



# Hackney Education scheme for the coordination of In Year admissions for maintained schools and academies in Hackney 2024/25

## Introduction

The overriding principles of the scheme are to allocate pupils without a school place quickly, to allow Hackney Education to track each resident pupil into education, and to communicate with other local authorities where there are cross border applications.

The following arrangements and procedures will apply where maintained schools in Hackney have agreed to participate in this scheme and coordinate In Year admissions for the 2024/25 academic year via Hackney Education.

## Participating schools

All community schools participate fully in this scheme.

Admitting authority schools must advise Hackney Education, by 1 August 2024 at the latest, whether they wish to participate in this scheme partially or fully as outlined below:

- *Partial coordination* requires applications to be made solely via Hackney Education's In Year application form. Hackney Education checks and confirms applications are complete before passing information to the admitting authority school. Schools will then rank applications and offer places, notifying parents directly of the outcome of their application to the school. Schools continue to liaise directly with unsuccessful applicants regarding waiting lists and further offers.
- *Full coordination* requires applications to be made solely via Hackney Education's In Year application form. Hackney Education will process applications and communicate outcomes on behalf of admitting authority schools. Hackney Education will remain the single point of contact regarding the application for unsuccessful applicants regarding waiting lists and further offers. Full coordination may be offered as a traded service for academies in Hackney.

Participating schools should reference this scheme in their admissions information and on their website. All potential applicants should be directed to [education.hackney.gov.uk/inyear](https://education.hackney.gov.uk/inyear) for information and to access the In Year application form.

## Non-participating schools

Schools that do not agree to take part in this scheme are not included on the In Year application form and are noted on the Hackney Education website with information about how to apply directly to the school. Visit [education.hackney.gov.uk/inyear](https://education.hackney.gov.uk/inyear) for more information.

As required by the School Admissions Code 2021 non-participating schools:

1. must inform Hackney Education by 1 August 2024 at the latest whether they intend to be part of this scheme of In Year coordination for the following 1 September to 31 August.
2. must set out on the school's website, by 31 August 2024 at the latest, how In Year applications will be dealt with from 1 September until the following 31 August.
3. must set out how parents can apply for a school place and provide a suitable application form for parents to complete (and a supplementary information form where necessary), and

- set out when parents will be notified of the outcome of their application and details about the right to appeal.
4. must provide details of the number of places available at their school no later than two school days following receipt of a request from Hackney Education
  5. must not refuse parents the opportunity to make an application or advise them that they can only be placed on a waiting list rather than make a formal application.
  6. must notify Hackney Education of every application and its outcome as soon as reasonably practicable, but should aim to do this within two school days, to allow the local authority to keep up to date figures on the availability of places in the area and to ensure they are aware of any children who may not have a school place.

## **In Year admissions procedures for participating schools**

### **Applications**

1. Applications from Hackney and non-Hackney residents for schools in Hackney will be made directly to Hackney Education's Admission Team using the In Year application form.
2. Participating schools will not take applications directly from parents. Applicants approaching schools directly to make an application will be redirected to the Hackney Education In Year application form to apply. Visit [education.hackney.gov.uk/inyear](http://education.hackney.gov.uk/inyear) for more information.
3. 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.
4. Families living overseas but intending to move to Hackney or back to an existing Hackney address, may apply however, the address used to process the application must be the address that the pupil is actually resident at, at the time of application. The Hackney address will not be used until Hackney Education has received proof that the pupil is resident at that address.
5. If an applicant owns a property in Hackney but is not living in it, perhaps because they are working abroad at the time of application, the Hackney address will not be accepted for the purposes of admission until the pupil is resident at that address.
6. In the case of UK service personnel with a confirmed posting in the area or crown servants returning from overseas who will reside in Hackney, Hackney Education will allocate a school place on the basis of the family's intended future address. For UK service personnel the application must be accompanied by an official letter declaring a relocation date and unit address or quartering address in Hackney. Applications from crown servants will be dealt with on a case by case basis and proof of the intended future address and return date must be provided. In all other aspects these applications will be treated as for any other Hackney resident and in accordance with published admission arrangements.
7. Applications from families resident overseas should be submitted no more than 4 weeks prior to their intended return date. Applicants will be expected to provide evidence of their intended return date with their application.
8. Applications submitted more than 4 weeks prior to the intended return date or without acceptable evidence of intention to return will be held until the appropriate time and/or evidence is received before being processed. Applicants are expected to take up any offer of a place immediately and start within no more than 10 school days so that places are not held for pupils who are not yet in Hackney to the exclusion of those who are already resident in the borough.

## **Applying out of normal age range cohort**

9. Parents whose children are currently educated out of their normal age group and wish this to continue or who are seeking a place out of their normal age group should put their request in writing to the admitting authority for their preferred school at the same time as submitting the In Year application. Hackney Education is the admitting authority for community schools. For schools with a religious character and academies the governing body or academy trust is the admitting authority.
10. The request should be supported by evidence from relevant professionals working with the pupil/family that states why it is in the pupil's best interest to be placed outside their normal age appropriate cohort.
11. For community schools, Hackney Education as the admission authority will decide whether the request to defer will be agreed on the basis of the information submitted. Decisions will be based on the individual circumstances of each case taking account of the applicant's views and those of the headteachers of the preferred schools, the pupils's social, academic and emotional development and whether the pupil has been previously educated out of year group. For schools with a religious character and academies the governing body or academy trust will make the decision.

## **Supplementary information forms (SIFs)**

12. The admission authorities in Hackney will not use SIFs except where the information available through the In Year application form is insufficient to rank the application against the published oversubscription criteria.
13. Where SIFs are used they will be available directly from the school and on the Hackney Education website. Applicants must ensure they complete SIFs so that the governing body of the school can fully consider their application.
14. Where a school in Hackney receives a SIF the parent must also list the school on the Hackney Education In Year application form to prevent delays in processing their application.

## **Preferences**

15. Applicants will be able to express a preference for up to four participating schools in Hackney via the In Year Application form on the Hackney Education website. Visit [education.hackney.gov.uk/inyear](http://education.hackney.gov.uk/inyear) for information about schools with vacancies, how to apply and the application form.
16. The order of preference given on the application will not be revealed to the schools listed on the In Year application form.
17. Hackney Education undertakes to carry out address verification for each application. Where Hackney Education considers the validity of an address to be in question the processing of the application may be delayed until the address is verified.
18. Hackney Education, on behalf of participating schools, will confirm the status of all Looked After Children and children who were previously looked after, including those from state care outside of England, but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order. Hackney Education will also confirm the status of children subject to a "Child Protection Plan" in respect of applications for schools that give priority to such children.

## Processing applications

19. Where applications are made relating to pupils already on a school roll within a reasonable travelling distance from home (transfers), Hackney Education may encourage parents to consider the benefits and disadvantages of a change of school, or to resolve issues with the existing school, before an application is processed. Continuity in education has many benefits and reducing mobility between schools is highly likely to be in pupils' best interest.
20. Hackney Education will carry out the following checks prior to an application being complete. An application may not be processed until all necessary information is received, checks completed and the application is confirmed as complete.
  - a. address verification
  - b. 'looked after' or 'previously looked after' status (where relevant)
  - c. relevant background information checks (including information from previous school where in the UK);
  - d. supporting information where the pupil has been educated outside their normal year group
21. Incomplete applications relating to pupils already on a school roll within a reasonable travelling distance from home (transfers) will only be processed once they are fully complete.
22. Incomplete applications from Hackney resident pupils who are unplaced will be processed to enable an offer to be made without delay, provided there is sufficient information available to do this.
23. An application for a pupil in Year 10 (summer term) or Year 11 may be referred to alternative provision to determine the most appropriate education setting. A referral is likely to be made where the pupil is not transferring directly from a mainstream school in the UK. If a mainstream school setting is determined to be most appropriate for the pupil the application will be processed and a place offered in accordance with this scheme.
24. Hackney Education will supply relevant pupil details and background information to admission authority schools using the School Access Module (SAM) or through other agreed secure channels once applications are complete.
25. Admitting authority schools will rank applications to their schools in accordance with published oversubscription criteria to determine the applicants with priority for places. Hackney Education, as the admission authority, will rank applications for community schools in accordance with published oversubscription criteria to determine the applicants with priority for places.
26. Schools will confirm numbers on roll in each year group within 2 school days of a request from Hackney Education, as required by the School Admissions Code 2021, allowing Hackney Education to publish vacancy information online and, in the case of fully coordinating schools, to make offers.
27. Admission authority schools coordinating fully will rank pupils on their waiting list according to their published oversubscription criteria using the School Access Module (SAM). The waiting list will be maintained in ranked order (or re-ranked as requested by Hackney Education) allowing Hackney Education to provide accurate waiting list information for applicants.

28. Admission authority schools coordinating partially may choose to use the School Access Module (SAM) to rank pupils on their waiting list or maintain the list separately using a different method.

### **Outcomes (all participating schools)**

29. Schools and academies, including those designated with a religious character, that have sufficient places available will offer every pupil on their waiting list, without condition or the use of oversubscription criteria. Admission authorities may only refuse to admit where vacancies exist in very limited circumstances.
30. Where information is available indicating that the pupil has “challenging behaviour” (as defined in the School Admissions Code 2021) the school may decide not to admit the pupil and to refer the case for consideration under Hackney Education’s Fair Access Protocol. This will not apply to a Looked After Child, a previously Looked After Child or a child with an Education, Health and Care Plan who must be admitted in all cases.
31. Where no preference school is able to offer a place for a pupil resident in Hackney who is out of education, Hackney Education will consider if appropriate alternatives exist. Should an appropriate alternative offer within reasonable travel distance be possible, an offer will be made and the parent/carer advised. Where an alternative offer is not made Hackney Education will invite applicants to apply for schools with vacancies or short waiting lists.
32. Where an applicant resident in Hackney is out of school and no alternative appropriate vacancy exists, Hackney Education may refer the case for consideration under the Fair Access Protocol if it believes the relevant criteria are met.
33. Where the applicant is resident in another local authority, the pupil is out of education and no preference offer can be made, Hackney Education will share the application and outcome with the home local authority for children missing education purposes and provide the parents with details of schools with vacancies.
34. Following an offer the allocated school is responsible for undertaking age and identity checks at the point of enrolment. Hackney Education does not confirm the identity or date of birth of pupils at the point of application. Schools should retain the UPN from the previous school.

### **Outcomes and waiting lists (partially coordinating schools)**

35. The school will aim to issue the outcome of an application as soon as possible, but no later than ten school days after receiving it from Hackney Education. The outcome of the application, whether successful or not, will be shared with Hackney Education in all cases (as required by the School Admissions Code 2021).
36. Where the school is unable to offer a place it must notify the parent of this outcome in writing. The outcome should include the reason why a place cannot be offered and details of any waiting list arrangements. The outcome must include a right of appeal to an independent appeal panel in accordance with the School Standards and Framework Act 1998.
37. The school will directly manage all communication with parents or other local authorities regarding children on their waiting list, including changes to applicant and pupil details, waiting list position, and future offers.
38. When the school makes an offer from their waiting list they will inform Hackney Education of the pupil to be offered a place and confirm that the parent has accepted.
39. When a pupil who is offered a place from the waiting list goes on roll, the school will update the on roll date in the School Admissions Module (SAM) and adjust their

attendance count, as this generates the vacancy position of the school as required by the School Admissions Code 2021.

### **Outcomes and waiting lists (fully coordinating schools)**

40. Hackney Education will fill vacant places from the schools' ranked waiting lists based on vacancy information returned from schools. If a pupil has more than one potential offer, Hackney Education will eliminate all but the highest ranked offer.
41. Where possible, Hackney Education will advise parents of the highest ranked offer available via email or first class post within 10 school days of a complete application being submitted.
42. Hackney Education will advise parents who have not been offered places at their preferred schools of their right to appeal to an independent appeal panel in accordance with the School Standards and Framework Act 1998.
43. Notification of the outcome of applications will be sent by Hackney Education 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.
44. Where no preference school is able to offer a place for a pupil resident in Hackney who is out of education, Hackney Education will allocate a place at the nearest school to their home that has spaces available (including admitting authority schools with spaces and no waiting list that have agreed to pupils being allocated a place).
45. When a pupil has been offered a place at one of their preferred schools Hackney Education assumes the parent will accept the offer. All other preferences will be withdrawn and the pupil removed from waiting lists unless the applicant requests otherwise in response to the offer.
46. Schools will set up a meeting to enrol the pupil within 5 school days of the notification from Hackney Education and, where the pupil is resident in Hackney and not on the roll of a school they can reasonably attend, admit the pupil within a further five school days.
47. Where a place is offered to a pupil on roll at another school within a reasonable travel distance/time of their home address, the offered school may agree a start date not beyond the start of the following full term.
48. If a school is not able to contact the parent to initiate enrolment they will make every reasonable effort to make contact to find out whether or not they wish to accept the place. Only where it can be demonstrated that every reasonable effort has been made to contact the parent will the offer of a place be withdrawn.
49. A school will advise Hackney Education if an offered pupil is not contactable after 10 school days following the offer.
50. Pupils will be removed from all waiting lists at the end of each school year and must reapply if they wish their child to continue on any waiting lists for the next school year.
51. Pupils will be considered to be on roll from the start date agreed at the enrolment meeting. Any pupil that does not attend from the agreed start date will be dealt with by the school as a non-attender.
52. Application and background information received regarding an out borough pupil, including information relevant to the provision of education or safeguarding the pupil, will be shared with the pupil's home local authority if a place is not offered.
53. The Pan London LGfL Document Exchange facility may be used as a secure mechanism to electronically exchange relevant information between local authorities and/or schools.