



Hackney Learning Trust's scheme for the coordination of In Year admissions for maintained schools and academies in Hackney 2022/23 (Appendix B)

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 In Year application form.
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 Education at the time of the application. The request should be supported by evidence from relevant professionals working with the child/family that states why it is in the child's best interest to be placed outside their normal age appropriate cohort.

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 child's social, academic and emotional development and whether the child has been previously educated out of year group. For academies and religious schools the academy trust or governing body will make the decision.

4. The admission authorities in Hackney will not use supplementary forms except where the information available through the In Year application form is insufficient to rank the application against the published oversubscription criteria. In accordance with the School Admissions Code, 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 to assess the application against the published oversubscription criteria.
5. Where supplementary forms are used, they will be available from the school concerned and on the Hackney Education 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 must also list the school on the Hackney Education 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 Education 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 Education undertakes to carry out address verification for each application made to a maintained school, academy or free school in Hackney. Where Hackney Education is not satisfied as to the validity of an address of an applicant, it will advise the admission authority schools.
10. Hackney Education will normally satisfy itself that each applicant's date of birth is correct.
11. Hackney Education will check the status of Looked After Children and children who were previously looked, including those in state care outside of England, after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order. Hackney Education will also check the status of children subject to a "Child Protection Plan" in respect of applications for schools that give priority to such children.

Section 2: Processing

12. Hackney Education will ensure pupil's preferences are recorded on the database and forward the pupil's details to the admission authority schools 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 to 3 school week basis, schools will return vacancy information to Hackney Education listing the available places in each year group. Admission authority schools will also be required to return to Hackney Education the list of pupils who have applied to the school ranked in accordance with the published oversubscription criteria.
16. If information is available indicating that the pupil has "challenging behaviour" as defined in Hackney Education Fair Access Protocol, the information will be forwarded to the school and the school may decide to refer the case back to Hackney Education 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.
17. Where an application is not fully completed, Hackney Education will not treat the application as valid until all information is received. In the case where a Hackney resident pupil is unplaced the application will normally still be processed and an offer made, provided there is sufficient information available to do this.
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 may be advised to seek information from the school to support the application. The information will be used to support the enrolment meeting.
19. In other cases, Hackney Education, if appropriate, will request background information from the current/previous school to support the enrolment meeting.

Section 3: Offers

20. Hackney Education will fill the 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. 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 16 above applies.

21. Hackney Education will also write to all parents who have not been offered places at their preferred schools informing them of their right to appeal to an independent appeal panel in accordance with the School Standards and Framework Act 1998. If a child is not on the roll of a school and no other places are available, a place may be allocated via the Fair Access Protocol. A copy of the Protocol is available online at <https://education.hackney.gov.uk/content/fair-access> If a child is in year 10 (summer term) or year 11, a referral may be made to alternative provision.
22. The above emails/letters 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.
23. When a pupil has been offered a place at one of their preferred schools, all other preferences will be withdrawn and the pupil removed from waiting lists unless the applicant requests otherwise in response to their offer.
24. Parents will be expected to accept or decline the offer of a place as soon as the offer has been made. However, if parents request time to consider the offer, a maximum of 48 hours will be given.
25. 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.
26. If a school is not able to contact the parent, the admission team must be notified immediately.
27. 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.
28. Pupils will be considered to be on roll from the start date agreed at the enrolment meeting.

Section 4: Pupils who are resident in another LA

29. Hackney Education will notify the home LA of the outcome of applications and appeals for their residents. Hackney Education 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 Education will provide the parents with details of schools with vacancies.
31. Where Hackney Education is informed that another LA has offered a place to one of its residents, Hackney Education's database will be updated in accordance with paragraphs 23 and 24 above.

Section 5: Exchange of additional information with home LA

32. Any background information received regarding an out borough pupil will be shared with the pupil's Home LA if a place is not offered.
33. Any other information received regarding an out borough pupil which Hackney Education 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
- Does the applicant have an Education, Health and Care Plan?
- Is the child Looked After or formerly 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 4):

- 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