the outcome of applications and appeals for their residents. Hackney Learning Trust will notify the home LA if the place is not taken up and the pupil is out of school.
30. Where an out-borough pupil is out of school and cannot be offered a place at a Hackney preference school, Hackney Learning Trust will provide the parents with details of schools with vacancies.
31. Where Hackney Learning Trust is informed that another LA has offered a place to one of its residents, Hackney Learning Trust's database will be updated in accordance with paragraphs 22 and 23 above.

Section 5: Exchange of additional information with home LA

32. Any background information sought on an out borough pupil will be shared with the pupil's Home LA if a place is not offered.
33. Any other information received on an out borough pupil which Hackney Learning Trust considers relevant to the provision of education or the safeguarding of the pupil, will also be shared with the Home LA.
34. The Pan London support site will be used as a secure mechanism to electronically exchange relevant information to other LAs.

SCHEDULE 1

This LA's In-Year Application Form will contain the following fields.

Child's details:

- Surname
- Forename(s)
- Middle Name(s)
- Home Address and Council Tax Reference
- Date of Birth
- Gender
- Name, address and dates of attendance of current/previous school(s)
- If currently in school, reason for transfer
- Date place is required
- Permanent exclusions
- Does the applicant have a statement of SEN?
- Is the child Looked After?
- Is the child subject to a Child Protection Plan

Parent's/Carer's details:

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

Preference details (minimum of 3):

- Name and DCSF number of school
- Preference ranking
- 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